



UNT Greenhouse Use Information

1. No plants are to be moved into any greenhouse space without prior request for and approval by the Greenhouse Manager.
2. All plants must be properly labeled according to the UNT Plant Labeling Requirements.
 - a. UNT Plant Labeling Requirements (on webpage tab).
3. Greenhouse bench space will be allotted and charged by the 3'x8' (24 sq ft) bench section.
4. Graduate and unfunded projects can be discussed with the Greenhouse Manager and AVPR for special exceptions.
5. All grant proposal budgets should include greenhouse space charges.
6. The Greenhouse/Growth Chamber Space Request form must be completed and emailed to the Greenhouse Manager, gail.shadle@unt.edu to use greenhouse or growth chamber space.
 - a. Space Request form (on webpage tab).
7. The Growth Chamber User Information form must be completed and displayed on the front of the growth chamber, as well as emailed to the Greenhouse Manager, gail.shadle@unt.edu.
 - a. Plant Tracking and ID-Growth Chamber form (on webpage tab).
8. Included in Greenhouse Space Charge:
 - a. Regular maintenance and repair of greenhouse systems and components
 - b. Lamp/bulb replacement
 - c. Provide soap, paper towels, first aid kit and spill kit in each greenhouse headhouse
 - d. Pest scouting & identification, purchase of pesticides, equipment and PPE, and application of pesticides by a licensed professional
 - e. Setup of benches and irrigation
9. Pesticide treatments for growth chambers and growth rooms will be charged a separate per-application fee.
10. PIs will pay for bulb replacements in the growth chambers they are using.
11. The Greenhouse Manager will keep bulbs for the Percival growth chambers in stock for purchase.
12. The use of a greenhouse cell that is typically occupied by a specific lab in its entirety will be charged to the PI of that lab unless otherwise arranged with the Greenhouse Manager to share with other users.
13. User responsibilities regarding greenhouse use include:
 - a. Items used for plant care such as pots, soil, trays, fertilizer, plant labels, etc. must be purchased by the user.
 - b. Users are responsible for keeping greenhouse space and common space clean and free of dirt, debris, plant material and refuse.
 - c. Users are responsible for disposing of their plants properly. User will autoclave all materials requiring it.
 - d. Thorough cleaning of space used upon experiment completion is required.

Please contact the Greenhouse Manager, gail.shadle@unt.edu with any questions, concerns or suggestions.