

General Instructions Greenhouses Unifarm

Document owner: Director Unifarm

Instruction intended for

Unifarm staff, temporary employees, customers, students (BSc, MSc and PhD), suppliers and service technicians.

General

1. Smoking is forbidden throughout Radix Klima and throughout the greenhouse complex of Radix Serre and Nergena.
2. Eating and drinking are forbidden throughout Radix Klima and throughout the greenhouse complex of Radix Serre and Nergena except in canteen, meeting room and in staff members' own rooms.
3. Reserve meeting rooms and give notice of excursions to the reception at least one week beforehand.
4. When reserving the sample preparation laboratory, the relevant instruments such as stoves and materials for the sample preparation laboratory, always fill in the registration form "Gebruik apparatuur / materiaal ruwlab" (R 04.08.02) on the laptop located in the sample preparation laboratory of Radix Argos.
For reservations always state BU/LSG name and project number!
Borrowing scales and other equipment only after consulting lab staff and record it on list in the sample preparation laboratory.
5. Reservations for greenhouse compartments, cool and climate chambers, and phytotrons should be made through the application procedure (see www.intranet.wur.nl/NL/SERVICES/ONDERZOEK_ONDERWIJS/PROEFBEDRIJVEN/UNIFARM) on 15 November at the latest or –for facilities that are still available– at least one month in advance.
6. Researchers themselves are responsible for bringing these instructions to the attention of students and other (visiting) staff.
7. For more information on Unifarm see [internet site Unifarm](#).
8. Unifarm has a complaints procedure (in Dutch), of which the section managers have a copy for consultation. Complaints should, always within 14 days after the incident, be submitted via the "Klachtenformulier" (in Dutch) (see www.intranet.wur.nl/NL/SERVICES/ONDERZOEK_ONDERWIJS/PROEFBEDRIJVEN/UNIFARM).

Access to the greenhouse complex

1. Access to Radix Serre, Radix Klima and Nergena is regulated through the WUR-card.
Visitors without WUR-card should report to the Unifarm reception.
2. Opening times:
Radix Serre on workdays from 7.00 to 17.00 h
Radix Klima on workdays from 7.00 to 22.00 h; in weekends from 10.00 to 16.00 h
Insect greenhouse on workdays from 7.00 to 17.00 h (only after permission)
Nergena on workdays from 7.00 to 17.00 h
3. Customers, students and aio's can be given access to the Unifarm facilities outside opening hours:
 - in exceptional cases in weekends from 9.00 to 15.00 h
 - in highly exceptional cases on workdays from 17.00 to 19.00 h
 Access outside opening hours will only be granted if:
 - this is necessary for the experiments (to be judged by the section manager)
 - the direct manager of the employee concerned agrees in writing (by e-mail) with the conditions of Unifarm (I 03.06.03 Access regulation Unifarm buildings for customers).
 Weekend access must be requested by mail (with reasoning) by the direct manager **no later than Friday morning 12 h** (Secretariaat-Unifarm.PSG@wur.nl).
 The reception desk of Unifarm will, after agreement of the direct manager and section manager concerned, activate the WUR card for access outside the opening hours.
 The direct manager of the person who is working outside standard opening hours is taking over the responsibility from Unifarm and arranges double presence, backup, mobile, etc.
 The section- /team manager can be phoned when in urgent cases (calamities) access must be gained to the Unifarm facilities. Costs will be charged.
4. When present outside opening hours, registration in the presence registration book (R 03.06.04) and passive security by GSM is compulsory.
5. You are only allowed in the compartments you have been given permission to enter. To enter other compartments you must have permission from the responsible section manager and researcher.
6. Access doors must be kept closed at all times.
7. Upon departure, lock greenhouse compartments, climate rooms, cold- and freeze stores: keys should be placed in the key locker in the corridor.
8. Entering areas and compartments with GMO, Q-organisms or pathogens (see the form on the compartment door) only after permission of the Responsible Employee.
9. Minors may enter Unifarm facilities only accompanied by an adult under the following conditions:
 - the adult accompanying the minors has continuous supervision and makes sure that the minors do not cause any inconvenience for others
 - for safety reasons minors may not enter greenhouse compartments, climate rooms, store rooms, laboratories or technical areas.

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Work rules

1. At least 4 weeks before the start of the experiment report to the section manager if you bring in plant material not originating from Unifarm, a registered breeding / reproduction company or CGN. Complete the form R 04.02.07 "Entry inspection plant material" for such material (see P 04.02.07 Entry inspection plant material on www.intranet.wur.nl/en/services/onderzoek_onderwijs/proefbedrijven/unifarm/Pages/PSG-unifarm Application procedure). If deemed necessary suspect plant material will first be isolated. The section manager or the Biological Safety Officer will pronounce judgment about this. Plant material for clean propagation must be transported in clean, closed packaging.
2. Enter the greenhouse via the main hall only.
3. Do not wear an overcoat in the greenhouse. Hang coats on the coat rack at the entrance of the main hall. Always disinfect your hands with when entering and when leaving the facilities. If you are a smoker, wear gloves when working with tomatoes or tobacco. If this is impractical, make sure to wash your hands extra thoroughly.
4. Read and observe any instructions on the greenhouse compartment forms.
5. **Red** plant labels may only be used to identify GMO.
6. **Blue** plant labels may only be used to identify quarantined organisms.
7. Do not enter any rooms labelled with a skull-and-crossbones symbol. Ask the contact person or section manager whether the sign is hanging in the right place.
8. Always wear the available lab coats in corridor 2, corridor 3, corridor 6 and in compartment 1.4 of Radix Serre and leave them behind when leaving the area.
9. Keep doors closed as much as possible while working.
10. Maintain sufficient space between the plants/trays so that the plants can easily be taken care of and handled.
11. If insects are used to pollinate plants, consult the appropriate section manager and make sure that the insects cannot escape from the room. If there is no sluice at the compartment, hang cheesecloth in front of the door. Kill the insects before dismantling the experiment.
12. Take care that insects used for biological control do not become involved in pollination.
13. Submit orders for materials necessary for carrying out requests, notices for the weekend shift, and climate and substrate adjustments to the contact person or section manager responsible for the request.
14. Politely correct researchers, mechanics and visitors when they are in violation of the work rules. Call in the direct supervisor if work rules continue to be disregarded.
15. Upon completing your task, clear up any materials used and clean / disinfect what was made dirty. Waste containers with biological material are emptied at least once a week by Unifarm staff. Notify the contact person if the container is full before then.
16. Separate non-GGO waste into organic, plastic and general waste and put this in the appropriate containers.
17. Use clean (= new or washed) and preferably non-absorbent materials.
18. Always read the available operating instructions for apparatus and machines that you will be using. If the instructions explicitly state that the apparatus or machine may also be used by researchers, follow these instructions when using the apparatus or machine in question.
19. Inform the section manager immediately if you discover undesired pathogens or insects, malfunctions or other irregularities.
20. Never move plants to a different area without consulting a Unifarm employee.

Accidents and emergencies (see also green card)

1. In the event of accident or emergency (medical or general safety emergencies) phone the alarm number **88112**. Always follow the instructions on the green card.
2. Always report (near) accidents and (environmental) incidents to section manager and complete a Form Incident Report. (For more information see www.intranet.wur.nl/en/services/veiligheid-en-milieu/bhv-en-brandv/meldenrapporteren/Pages/PSG-meldenrapporteren).
3. Always report technical defects or dangerous situations involving machines or instruments to the technical service of Unifarm via the semaphore **06 65 19 69 61**. Enter the number of your telephone and close with # (24 h service).
4. The emergency exits are marked with the familiar signs. Only use emergency exits in case of an emergency. They are not to be used as entrances and exits for people or materials. Use the (sealed) fire-hoses hanging on the wall only in case of emergency. Keep emergency exits and fire extinguishing equipment free from obstacles.
5. Ground plans showing escape routes and locations of first aid kits and fire fighting equipment can be found throughout the buildings.

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Instructions for areas with genetic modified organisms/plant pathogens/quarantine organisms/biological agents (GMO/PP/QO/BA).

1. Unifarm has its own procedures and instructions for working with GMO/PP/QO/BA. These have been approved by the Biological Safety Officers from Wageningen University and Plant Research International and are included in the Quality Handbook (see www.intranet.wur.nl/en/services/onderzoek_onderwijs/proefbedrijven/unifarm/Pages/PSG-unifarm_quality_management_system).
2. Only staff authorized by the Biological Safety Officers has permission to work with GMO/PP/QO/BA.
3. Always transport GMO/PP/QO/BA in closed unbreakable, clearly labelled containers (stating the contents).
4. Within restricted areas of Radix Serre transport of plants from a PK-I and / or PK-II compartment to another compartment is permitted without enclosing plants, provided that plants do not flower or have flowered. This also applies to internal transport of plants from a PC-I climate cabinet to another climate cabinet.
Reproductive GMO material from PK-I, PK-II and / or PC-I areas should always be transported in a closed unbreakable container.
5. GMO must be identified with **red** labels. If this is not possible / desirable, the group of GMO must be identified with a red label.
6. Groups of GMO plants that are placed in one area and come under several GMO licences or several section numbers of the same GMO license are identified by white preprinted labels on an orange stick. The client is completing these labels, based on the ACM-form.
7. Quarantine Organisms have to be identified with **blue** labels. If this is not possible / desirable, the group of Q organisms must be identified with a blue label.
8. Experiments with modified plants and modified seeds must be conducted in greenhouse compartments or in climate rooms and not in the sluice or corridor.
9. A lab coat (disposable or regular) must be worn at all times while working in areas with GMO/PP/QO/BA.
10. Always keep doors shut while working. Avoid having two doors of a compartment (sluice) open at the same time.
11. Of some GMO plants pollen may not be spread whereas this applies for the seed of other plants. The containment measures per crop are given in I 07.07.04 "Voorkomen pollen- en zaadverspreiding GGO" and the applicable ACM form.
12. Place GMO plants of different batches in such a way that they do not touch each other (use Perspex screens where necessary).
GMO plants of the same batch may touch each other.
13. Before transporting GMO to the PK-I or PK-II greenhouse, the client is responsible for killing *Rhizobium radiobacter* or other genetic modified micro-organisms.
14. Record crop care activities in the logbook.
15. Never leave plants longer than necessary.
16. GMO/PP/QO/BA or waste material from these areas must be autoclaved. Assemble the material in the area in a red plastic bag + autoclavable bag. Unifarm employees will take care of this. (Do not make the bags too heavy and do not put sharp objects in the bags as they can rupture the bags.)
For waste disposal Unifarm employees observe P 04.07.02 Waste disposal GMO, plant pathogens/
Q-organisms, biological agents
(see www.intranet.wur.nl/en/services/onderzoek_onderwijs/proefbedrijven/unifarm/Pages/PSG-unifarm_quality_management_system).
17. In case of an accident or emergency, inform the section manager and the director Unifarm immediately.
In their absence, inform the Quarantine Functionary or the reviewing Biological Safety Officer at the location.

Supplementary instructions for working with Q-organism.

18. In Q-areas wear other shoes than everyday shoes or wear overshoes. These overshoes can be autoclaved by the Unifarm employees.
19. Upon import of quarantine material, the material, in the unopened packaging, has to be placed first in the Central Quarantine reception room in Radix 107.
After a release statement by the NVA the material can be transported in unbreakable, closed, double packaging to Unifarm.

Installation and working instructions for the restricted areas: cultivation cells and greenhouses for working with genetically modified organisms (such as PC-I, PCM-I, PCM-II, PK-I, PK-II, PKM-I, PKM-II, PKM-III) are described in the regulation genetically modified organisms.