

## DEPARTMENT OF CHEMISTRY GUIDELINES FOR GREENHOUSES

The Department of Chemistry has two Greenhouses (Greenhouse I at 1/F Nan Shan Entrance & Greenhouse II at 2/F) for plant experiments. The following guidelines summarize the procedures and regulations for using the facilities in the greenhouses. The Greenhouse Technical Officer-In-Charge (TO-I-C), Ms. Mak MH Mandy, is responsible for day-to-day operation, space allocation, and maintenance of Greenhouse facility. A Greenhouse Management Committee consists of Prof. Tam F Y Nora, Greenhouse Staff-In-Charge and Ms Ng K Y Helen, Chief Technical Officer will respond if dilemma arises. If a user is not satisfied with the decision made by the Committee, he/ she can appeal to the Department Head for final decision. This set of guidelines is subject to periodic review.

### Greenhouse Facilities

- **Greenhouse I (1/F)** - please see Appendix 1 for layout
  - Two rolling benches, each of size 1.8m x 5m;
  - Ground Planting Areas (L1 & L2)
- **Greenhouse II (2/F)** - please see Appendix 2 for layout
  - Greenhouse II A (P2482) - Four rolling benches, each of size 1.8m x 5m;
  - Greenhouse II B (P2485) - Two rolling benches, each of size 1.8m x 5m;
  - Preparation Room (P2481) - benches with balance and shaker for users & refrigerators for storage of Greenhouse related samples;
  - Controlled Environmental Room (P2480) - four Environmental Chambers & three algae growing chambers.

### Procedures and Regulations for Using the Greenhouse

- Users have to submit a risk assessment and a completed Booking Form (Appendix 3) to Greenhouse TO-I-C (Ms Mak MH Mandy at x4064) a minimum of two weeks prior to the start of the project.
- Greenhouse TO-I-C will notify the user within one week of the disposition of their request through e-mail.
- The use of all Greenhouse facility and supply is **restricted to teaching and research** purposes. No ornamental planting and storage of personal items are permitted.
- Users should submit a working plan and specify the duration of experimental period, type of experiment to be conducted, chemicals used, seawater consumption, the type and amount of waste to be generated, and its disposal method in the booking form.
- The maximum booking duration of the environmental chamber is two months, sliding bench is three months and of the open planting area is six months.
- Users can specify the location of area requested but whether such preferred space can be allocated or not will rely on availability and situation. Greenhouse TO-I-C will coordinate all the booking and allocate the most appropriate required space.
- If the allocated space is not used within one week after the space is made available, it will be released for other users if the user cannot provide justification of not starting his/ her work.
- If users cannot finish their experiments according to their plan or would like to continue for additional time period, users can renew booking and submit written justifications to extend the space allocation. Users are advised to inform the Greenhouse TO-I-C as early as possible for renew of booking. Renewal of booking should be made three weeks before the end of the original booking period. The extension of space allocation is not automatic and not guaranteed.
- The Greenhouse Management Committee will mediate the booking if more space is requested than available or the Greenhouse TO-I-C is unable to resolve the conflicts between Greenhouse users.

- No users should purchase material and leave them in the greenhouse. If users need material for teaching or research activities, they should provide Technical Officers with a list of material for preparation or purchase in advance.
- No user can occupy benches and other greenhouse facilities permanently under normal circumstances. He/ she can continue using the same bench if no other user needs it or if similar facilities are available. No user is allowed to occupy all benches or the whole greenhouse at one time, unless no other users need the facility.
- Users who violate these procedures and regulations, including users' responsibility and safety issues (see below), the Greenhouse Staff-In-Charge will recommend the following penalties to the Department Head for action:
  - Issue written warning
  - Bar from using all greenhouse facilities for one year;
  - Other possible penalties decided by the Department Head as deem appropriate.

### **Users Responsibility**

- Label all experimental setup with user name, contact number, duration of project, safety precaution and action taken in emergency;
- If there is no proper labeling, TO-I-C will leave a notice as a reminder on the material. After 24 hours, technical staff is authorized to remove and dispose of the material unattended.
- Keep all the Greenhouse doors closed while working inside for security reason;
- Maintain project areas clean and tidy every day;
- No flushing of soil into the drainage;
- Eliminate all stagnant water which is the potential breeding ground for mosquitoes and inspect the plants in 2 -3 days intervals for mosquito control;
- Return the space as it is in its original and tidy condition to Department;
- Report any malfunction or facility damage to Greenhouse TO-I-C.
- Separate normal rubbish from contaminated soil and plant material. Dispose of contaminated soil and plant material into designated receptacles labeled with 'CONTAMINATED TRASH ONLY'.

### **Safety Issues**

- Special caution is required when placing and removing plant material from the benches; overloading one side of a bench or uneven weight distribution will cause tipping of bench;
- Keep out from the restricted area, i.e. the exhaust fan, to prevent sucking of loosen clothes or long hair into the fan;
- Users are advised to collect a personal alarm transmitter from Ms. Helen Ng (ext. x4080), particularly for those will access the Greenhouse after office hours or weekend. Upon pressing the transmitter in case of emergency, FMO security will receive the signal and come to rescue immediately;
- Users must put on appropriate PPE and notify Greenhouse TO-In-Charge when applying pesticide to infected plant in designated area.

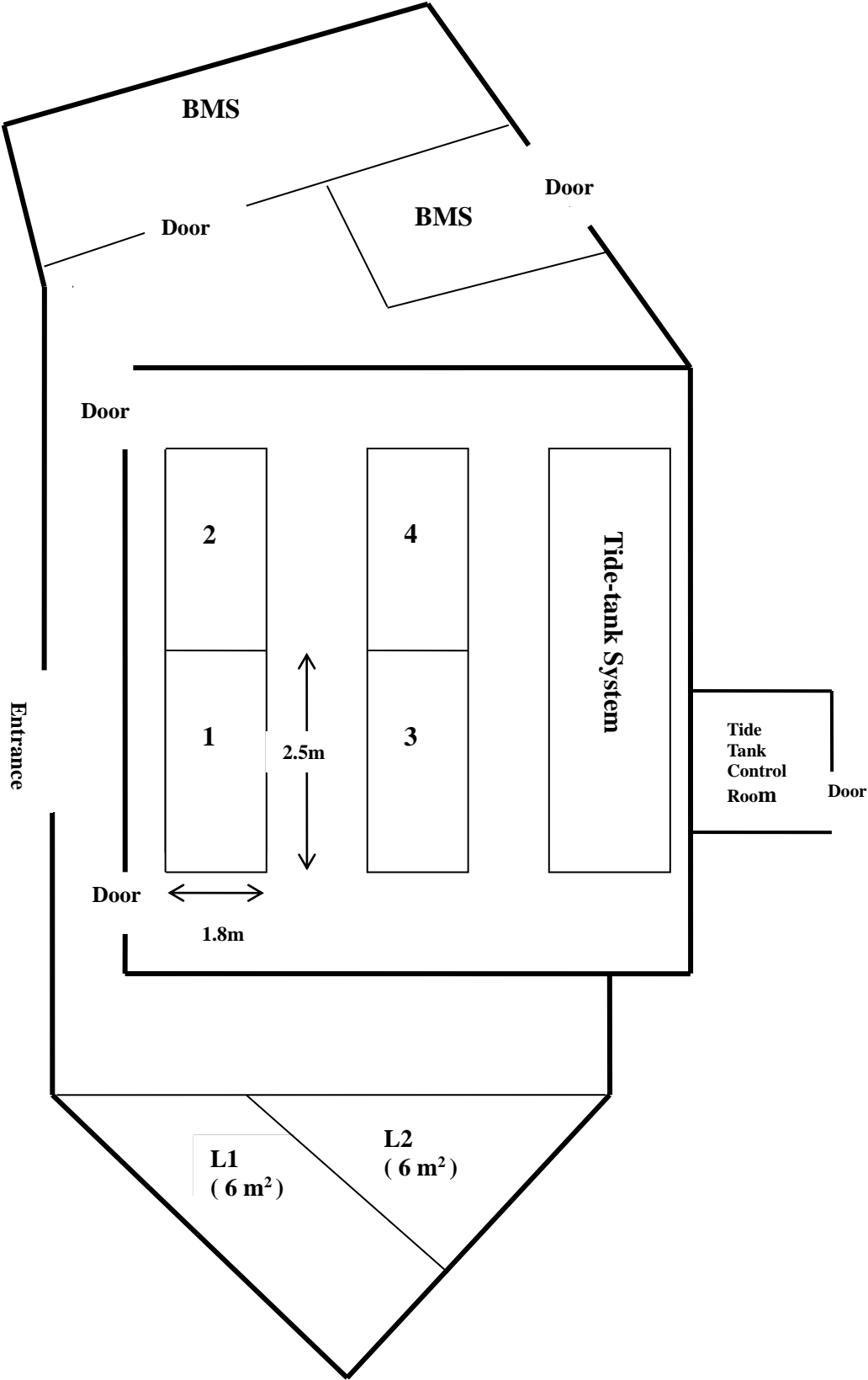
### **Greenhouse Management Committee**

<b>Greenhouse Staff-In-Charge:</b>	Prof. Tam FY Nora	Email: bhntam@cityu.edu.hk	Tel: 34427793
<b>Chief Technical Officer:</b>	Ms Ng K Y Helen	Email: bhshelen@cityu.edu.hk	Tel: 34424080

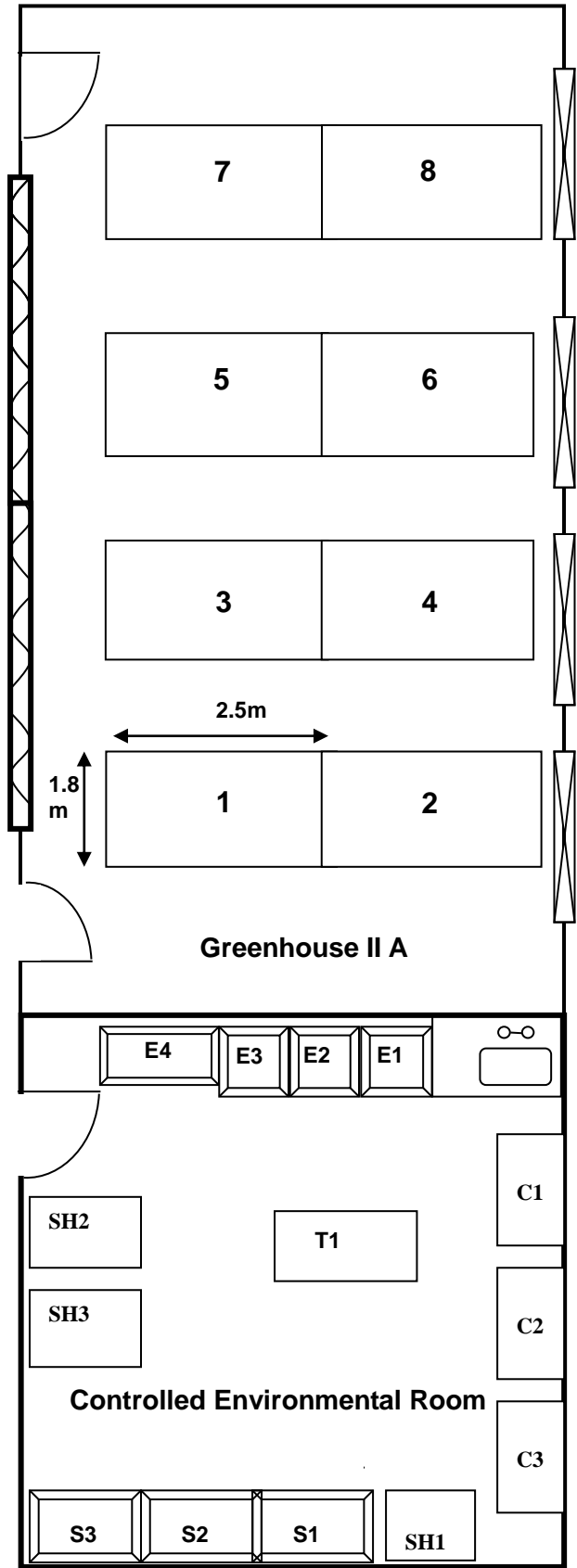
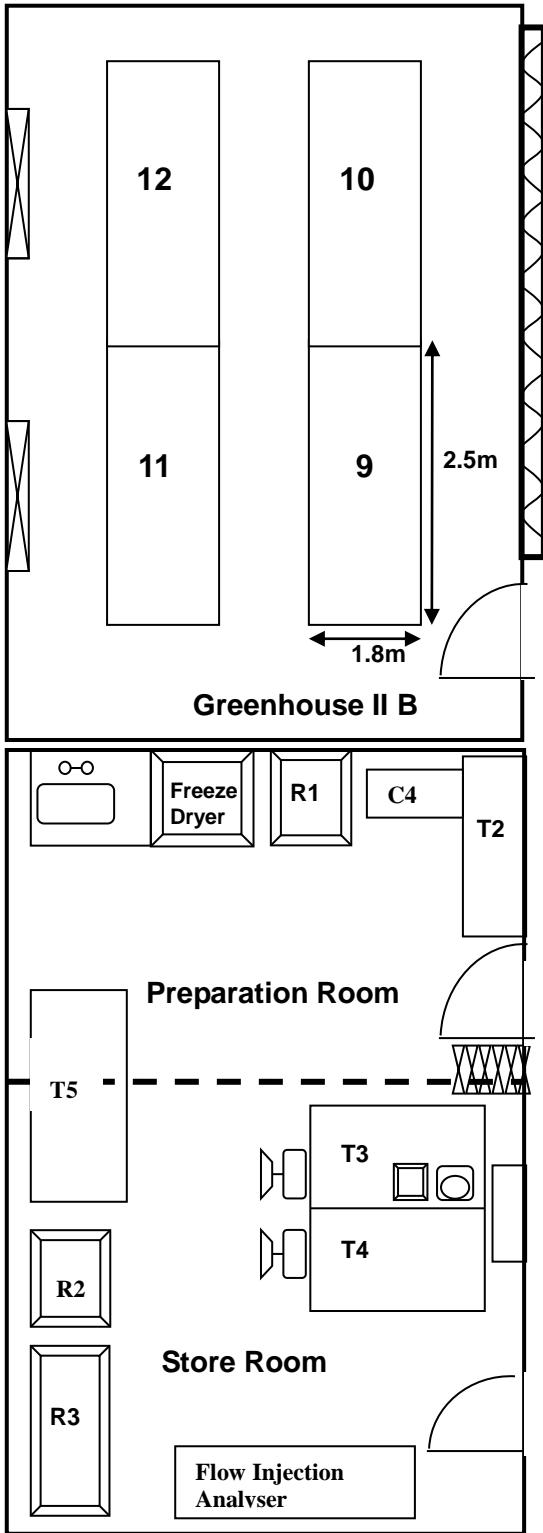
### **Important Information**

<b>Greenhouse Technical Officer-In-Charge:</b>	Ms Mak MH Mandy	mandymak@cityu.edu.hk	Tel: 34424064
<b>Greenhouse I Telephone:</b>	21942305		
<b>Greenhouse II Telephone:</b>	21942871		
<b>FMO Security Hotline</b>	Extension: 8888 (24 hours emergency)		
<b>FMO Helpdesk Hotline</b>	Extension: 8833 (Malfunction of electricity and water supply)		

Appendix 1  
**Greenhouse I Floor Plan**



**Greenhouse II Floor Plan**



- E — Environmental Chamber
- S — Shelf
- R — Refrigerator
- T — Table
- C --- Cabinet
- SH --- Shaker

**BOOKING FORM FOR CHEM GREENHOUSE**

User Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Project Title: \_\_\_\_\_

Duration of Project Period: From \_\_\_\_\_ to \_\_\_\_\_

Facilities required:

Greenhouse I  Greenhouse II

Facilities / Supplies	Period

Watering Facility (ONLY INSIDE GLASS GREENHOUSE ):

- Manual watering by user
- Automatic watering system (overhead sprinkler watering system and drip irrigation at six times a day)

Type of Project (Please tick ):

- Research Project       Final Year Project       Teaching Practical
- Others, please specify: \_\_\_\_\_

Chemicals Used: \_\_\_\_\_

Waste Generated: \_\_\_\_\_

Disposal Instructions: \_\_\_\_\_

Failure to provide the above information will delay your proceeding time.

Remarks: \_\_\_\_\_

I understand that it is my responsibility to follow the procedure & maintain the project area clean and tidy.

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Supervisor: \_\_\_\_\_

***User must submit this Form to Greenhouse Technical Officer-In-Charge two weeks prior to the commencement of the project.***