MISSION STATEMENT

To provide superior agricultural field research service to our faculty to meet their changing needs. We will operate an employee driven unit where friendly, hard working people gather everyday. We will seek to provide our employees with a work place that will enhance their quality of life, reward responsibility and provide career and educational growth.

We will do what is right
We will respect each other
We will be positive
We will foster teamwork
We will enjoy what we do
WE WILL BE SUCCESSFUL!
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WELCOME

The UF/IFAS Plant Science Research and Education Unit is located south of the Gainesville campus at 2556 W Hwy 318, Citra, FL 32113. The Plant Science Unit is composed of 1068 acres of farmland, most of which is available for use by faculty members to perform field research activities. The Plant Science Unit has a knowledgeable staff ready to serve project leaders research needs. The Plant Science Unit serves over 150 IFAS Faculty members who are conducting in excess of 500 individual experiments annually. This manual has been developed to provide a roadmap for utilizing the services of the unit.

Since our first year of experiments in 1999, our staff has found communication to be the single most important factor involved in the success of a research project at the Plant Science Unit. Therefore, we ask that users of the unit do their best to communicate with us in a timely and explicit fashion. We have found email to be the most successful form of communicating instructions and directions for research projects. Of course, we want to talk personally with you and are anxious to do so, but if you email specifics to us about your research work we both have a well defined set of parameters to work from.

It is the daily goal of the Plant Science Unit to provide the best facilities, people and know how to IFAS faculty conducting field research projects. Further we intend to be the best facility of our kind in the southeastern U.S. and strive to make your research experience meaningful, productive and enjoyable. We are a service unit in the IFAS system and hope you are 100% satisfied with your research experience here.

Daniel L. Colvin, PhD
Director
UF/IFAS PSREU MANAGEMENT PERSONNEL

The management personnel at the PSREU want to meet all your research needs. Communication is the key to meeting your needs. Management Staff and their contact information are listed below.

Dr. Daniel L. Colvin, Director, Research Programs
   Email: dlcol@ufl.edu
   Office Phone: 352-591-2678
   Office Fax: 352-591-1578

Mr. Carlton J. Vining, Coordinator, Research Programs
   Email: cjvining@ufl.edu
   Cell Phone: 352-591-2678

Mr. James A. Boyer, Coordinator, Research Programs
   Email: ja.boyer@ufl.edu
   Cell Phone: 352-591-2678

Mr. Mark Kann, Coordinator, Research Programs
   Email: mkann@ufl.edu
   Cell Phone: 352-591-2678

Mr. William “Buck” Nelson, Coordinator, Research Programs
   Email: buck@ufl.edu
   Cell Phone: 352-591-2678

Mrs. Tasha L. West, Administrative Assistant
   Email: tashasim@ufl.edu
   Cell Phone: 352-591-2678
WEB-SITE
PSREU website (http://plantscienceunit.ifas.ufl.edu/) allows access to the unit database and a variety of other useful tools referred to throughout this handbook. Navigating from the home page through the database allows access to pesticide, fertilizer, and irrigation records as well as any faculty member or crop. Work orders for heavy equipment, excess property, field work, land requests, and pesticide or fertilizer applications are available online and can be submitted electronically or may be printed and submitted in person. The home page also provides a weather link to track current and historical weather data.

Directions from I-75
Exit I-75 at exit # 368(W HWY 318). Head East on Hwy 318, after approximately 5 miles you will cross over 441, keep heading East for approximately 2.5 miles, the Plant Science Unit is on the right.

Directions from 441
Where 441and W HWY 318 intersect, you will turn East onto W Hwy 318. The Plant Science Unit is approximately 2.5 miles East from the intersection on the right.
HISTORY

The University of Florida/Institute of Food and Agricultural Sciences (UF/IFAS) Plant Science Research and Education Unit (PSREU) property was owned by the Shands family in the early 1950’s. The land was purchased in the late 50’s by the Bedford family, who donated the property in 1972 to the University of Florida for cattle research. Until 1995, the University conducted research with Angus and Brahman cattle as well as crossbred lines. In 1995, the Animal Science Department moved UF/IFAS animal facilities to the Boston property and the adjacent Santa Fe River Ranch north of Alachua.

During 1995, UF/IFAS Administration began a consolidation of agronomic, fruit and vegetable field operations around Gainesville to the PSREU. In 1995, clearing of the land began and in 1997 the first irrigation pipelines were installed. In 1999, the first stages of construction began with the building of a maintenance shop, pesticide mix load facility and equipment storage facility. During 2000, a faculty support building, peanut building, dryer building, packinghouse, and two equipment storage facilities were completed. Subsequently, through 2003 two more equipment storage facilities, greenhouses and a fertilizer storage building have been constructed. Since 2003, the turf building and an equipment storage facility have been constructed.

In July 2010 the PSREU Administration building was completed. This building houses the PSREU administrative staff and consist of 8 individual offices, a conference room, and lobby area.

In April 2012 The Frank Stronach Plant Science Center was completed. This building will consist of lobby area and a dividable meeting/conference room and will be used for, extension meetings and conferences as well as a training site for county agent in–service training and master gardener instruction. This building will be the hub of all operations at PSREU and will be a gathering site and focal point for all activity at PSREU in the future.
Initial experiments with agronomic row crops began in the spring of 2000 with the closing of the agronomy site at Gainesville and the relocation of the staff to PSREU. In 2002, vegetable crop research was consolidated from the Horticultural Unit in Gainesville to PSREU. When completed, PSREU will be able to accommodate plant research needs of every UF/IFAS department in the years to come.

The Plant Science Research and Education Unit serves UF/IFAS faculty throughout the state. Currently 150 or more UF/IFAS researchers are conducting more than 500 projects, including trees and woody ornamentals, turf production and maintenance, plant breeding, minimum and reduced tillage, crop water management, plant pathology, plant fertility, corn genomics, vegetable production, organic agriculture, citrus, wetland ecology, entomology, nematology, and weed science. UF/IFAS is collaborating with other organizations in conducting weather and climate studies, as well as ground cover radar density studies at PSREU.

We have 4 soil pits throughout the property that are utilized for teaching and enhancing soil judging skills of middle school, high school and college level students.

The Plant Science Research & Education Unit presently consist of 1,068 acres of land. Within the total acreage, roughly 700 acres are cultivatable land. The remaining acreage comprises the “Hawthorne Prairie” a wetland area utilized for wetland and aquatic research.

The Plant Science Research & Education Unit also has the responsibility for all heavy equipment owned by UF/IFAS. Equipment and operators are provided to other university sites within a 50-mile radius of Gainesville for site preparations i.e. land clearing and other dirt/land moving operations.

The Plant Science Research & Education Unit also administers the Federal Excess Property Program. This program operates statewide and it allows UF/IFAS to obtain general supplies, vehicles and heavy equipment from the military to be used in food and agricultural research programs.
LAND REQUESTS

Land requests are an import aspect of the yearly planning process at the PSREU. Land requests affect long and short range planning, yearly budget expenditures, fertilization, soil testing, lime needs and crop rotation schemes. It is critical for the research coordinator to have land requests as soon as the principle investigator knows his/her land needs. The deadline for land requests for the spring crop season is January 15 and the fall crop season is June 15. Some exceptions to these deadlines can be made however, the longer you wait the less likely PSREU will be able to accommodate individual land use needs. When submitting your land request, you and the research coordinators will sit down and work out a specific location for your project. Land requests are filled on a first come, first served basis.

There are separate forms for land requests, turf requests and greenhouse requests.
FIELD WORK REQUESTS

Work requests are a crucial part of the planning process at the PSREU. Work requests can be filled out by faculty members, technicians, graduate students, or OPS workers. However, it must be understood that the PSREU management assumes the principle investigator has approved the work request. Work requests MUST be turned in by Wednesday of the week prior to the week the work needs to be performed. Allow ample time for such things as pre-plant intervals, and bad weather when planning your work so jobs can be performed in a timely fashion. Remember there is a lot of faculty doing research at the PSREU and work requests go into the pipeline and are prioritized on a first come, first served basis. The management and staff of the PSREU are committed to performing your research work on a timely basis. Work requests should be directed to Mr. Jim Boyer, Mr. William “Buck” Nelson, Mr. Carl Vining or Mr. Mark Kann. The Research Coordinators are responsible for scheduling daily work routines at the PSREU. If you have questions about a particular job or need any advice concerning field operations the research coordinators will assist. Remember: Work orders must be submitted by Wednesday of the week prior to the week the work needs to be performed to allow proper scheduling to ensure your request are handled timely and with the most qualified personnel. Work request can be submitted on line through the PSREU web site or in paper form at the Administration office.
SCHEDULING JOBS

Scheduling jobs at the PSREU is a difficult task for the research coordinators. Often times we are scheduling work for 10 or more faculty per day. This means that most times we do not have the flexibility to schedule jobs on short notice. Please be prepared to cooperate with the research coordinators on the time of day jobs are scheduled as well as the day they scheduled. Jobs which require large amounts of hand labor will be scheduled for 7:00 am. This allows us to utilize our labor force most efficiently, get large jobs done with the most people available, and get those big hand labor jobs done before it gets very hot. Smaller jobs are normally handled later in the course of the work day as crews are broken up to assist individual researchers with particular issues. Researchers must watch inmate crews for hoeing, etc.
GENERAL WORK PROCEDURES AT PSREU

Responsibility of PSREU:
All work at the unit will be done by work request and done on a first come first served basis. All tractor work, irrigation, and maintenance pesticide applications at the unit will be done by PSREU personnel. Experimental work (individual treatments) is the responsibility of faculty members or their technicians. All mowing, land preparation, fertilizing, cultivation, planting with tractors, laying mulch will be done by PSREU personnel.

<table>
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<tr>
<th>Items furnished by Unit:</th>
<th>Items not furnished by Unit:</th>
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<tr>
<td>Fertilizer</td>
<td>Plot labels or markers, flags and stakes</td>
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<tr>
<td>Plastic mulch</td>
<td>Measuring tapes</td>
</tr>
<tr>
<td>Drip tube</td>
<td>Electric fence and charger</td>
</tr>
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<td>Irrigation, Overhead</td>
<td>Material for experimental treatments</td>
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<td>Tractor work</td>
<td>Special irrigation needs or drip stations</td>
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<td>Normal upkeep of Unit</td>
<td>Modifications of electrical or underground electrical in plot areas</td>
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<td>Normal pest management</td>
<td></td>
</tr>
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<td>Land preparation</td>
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<td>Transplants and seed</td>
</tr>
<tr>
<td>Insecticides</td>
<td>Varmint traps and tape</td>
</tr>
<tr>
<td>Fungicides</td>
<td>Marking Paint</td>
</tr>
<tr>
<td>Herbicides</td>
<td>Supervision for hand weeding crews</td>
</tr>
<tr>
<td>Tomato stakes and string</td>
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Harvest labor only when available

All work will be done by Agricultural Assistants skilled in the proper use of equipment and knowledge of the proper way to do the job. The job will be done at or before the needed time to ensure land is ready when faculty are ready to start the project. Work will be done according to the work request on file; therefore the work request should be filled out with as much information as possible.
RESPONSIBILITY OF INDIVIDUAL RESEARCHER

1. Fill out land request and work request forms in timely fashion.
   
   **Land requests are due by Jan. 15th for spring crops and June 15th for fall crops.**
   
   **Work requests are due by Wednesday of the week prior to the week the work is to be performed. Faculty members: please inform your technicians and students this is a critical part of the planning process for the PSREU and work request must be received by this deadline.**

2. Faculty principal investigator must ensure work orders and land requests is correct.

3. Provide communication link (self, technicians, and student) between campus and PSREU Research Coordinator.

4. Monitor progress of crop in timely fashion and communicate problems to Research Coordinator.

5. Provide specialized equipment and supplies needed to conduct research, those not supplied by the PSREU.

6. **Provide harvesting and grading personnel to supplement PSREU personnel.**

7. Provide labor to supervise hand weeding, etc.

8. Ensure technicians and students understand and follow procedures.

9. Be responsible for security of facility during after hours or weekend work activities.

**GATES MUST BE LOCKED AT ALL TIMES DURING NON WORK HOURS.**

**NO EXCEPTIONS**

Gate access is available during non working hours with your Gator1 card. Contact Barbara Mills at (352) 591-2678 or email at bmills@ufl.edu with your full name and UF ID number.
LINES OF COMMUNICATION

1. Faculty Responsibility
   a. Email is the best method of communicating specific instructions to us.
   b. Channel communications through research coordinators.
   c. Plot plans with specific instructions are required for initiation of projects.
   d. Researchers must provide contact information to research coordinators. Cell
      phone numbers and email addresses are best. Contact information for students and
      technicians should also be included.
   e. Researchers should clearly delineate lines of communication and responsibility for
      projects to research coordinators.

2. Unit Responsibility
   a. Unit personnel will respond to phone calls and emails within 24 hours.
   b. Research coordinators will be responsible for contacting faculty or their
      representative for all communications regarding research projects.
   c. Research coordinators will alert faculty of any problems with research projects
      within 24 hours of discovery.

3. Request Forms
   a. Land request must be submitted to research coordinator a minimum of 1 month
      before initiation date of project. Previously discussed dates of, January 15th
      (Spring Crops) and June 15th (Fall Crops) will ensure best selection of land suited
      for an individual project.
   b. Work requests must be submitted to research coordinator by Wednesday of prior
      week before job initiation the following week.
   c. Fertilizer requests must be submitted to research coordinator 48 hours before
      requested date.
   d. Pesticide requests must be submitted to research coordinator before any pesticide
      applications will be made.
CHARGE-BACK SYSTEM AT PSREU

Research Land

All research activities and procedures pertaining to work at the PSREU require funding. A portion of the operating and overhead costs are currently borne by the Experiment Station. A small amount of funds are provided each year to help with operations. These funds, from the Research Dean, cover a small amount of operations; the remainder must come from the research programs utilizing the PSREU. These funds are covered partly by the charge backs and cover some of the costs of growing the specific research crop (plastic mulch, fertilizer, pesticides, etc.).

User Fees

1. Land charges
   a. All researchers will be assessed a land charge to cover the costs of crop production at the unit.
   b. Land charges are a non-profit charge.
   c. Consult with the research coordinators for specifics on land charges for a particular crop or project.
   d. See Land Use Charges for charges on specific crops. While there are many crops listed, your particular situation may not be listed, in that case consult with the research coordinators about a charge for your project.
   e. Land charges are reviewed annually and adjusted according to current prices of fertilizer, pesticides, etc.

* If a perennial crop that has been established by the PSREU prior to a study is damaged due to research, the researcher may incur a cost of repairing the existing area.
### UF/IFAS PSREU Production Cost Reimbursements

#### Vegetables

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<tr>
<th>Charges/acre</th>
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<tr>
<td>Tomato</td>
<td>$4,100.00 (no fumigant)</td>
</tr>
<tr>
<td>Cucurbits</td>
<td>$3,000.00 (no fumigant)</td>
</tr>
<tr>
<td>Strawberry</td>
<td>$3,800.00 (no fumigant)</td>
</tr>
<tr>
<td>Pepper</td>
<td>$3,100.00 (no fumigant)</td>
</tr>
<tr>
<td>Potatoes</td>
<td>$2,000.00 (no fumigant)</td>
</tr>
<tr>
<td>Snap-Beans</td>
<td>$600.00</td>
</tr>
<tr>
<td>Cole Crops</td>
<td>$2,100.00</td>
</tr>
<tr>
<td>Open Beds</td>
<td>$1,200.00 (on beds or flat, not grown on plastic mulch or drip irrigation)</td>
</tr>
<tr>
<td>Drip Irrigated Crops</td>
<td>$2,200.00 (grown with drip irrigation and no plastic mulch, excluding staked tomatoes)</td>
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#### Row Crops

<table>
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<th>Charges/acre</th>
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<tbody>
<tr>
<td>Corn (full maintenance-18 weeks)</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Corn (normal maintenance)</td>
<td>$900.00</td>
</tr>
<tr>
<td>Sorghum</td>
<td>$700.00</td>
</tr>
<tr>
<td>Peanut</td>
<td>$900.00</td>
</tr>
<tr>
<td>Soybean</td>
<td>$400.00</td>
</tr>
<tr>
<td>Cotton</td>
<td>$800.00</td>
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#### Fruit Bearing

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<th>Charges/acre</th>
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<tbody>
<tr>
<td>Blueberries (does not include pruning)</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Grapes</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Peaches</td>
<td>$800.00</td>
</tr>
<tr>
<td>Citrus (does not include hedging)</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>Energy Grass</td>
<td>$3,155.00</td>
</tr>
<tr>
<td>Non-Fruit Bearing Trees</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>Vacant Land Charge</td>
<td>$125.00</td>
</tr>
<tr>
<td>Vacant Land Charge - with spray applications</td>
<td>$200.00</td>
</tr>
<tr>
<td>Cover Crop Charge</td>
<td>$400.00</td>
</tr>
<tr>
<td>Minimum Charge</td>
<td>$50.00</td>
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<tr>
<td>Solenoid charge - $50.00 each/per growing season</td>
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**Additional Costs**

Fumigant - **Contact your research coordinator for current fumigant pricing.**
Freeze protection costs (row covers, poly pipe, sprinklers)

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<thead>
<tr>
<th>Turf and Ornamentals</th>
<th>Charges/acre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annuals/Perennials (no fumigant)</td>
<td>$2700.00</td>
</tr>
<tr>
<td>Turf - High</td>
<td>$9800.00</td>
</tr>
<tr>
<td>Turf - Medium</td>
<td>$4500.00</td>
</tr>
<tr>
<td>Turf - Low</td>
<td>$2700.00</td>
</tr>
<tr>
<td>Shrubs</td>
<td>$980.00</td>
</tr>
<tr>
<td>Trees</td>
<td>$720.00</td>
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**Greenhouse**

Greenhouse - $0.19 per sq. ft. per month (6 month minimum charge)

These prices include normal crop production inputs, EXCEPT for crop seed or transplants, and experimental treatment materials. Acreage will be determined when crop is planted utilizing PSREU’s GPS unit and includes alleys.

**Billing Process:**
Charges will be sent out to the attention of the faculty member and accounting personnel as a 1st notice status, then 30 days later a 2nd notice will be sent out with an additional 1.5% late fee. If payment hasn’t been received within 60 days of the first notice a 60 day late notice will be sent including the additional 1.5% late fee and cc’ing the unit leader and dean.

*Existing charges are to be reviewed as needed due to the continual cost increase of products used for crop production.*

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2. Economic Analysis
   a. Economic analysis is performed on crops each year to evaluate crop production costs.
   b. These costs are used to evaluate and adjust land charges for different crops and crop production systems.
   c. Land charges are based on these economic analysis and land charges are set to cover expenses only.

3. Irrigation system charges
   a. PSREU provides overhead irrigation systems for Blocks 1, 2, 3, 4, 6, 8, and 11. The unit also provides portable pipe and sprinklers and walking guns for your use.
   b. If you desire a permanent overhead sprinkler system, micro-jet system, or drip irrigation system, the researcher is responsible for the cost of those systems.
   c. If you need a system other than the overhead systems provided by the unit, consult with the research coordinators on design and cost.
   d. Field electrical service modifications costs to be borne by researcher.

   e. Taller crops must be harvested when it touches the overhead irrigation systems. The irrigation will not move over the taller crops once the crop touches the system.

   f. Solenoid charge of $50.00 per solenoid.
GREENHOUSE POLICIES AND PROCEDURES

1. Land Use Charges
   a. Currently, the land use reimbursement fees for greenhouse space per bay is $800 per 3 months, $1400 per 6 months, and $2600 per 12 months. There is a 3-month minimum space rental.
   b. Land use fees are recalculated on an annual basis, therefore, multi-year studies should allow for an increase in future years.

2. Researcher Responsibilities
   a. Researchers must submit a greenhouse land use request prior to the initiation of their study. It is recommended that you contact the Research Coordinator prior to submitting the form so the Research Coordinator can clarify policies and procedures for using greenhouse space.
   b. Researchers should ensure that the greenhouse bay is kept in a clean and presentable manner. Brooms and cleaning supplies are available upon request. Any mess created by the researcher should be cleaned up in a timely manner.

3. Services Provided
   a. The PSREU will supply water and electricity for all studies conducted in the greenhouse.
   b. Currently, there are two different types of greenhouse space available. The West Greenhouse has 6 separate bays that contain heating and cooling systems. The East Greenhouse is a production style greenhouse and does not contain any dividers. The East Greenhouse does not have air conditioning, but is cooled by numerous fans. The East Greenhouse contains heating tubes that provide enough heat to prevent crops from freezing.
   c. Minor adjustments can be made in the cooling and heating settings of the greenhouse controllers. Currently in the West Greenhouse, the cooling process begins at 86F and the heating system begins at 55F.
The heaters in the East Greenhouse turn on at 45F. The researcher may be required to pay an additional charge for propane costs if they require a higher temperature setting in the cooler months.

d. Pest management is done on a minimal basis. Applications will be made for insect and disease control when required. Excess applications may require an additional fee.

e. Fertilizer will be provided by the PSREU upon request. Specialty blends may require an additional charge. Some bays have pre-installed fertilized injectors (Dosatrons). There is a maintenance charge of $100 per 6 months to use these injectors.

f. There are a limited number of benches provided in each greenhouse bay. Any additional benches are the responsibility of the researcher. No benches are to be placed on the concrete. If a researcher is installing additional benches or changes the existing layout of the greenhouse bay, they must leave access room along the perimeter of the bay.

g. PSREU staff will make daily inspections of the greenhouses Monday through Friday, but are not responsible for any loss of crop due to insufficient irrigation, cooling, heating, etc. The researcher is ultimately responsible for monitoring their plant material.

h. PSREU staff will assist in the setup and planting of all greenhouse studies. This includes installing irrigation components that are purchased by the researcher.

i. Inmate labor may be requested through the research coordinator. Researchers are required to supervise their assigned inmates and adhere to the policies set forth by the Marion County Sheriff’s Office (MCSO).

j. Pots, potting soil, soil amendments, irrigation parts, etc. are NOT provided by the PSREU and are the responsibility of the researcher.

k. On certain occasions, there may be leftover materials from previous studies that may be offered for use by the PSREU.
I. The driveway in the middle of the West Greenhouse is for loading and unloading purposes only. It is not to be used for parking. Please be courteous to others that may need to have access to the driveway.

4. Pesticide Applications
   a. All pesticide applications will follow the label.
   b. All pesticide applications will be posted on the outside of the greenhouses. The posting will include the product applied and also include the Re-Entry Interval (REI) expiration day and time. During the REI time, the greenhouse or bay will remain locked until it has expired.
   c. All greenhouse users will be emailed of any pesticide application to ensure that it does not interfere with their scheduled research. Any conflicts will be handled by the Research Coordinator.
   d. If any researcher, staff, or student makes a pesticide application, they must notify the Research Coordinator prior to making the application.

5. Headhouse Usage
   a. The headhouse may be used by researchers that are currently using greenhouse space.
   b. Storage space is available on a first come – first serve basis and may be requested by contacting the Research Coordinator.
   c. There are tables available for potting soil or planting. All researchers are responsible for cleaning up their own mess.
PROCEDURES FOR IRRIGATION

All overhead irrigation at the PSREU will be coordinated by the PSREU. All lines and sprinklers will be installed and removed by PSREU staff. All drip irrigation will be installed and monitored by PSREU staff.

We encourage drip irrigation on all vegetable crops for better soil moisture and ease of irrigation. The crops will be monitored by PSREU personnel or graduate students if it is their project at which time PSREU personnel will assist when needed.

In the future when feasible, we will encourage all tree crops and blueberries to be put on drip or micro-jet irrigation to conserve water. There will be lines available in the winter months for overhead irrigation for freeze protection. This would give us more control over the amount of water used on the unit and reduces the cost of irrigation of these crops.

Researchers, students, and technicians are asked to immediately report any problems with the irrigation system i.e. leaks, pressure loss, clogged sprinkler nozzles, damaged pipe, etc. to the Research Coordinator.

Only PSREU personnel will coordinate the operation of pumps, irrigation guns, pivots and the large lateral irrigation systems. Everyone is asked to review how to turn off lines should they be required to do so on weekends should trouble occur. If they find a broken line that requires the pumps to be turned off, they should contact a Research Coordinator.

During weekends or holiday closings irrigation is the responsibility of the researcher.
PSREU Responsibilities

1. Assist with design and functionality features of irrigation systems, overhead, micro-jet and drip.
2. Install needed irrigation systems in a timely fashion.
3. Recover and store irrigation systems and lines at end of crop season.
4. Maintain irrigation system in operable status including checks of air-relief valves and bleeding off air tanks, and report any problems to researcher on same day problem arises (e-mail, fax, and phone message). Maintenance will include a monthly inspection and testing of irrigation system components in the off-season and a weekly inspection, testing, and cleaning in season.

Responsibilities of Researcher

1. Fill out appropriate irrigation requirements for the crop on land and work request forms, including needs for freeze protection.
2. Report any problems in same-day fashion to Research Coordinator (e-mail, fax, and phone).
IRRIGATION

1. Scheduling
   a. Consult with research coordinators on irrigation scheduling for your project.
   b. PSREU staff will perform irrigation activities per your direction.

2. Record keeping
   a. Irrigation records are kept of each irrigation event. (Only for pivots and linear, not for drip.)
   b. These records are entered into PSREU database and are available to you through the unit website.
   c. For specifics see research coordinators.

3. Maintenance
   a. PSREU staff will perform all maintenance and repairs on unit overhead irrigation systems.
   b. PSREU staff will perform all maintenance and repairs on researchers drip, overhead, micro-jet, etc. systems. Researcher will bear costs of repairs and maintenance.
   c. If you have a problem with an irrigation system in your project, contact the research coordinators or a staff member to resolve the problem.
1. Crop freeze protection for annual crops
   a. Freeze protection will be managed and performed by PSREU staff with assistance from researcher or his/her staff or students.
   b. Vegetable crops must be freeze protected by row covers.
   c. Researcher will bear costs of row covers.
   d. PSREU staff will provide the labor with assistance from researcher and his/her staff for covering and uncovering crops during normal working hours. The researcher is responsible for removing row covers after hours, holiday closings and weekends if needed.

2. Crop freeze protection for perennial crops
   a. Freeze protection will be managed and performed by PSREU staff with assistance from researcher or his/her staff or students.
   b. Prior to winter researcher must plan and make arrangements with research coordinator for freeze protection.
   c. Researcher will bear costs of freeze protection systems.
PESTICIDE CERTIFICATIONS/GENERAL POLICY STATEMENT

1. Certifications
   a. All applications will be made by Certified Pesticide Applicators.
   b. Faculty members, technicians and students must have Certified Pesticide Applicator’s License to apply pesticides at the unit and to instruct the unit what to spray if they want specific pesticides applied.
   c. A copy of your Pesticide Applicator’s License must be on file at office before applications are made.

2. Worker Protection Standards
   a. All employees must be trained in Worker Protection Standards.
   b. PSREU employees will be trained by PSREU staff.
   c. Employees of other departments must be trained by their home department.
   d. All UF employees must abide by rules of Worker Protection Standard.

General Policy Statements

a. The unit safety coordinator shall provide a copy of the Pesticide Policy & Procedures Handbook to all University of Florida, Institute of Food and Agricultural Sciences employees, students and faculty upon request. It shall be the responsibility of the employee, student or faculty member to become familiar with this manual along with federal and state regulations when handling, mixing, loading and/or applying pesticides on the PSREU.

b. It is unlawful for any person to use or dispose of any pesticide or pesticide container in any manner other the instructions stated on the label or as specified by the Florida Department of Agriculture and Consumer Services (DACS).
c. Nothing in these policy statements should be considered or interpreted as less restrictive than federal or state law or University of Florida policies. If the PSREU policies are discovered to be less restrictive than federal or state law, the employee, student or faculty member should heed the federal or state laws.

d. No UF-IFAS employees should knowingly advise, instruct, or order other employees to violate any known pesticide law, rule, or regulation. Likewise, no employee should violate such laws, rules, or regulations even if instructed to do so.

e. UF-IFAS faculty should know the identity or have appropriate labels or material safety data sheets (MSDS) for any experimental pesticide they evaluate.

f. Faculty must have appropriate labels and/or MSDS for all registered pesticides and experimental pesticides to provide information on safe handling and storage of the compound. Otherwise, such compounds may not be in their possession or utilized.

g. Faculty members who want to apply pesticides on the PSREU property must obtain a certified applicator license prior to application. Certification can be obtained at any local county extension within each county. A copy of the certification must be on file at the PSREU.

i. **Request forms**: There are two ways to request a pesticide or fertilizer application. One is to use the electronic form, which is located on our website at the following address: [http://plantscienceunit.ifas.ufl.edu](http://plantscienceunit.ifas.ufl.edu). Second is to use a written form located in the administration building. On a request form the faculty member should include the application method, and rates desired. A request form **must** be on file before any type of pesticide or fertilizer application can be applied.

j. **Maintenance applications**: Requires only one initial pesticide request form before or at the beginning of the crop season.

k. **Treatment applications**: Must be applied by the faculty member conducting the field research. The PSREU may assist in completing these types of treatments, but **must** have a faculty member present. (Applies primarily to fumigation treatments)

l. **Confirmation notice**: Faculty member will receive an electronic (E-Mail) notice that pesticide applications were completed.

m. **Response time**: Pesticide and fertilizer application will be completed within 36 hours of requests. There may be some exceptions due to weather and holidays etc.

n. **Proper storage areas**: Storage areas are located in three places; building #7503 for liquid and dry pesticides, building #7509 for fumigant cylinders, and buildings #7515(Turf) and 7516 for all fertilizer products. All chemicals stored in these buildings must have an updated Material Safety Data Sheet (MSDS) on file.

o. **Locking policy**: All pesticide and fertilizer storage rooms must be locked at all times.
p. *Use of pesticide room:* The pesticide mixing area is available to all faculty members who are conducting field research at the PSREU. After using the pesticide mixing area, place chemicals back in their proper location, and clean the table and floors.

q. *Fumigant area:* There is a designated storage area for fumigants located in the chain link area in building #7509. Ensure every gas cylinder (whether full or empty) is capped and has a legible label. Secure all stored cylinders with strap or chain.

r. *Loaning sprayers:* Faculty members may be allowed to use PSREU sprayers with the assistance from PSREU employees. Faculty members will be responsible for taking care of and cleaning the sprayer after the application.

s. *Cleaning:* It will be the responsibility of each employee, student or faculty member to cleanup after each pesticide application. The PSREU will supply ammonia for rinsing sprayer after each application, and bleach will be provided for cleaning pesticide area floors and mixing tables.

t. *Rinsate:* Do not over mix an application. First, determine size of the area to be treated; calibrate the application equipment; and fill the application equipment with the desired amount needed for the application. Second, apply excess spray mixture and rinse water generated from rinsing empty containers. Include additional crop area for application of rinse water and excess spray material. **Third, do not drain excess mixture on the ground or rinse water into a septic tank.** Finally, use a designated sprayer for certain pesticide applications. For example, one sprayer for herbicides and one sprayer for insecticide and fungicide applications.
u. **Record Keeping:** All licensed applicators must maintain records relating to the application of all Restricted Use Pesticides (RUP). According to Chapter 5E-9.032 the following records of restricted use pesticide applications shall be recorded no later than two working days after the date of application. These records must be retained for two years from the date of application and maintained in a manner that is accessible by authorized representatives of DACS.

v. **Worker Protection Standard for Agricultural Pesticides:** The U.S. Environmental Protection Agency’s Worker Protection Standard for Agricultural Pesticides (WPS) (CFR Part 170) requires agricultural employers (including UF-IFAS) to provide certain basic protections for their employees. The WPS applies to two types of employees: agricultural workers and pesticide handlers. The WPS also includes handling opened pesticide containers and the cleaning, handling, adjusting, or repairing parts of mixing, loading, or application equipment applies to all employees in agricultural situations involving agricultural plant production on farms, forests, nurseries, or greenhouses. The basic requirements are training, posting, a decontamination area and emergency assistance.

w. **Posted signs and oral notifications:** The pesticide applicator must notify agricultural workers about areas where pesticide applications are taking place or where restricted entry intervals are in effect. Notification informs workers of areas treated with pesticides and how long they must stay out of the area before they can enter. Oral notification must take place before application or before employees begin work. Posting must take place before application on the pesticide posting board located outside the pesticide office area.

x. **Restricted entry intervals (REIs):** Prohibiting the entry of agricultural workers into areas that have been treated with pesticides are found on the labels of pesticide products that are used in the production of agricultural plant crops on farms, forests, greenhouses and nurseries. The REI is the time immediately after a pesticide application when entry into the treated area is limited. The duration of an REI ranges from four hours to several days.
Some pesticides have one REI for all crops and uses. Others products may have different REIs, depending on the crop or method of application. When two or more pesticides are applied at the same time and have different REIs, the longer REI must be followed.

y. *Emergency medical care:* If there is reason to believe that a worker has been poisoned or injured by pesticides, the employer must make prompt transportation to a medical facility available to the worker. On request the employer must provide, to either the worker or medical personnel providing treatment, information about the product including EPA registration number, active ingredients in any product the worker might have been exposed to in the past 30 days, antidote and other first aid information from the product labeling, and information about the application and the exposure of workers to the pesticide. (USDA.gov)

<table>
<thead>
<tr>
<th>Primary Hospital:</th>
<th>Munroe Regional</th>
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<tbody>
<tr>
<td></td>
<td>131 SW 15th St.</td>
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<tr>
<td></td>
<td>Ocala, FL 34473</td>
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<td>352-351-7200</td>
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<tr>
<th>Secondary Hospital:</th>
<th>Shands Medical</th>
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<tr>
<td></td>
<td>1600 SW Archer Rd</td>
</tr>
<tr>
<td></td>
<td>Gainesville, FL 32607</td>
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<td>352-265-0111</td>
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<thead>
<tr>
<th>Poison Control Center:</th>
<th>800-282-3171</th>
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<tr>
<td>Sheriff/Police Dept.:</td>
<td>352-732-9111</td>
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<tr>
<td>Citra Fire Dept.:</td>
<td>352-595-2400</td>
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z. *Personal Protective Equipment:* All employees working with pesticides shall wear personal protective equipment (PPE) as prescribed on the pesticide label.

*aa. Decontamination site:* Building #7503 has facilities for washing off pesticide residues for UF-IFAS employees performing agricultural worker tasks that involve contact with anything treated with a pesticide in any area.
bb. *Experimental pesticides:* Each faculty and staff member who mixes, loads, applies, or otherwise handles EXPERIMENTAL pesticides or provides direct supervision of their use will be certified and licensed as a pesticide applicator according to State of Florida requirements.

c. *Experimental use permits:* Use of a pesticide under an Experimental Use Permit (EUP) must be consistent with the terms of the EUP (including any additional restrictions imposed by DACS) and the experimental protocol.

dd. *Food and feed stuff EUP:* All food or feed derived from a pesticide’s experimental use must be destroyed or fed only to experimental animals for testing purposes, unless an appropriate tolerance or an exemption from a tolerance has been specifically granted for residues of pesticide on the food or feed crop(s).

ee. *EUP materials disposal:* An experimental pesticide may be used only in accordance with its experimental use permit or any federally registered use permitted by it’s labeling. If an experimental pesticide does not have federally registered uses, at the study’s conclusion, return any excess compound to its original provider.

ff. *MSDS sheets:* MSDS sheets must be provided with any chemical regardless of vegetation status if applied or stored at the PSREU.
PESTICIDE AND FERTILIZER APPLICATIONS

1. **Application Requests**
   a. Request forms MUST be submitted to research coordinators before applications will be made.
   b. Request forms are available on the unit website and may be submitted electronically.
   c. Electronic requests are preferred.

2. **Time to Application**
   a. Pesticide and fertilizer applications will be made within 36 hours after receiving the application request form.

3. **Application Confirmation**
   a. A confirmation email will be sent within 36 hours after the application has been made.

4. **Maintenance programs**
   a. A pesticide request must be submitted for the unit to manage pesticide maintenance programs.
   b. Maintenance pesticide programs can be directed by the researcher. Submit your pesticide request when you want an application made.
   c. Fertilizer requests can be managed by the staff in the same manner.

5. **Application methods**
   a. The PSREU has a wide variety of application equipment to meet specific research needs.
   b. Consult with the research coordinators about equipment best suited to your application type.

6. **Materials**
   a. Only legal, labeled pesticides will be used for maintenance applications.

7. **Record keeping**
   a. Pesticide and fertilizer application records are entered into PSREU database.
   b. PSREU database is accessible from PSREU website.
1. **Posting procedures**
   a. All applicable local, state and federal laws will be followed.
   b. Worker Protection Standard regulations will be followed.
   c. UF/IFAS Pesticide Policies and Procedures will be followed.
   d. Posting of fields will be done WHEN required by law.
   e. All applications will be posted on posting board and application information sheets will be in notebook at posting board.

2. **Posting board location**
   a. Posting board is located on outside wall of PSREU pesticide building office (Bldg. #7503)

3. **Emergency information**
   a. Emergency information is located on posting board at Bldg. #7503.

4. **30 day posting information**
   a. Application information sheets are kept in notebook at posting board for a minimum of 30 days.
PESTICIDE AND FERTILIZER STORAGE

1. Proper storage areas
   a. All pesticides must be stored in PSREU Pesticide Storage room in Bldg. #7503.
   b. See research coordinators for pesticide storage space assignments.
   c. All fertilizers must be stored in PSREU Fertilizer Storage Bldgs. #7516 and #7521.
   d. See research coordinators for fertilizer storage space assignments.
   e. All Fumigants must be stored in PSREU Fumigant Storage area in Bldg. #7509.
   f. See research coordinators for fumigant storage space assignments.
   g. Pesticides, fertilizers, and fumigants must be stored in designated areas only.
      No other areas will be used for storage of these materials.

2. Use of Pesticide room
   a. The pesticide mix/load facility is available for your use.
   b. This is the only facility for mixing and loading pesticides.
   c. Mix/load facility has a rinsate collection system that must be used for mixing and
      loading pesticides.
   d. Mix/load facility must be cleaned after each use. Failure to do so will result in
      suspension of use privileges.

3. Documentation
   a. Any pesticides and fumigants stored at the PSREU storage facilities must be
      accompanied by pesticide label and MSDS sheets.
   b. Provide the above documentation to the research coordinators.

4. Security policy
   a. All storage areas are kept locked at all times.
   b. For keys to storage area see office manager.
ORGANIC RESEARCH AREA

1. The PSREU will obey all rules and regulations as listed by the *Florida Organic Growers and Consumer’s Certification Handbook*.

2. Decontamination of Equipment
   a. Equipment will be triple rinsed with water before entering the organic research area.
   b. The equipment operator will contact research coordinator to fill out the proper paperwork before entering the research area.

3. Storage of Organic Pesticides and Fertilizers
   c. Organic fertilizers will be stored in buildings #7521 in the designated organic storage area.
   d. Pesticides will be stored within designated compartment within bldg. #7503 by sign for “Organic Pesticide materials only.”

4. Organic Materials Review Institute (OMRI)
   e. All materials applied in the organic area will be approved in the OMRI list. The updated list is available at [www.omri.org](http://www.omri.org). Hard copy located on-site at the Administration office.
SEED STORAGE FACILITY

1. **Space**
   a. Seed storage space is available at the PSREU, however, space is limited, so seed storage space will be allocated on a first come, first served basis.
   b. Seed storage facilities are located in Bldg. #7505.
   c. If you have seed storage needs, see the research coordinators for space availability, and assignments and procedures.
   d. When placing seed into storage facility, please enter required information on seed storage unit logs.

2. **Temperatures/Humidity**
   a. Two types of storage are available. Coolers store seed at 40° F, 40% relative humidity, the freezer stores seed at 0° F.
   b. Temperature and humidity settings are not adjustable.
   c. When working at the seed storage area, all storage units’ doors must remain closed at all times. Failure to keep doors closed triggers temperature and humidity alarms.

3. **Maintenance and Repairs**
   a. Storage units are equipped with a Sensaphone and alarms to alert PSREU staff in case of malfunctions.
   b. Storage units are equipped with a standby generator in case of power outages.
   c. PSREU staff is responsible for all maintenance and repairs to storage units.
   d. If a problem with storage units is discovered, contact a research coordinator.
   e. PSREU research coordinators will make ALL arrangements for maintenance and repairs.
4. **Cleanliness and Organization**

a. Seed storage areas must be kept neat and clean at all times.
b. Keep all small seed containers stored in a larger single plastic container with your name on them.
c. Keep all large commercial seed containers intact and sealed with your name on them.
d. Keep all your seed together in one area.
e. Cleanup after use. Cleaning supplies are located in the seed storage facility. Failure to keep storage areas and work areas clean will result in suspension of use privileges.

5. **Drive in cooler**

a. Produce storage areas must be kept neat and clean at all times.
b. Keep all small produce containers stored in a larger single plastic container with your name on them.
c. Keep all large commercial produce containers intact and sealed with your name on them.
d. Keep all your produce together in one area.
e. Cleanup after use. Cleaning supplies are located in the seed storage facility. Failure to keep storage areas and work areas clean will result in suspension of use privileges.
VARMINT CONTROL

Most vegetable crops are subject to destruction by raccoons, opossum, birds, coyotes or deer. Some of these pests can be thwarted by electric fences and propane cannons. Researchers needing fencing of research plots will be responsible for purchasing fencing materials, equipment and supplies. Fencing needs must be specified on the Land Request Form at the beginning of the season.

Electric fences will be installed by PSREU personnel and maintained by PSREU personnel with assistance as needed from the researcher or his technicians and students. PSREU personnel will take down appropriate fences at end of season and store fence wire and equipment and be responsible for the security of stored supplies and equipment. Equipment will be marked as to appropriate owner and these fence supplies and equipment will be used in priority by owner. Original purchaser will have priority for fence wire and stakes, after which supplies can be used by others. Costs for replacement supplies as supplies wear out and/or new materials will be borne by those with fence needs.

Research coordinator will be responsible for fence accounting, proper storage, installation and coordinating purchase of new fence materials, equipment and supplies with appropriate researchers. Researcher covers the cost.

Propane cannons will be provided by the PSREU but it is the Faculty and or representative to be responsible for turning them on in the morning and off in the evening. No cannon will be left on overnight.

Research coordinator will also be responsible for securing legal depredation permits for wildlife. This must follow all Game and Fresh Water Fish Department regulations and laws.
The Florida Game and Fresh Water Fish Department has been very cooperative about providing depredation permits and helping solve wildlife depredation problems, however their rules and regulations have undergone some changes recently and we are bound by those changes. Keep in mind wildlife problems are difficult to solve and must be solved in accordance with state laws.
INMATE WORK PROGRAM

1. **The PSREU will obey all rules and regulations as listed by the Marion County Sheriff’s Agency Agreement.**

2. **Scheduling**
   
   a. The scheduling of inmate labor will be through Research Coordinators.
   
   b. Inmates will be picked up from one of the PSREU supervisors and returned to the supervisor at the completion of the project.

3. **Researcher working with a PSREU employee and inmate labor**
   
   a. The PSREU employee will be in charge of the inmate labor. The researcher can show the employee and inmates what needs to be done, and then the PSREU employee will maintain working schedule.

4. **Researcher working with inmate labor without PSREU employee**
   
   a. Faculty will supervise the inmate labor. Inmates will not be left alone at any time.
   
   b. Inmates will never be left alone with a female researcher. An inmate can work with two female employees only with their supervisor’s approval. The supervisor must acknowledge in written form that he/she accepts the responsibility of that inmate with two female employees.

5. Inmate labor is subject to reassignment at any time. PSREU will inform the researcher before removing the inmate from their project.

6. All excess produce, crops or plant material not directly needed for experimental purposes will be donated to the Marion County Sheriff Office for the inmate feeding program at the jail.

7. Under no circumstances should any faculty member, staff or student give or make available to any inmate – **FOOD, BEVERAGE (OTHER THAN WATER), MONEY, TOBACCO PRODUCTS, MEDICATIONS OF ANY KIND OR TELEPHONE SERVICE.** All of these items are strictly prohibited under the memorandum of understanding with the Marion County Sheriff’s Office.
8. All researchers must have water and cups, provided by PSREU for inmates.

9. Inmates must be transported inside a vehicle, not in the bed of a vehicle. Inmates may not drive the vehicle.
EXCESS PRODUCE, CROPS OR PLANT MATERIAL

1. No produce, either harvested or remaining in field may be sold.

2. Any fruit or vegetables sprayed with a non-labeled material must be destroyed after harvest or research is completed. **It is the responsibility of the faculty member to identify produce treated with non-labeled materials at harvest time so this produce can be destroyed.**

3. Excess produce, crops or plant material that has been maintained in a legal and safe manner will be given to the Marion County Sheriff’s Department for use in the inmate feeding program. The researcher is responsible for:

   (a) Ensuring that the pre-harvest interval for all pesticides has been exceeded and no illegal pesticides residues would be found.
   (b) If excess produce is in field (guard rows, etc.), that re-entry times are followed.
   (c) Seeing that he or his representative (technician, graduate student, etc.) are in the field when harvest occurs.

4. No harvest of excess produce will be allowed unless the researcher or his representative is in attendance. Anyone found in the field harvesting without the researcher or his representative will be subject to arrest. Verbal permission only of the researcher is **NOT** sufficient.
GRINDING ROOM/WEIGHING ROOM

1. Scheduling Grinding Rooms
   a. Researcher must schedule grinding/weighing equipment through the research coordinators by verbal or email communication.
   b. Scheduling of grinding rooms/weighing rooms is on a first come first serve basis.
   c. PSREU will provide available help as long as someone is present the entire time from the research project. The researcher assumes responsibility for the samples to be properly processed and returned the proper experimental treatment container, and provides complete oversight of this operation.

2. Cleaning Grinding Rooms/Weighing Rooms
   a. Grinding rooms must be cleaned at the end of each day. Brooms and air blowers will be provided by the PSREU at building # 7512. Plant and or soil grinding are extremely dirty jobs and areas where this occurs can become extremely untidy. Faculty members utilizing these facilities are completely responsible to return them to the same level of cleanliness they were in at the start of their job.
PLANT DRYERS (Room and Wagons)

1. **Scheduling Space**
   a. Researcher must schedule drying equipment through the research coordinators by verbal or email communication.
   b. Scheduling of drying equipment is on a first come first serve basis.
   c. PSREU will provide available help to put samples in the drying equipment. The researcher assumes responsibility for the proper temperature and humidity settings.
   d. Researcher must enter the crop, date in, date out, name, and emergency contact number immediately after putting material into the drying rooms. The sheet is located next to the entry door of each drying room.
   e. Researcher assumes responsibility for the timely removal of dried samples. The drying rooms are not storage rooms until the samples can be processed. It is imperative that samples be removed immediately upon dry to allow others to utilize the drying facility.

2. **Cleaning Drying Equipment**
   a. Drying rooms must be cleaned at the end of each use. Brooms will be provided by the PSREU at building #7512.
   b. Drying wagons must be cleaned at the end of each use. Brooms and air blowers will be provided by the PSREU at building # 7502. Air ducts and thermometers must be rolled and placed on top of the crop dryers. PSREU staff will ignite and set temperature on wagon dryers.
FARM EQUIPMENT

1. PSREU Equipment
   a. All PSREU equipment is available for use on research projects at the unit.
   b. No PSREU equipment is available for offsite work.
   c. All PSREU equipment will be stored and maintained by the unit.
   d. Any equipment needed for specific jobs must be scheduled with research coordinator one week in advance.
   e. Faculty and students may use equipment at the PSREU. PSREU staff will provide instruction and assistance in operation and maintenance. Should faculty members choose to use equipment themselves, they are directly responsible for equipment cleanup before it is returned for storage under barns.
   f. All equipment will be scheduled on first come, first served basis.

2. Faculty Assigned Equipment
   a. If a researcher has equipment assigned to him/her and desires to store it permanently at the PSREU, you may do so.
   b. If equipment is stored under PSREU barns on a permanent basis, this equipment will be considered to be available for general use at the unit.
   c. All faculty assigned equipment stored at the PSREU and available for general use at the unit will be maintained and repaired by the PSREU.
   d. If you wish to store equipment at the PSREU, see the research coordinator to make arrangements.
3. Equipment Teaching Labs
   a. Faculty is encouraged to bring classes to the PSREU for applied field technique labs.
   b. These labs/classes may cover a wide variety of subjects.
   c. If you desire to bring your class to the unit, see the research coordinators to schedule a time and to discuss subject matter.
   d. Teaching activities are just as important as any field research activities and we will do everything possible to provide a meaningful teaching experience to enhance any faculty teaching effort.

4. Equipment Problems
   a. Any problem developed with equipment function ability should be reported immediately to the research coordinator. Never place a broken or non functioning piece of equipment back in storage barn. It is difficult to know about all breakdowns and repair them without the cooperation of all faculty who may use the equipment.
EQUIPMENT WASH DOWN PROCEDURES

1. **Decontamination of equipment**
   a. All equipment will be washed with water between research areas. All plant and soil material will be removed from implement and tractor before returning the equipment to the storage barns.
   b. If any pathogenic agent cannot be controlled with water decontamination, the researcher is responsible for proper cleaning of equipment before returning the equipment to the storage barns.

2. **Location of Wash Down Facility**
   a. The wash pad is located 50 feet to the north of building # 7505.

3. **Organic Research Decontamination**
   a. All equipment will be washed according to the *Florida Organic Growers and Consumer’s Certification Handbook*. 

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EVENT PROCESS

1. Request form must be completed through the PSREU webpage.

2. Scheduling date should be coordinated with Research Coordinator and Event Coordinator, Staci Sanders.

3. Meals will be coordinated by Event Coordinator through local vendors or on-site preparations. Head count of tour guests will include all PSREU staff.

4. Sound system will be provided by the PSREU.

5. Presentations can be held in the conference building or the turf area. Overhead projector and/or web casting is available.

5. A portable stage is available for invited speakers.

6. People movers are on site, contact event coordinator for details.

7. All cost will be covered by requesting faculty/department.

8. PSREU will coordinate/manage all activities related to field days.

9. Pre-registration will be conducted by requesting department.
KEY REQUEST/LOCK DOWN/SECURITY

1. Key request can be submitted in person or email to the Administrative Assistant of the PSREU by faculty members.

2. Faculty is responsible for ensuring keys are returned to the PSREU upon resignation of personnel or completion of project.

3. All buildings are checked and locked daily by a PSREU employee at the close of the work day to ensure safety of all on site items.

4. All buildings and the front gate should be locked at all times after normal business hours and on weekends.

5. Security cameras are in place throughout the building complex to monitor security and safety of people and projects at PSREU.

6. Law Enforcement lives on the premises and can be contacted via cell phone at the number listed below for after hour’s emergency. Any person on site is subject to be stopped and questioned by on site security, be sure to inform your staff and students to have proper UF ID if they are working at PSREU after hours or weekends.

   On-Site Deputy:

   CJ Whiteside (352)-538-7890
TRUCKING

1. Charges
   a. Client will be charged $2.75 per loaded mile. The price will fluctuate due to fuel prices. Client will be informed of price changes prior to hauling.

2. Trucking Request
   a. Hauling request will be made through the PSREU webpage. The hauling form can be found at the Request Forms bullet.
HEAVY EQUIPMENT

1. Charges
   a. A charge for fuel will be made if the location does not have fuel on site. The charge will be at the current fuel price to the department requesting the heavy equipment.

2. Heavy Equipment Request
   a. Heavy equipment request will be made through the PSREU webpage. The equipment form can be found at the Request Forms bullet.
   b. PSREU will perform heavy equipment jobs for other units within 50 miles of Citra on an as needed basis and if we have available labor to fill such request. Requestor will be responsible for trucking costs to move equipment to and from job site.

3. Loaning Equipment
   a. PSREU will loan available equipment. The driver must be qualified to operate the equipment.
   b. Equipment will be full of fuel upon departure and arrival. The client will assume responsibility for refueling when returning the equipment. If the equipment is not returned with a full tank of fuel, the borrower will be charged the current fuel price to fill the machinery. A safety inspection will be completed upon departure and arrival to the PSREU. Borrower assumes all maintenance procedures for equipment while being used ie. oil, grease, daily checks.
   c. The borrower assumes responsibility and cost for all non wearable breakdowns and repairs. The equipment must be returned in the same condition it left the PSREU.
1. Mechanics Shop
   a. PSREU mechanic shop is intended to be used to support research activities and heavy equipment operations at the unit.
   b. All maintenance activities for farm equipment and heavy equipment will be performed at the unit shop, with the exception of pesticide application equipment.
   c. To schedule mechanic shop activities to support research activities see Carl Vining.

2. Auto Mechanics
   a. The PSREU staff mechanics will perform maintenance and repairs on unit farm equipment, unit heavy equipment, and on faculty assigned farm equipment permanently stored at the unit under equipment barns at unit cost.
   b. The PSREU staff mechanics will perform minor repairs on faculty assigned farm equipment temporarily stored at the unit or in use at the unit. Faculty member will bear the costs of repair parts.
   b. PSREU staff mechanics will NOT perform maintenance or repairs on equipment stored in faculty field labs.
   d. PSREU staff mechanics will NOT perform maintenance, repairs, or vehicle inspections on faculty vehicles.
BUILDING MAINTENANCE REPAIR AND MODIFICATION

1. Building Maintenance
   a. All building maintenance at the PSREU will be the responsibility of the PSREU staff.
   b. All maintenance expenses will be the responsibility of the unit.
   c. If you have building maintenance issues, bring them to the attention of the Carl Vining.
   d. Building maintenance request forms are available on unit website.
   e. PSREU’s Carl Vining will make ALL arrangements for building maintenance.

2. Building Repair
   a. All building repairs will be the responsibility of IFAS Facilities Planning and Operations and coordinated through Carl Vining.
   b. Carl Vining will make ALL arrangements for building repairs.
   c. Contact Carl Vining for ANY needed repairs.

3. Building Modification
   a. Office and lab space assigned to faculty members at the PSREU may need minor modifications to fit individual needs.
   b. Should the need for these modifications arise, contact Carl Vining.
   c. Carl Vining will make ALL arrangements for modifications through IFAS Facilities Planning and Operations.
   d. Any modifications must be approved by PSREU management and must conform to all applicable building codes.
   e. Faculty member will bear costs of all modifications.
SAFETY PROCEDURES/PERSONNEL SAFETY

All work at the PSREU will conform to all federal, state and university safety regulations. This applies to all phases of operations at the unit (machinery use, shop safety, pesticides, etc.).

Everyone using equipment at the PSREU is responsible for the safety of themselves and others working nearby. When using equipment, make sure all safety shields are on the equipment and make sure you are driving in a safe manner. Make sure that you stop and look both ways when crossing the roads to insure no cars or trucks are coming. Be extra careful around ditches and irrigation risers at end of fields. Inspect tractor and equipment to insure they are in safe operating condition before using them. No one is allowed on the equipment but the driver (NO RIDERS).

When performing operations in the farm shop observe all applicable safety rules. Wear protective equipment when appropriate (gloves, safety glasses, long pants and sleeves, etc.). No one is allowed to use the farm shops without permission from Carl Vining.

Pesticide safety is a high priority at the PSREU. All workers must undergo WPS training before working at the unit. All personnel must observe all applicable pesticide laws. The PSREU staff will follow all laws and regulations pertaining to pesticide use. This means for maintenance pesticide applications only labeled pesticides can be used on a crop. PLEASE DO NOT ASK US TO VIOLATE THE LAW. WE WILL NOT DO SO. It is the responsibility of the researcher to ensure that all applicable laws and regulations are followed when pesticides are being used by your personnel at the PSREU.

There is no such thing as being too safe around the farm. Agriculture is the second most dangerous occupation in the United States. Only mining has a higher death rate. Research coordinators will be responsible for reviewing safety procedures for all personnel using equipment, machinery and pesticides at PSREU.
Personnel Safety

1. The PSREU offers safety training videos to be viewed by personnel working on site.

TOPICS OF SAFETY INCLUDE:
   Worker Protection
   Tractor Safety
   Heat Stress
   Inmate Safety

2. To ensure safety of all, anyone using on-site equipment should make contact with a Research Coordinator to ensure proper and safe operation knowledge of equipment before use.

3. All injuries should be reported to the Administrative Assistant at the front office to ensure the proper protocol is followed through the worker’s comp office.

4. After hours emergency contact information is posted at the front gate and listed below.

   AFTER HOURS NON MEDICAL EMERGENCY CONTACT #

   352-392-1111   UNIVERSITY POLICE DEPARTMENT
   352-538-7890   ON-SITE SECURITY (CJ Whiteside)
FEDERAL EXCESS PERSONAL PROPERTY

Acquisition of Property

a. Requesting department should have a specified purpose and/or immediate need for the item.
b. Submit needs request to PSREU Administrative Assistant via email or use the form selection on the web page and select Excess Property.
c. There is no guarantee the item will be located.
d. Screeners can gain access to DRMO’s and web site for viewing of available items by contacting the Administrative Assistant at the PSREU.
e. Upon locating item of need a request to freeze and obtain this item will be submitted electronically from the Administrative Assistant through the proper channels for GSA approval to obtain the item. Requesting department should be notified within 3 business days of approval or denial.
f. Upon receiving GSA approval to obtain items, requesting department will need to pick up item from DRMO within 14 business days.

Maintaining Property

a. Federal Property is on loan, therefore all maintenance cost will be at the expense of the acquiring department.
b. Decaled items will be accounted for at the time of performing the annual inventory process.
Disposal of Property

a. Once an item is no longer useable/feasible to repair or needed, the item should be returned to the PSREU for disposal process or availability to another department. Disposing department should contact the Administrative Assistant at PSREU or submit a disposal request through the web page under the Excess Property icon. Holding department is completely responsible for returning Federal Property items to the PSREU when no longer needed.

Request for Items/ Transferable Items List

a. A list is kept on file at PSREU and shared throughout departments showing requests of needed items and no longer needed items. Upon locating needed items the list is carefully reviewed and requestors are contacted to have the opportunity to obtain the located item or pass along to another area of need.

b. All items available for transfer must be processed through the PSREU to ensure the needs list is being utilized and property inventory locations are maintained. No faculty or unit may transfer property from one entity to the other without written consent of PSREU Federal Property Management staff to ensure proper federal accountability is maintained at all times.