

LSOP Title	Working in Glasshouse
LSOP No.	LSOP78
Version	1.1
Location	UQ Node/Centre-wide
Policy/Procedure Link	<a href="#">UQ -waste</a> <a href="#">OGTR</a>
Risk Assessments	
Approved by	Elizabeth Dun
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## 1.0 Scope

*This procedure covers the general rules when using the glasshouses on glasshouse road at UQ St Lucia.*

*This LSOP does not cover experimental plans or the use of other glasshouses or CT rooms.*

## 2.0 Definitions

GH – glasshouse

PC2 – physical containment level 2 (type of secure lab)

CT – Controlled Temperature

## 3.0 Materials and Equipment

1. Sunscreen
2. Hat
3. PPE – including enclosed shoes
4. Waste bags and zip ties

## 4.0 Prescribed Actions

Glasshouse use:

1. Email GH services for an induction
2. Ensure you have been inducted before you use any of the facilities
3. Request card and/or key access to the GHs that your lab uses

General etiquette:

1. Wear enclosed shoes
2. Wear a hat (broad brim is best, but a cap is also fine)
3. Wear sunscreen
4. Bring water and stay hydrated. If working in the PC2 Glasshouses such as Glasshouse 5, all water and food must be left outside of the rooms.
5. Lab coats must always be worn in the PC2 glasshouse facilities and appropriate PPE such as gloves are required when conducting experiments and certain procedures.
6. Lab coats are recommended to be worn in non-PC2 glasshouse facilities, to prevent transfer of pest or disease from one room to another via clothing.
7. Wear safety glasses if using chemicals/liquid nitrogen
8. Follow general PC2 lab requirements
9. For general potting procedures, the pots are filled to the rim with moderate to tightly packed soil (this will maintain the soil level after watering). To provide enough water for seeds, pots should then be watered until water is running out of the base. Water as needed for experimental design or it is possible to request irrigation to be set up from the glasshouse staff.
10. Depending on experimental design, it is recommended for garden pea that plants are supplied with Flowfeed EX7 weekly.
11. All pots must be labelled with tags which indicate the owner of the plants, planting date, the genotype and GMO status of the plant. Pencil recommended for labelling tags, as pen and marker can fade easily or be washed off in glasshouse conditions.

#### Waste management in PC2 GH5

1. Collect a yellow waste bin (140L or larger skip bins) from the glasshouse bin lot on glasshouse road.
2. Make sure you have yellow waste bags
  - a. Please bring these down from 156
  - b. In a pinch you can request some from GH staff
3. Follow PC2 lab waste rules – all waste should be double bagged and secured with a zip tie
4. For GH5 - when bin is full, put the bin in the shared lab space at the front near the hand wash inside the entry to GH5
5. If using a skip bin, email GH to advise and they will remove it from the room (there is not enough space in the shared area)
6. Bins do not have locks and must stay in within the GH.

#### Waste management in non PC2 GH

1. Plant matter and potting media is disposed of at the pile at the end of Glasshouse Rd near GH14. Pot and plant waste can be emptied into a wheelbarrow for transport, or transported as a whole on a trolley and then emptied individually onto the pile. Trolleys and wheel barrows can be borrowed from the GH services head house.
2. Pots, pot tags, and string (i.e. all non-soil and non-plant matter) are to be disposed of in general waste bins.

**Irrigation:**

You can ask GH staff to set up irrigation

1. Email GH with number of pots, times to be watered, dates for set up etc
2. Make sure it stays turned on – sometimes it can be accidentally turned off at the tap.

**Pesticide/Fungicide Sprays:**

1. For disease management, the Central Glasshouse Services and lab member responsible for the accounts must be notified. The glasshouse staff will recommend treatments and future actions.
2. If the actions involve the spraying of chemicals, the safety instructions given by the staff must be followed.

**Ordering soil/pots:**

1. Email glasshouse with specific details
  - a. Type
  - b. Amount
  - c. When to deliver
  - d. Where to deliver
  - e. Your name and your supervisor/lab leader name
2. Email GH when finished with bins so that they can be collected

## **5.0 Monitoring and Review**

*This LSOP will be reviewed annually, or as may be otherwise required because of changes to ARC requirements or changes to institutional policy and procedure.*

## **6.0 Appendix**