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**INTEROFFICE MEMORANDUM**

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**TO:** ENV. & PLANT BIOLOGY DEPARTMENT GROWTH CHAMBER USERS  
**FROM:** KIM J. BROWN  
**SUBJECT:** NEW GROWTH CHAMBER POLICY  
**DATE:** 12/21/2003  
**CC:** FACULTY; CHAIR; C. POLLARD

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**To the PBIO current and future growth chamber users:**

As of 1 Jan 2004 there will be a new usage policy implemented concerning the use of the growth chambers located in Porter room 413.

Any researcher (student or faculty) wishing to conduct experiments in the growth chambers will need to read this policy, fill out and sign the attached form and give it to me (KJB). I will maintain a list of who is using them and when, and will reserve the units and time you request if it is available. I will be the organizational personnel for coordinating use and maintenance of these very expensive units.

*Why do we need more rules around here, you ask?*

#1. Currently GC usage is 'as is' – researchers come in, turn on chambers, and use (or abuse) them. There is no clearing house for use, or oversight, or accountability.

As with the use of any shared scientific equipment, there must be equipment training, respectful use, cleaning up after use, and reporting of any problems.

Right now these guidelines do not exist and the chambers are being abused.  
If use agreements are violated then researchers will lose the privilege of using the research equipment.

#2. We need to know the record of use. Who is using them, which ones, for how long. These are a departmental resource, and we want to be able to show that more than one group finds these units of value.

#3. Planning experiments in the long-term. This needs to be a transparent process so that students can know who will be using what and when. As this procedure is implemented, I will post a schedule online to facilitate your planning.

Any researchers needing to use the seed germination chambers located in room 412 need to contact Dr. Brian McCarthy.

Thank you for your time and attention in this matter.

Kim J. Brown  
Assistant Professor of Forest Ecology  
Department of Environmental and Plant Biology  
Ohio University – Athens OH 45701  
E: kim.brown@ohio.edu

# GROWTH CHAMBER SPACE REQUEST

Date \_\_\_\_\_

I. RESEARCHER INFORMATION	check one below
Name of researcher _____	u.g. _____
Lab Rm. _____ Office Rm. _____	grad _____
Lab Phone _____ Office Phone _____	staff. _____
Home (or cell) Phone _____*	fac. _____
Email address: _____	r.a. _____
Research Sponsor _____	

\* where should I call if your experiment melts down

## II. DESCRIPTION OF RESEARCH

A. Briefly describe your research.

B. Plant part(s) to be used in your research: \_\_\_\_\_

C. Will your work involve:

- a plant pathogen? \_\_\_\_\_
- an herbivore? \_\_\_\_\_
- a genetically transformed organism? \* \_\_\_\_\_
- an endangered species? \_\_\_\_\_
- an invasive species? \_\_\_\_\_

## III. REQUIREMENTS:

Approximate dates of use: Start \_\_\_\_\_ End \_\_\_\_\_

Number of chambers needed:

Environmental Conditions:

Temperature: Day: \_\_\_\_\_°C. Night: \_\_\_\_\_°C.  
Photoperiod: Day: \_\_\_\_\_hrs. Night: \_\_\_\_\_hrs.  
Humidity: \_\_\_\_\_% RH  
Light Intensity: \_\_\_\_\_ micromoles/m<sup>2</sup>/s  
Other: \_\_\_\_\_

**\* It is required that you autoclave both the soil and the plant material from your transgenic organisms upon completion of your experiment. See NIH guidelines at:**

[http://www4.od.nih.gov/oba/rac/guidelines\\_02/APPENDIX\\_P.htm](http://www4.od.nih.gov/oba/rac/guidelines_02/APPENDIX_P.htm)

I have read the OU-PBIO growth chamber guidelines and will follow them for chamber usage.  
I will report all mechanical problems to Dr. Brown or to the departmental administrator.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date