

SOP – Natural Soils in the Research Greenhouse

User Responsibilities

1. Room G08 is dedicated to the use of natural soils. No other space/rooms may be used unless permission is given by the Research Greenhouse personnel.
2. Users are to enter the Research Greenhouse using the front door and exit through the back door to prevent any circulation in the main corridor. The back door is the closest entrance/exit from room G08. Users must also use this door when natural soil is brought in and out of the greenhouse.
3. Only personnel who have direct relation with the natural soil experiments (User//PI/Greenhouse staff) will be permitted to enter room G08. It is prohibited to enter other compartments containing experiments unless it is approved by Greenhouse personnel. Doing so will greatly decrease the risk of pest/pathogen infestation in the Research Greenhouse.
4. Respecting the Covid-19 rules and regulation, a maximum of **two people** will be allowed in room G08 at the same time. Please refer to the “**Covid-19 Procedure Form**” for all the safety procedures, protocols and rules that must be followed in the Research Greenhouse.
https://www.mcgill.ca/plant/files/plant/covid-19_procedures_research_greenhouse_and_phytorium.pdf
5. Greenhouse sanitation is the first step in managing pests and pathogens. Please step into the sanitizing footbaths for at least 30 seconds. The footbath contains KleenGrow™: a disinfectant, bactericide & fungicide. A container with KleenGrow solution will be placed beside the mats. If they are empty, please fill them up using the solution provided.
6. Users are required to wear a lab coat at all times when working in room G08. It is to be kept in the room for the duration of the experiment. This will prevent users from carrying out pests and pathogens. It is the PI's responsibility to provide students/users with a lab coat. Users will be responsible for washing their own lab coats.
7. Keeping workspaces clean and tidy throughout the course of the experiment and taking prompt action when any written or email notification is given regarding workspace tidying. This includes:
 - Keeping walkways in greenhouse rooms accessible and free from potential tripping hazards such as cords, wires, and hoses.
 - Keeping greenhouse floors and greenhouse benches free of plant and soil debris.
 - Keeping greenhouse room free of excessive dirty pots/trays/material.
8. Room G08 will contain all its own cleaning tools (broom, dustpan, soap, etc.) and a garbage. It is important to keep this room clean to avoid any pest problems. All soil and plant debris is to be discarded in the garbage provided. Researchers are responsible for disposing all garbage bags immediately to the main waste receptacle outside behind the greenhouse.
9. Potting, seeding, transplanting will all occur in room G08. All the tools, pots and necessities will be provided as requested in the reservation form. Please use the designated bench area as a working station.

10. Natural soil can be stored in room G08 in properly sealed containers. They are to be brought in through the back entrance into room G08 and opened only once inside. It is the users responsibility to obtain the natural soil that they will be working with.
11. Promptly notify Research Greenhouse personnel if any pests are detected. Scouting for pests is an important task especially when working with natural soils.
12. Users are not to implement any sort of pest/pathogen control, including the use of sticky traps, baits, and/or any sort of pesticide (insecticides, fungicides, soaps, oils, organic/natural pesticides, etc.) without express permission by Research Greenhouse personnel. If users have suggestions or ideas regarding pest/pathogen control, staff are available and happy to discuss their suggestions/ideas.
13. Users are not to occupy spaces/benches (storing tools, supplies, etc.) that was not assigned to them. Charges will apply if material is placed in those spaces.
14. Please report any general problems such as equipment malfunction and missing equipment as soon as possible to Research Greenhouse staff.
15. Once an experiment has ended, all organic matter including plant and soil debris must be properly disposed in the garbage can provided in room G08. Please dispose of all garbage bags immediately to the main waste receptacle outside behind the greenhouse. Large amounts of discarded organic matter must never be left inside the garbage can as doing so greatly increases the risk of pest/pathogen infestation.
16. Cleaning and storing pots will take place inside room G08. Pot washing is the responsibility of the user. Pots must always be reused and thrown away/recycled only when they are too damaged to use. This means that as their experiment end, the user must discard of any organic matter from their pots including plant and soil debris. All pots and other supplies such as trays must be washed and then allowed to dry. If pathogens were used in an experiment, pots need to be disinfected with ethanol (70%) after being washed. All pots are to be properly stored in their designated area when completely dried.
17. Users will be given up to 48 hours to clean their pots/materials. If users fail to comply, steps will be taken by Research Greenhouse personnel to correct the problem. This will result in PIs being charged at a rate of 100\$/hr for any time spent by Research Greenhouse personnel cleaning their pots/materials.
18. Providing email notification to Research Greenhouse staff when experiments have finished in their workspaces.
 - Note that billing will only terminate once email notification has been received and the workspace has been properly cleaned by its previous user(s). Also, note that under normal circumstances, no workspace may be booked by any user indefinitely. Please read the full Phytorium & Research Greenhouse Policies & Procedures manual for exceptions and/or further explanation.
https://www.mcgill.ca/plant/files/plant/research_greenhouse_and_phytorium_manual.pdf

- All experiment end dates must be respected. Acceptions for extensions may be given with the permission of the Research Greenhouse personnel. Please take note that the Research Greenhouse is a shared environment with all departments.
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Finally, a friendly reminder – use of the Research Greenhouse and Phytorium is a privilege granted to all of us by the Dean and McGill University administration. It is important that we respect and take care of each other by following all McGill guidelines and regulations, and the specific procedures as outlined above. Failure to do so could lead to your removal from the space, and in severe cases, having the permission to conduct your research trial revoked.

Thank you for your diligence and cooperation in following these procedures. We are all looking forward to a safe, productive and successful research ramp-up!

As a user of a workspace or workspaces in the Research Greenhouse, I (the undersigned) have read and agree to all of the terms listed above.

Workspace:

Users (print names):

Users (signatures):

Date:

As Principal Investigator, I (the undersigned) have read and agree to all of the terms listed above, and take ultimate responsibility for the users listed here.

PI (print name):

PI (signature):

Date:



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