

Greenhouse Committee

Chair: Appointment made by Biology Chair

Purpose: To maintain, propagate and preserve live plant samples to use for various classes, and to provide research space for faculty and student projects. The greenhouse at the Farm is reserved for faculty and/or graduate student projects.

Committee Description:

Faculty Membership Requirements

- Can be any Winthrop faculty member who is working on or supervising student plant projects
- Committee can be made up of a maximum of four faculty members, one of whom is the laboratory manager/building coordinator

Service Limits

- Committee members serve a 1 year term (staggered)
- Consecutive terms are permitted

Policies:

- I. Faculty who teach BIOL 300 are responsible for their students' projects by maintaining and cleaning the work areas in the greenhouse and the head house.
- II. When removing or introducing plants into the greenhouse, faculty members should first get permission from the committee chair. Faculty will be responsible for returning all borrowed plants back to the greenhouse. With regard to using the space in the head house and/or greenhouse, faculty must clean used pots and place them back on the shelf. Spaces that are used during experimentation should be cleaned up.
- III. Faculty should report to the laboratory manager if there are any problems such as lack of potting soils or malfunction of the temperature controller or watering system.
- IV. Faculty members should approach the committee chair before moving any plants in the greenhouse (especially for BIOL 300 projects).
- V. All experiments must be labeled properly. The label should be written on a plastic tag and not on a piece of paper. It should include the name of the researcher, time of the experiment, course number, supervisor's name, and the supervisor's contact information (email address & phone number). The experiment will be removed if the

label does not have the appropriate information. The student's grade should be withheld until the instructor has verified that his/her project has been cleared from the greenhouse and/or head house.

Responsibilities:

- I. Faculty who teach BIOL 300 are responsible for their students' projects by maintaining and cleaning the work areas in the greenhouse and the head house. At the end of the semester the committee will inspect used greenhouse spaces and report any problems found to faculty members who teach the aforementioned courses.

Procedures for Student Greenhouse Projects - June, 18 2013

In response to increased use of the LSB/Dalton Hall Greenhouse and in cooperation with Dr. Grubbs, procedures for student greenhouse projects have been revised as follows:

1. All student's must complete a "Greenhouse Project Information Sheet", have you initial your approval, and submit it to me BEFORE setting up their project. I will keep one copy of the completed sheet in my office and a second copy will be filed in a three-ring binder in the greenhouse. Any project set-up without an approved information sheet on file will be promptly discarded.

A copy of the information sheet along with a suggested cover sheet is attached. I have provided multiple copies of both sheets to those faculty teaching investigative courses this semester. In the future you will be able to find forms in the 3 ring binder in the head house. I welcome your comments and/or questions in reference to either sheet.

2. All student projects must be clearly labeled with the student's name, student email address & phone number, instructor's name, and class designation, i.e., BIOL 300.

3. The counter immediately to the right as you enter the greenhouse has been designated the "student potting bench". All potting supplies, i.e., soil, pots, labels, etc. have been moved to this bench. Please instruct your students to prepare their projects in this area. Also, in an effort to control the amount of wasted potting soil, please encourage your students to use cell-packs and/or very small pots unless their project specifically requires larger containers.

4. Space for student projects is primarily limited to the center bench of the greenhouse. Please let me know if your students need additional space. I will clear another area and mark it specifically for student use.

5. Under no circumstances are concentrated chemicals allowed in the greenhouse. Any work with concentrated chemicals should be done in the labs. Dilute solutions may be used in the greenhouse, but encourage the use of non-breakable containers. Under no circumstances should chemical solutions be poured into the greenhouse sink.

7. Students are required to clean up their projects completely! Project materials, i.e., aquariums, glassware, pipet pumps, trays, etc., are to be returned to the appropriate lab for washing and/or storage. Used cell-packs, plant materials, and other disposable items are to be placed in appropriate receptacles. Dirty pots WITH LABELS REMOVED should be put in the green tub marked "dirty pots".



SO, YOU WANT TO DO A GREENHOUSE PROJECT.....

1. You must complete a "Greenhouse Project Information Sheet" (attached), have it approved by your professor, and submit it to Linda McKeown room 131 LSB, BEFORE you set-up your project. BE WARNED - any project set-up without an information sheet on file, will be promptly discarded!
2. The greenhouse is a shared area with limited space. Please make sure your project is clearly labeled with your name, your instructor's name and the class designation, i.e., BIOL 300.
3. The counter immediately to the right as you enter the greenhouse has been designated the "student potting bench". Please prepare your project in this area and CLEAN UP YOUR MESS as you finish. Potting supplies including soil, cell-packs, pots and trays are located under, above, or near this bench. Look for posted information. Unless your project absolutely requires larger pots, please use disposable cell-packs or the small pots located above the potting bench.
4. Space for student projects is primarily limited to the center bench of the greenhouse. If additional space is needed, an area will be prepared on one of the other benches and clearly marked for student use. Do not take it upon yourself to make space. If you cannot find a place for your project, please see your professor or Linda McKeown.
5. Under no circumstances are concentrated chemicals allowed in the greenhouse. If dilute solutions are required for your project, they should be prepared in the lab. The greenhouse floor is unforgiving, so if possible, use non-breakable containers for chemical solutions. Also, DO NOT POUR ANY CHEMICAL SOLUTIONS IN THE GREENHOUSE SINK.
6. You are required to clean-up your project materials when your research is finished. Please return all materials - aquariums, glassware, pipet pumps, etc. - to the appropriate lab for washing and/or storage. Used cell-packs, potting soil, plant materials and other disposable items should be placed in the greenhouse trashcans. Dirty pots WITH LABELS REMOVED should be placed in the green tub labeled "dirty pots".

06/18/2013 *lam*

GREENHOUSE PROJECT INFORMATION SHEET
BIOLOGY DEPARTMENT, WINTHROP UNIVERSITY

Complete this form, have your professor initial his/her approval, and submit to Linda McKeown, room 131 DALT BEFORE you set-up your greenhouse project. A copy of this form will be filed in a three-ring binder in the greenhouse. You are responsible for updating the form if any of the information changes during the project period. ANY PROJECT SET-UP IN THE GREENHOUSE WITHOUT AN APPROVED INFORMATION SHEET ON FILE WILL BE PROMPTLY DISCARDED!

STUDENT'S NAME _____ DATE _____

INSTRUCTOR'S NAME _____ COURSE _____ APPROVAL _____

PROJECT START DATE _____ ANTICIPATED COMPLETION DATE _____

PROJECT TITLE _____

BRIEF DESCRIPTION OF RESEARCH: _____

LIST ANY LIVING ORGANISMS BEING USED IN YOUR PROJECT (Plants, Earthworms, Ants, etc.):

LIST ANY CHEMICALS OR COMPOUNDS BEING USED IN YOUR PROJECT (please include concentrations):



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