

## **Department of Plant Pathology Greenhouse and Growth Chamber User Fee Policy**

**Policy to be implemented on August 1<sup>st</sup>, 2010, Updated September 1<sup>st</sup> 2015**

### **Requests for Space:**

Space requests for greenhouse and growth chambers should be submitted by the beginning of the month. The space request form is available on the Plant Path department website and must be completed and submitted online. Requests will be considered for a minimum of one month; otherwise they can be variable in duration at additional month increments. Please allow a minimum of two weeks after the request for space to be occupied. An account number must be provided when space is requested and projects will be charged on a monthly basis.

Before a project begins, it is mandatory that anyone working in the facility completes the Kottman Greenhouse Best Management Practices training that is available on the Environmental Health and Safety training website, under the group CFAES.

### **Assignment of Space:**

Space requests will be reviewed by the Greenhouse Coordinator, hereafter referred to as the GC. The GC will work with individual programs to identify the best space for their needs. Decisions on space assignments will be made no later than 2 weeks after the request. If requests exceed the available space, the Greenhouse and Growth Chamber Committee will work with the GC to mediate the shortage, and work with all programs to best accommodate their research and teaching needs. In such a case, the committee must have a quorum and majority vote for their decisions to be binding. Every attempt will be made to make the decisions within 2 weeks. Priority for greenhouse and growth chamber space will be given to programs residing in Kottman Hall. Programs outside the building may be assigned space when available, especially if unused space is routinely available and not requested by Kottman programs.

### **Vacation of Space:**

Space must be vacated at the termination of the request period. Only if space is available can a project go beyond the request period. The GC must be notified in writing at least one month prior to the termination of a project if an experiment is expected to run beyond the request period. A decision on the request will be made at least one week prior to the termination of the request period. The Greenhouse and Growth Chamber Committee will be responsible for mediating any problems dealing with extending request periods. It is important that projects provide realistic, even conservative, space requests so that extensions are kept to a minimum.

### **User Fees:**

#### ***Growth Chambers***

Users of the Plant Pathology growth chambers will be assessed a User Fee to cover the cost of operating and maintaining these facilities. A daily rate will be charged based on the size of the chamber. Individual projects will be responsible for maintaining and watering all plants in the chambers. All items special to the research will be provided by individual projects. A minimum charge for 30 days will be required for each new request. Additional periods of two-week duration can be added. The proposed infrastructure fee is \$3.50 per day, or \$105.00 per month.

**Greenhouse:**

Users of the Plant Pathology greenhouse will be assessed a User Fee to cover the costs of operating these facilities. This monthly fee will be based on the total bench space. Programs will be charged for only the bench space that they request (i.e. one of the three benches in a greenhouse room) unless the conditions of the experiment prevent the use of the remaining space in a greenhouse by other researchers. In such a case, programs will be charged for the entire room. If users remove the benches, the Greenhouse Manager will calculate the growing space and assess fees based on the square footage charge. Greenhouse staff will assist with removal of benches and reconfiguring greenhouse space to meet specific project needs once within the request period. Additional assistance can be arranged for a fee. Charges will be prorated for a minimum of one-half of a bench and a minimum time of one month. Non-Kottman Hall users will be charged the user fee plus a \$0.30 per square foot per month infrastructure fee. Greenhouse space that is used exclusively for teaching Plant Pathology courses will be charged to the appropriate departmental account.

**Kottman Greenhouse user fees**

\$0.36 ft<sup>2</sup>/ month Kottman Greenhouses for Plant Pathology programs

\$0.56 ft<sup>2</sup>/ month Kottman Greenhouses for non-Plant Pathology programs <sup>1</sup>

**Additional Greenhouse fees**

\$0.05 ft<sup>2</sup>/ month will be charged for supplemental lighting

**Items covered by user fees:**

Greenhouse user fees provide research programs with space in the Plant Pathology greenhouse facilities. Listed below are the services covered by the fees:

- Greenhouse staff will assist with insect and disease scouting and will provide/coordinate pest management.
- Supplemental lighting is available for an additional \$0.05 ft<sup>2</sup>/ month. This supplemental lighting fee will cover replacement bulbs. Those requesting space must indicate on the request form for which space and for what duration they would like to have supplemental lighting. Projects will be charged for the time that lighting was requested for the project.
- Automated irrigation can be provided in most scenarios.
- A general purpose growing media is provided for use by the greenhouse facility.

**Items which must be provided by the project:**

- Any project-specific items (chemicals, etc.) must be supplied by the individual projects. Specific treatments are also the responsibility of the project.

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<sup>1</sup> Beginning in September 1<sup>st</sup> 2015 there will be \$0.10 ft<sup>2</sup>/ month increase for non-Plant Pathology programs, followed by an additional \$0.10 increase in January 1<sup>st</sup> 2016. If a lab or program has maintained continuous use of a full greenhouse zone since the User Fee Policy was put into effect (August 1<sup>st</sup>, 2010), the fee associated with their space usage will remain \$0.36ft<sup>2</sup>/ month until an interruption of use occurs or the policy is otherwise adjusted by committee.

- Projects must supply their own pots, pot labels, and flats.
- Projects are responsible for routine maintenance of their plants during the project, including watering.
- Projects are responsible for cleanup at the conclusion of the experiment. Projects will need to schedule project cleanup at the termination of the experiments within the requested time period so rooms/benches are ready for the next user. Projects that do not clean up after their projects have ended and before the end of the space request period will be assessed a clean-up fee.

### **Budgeting and Accounting:**

The Greenhouse Coordinator will keep track of greenhouse and growth chamber requests and usage and submit the associated costs monthly to the fiscal officer for the Department of Plant Pathology. Individual projects will be responsible for informing the fiscal officer of any changes in account information for their projects.

Greenhouse fees (user fees and supplemental lighting fees) should be requested when applying for grants, contracts and gifts. Specifics will vary depending on the granting agency but many budgets will have a section entitled Equipment or Facility Rental/User Fees. In the budget justification section please indicate that Greenhouse User Fees are required by the Department of Plant Pathology for use of all greenhouse facilities. These fees are used for greenhouse staff salaries and for general maintenance of the facilities and controls, to purchase pesticides, and bulbs for supplemental lights.

### **Greenhouse Facility Storage**

Due to a history of abandoned equipment and project materials, space usage for storage is monitored by the Greenhouse staff regularly. Storage space is allotted to greenhouse users based on the size of the space request (per bench) at no additional cost. Beyond the basic allotment, additional storage can be requested from the Greenhouse Coordinator at a supplemental fee.

There are three basic storage options for greenhouse users: metal cabinets, materials bays, and pallet shelving. A greenhouse space request that is less than three benches will be allotted a cabinet for storing basic materials. A greenhouse space request of three or more benches will be allotted either a materials bay or a section of pallet shelving for storage. Beyond the allotment based on greenhouse space request size, storage can be arranged with the Greenhouse Coordinator for additional fees, outlined below:

\$20 = 1 storage cabinet per month

\$25 = 1 section of pallet shelving per month

\$35 = 1 materials bay per month

Under no circumstances will the greenhouse space be used for storage of materials or equipment. Its primary purpose is as a plant growth research and teaching facility.