

**Lincoln University Cooperative Research
Charles E. Dickinson Plant and Soil Science Greenhouse
Complex**

1204 and 1219 Chestnut Street
Jefferson City, MO 65101

**Guidelines and conditions for use of the research and teaching
facilities by all applicants**

The Dickinson Research Facilities (DRF) on 1219 and 1204 Chestnut Street have limited laboratory, plant growth chamber and greenhouse (GH) spaces. Some of these have been assigned to individual faculty, but others are open to use by affiliated faculty members.

The term '**location**' and abbreviation 'DRF' will be used henceforth to represent the Charles E. Dickinson '*Plant and Soil Science Greenhouse Complex* on 1219 and 1204 Chestnut Street.'

The following guidelines shall apply to all individuals approved to use these facilities for any purpose.

1. All faculty members with the intent to use space or equipment at this location must complete and submit the 'Dickinson Plant and Soil Science Research Center and Teaching Facilities' form, which is downloadable from this web site.
2. Approval of any request in (1) above by the Advisory Committee will be based on demonstrated need (*evidence that research is approved, including accession #; see request form*). Space or equipment will be assigned on first come, first served basis.
3. Due to limitation of space and equipment at this location, these facilities may be used for *approved research projects*, or teaching assignment that require indoor propagation of plants only, particularly during the spring and fall semesters.
4. All requests to use GH bench space must be received by November 15 of the year preceding the spring semester you intend to use the space. Consideration of requests at any other time of the year will depend upon space availability only.
5. For GH bench and Plant Growth Chamber (PGC) space requests, the advisory committee will give priority to research and teaching above all other needs.
6. Greenhouse benches and PGCs shall not be utilized for the drying of soil, roots, tubers or other plant materials at any time. The above practice contravenes GH sanitation rules, and constitutes misuse of the limited GH space available.

7. The use of GH space to overwinter 'home plants,' insect infested or diseased plants from offices on campus is prohibited, because such practice puts experiments and other plants at risk of contamination and negates good GH sanitation measures.

8. The sowing of seeds into propagation media, potting-up of seedlings/cuttings or other plant material must be carried out in the designated **potting area** at the entrance of the **South GH** only, and not on GH benches.

9. Pots or other containers used to grow plants in the GHs must be lined with pot-liners or other cloth that prevents the growing media from leaking/washing out through the drainage holes at the bottom to the GH floor.

10. Researchers planning experiments that involves the growing of plants in heavy metal (e.g., arsenic, chromium, lead etc.) contaminated soil must consult the Hazardous Materials Compliance Officer (HMCO; Robert Clay).

11. During the spring semester, the East & West GHs at the DRF may not be available for uses other than teaching.

12. Individual approved to use space or equipment at the DRF may **NOT** adjust or tamper with microclimate control equipment for the purpose of regulating light, temperature or shading, including the integrated mist propagation control system in the East GH. Special needs for environmental control must be reported the attendant GH staff.

13. Applicants of GH bench spaces should be prepared to share a bench with other users with similar need.

14. To extend use beyond expiration date, a new request form must be submitted to apply for the extension at least four weeks prior to expiration date on the original request form. A cogent justification for the extension must be appended.

15. Principal Investigators are responsible for cleaning and sanitizing all space used by the termination date of either application. This includes work area in labs, all containers, and bench spaces. See the attendant GH staff for cleaning and sanitizing instructions.