

## PLANT TRANSFER RECORD

Is your name on at least one pot or tray? Yes No

Your Name \_\_\_\_\_ email: \_\_\_\_\_

Faculty Responsible \_\_\_\_\_ Today's Date \_\_\_\_\_

Experiment Title/Course Title \_\_\_\_\_

Plant Species \_\_\_\_\_ Transgenic? Yes \_\_\_\_\_ No \_\_\_\_\_

Approximate number of pots/trays \_\_\_\_\_

Location: Greenhouse/growth room/chamber number \_\_\_\_\_ Bench number \_\_\_\_\_

Previous location of plants, if any \_\_\_\_\_ **If from another facility, we must inspect plants first.**

### INSTRUCTIONS TO GREENHOUSE TEAM

#### PEST CONTROL

- YES, apply pesticides as needed (recommended). I will be informed by reading weekly update email.
- NO, I want to approve each application beyond reading weekly update email
- NO, applying pesticides may harm my research **Place orange tape around plants.**

#### WATERING

- NO, I WILL WATER MY PLANTS. DO NOT WATER. **Place pink/black tape around plants.**
- YES, PLEASE WATER MY PLANTS, with these instructions (Check all that apply):
  - Clear water only
  - Fertilizer water only
  - Alternate clear and fertilizer
  - Sub-irrigate only (Place white trays under plants. Fungus gnats will become problematic.)

### Thank you for filling out this Plant Transfer Record!

Keeping this record will allow the Greenhouse Team to better care for your plants. Here's how the record will improve our success:

- It will alert us to special needs of new crops.
- We will know what crops belong to each investigator, which will improve communication for their care.
- It will allow us to track the origin of pests.
- It will improve space utilization by ensuring plants are being used for active teaching or research.

Key points of plant transfer policy:

- All plants, cuttings or seeded trays transferred to greenhouses, growth rooms or chambers must have a Plant Transfer Record completed and turned into Rob Eddy, HGRH 1139B on the day of transfer.
- All plant material must be involved in active teaching, research or outreach.
- Inform us prior to transfer of plant material from other greenhouses to arrange for pest inspection and isolation.