GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN IN PUBLICA COMMODA SEIT 1737

USER REGULATIONS FOR THE RESEARCH GREENHOUSE NORTH CAMPUS

– DRAFT_3 –

1. USE OF THE MAIN BUILDING AND GREENHOUSE CABINS

- Access is permitted only to trained and authorized personnel. External visitors must register with the greenhouse team in advance.
- Experimenters and visitors should enter the greenhouse facility only during regular working hours (Monday to Thursday: 8:00–16:00, Friday: 8:00–14:00; other times by prior arrangement).
- Avoid working alone whenever possible—inform at least one other person about your activities, especially for tasks involving higher risk. Carry a mobile phone.
- All instructions from the management and greenhouse staff must be followed. The operating procedures for genetic engineering and plant protection in greenhouse facilities must be observed.
- Plant care during weekends and holidays must be ensured by the cabin supervisor or a person designated by them.
- Technical control systems may only be operated by persons expressly authorized to do so. The control system may only be operated by greenhouse staff. This includes switches in control cabinets and in front of cabins, as well as the control interface on the display!
  → **Only after prior consultation with the greenhouse staff!**
  If switches need to be adjusted for specific tasks, they must be returned to their original position immediately after work is completed.
- Always consider potential contamination risks before changing cabins. This also applies when working in different greenhouse facilities on the same day.
- Doors must be closed when leaving cabins or rooms.
- Order and cleanliness must be maintained in work areas and cabins. All unnecessary tools and items must be cleared away after work, and soiled areas must be cleaned. Keep walkways and corridors clean and as dry as possible.
- The greenhouse management is responsible for assigning greenhouse cabins and storage space. After assignment, the professor (or, in their absence, the cabin supervisor) is responsible for ensuring compliance with these regulations in their area. Space requests must be submitted using the designated form (see Annex).
- Storage of work materials is permitted only at designated locations. No storage of materials, waste, or other items is allowed in greenhouse cabins.
- Take equipment, tools, or other items from the greenhouse only after prior agreement and return them after work.

- Repotting may only be performed at designated workstations (Main Storage Room 2, 0.121, or Preparation Zone 3, 0.123).
- Trolleys are provided for transporting and handling plants within the greenhouse. The safety of plant transport out of the greenhouse is the responsibility of the respective project leader.
- Always close water lines (not just the watering device) immediately after use.
- All household waste must be disposed of in the designated bins or containers (waste separation applies). Special disposal rules apply to materials falling under biological safety level 1 (S1). Chemicals, plant protection product residues, and other hazardous waste must be disposed of according to chemical waste regulations via the Waste Management Officer of the Safety and Environmental Protection Office. Large waste must be removed by the individual.
- Avoidable noise disturbances must be prevented.
- Bringing animals into the greenhouse is prohibited, except for service and guide dogs.
- Lost items must be handed over to the greenhouse staff.
- To prevent heat loss, doors—especially office doors—and windows must be kept closed as much as possible during heating periods.
- Posting of posters, banners, signs, or similar materials is not permitted. Deliberate damage or soiling of interior or exterior surfaces must be reported to the greenhouse management.

2. WORK WITH BIOLOGICAL AGENTS OF BIOSAFETY LEVEL 1

- Assigned greenhouse cabins are contained biological safety level 1 facilities. The separate operating procedure for genetic engineering is the binding basis.
- Risk assessments and decisions regarding work with biological agents must be made jointly with the greenhouse management and, if necessary, reported to the competent authority. The Biological Substances Ordinance (BioStoffV) does not apply to activities subject to genetic engineering regulations, provided that equivalent or stricter rules are already in place.
- Disposal of S1 materials must follow the specific procedures established for biological safety level 1 waste in sealable, clearly labelled waste bins.

3. ACCESS PERMISSIONS AND BUILDING ACCESS

- Access to the greenhouse facility is normally granted via campus card authorization by GAUG. Requests for access must be submitted to the greenhouse management, who will forward them with the “Schablonenbeauftragten’s” approval to the card office.

- In cases requiring physical keys, the greenhouse management, in consultation with users, will define the access groups for the greenhouse. Professors must apply for access permissions for their staff; prerequisites include mandatory training or a signed access request form submitted to GM255 in agreement with the greenhouse management.
- Access permissions for central areas of the research greenhouse (offices, storage rooms, dry rooms, mills, cold rooms, and laboratories) are issued only upon special request.
- Door closers in the entrance area must be reset to automatic mode (middle position) after being adjusted.
- Personal valuables must be stored securely. Equipment particularly vulnerable to theft must be secured after work hours or at least stored out of sight. Any thefts must be reported immediately to the police by the affected individual.
- Exterior doors must be locked after entering and exiting the facility to prevent unauthorized access.

4. USE OF OUTDOOR AREAS

- Access routes to the greenhouse facility must be kept clear at all times for safety reasons (escape and rescue routes).
- Parking on the turning circle is prohibited (designated collection point).
- When parking, ensure access routes remain unobstructed.

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HYGIENE POLICY FOR THE NORTH CAMPUS RESEARCH GREENHOUSE SERVICE UNIT

Purpose and Scope:

The purpose of these hygiene guidelines is to prevent the spread and transmission of pathogenic fungi and pests in the North Campus Research Greenhouse. They apply to all persons working in or with the greenhouse, including researchers, students, technical staff, and visitors. The instructions of the gardeners and greenhouse management must be followed in this regard.

Access Regulations:

1. **Registration**: Visitors must register in advance with the gardeners or greenhouse management.
2. **Authorization**: Access to the research greenhouse is permitted only to authorized persons who have received an orientation on the rules of use and hygiene guidelines.

3. **Clothing**: Shoes and clothing must be thoroughly cleaned before entering the greenhouse area, especially if work was previously performed in the field or another greenhouse. If shoe disinfection mats are available in individual cabinets, they must be used. If the disinfectant on the designated mats has run out, they must be refilled.

Special Protective Clothing: When using protective clothing (such as lab coats or coveralls), it may only be worn inside the greenhouse or in the designated cabinets to prevent contamination from outside entering the greenhouse or spreading between cabinets.

Cleaning and Disinfection:

1. **Regular Cleaning**: Tools and work surfaces must be cleaned daily after work is completed and, if necessary, disinfected to prevent the spread of pathogenic organisms. Rooms and cabins must be swept daily after work is completed if the floor is dirty.

All tools, materials, work surfaces, and equipment (such as pots, tonkin sticks, tables, etc.) in the greenhouse and in the cabinets must be cleaned and disinfected after the experiment is completed or after the cabinet has been emptied. A waiting period of at least three days must be observed before restocking the cabinet.

2. **Disinfection**: All surfaces, tools, and equipment in the greenhouse must be cleaned regularly—and at a minimum upon completion of the experiment—and disinfected as necessary to prevent the spread of pathogenic organisms.

3. **Disinfectants**: Only disinfectants suitable for disinfecting surfaces and equipment in the greenhouse may be used.

4. **Pots and planting material**: Only new or sufficiently cleaned and disinfected pots (and other work materials, such as tonkin sticks) may be used. If compost is to be used, it must be ensured that it has been sufficiently sterilized and is free of contamination to prevent the introduction of pathogens and/or pests.

Working in the Greenhouse:

1. **Order**: Tools and materials must be returned to their designated locations. Work surfaces and cabinets in the greenhouse must be kept tidy. In general, care must be taken to maintain a clean and orderly work environment; workstations and equipment must be cleaned and put away at least at the end of the workday.

2. **Cabinet separation**: The cabinet doors in the greenhouse must always be kept closed to prevent the spread of diseases and pests between cabinets.

3. **Plants**: All plants in the greenhouse must be inspected regularly and thoroughly to ensure that infestations by pathogens and/or pests are detected early.

4. **Waste**: All waste generated in the greenhouse must be disposed of regularly and properly sorted. Organic waste must not be allowed to accumulate over extended periods but must be disposed of outside the building within the same workday to prevent the spread of pathogens and pests.

Plant Material

1. The cultivation of plants for personal use is not permitted in the greenhouse units or anywhere within the building complex.

2. Harvested plant material from outdoor fields that is brought into the greenhouse for further processing may only be brought into the basement of the functional building in its unprocessed state.

3. Plant material and non-sterile soil from the open field or other greenhouses must not be dried or stored in the greenhouse cabinets.

4. Plants that were previously grown in the open field or other greenhouses may only be brought into the greenhouse in exceptional cases, after consultation and, if necessary, following prior quarantine measures.

5. Do not leave harvested or collected plant material in the greenhouses; dispose of it immediately in the designated compost areas.

Special Regulations for Infested Plants

1. **Fungal diseases and pests**: If the presence of pathogenic fungi, other pathogens, or pests is suspected in the greenhouse plots, containment measures must be taken immediately, and the greenhouse staff must be notified. The staff will then decide on plant protection measures to prevent the spread of the pathogens. Affected plants may also be isolated.

2. **Adjustment of work procedures**: If pathogenic fungi and/or pests are found in individual cabinets, work must always begin in uninfected cabinets and conclude in cabinets containing infected plant material to prevent transmission.

Special measures for phytopathological experiments involving fungal spores or pests (only after prior consultation with greenhouse management)

1. **Protective clothing**: All persons working in the greenhouse with pathogenic fungi and/or pests must wear protective clothing, such as coveralls or lab coats. The protective clothing must be cleaned or changed regularly. To prevent cross-contamination between rooms, protective clothing may only be put on and taken off in the respective room.

2. **Shoe disinfection**: Shoes must be disinfected on special disinfection mats upon exiting cabinets where phytopathological experiments are conducted.

Training and Monitoring:

1. All employees must receive regular training on hygiene measures.

2. Compliance with hygiene guidelines is regularly checked and documented by greenhouse staff.

Recording and Documentation:

1. Disinfection procedures must be recorded.

2. Fungal or pest infestations must be reported and documented immediately.

These regulations will be adapted as necessary to reflect current working conditions. Separate regulations apply to work in the S1 area involving genetically modified plant material.