Welch Greenhouse Guidelines

Contact: Please direct emails regarding greenhouse facilities, equipment, supplies, or watering concerns to both the greenhouse manager Shane Merrell and the horticulturist Mick Vann.
Shane Merrell: office: 471-3752, cell: 923-4507, email: shane@austin.utexas.edu.
Mick Vann: office: 475-7927, cell: 470-7598, email: mick@austin.utexas.edu.

New rules and guidelines for the SBS Plant Facilities
(In effect from 7/26/2013)

1. Watering plants in the growth chambers is no longer allowed because the drains in the growth chambers do not work properly. You must bring your plants out of the growth chamber, water them, drain any unused water from the trays, and replace the plants in the growth chamber.

2. A double tray system is now required for growing research in the growth chambers. The 2 ½ inch and 3 ½ inch pots have trays that are specifically designed to be used with them that fit into the standard 1020 trays that have no holes. If you do not know what I am talking about please come see me next time you are at the greenhouse.

3. All plants that are growing in the chambers need to be labeled with the P. I. name, the main researcher’s name, and whether or not the plants are “transgenic” or “not transgenic”. Do not use codes that I do not understand, write “Transgenic or Not Transgenic”

4. No sitting water is allowed to remain in trays after you are done watering, be sure to discard any remaining water from your trays before placing them back into the growth chambers.

5. Plants are not allowed to dry in the greenhouse nor in the growth chambers. The only place plants are allowed to dry in the greenhouse is on the plant drying shelf in the hallway to the right of the greenhouse entrance. As soon as the plants are dry and the seeds are collected, the plants must be removed from the shelf.

6. All Arabidopsis researchers must use Gnatrol when you water your Arabidopsis to make sure the Fungus Gnats do not become a problem.

7. You will be notified by email of any rules infractions, after which you will have 48 hours to remedy the problem or we will discard your plants.

If you need to know where supplies are located or have a question about these procedures, please contact Mick Vann.
Greenhouses and Growth Chambers: The facilities are reserved on a first-come, first-served basis. Space must be requested and reserved using the online request form. [http://www.biosci.utexas.edu/greenhouse/request.aspx](http://www.biosci.utexas.edu/greenhouse/request.aspx)

Space/Supply Requests: Bench and growth chamber space queries are made through the greenhouse request form online: [http://www.biosci.utexas.edu/greenhouse/request.aspx](http://www.biosci.utexas.edu/greenhouse/request.aspx). Additional supplies are also requested at this link. Your requests will be considered and a response will be sent to you as soon as possible by Shane Merrell.

Keys and Security: You must have a Welch exterior key on weekends and holidays, since the exterior building doors could be locked. A 6th floor entrance key is also needed. Key forms for Welch must be generated by Shane Merrell. The 6th floor entrance door to Welch must be locked at all times. Any greenhouse or growth chamber to be locked “at all times” must first be cleared by Shane Merrell.

Parking: Temporary parking for loading and unloading plants or materials is available at the Welch Loading Dock, located on the east side of the building, along Speedway Dr. Flashers must be activated on your vehicle, and time is limited to 30 minutes. If you have no UT parking permit, you must first get a temporary permit at one of the Campus perimeter traffic control kiosks in order to access the building between the hours of 7:30 am and 4:30 pm, Mon-Fri.

Potting/ Harvest Area: These areas must be cleaned up by the user after each use. Any soil mixed in the large mixing bins should be used completely. When harvesting seeds in the harvest area, please place the soil/plant material in plastic trash bags and throw in the large trash bins.

Trash and Housekeeping: Place all heavy items in plastic trash bags and place in rolling trash can. Please do not overfill the trash cans, or fill them with heavy items, like soil, making them hard to dump downstairs. Razor blades and broken glass can be placed in the sharps container located on the potting bench. When using the potting or harvest areas, please clean up after yourself. Make sure you don’t overfill pots with soil, so that they overflow with each watering.

Pots/ Trays: Located above the potting area and also in the overflow section of shelves, adjacent to the hallway door. If you pay bench space fee, most potting materials are included in that price. If you do not, you are not entitled to any supplies.

Soil: Located just inside the door to the left from the elevator. Do not open more than one bag of the same media at the same time. Keep the soil bag storage area neat and tidy. If you pay bench space fee, most potting materials are included in that price. If you do not, you are not entitled to any supplies.

Pesticide Application: The Welch greenhouses are closed every Thursday at 2:00 for insect control. Please make arrangements to water and care for your plants before that time.

Repairs and Maintenance: Please notify Shane Merrell for any repair or maintenance concerns.

Additional Information: Additional information is located on the SBS Greenhouse Website: [http://www.biosci.utexas.edu/greenhouse/](http://www.biosci.utexas.edu/greenhouse/)
Welch Growth Chamber Protocol

There are five digitally-controlled growth chambers located along the headhouse hallway in the Welch Greenhouse Facility. In order to use the chambers for research, a request form must be submitted and approved, and it must include an active grant or funding account number. Generally, priority assignment is determined on a first-come, first-served basis. In situations where there are too many users and not enough space, Greenhouse Manager Shane Merrell will intercede as mediator. If a mediated agreement cannot be reached, the Greenhouse Committee will make the final decision on space allotment. One half of the total space is the minimum allowed per user per chamber. If you are not flexible with the chamber’s environmental settings, and refuse to compromise, you will be charged for the entire space, unless another user can also grow under your conditions. The maximum length of time allowed per chamber is ONE YEAR. If an extension is needed, it must be pre-approved by the Greenhouse Committee, and a new request form must be submitted. Users are not expected to capitalize a chamber for an extended length of time, unless there are no users waiting on the space, or it has been pre-approved by the Greenhouse Committee.

Users must keep their space clean and tidy. Violation will result in termination of the user agreement.

When a user removes their research from a chamber, it must remain vacant for three business days, to allow ample time for final cleaning and sterilization. Users are expected to remove their research and clean their area when finished. In emergency situations it may occasionally be necessary to require users to slightly alter or compromise their environmental conditions. Users are not allowed to change the environmental conditions; only Shane Merrell is allowed to make any changes or adjustments. Currently (September, 2012) the greenhouse bench space fee is $1.70 per square foot and the grow chamber space fee is $2.40 per square foot; users can expect that fee to increase.