

Greenhouse Committee Meeting Minutes, March 30, 2017

The meeting started at 1:03 p.m.

Present: Amy Hilske, Edgar Cahoon, Keenan Amundsen, Lance Meinke, Matt Anderson, Scott Sattler, Anne Streich, Hector Santiago, James Schnable, Stephen Wegulo, **Absent:** Alan Christensen

Approval of Minutes of February 16, 2017 Meeting

Meinke moved to approve the minutes of the February 16, 2017 meeting; Cahoon seconded. The minutes were approved with no objections.

Clarification on Request to Make Individual Greenhouse Users' Data Available – Stephen Wegulo

It was clarified that the person requesting that greenhouse users' data be available, was only meaning that the committee should have access to the data when needed, not the public. Since this item was voted on and approved at the last committee meeting that only the committee members would have access to user data, there was no further action needed.

Discussion of the Policies and Procedures Document – Amy Hilske

Hilske provided handouts of the updated policies and procedures document and the CY16 occupancy percentages for greenhouses and growth chambers sheet. Both of which have been shared with the committee through box as well as the facilities conditions assessment.

Policies and Procedures Document Review:

The space request form has been updated with a check box at the bottom of it to indicate that the user agrees to the greenhouse policies and procedures. A link is also provided for the document. Amundsen suggested that the policies and procedures document be shared with current faculty as well as new faculty. Hilske agreed and said that it is a document that can be included in new faculty orientation packets.

The group agreed that the policies and procedures document should be disseminated by the principal investigator to the students that work under them on their projects.

***Section 14: Penalties for Non-Compliance**

-Suggestion for second offense (Cahoon) – It currently states “student” but this person could be a post-doc or technician, so there needs to be clarification around this term.

-Suggestion for third offense (Wegulo) – Discussion on if the word termination is too harsh to use and would be hard to enforce it. Anderson mentioned the idea of mirroring the bio safety guidelines in regards to non-compliance and that it should be specified that these consequences be per individual user, not PI. The group discussed various consequences for the third offense but essentially agreed that the individual user will need to come before the greenhouse committee to discuss the reason of non-compliance of the policies occurred and what measures will be taken to prevent it from happening again.

***Section 1: Requesting plant growth space for Research**

-Suggestion for: Greenhouse & Growth chamber space will be assigned only for the specific time period required by the project. Space will not be allocated for an indefinite time period (Schnable) – There are cases where a definite allocation is needed for certain research projects. Wegulo suggested that added verbiage “unutilized space will be reallocated upon request.”

***Section 13: Tours**

-Streich would like to see clarification on what type of tours need the 72-hour notice. Hilske said that this section was added due to some issues with spraying and then when tours come they are not allowed to come in because of it. If it is something related to a student recruitment, it is understandable that not in every case a 72-hour notice will be given. Hilske will reword the statement so that it is more inclusive around greenhouse staff lead tours.

***Section 8: Plant & Soil Waste Disposal**

-Suggestion for changing the term “hazardous waste”: After much discussion on what terminology to use, the group agreed that “contaminated and recombinant materials” would be acceptable. It was also suggested that a statement be added in this section stating, “If necessary, consult the Bio-Safety Officer for any necessary disposal methods.” (Anderson)

-Also suggested to break the non-hazardous waste and hazardous waste into two sections so the term “contaminated and recombinant materials” doesn’t have to be used each time. (Anderson)

-Suggestion for small vs. large quantities (Schnable) – It would be useful to post what constitutes as a large amount as there have been previous discussions on what is standard vs. a large request in the greenhouses. Hilske agreed that signage would be helpful.

***Section 10: Greenhouse Supplies**

-Suggestion regarding excessive use of supplies: Group agrees that the statement, “If the use of supplies, materials, or equipment are above the standard approved amount by the greenhouse, the users cost center will be charged additional fees”, should be posted in the head house.

Hilske stated that with the new CO₂ chambers, the rent of the space is the same; however, there is an additional cost for the actual CO₂. This will essentially be considered a supplies charge for the user.

Hilske would like to add a section stating that any user should not attempt their own pesticide application without written prior approval. It is suggested by Wegulo that research related spraying vs. other spraying that needs to be applied by greenhouse staff should be noted in the document. It could be that research related spraying will be posted and logged.

Amundsen mentions that he would like to see some flexibility in the training courses provided to ensure that everyone could attend. Hilske stated that the training need to be provided in person, so there isn’t much flexibility in doing them online, but she will check to see if a direct chat function would work.

Action Item: Hilske will make the suggested changes to the Policies & Procedures document and provide updated versions at the next committee meeting.

Occupancy Percentage Greenhouse CY16 Document

Tier 1 and 1A are spaces that are in the highest tier. Either they are air-conditioned or swamp cooled and have a large percentage of occupancy. Generally, with the growth chambers they are 80-85% full at any given time. Tier 4 greenhouses facilitate a lot of teaching and includes hoop houses, which do not get used much. This is why the chart shows such a large drop for Tier 4. Hilske will continue to add monthly data to the charts as she gets the information and these numbers will be what is used to help with the rate calculations in the fall.

Project updates – Amy Hilske

The new health center will not shade the greenhouse and was built around results of a shading study that was conducted. The group was able to view the site during the greenhouse tour.

NRI Funds

- Just signed off on a new contract for a new autoclave for east campus greenhouses
- In the process of getting an estimate for a new soil cart and aerator for the beadle center
- Strip LED lights have been purchased so that in the greenhouse they can be placed on carts to allow the ability to grow Arabidopsis and Camelina.
- Polycarbonate replacement on beadle center greenhouse was not completed in 2016 due to a contractor issue. It is now planned that BSM will complete this item in the spring of 2017.

Group tour of Beadle Greenhouse occurred immediately following meeting.

Next meeting date: April 20, 2017 - group will meet in PLSH 279M and then tour the east campus greenhouse

Meeting adjourned 2:05 p.m.