



# UNIVERSITY OF MARYLAND

COLLEGE OF AGRICULTURE AND NATURAL RESOURCES AGRICULTURAL EXPERIMENT STATION  
Central Maryland Research and Education Center / Upper Marlboro Facility

## STATE OWNED BUILDINGS, VEHICLES, AND EQUIPMENT

# FACILITY USE MANUAL Upper Marlboro - CMREC

### TABLE OF CONTENTS

**Section I. Hours of Operation .....8**

**Section II. Faculty, Staff, Student and Visitor Privileges/Expectations..... 8**

1. COVID-19 Policy
2. Interference
3. Shared Space and Equipment
4. Smoking
5. Sleeping/Lodging
6. Animals
7. Drug and Alcohol Policy
8. Locks and Keys
9. Signage and Advertising
10. Plumbing
11. Common Areas
12. Conference Room and Tents

- 13. Facility Main Office Building #764
- 14. Scheduled Deliveries
- 15. Hazardous Materials
- 16. Removal of Landscaping

**Section III. Facility Operations .....10**

- 1. Facility Manager Guidelines
  - a.) Rescind Policies
  - b.) Facility Manager Access
  - c.) Professional Environment
  - d.) Restrict Access
- 2. Worker Protection Standards (WPS)
- 3. Pesticide Use and Storage
- 4. Facility Performance Evaluations
  - a.) Evaluation Schedule
  - b.) Evaluation Committee
  - c.) Evaluation Summary

**Section IV. What the Facility Provides .....12**

- 1. Equipment Operation
- 2. Maintenance
- 3. Refrigeration
- 4. Entrances
- 5. Climate Control
  - a) Temperature Policy

- b) Set Back Policy
  - c) Space Heaters
- 6. Rest Rooms
- 7. Mechanical
- 8. Communications Infrastructure – Internet and Telephone
  - a) Wireless Internet
  - b) Desk and/or Workspace - Cabling/Wireless
- 9. Facility Office Space for UME Personnel
  - a.) Office Space
  - b.) Working Agreement
- 10. Security
  - a) Building/Facility Security and Safety
  - b) Emergency Contact
  - c) Locks
- 11. Janitorial
- 12. Parking
- 13. Snow Removal

**Section V. Modifications to Facility..... 15**

Alterations, Additions and Repairs

**Section VI. Movement of Contents..... 16**

- 1. Storage
- 2. Blocking of Common Area Space
- 3. Clean-up

**Section VII. Facility Use Provisions ..... 16**

1. Facility Manager Approval
2. Scope of Support
  - a.) Agronomic Related Support
  - b.) Horticulture Related Support
  - c.) Animal Related Support
  - d.) Special Needs
  - e.) Facility Labor Requests
  - f.) Overtime Support
  - g.) Instructional Program Support
    - 1.) AES Resource Request Form
    - 2.) Waiver for Home-Based Faculty
    - 3.) Special Facility Support
  - h.) Events and Group Visits Held at the Facility
3. Article Request
4. Research Prioritization
  - a.) Approved MAES and UME Projects
  - b.) Other MAES and UME Projects
  - c.) USDA and MDA Research Requests
  - d.) Other Projects
  - e.) Project Duration and Termination
5. University of Maryland-College Park (UMCP) Use Permit

**Section VIII. Proper use of Facility Owned Vehicles and Equipment.....20**

1. Employee Only Operation
2. Seating Capacity
3. Smoking

- 4. Windows and Doors
- 5. Keys
- 6. Lowering of Machinery Attachments
- 7. Cleaning Mowers

**Section IX. Applied Poultry Research Laboratory (APRL) ..... 21**

- 1. Authorized Personnel
- 2. Bio-Security
- 3. Emergency Contacts

**Section X. Compliance with the Law.....21**

- 1. Applicable Statutes
- 2. Accessibility and Americans with Disabilities Act (ADAAG)
- 3. Non Discrimination Statement

**Section XI. Liabilities .....22**

**EXHIBITS..... 23**

- 1. Smoking Policy
- 2. Policy on a Drug and Alcohol-Free Workplace
- 3. MAES Pesticide Use Policy
  - 1. Policy for Handling, Storage, and Application of Agricultural Chemicals on MAES Research Facilities Records
    - a.) SDS Sheets
    - b.) Record Keeping
    - c.) Posting Requirements
    - d.) Inventory of Pesticides
  - 2. Storage

3. Operation
  4. Rinsate, Leftover Tank-mix and Cleanup Materials
  5. Experimental (Non-Labeled) Rinsate Material
  6. Safety Equipment and Certification
  7. Development
4. Fire Life Safety Code
  5. Janitorial General Performance Requirements
  6. Facility Resource Request Forms
  7. Map – Building Numbers and Locations

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## **FACILITY USE MANUAL**

Through consultation with the Center Director, this manual was written to provide general information to the Faculty, Staff, Students or Visitors requesting resources from CMREC Upper Marlboro. If you have questions that are not addressed in this manual, please contact the Facility Manager at 301-627-8440 or by cell at 301- 875-4082.

Thank you.

Donald Murphy, Facility Manager

Central Maryland Research and Education Center / Upper Marlboro

For the purpose of this manual, the Central Maryland Research and Education Center in Upper Marlboro is referred to as “the Facility”; each specific Faculty member, Staff member, Student or Visitor is referred to as “Principal Investigator or P.I.”; exclusive use space granted to each Principal Investigator is referred to as “Plot, Office, or Shed”.

## **Section I. Hours of Operation:**

The Facility shall be open Monday through Friday, 7:00 a.m. to 3:30 p.m. local time, excluding State and Federal holidays. Use of the Facility outside of these hours should be approved, in writing, by the Facility Manager.

## **Section II. Faculty, Staff, Student and Visitor Privileges/Expectations:**

The P.I. shall use its best efforts to ensure that its employees, students or visitors comply with this Facility Use Manual while on the Facility.

1. COVID-19 Policy: All faculty, staff, students and visitors to the Facility must follow the strictest guidelines from Prince Georges County, the University of Maryland and the Center for Disease Control (CDC).
2. Interference: Neither P.I.s nor their visitors shall interfere in any way with other P.I.s' (or their visitors') use of the Facility.
3. Shared Space and Tools: The P.I. shall cooperate with the Facility Manager keeping all public spaces within the Facility or on the grounds of the Facility neat and orderly, with tools and machinery in good working condition. All Facility owned tools and supplies are to be returned to their proper storage location by the end of the work day. P.I.s shall request maintenance or assistance from the Facility Manager if needed to comply with this statement.
4. Smoking: Smoking is not permitted anywhere on the Facility or in Facility owned vehicles and equipment. The P.I. shall use its best efforts to ensure the smoking policy is complied with both indoors and outdoors at the Facility. (See Exhibit 1, Smoking Policy, pg. 23).
5. Sleeping/Lodging: No portion of the Facility shall at any time be used or occupied as sleeping or lodging quarters except within the two cottages.
6. Animals: No pets or animals of any kind are permitted on the Facility, except for service animals.
7. Drug and Alcohol Policy: The Facility certifies that it maintains an alcohol and



drug free workplace environment to ensure worker safety and workplace integrity. (See Exhibit 2, Policy on a Drug and Alcohol-Free Workplace for Employees Policy, pg. 25).

8. Locks and Keys: P.I.s are requested to lock all office, shed and barn doors and to turn out all lights at the close of their work day. All locks for doors in each P.I.'s office, shed, or barn space shall be standard with those currently used throughout the Facility, except as otherwise permitted by the Facility Manager, and no P.I. shall place or change lock(s) on any door in the Facility without the Facility Manager's prior written consent.
  - a. Key requests shall be made to the Facility Manager and issued only to State employees at the request of an authorized P.I.
  - b. Lost or misplaced keys or pass codes shall be reported immediately to the Facility Manager.
  - c. No sharing, copying, or modification of keys and pass codes is permitted without prior written approval from the Facility Manager.
9. Signage and Advertising: Display of notices, advertisements, displays, and public notices visible in or from public corridors, any common or public area of the Facility, or from outside the Facility shall be subject to the Facility Manager's prior written consent. No part of the Facility may be defaced by a P.I. or its guests. The Facility assumes no liability for loss or damage to display materials. The P.I. shall use its best efforts to ensure the requirements, as applicable, are met when placing signage, inside or outside of their Plot.
10. Plumbing: Plumbing fixtures shall be used only for the purpose for which they are designed, and no sweepings, trash, rags, coffee grounds, or other unsuitable materials shall be disposed in them.
11. Common Areas: Sidewalks, doorways, vestibules, halls, stairways, and other similar areas in the common areas of the Facility shall not be used for storage; or for placement or installation of equipment, supplies, or furniture; nor for the disposal of trash. These areas shall not be obstructed or used by the P.I. for any purpose other than entrance to and from the P.I.'s office and the Facility.

12. Conference Room and Tents: The conference room and tents are available by advance request. Room layout can be customized minimally with sufficient notice. The Facility may also provide tables and chairs, trash receptacles, extension cords, or other necessary services or equipment on a scheduled basis for use by P.I.s for special meetings, seminars or workshops. Facility provided furniture or equipment shall not be removed from its assigned location, appropriated for use in another area, disassembled or repaired without the prior written consent of the Facility Manager. It is the responsibility of each P.I. to leave the room in a clean and orderly fashion after use. If a room is left in an unacceptable condition or not returned to the original layout, future requests may be denied. It is the responsibility of each P.I. to cancel reserved meeting spaces at least 24 hours in advance of scheduled use.

13. Facility Main Office Building #764:

- a) It is the P.I.s responsibility to sweep or mop up any mud, dirt or debris their staff or volunteers may have tracked into the main office.
- b) Print, copy or scan: P.I. should notify the Administrative Assistant for use or help with the printer.

14. Scheduled Deliveries: The Facility shall be available to accept deliveries from 7:30 AM until 3:00 PM, on normal business days.

15. Hazardous Materials: No flammable or explosive fluids or other hazardous materials shall be kept or used within the Facility except in areas approved by the Facility Manager. The P.I. and all of its employees, students, or invitees shall comply with all applicable building and fire codes.

16. Removal of Landscaping: Removal or destruction of any building-related materials, shrubbery, or other plantings is prohibited.

### **Section III. Facility Operations**

1. Facility Manager Guidelines: It is the objective of the Facility Manager to

provide a safe working and research environment for those who are staffed, visiting, or use the Facility. The Facility Manager will ensure all University policies and procedures are adhered to. Through consultation with the Center Director, the Facility Manager reserves the right to:

- a.) Rescind Policies: Rescind any one or more of the policies listed in this manual, or make other reasonable policies as may be necessary for the safety, care, cleanliness, and betterment of the Facility, and for the preservation of order;
  - b.) Facility Manager Access: Possess a key to all lockable doors on the Facility and shall be allowed entrance in the event of any emergency and to conduct building inspections/maintenance;
  - c.) Professional Environment: Exclude or eject from the Facility all animals, vehicular traffic of every kind and all canvassers and other persons who conduct themselves in such a manner to be, in the judgment of the Facility Manager, an annoyance to P.I.s or a detriment to the Facility; and
  - d.) Restrict Access: Close and/or restrict entry or use of any portion of the Facility or surrounding grounds.
2. Worker Protection Standards (WPS): All faculty members, technicians, graduate and undergraduate students must abide by the Worker Protection Standards for pesticide safety and must not enter areas that are posted as pesticide treated unless wearing the appropriate protective clothing as outlined in the WPS. A central posting area for areas treated is available at each facility and should be consulted prior to entry of posted field research sites. A description of the WPS protocols at a facility can be obtained from the respective Facility Manager.
  3. Pesticide Use and Storage: Pesticides stored at a facility are to comply with the MAES Policy for Pesticide Use. (See Exhibit 3, pg. 29).
  4. Facility Performance Evaluations: It is a goal of the Research and Education Centers to provide quality support. In order to measure the attainment of this goal both positive and negative feedback is needed from the clientele served.

- a.) Evaluation Schedule - Performance evaluations for each of the four Research and Education Centers will be done every two years, with two Centers evaluated each year.
- b.) Evaluation Committee - A committee to review the performance of each Center will be appointed by the Associate Director of the Agricultural Experiment Station. Each committee shall consist of faculty representatives from the various user groups (i.e. Departments, UME, etc.) that have activities at the respective Center.
- c.) Evaluation Summary - A summary report of the evaluation shall be provided to the respective Center Heads and Facility Managers by February 1 of the year following the evaluation.

#### **Section IV. What the Facility Provides**

1. The Equipment Operation: The Facility will provide skilled operators to complete all necessary activities/fieldwork that have been requested and approved by Resource Request Form.
2. Maintenance: The Facility shall provide trash removal, lawn care, pest control and correction of unsafe conditions in a timely manner. All maintenance-related services including, but not limited to, electrical (including light tube/bulb/ballast replacement and installation), mechanical (including furnace filters installation and replacement and other routine maintenance services), and plumbing (including clearing clogged toilets and drains).
3. Refrigeration:
  - The refrigerator located in the kitchen of Bldg. #764 is for food items only for faculty and staff.
  - The refrigerator located in the laboratory of Bldg. #764 is for agriculture purposes only, i.e. insect and plant samples, seeds, etc.

- There is a walk-in refrigerator in Bldg. #755 for temporary storage of fresh produce grown at Upper Marlboro CMREC only. The doors must be kept closed when not moving produce in or out of the refrigerator.
4. Entrances: Exterior building doors and doors necessary to access lobbies, common areas, and core areas shall meet ADAAG and Fire Life Safety code (See Exhibit 4 – Fire Life Safety Code, pg. 31) as mandated by the regulatory agencies. Exterior doors shall have automatic door closers and locking devices to reasonably deter unauthorized entry. Properly rated and labeled fire doors shall be installed on all fire egress locations as mandated.
  5. Climate Control:
    - a) Temperature Policy: Where controls are available, the P.I. may not adjust the temperature in the Facility without prior written consent from the Facility Manager. The temperatures will be maintained at or above 65 degrees in the cool months and at or below 78 degrees in the warm months. The P.I. shall be responsible for closing blinds or other appropriate adjustments of existing window treatments to minimize unnecessary energy use.
    - b) Setback Policy: The Facility shall take steps to conserve energy by adjusting temperatures during off hours, weekends, and holidays.
    - c) Space Heaters: In facilities where the HVAC equipment maintains temperatures within the above mentioned range, the use of space heaters shall not be allowed. In areas where the range cannot be consistently met, space heaters may be permitted but use is discouraged. The Facility Manager shall review and approve the use of all space heaters or similar devices in the Facility.
  6. Rest Rooms: Rest rooms shall be equipped with toilets, partition walls, sinks, mirrors, soap dispensers, hand dryers or towel dispensers, and waste receptacles. In all state facilities, there shall be an accessible restroom according to mandated ADA guidelines. Restrooms are located in the Facility Main Office (Bldg. #764), the Main Shop (Bldg. #759) and at the APRL Office, Bldg. #772.
  7. Mechanical: Mechanical equipment shall be maintained and serviced to remain

in good operational order. Any breakdown or equipment failure shall be repaired or replaced in a timely manner to minimize P.I.s disruption.

8. Communications Infrastructure – Internet and Telephone:

- a) Wireless internet is provided using AGNR or UME passwords for faculty and staff. A password may be provided for guests, if requested.
- b) The Facility shall provide communication cabling/wireless access for each desk and/or workstation as well as other approved areas, if requested.

9. Facility Office Space for UME Personnel:

- a.) If office space is available, UME personnel can be located at CMREC-UM if they have obtained permission from their respective Department Chair or Area Extension Director.
- b.) A working agreement concerning maintenance and operational costs of the occupied buildings must be reached between the Center Head and the interested party with final approval by the Associate Directors of MAES and UME.

10. Security:

- a) Building/Facility Security and Safety: P.I.s shall comply with all Facility security procedures during business hours, after hours, holidays, and on weekends. This includes, but is not limited to: locking all buildings and turning off non-necessary lighting; unplugging non-critical supplemental heat sources; closing and locking all perimeter gates; and removing keys from all mobile equipment and vehicles.
- b) Emergency Contact: The P.I. shall provide the Facility Manager or Administrative Assistant with a name and telephone number of a representative and an alternate name who should be contacted in an emergency, Point-of-Contact and Alternate Point of Contact.
- c) Locks: P.I.s shall lock all office doors leading to corridors and to turn out

all lights at the close of their working day. The Facility's cleaning contractor shall be responsible to ensure that all locks shall be left as found, unless instructed otherwise, and shall turn out lights after cleaning the P.I.'s office space. All locks for doors in each P.I.s maintained space shall be standard with those currently used throughout the Facility, except as otherwise permitted by the Facility Manager, and P.I.s shall not install or change lock(s) on any door in the Facility without the Facility Manager's prior written consent.

11. Janitorial: The Facility provides janitorial services to assist in maintaining a clean and efficient environment; overall cleanliness of the Facility is a direct responsibility of the Facility Staff, each P.I. and their employees. Janitorial general performance requirements for this Facility are attached as part of this manual for the tasks and frequencies of work to be performed, as well as supplies to be provided, by the janitorial services provider throughout the Facility. These requirements establish the expectations for performance. (See Exhibit 5 - Janitorial General Performance Requirements, pg. 32)
12. Parking: Parking is permitted only in designated parking areas. During periods of high demand, overflow parking areas will be established and clearly marked.
13. Snow Removal: The Facility Staff shall begin snow removal when accumulations reach 2" during the workday. P.I.s and their employees should exercise due care during and following a winter event.

## **Section V. Modifications to Facility**

Alterations, Additions and Repairs: P.I.s shall obtain written consent from the Facility Manager prior to making any alterations, modifications, and/or additions. P.I.s shall deliver "as-built" plans to the Facility Manager, upon completion of such alterations, modifications, and/or additions. All changes shall meet Fire Life Safety codes.

This provision shall apply to all work performed at the Facility including, but not limited to, installation of telephones, electrical devices and attachments, and any and

all installations of every nature affecting floors, walls, woodwork, trim, windows, ceiling, equipment and any other physical portion of the Facility. For any alteration to voice/data communication wiring and systems, P.I.s shall obtain prior written consent.

## **Section VI. Movement of Contents**

1. Storage: Temporary storage of received materials/equipment shall only be permitted in the Facility Manager's approved locations within the Facility. 24 hour notice shall be provided to the Facility Manager before delivery to facilitate an acceptable location. The Facility Manager is not responsible for a P.I.'s lack of planning or costs incurred by failing to adhere to this policy. Temporary Storage is defined as being less than 72 hours.
2. Blocking of Common Area Space: Fire Life Safety codes prevent even temporary blocking of Common Area space. P.I.s shall be required to immediately remove any items belonging to the P.I. which have been placed in Common Area space. If upon notification by the Facility Manager, items are not removed from Common Area space, the Facility Manager shall have items removed.
3. Clean-up: P.I.s and their employees are responsible for disposal of trash into the Facility's dumpsters, or removal of trash from the Facility, resulting from large deliveries or move-ins.

## **Section VII. Facility Use Provisions**

1. Facility Manager Approval: Requests shall be made by submitting a Resource Request Form to the Facility Manager at least ten (10) working days in advance of the type of support requested. Failure to submit the request form may delay commencement of the project. The Facility Manager shall approve or disapprove, in writing, all events or activities proposed to be held within the Facility or on the grounds of the Facility. (See Exhibit 6 – Resource Request Forms, pg. 33)
2. Scope of Support:



- a.) Agronomic Related Support - Support for agronomic related research includes land; equipment and labor for tillage, planting, crop protection, and harvesting; seed; fertilizer and lime to provide basic plant nutrition; and pesticides for basic crop protection.
- b.) Horticultural Related Support - Support for horticultural related research includes land; equipment and labor for tillage, planting, harvesting, in-season and off-season crop protection and maintenance; fertilizer and lime to provide basic plant nutrition; and pesticides for basic crop protection.
- c.) Animal Related Support - Animal research projects are supplied animals; basic feedstuffs; animal housing and support buildings, medicines, bedding; and necessary labor to support animal research activities. In the case of poultry research, the supply and disposal of birds for each project is arranged by the scientist.
- d.) Special Needs - Any special treatments (determined in discussions between the investigator, facility manager, and center head prior to the onset of the project) that require special seed or plant materials, special fertilizers, special pesticides, special feed ingredients, special animal antibiotics or other medicines, special animal handling procedures requiring additional labor inputs, specialized equipment, specialized attachments to equipment, or alterations to equipment are to be funded by the faculty member or department proposing the research.
- e.) Facility Labor Requests - Labor requests for non-routine data collection, specialized treatment applications, or specialized animal operations must be addressed with the Facility Manager prior to the onset of the project. Labor availability for these purposes will be assigned at the discretion of the Manager and dependent upon the abilities of the technicians. Training of the technicians to handle special aspects of the project must be completed by the P.I.
- f.) Overtime Support - If a project requires overtime support, a discussion with the Facility Manager about that need is necessary. Any and all overtime expenditures for support of a project will be the responsibility of the P.I.

g.) Instructional Program Support - We are dedicated to supporting any instructional activities and outreach educational programs conducted by either the Academic Programs or the Extension faculty. In doing so, the following protocols are to be followed:

- 1) A Resource Request Form is to be provided to the Facility Manager at least 10 working days prior to the scheduled activity.
- 2) Item 1 can be waived if a different policy arrangement is in place for home-based faculty at the Facility. This refers in particular to the use of the conference room or laboratory in Bldg. #764 for which scheduling is handled by the Administrative Assistant.
- 3) If the class or event requires support that results in expenditure of Facility funds to accommodate, reimbursement to the Facility will be required. The amount of the reimbursement will be determined by the Facility Manager and the coordinator of the instructional and/or outreach activity prior to the activity.

h.) Events and Group Visits held at the Facility: A Resource Request Form is needed for all events within common areas, public spaces or surrounding grounds. Requests shall be specific as to the type of function, approximate number of people expected to be involved, specific area of the Facility or grounds to be used, employee and/or organization responsible for the event, time, date, duration and any other specific information relevant to the request. Terms of approval for an event shall include holding the sponsoring P.I. and its representative's, responsible for the actions of all parties participating in or attending the event for which approval is granted.

3. Article Request: The Facility requests that any approved and carried through Resource Requests must annually submit an article with photos of the results or findings of the research, project or event to be included in the Roots in Research annual newsletter for CMREC-UM. Articles and photos should be emailed to the Administrative Assistant no later than the January 31<sup>st</sup>, the following year of the request.
4. Research Prioritization: When the resources of a facility or center are limited, the following prioritization for research projects will be in effect.

- a.) Approved MAES and UME Projects: Approved MAES and UME projects receive first priority.
- b.) Other MAES and UME Projects: Non-approved MAES and UME research projects will be accepted in the order they are received by the Facility. A non-approved MAES project must receive departmental approval followed by approval from the Facility Manager. Projects conducted by either regional extension personnel or county extension personnel must receive approval from both the appropriate Area Extension Director and the Facility Manager. Facility approval is necessary to ensure the availability of necessary resources.
- c.) USDA and MDA Research Requests: Research requests made by either USDA or MDA (or similar agency) funded scientists will be given consideration. It is recommended that those requests be made as part of a collaborative research effort with MAES or UME investigators. Where true MAES/UME and USDA or MDA cooperation is noted, the project will be treated as per 4A. Requests that are made by USDA or MDA scientists, without an affiliation, will be required to reimburse all costs incurred by the facility. These costs will be determined via uniform research cost accounting procedures maintained by the Facility Manager.
- d.) Other Projects: Requests from other University, non-University, public or private organizations will be accepted only if there are adequate resources available at the facility to support the project. Approval for these projects must be given by the Facility Manager. Support of such a project must not interfere with either College of Agriculture and Natural Resources or Departments of Plant Biology and Entomology based projects. Reimbursement of costs to MAES will be required and will be determined by the cost accounting maintained by the Facility Manager. Acceptance of a non-University affiliated project does not construe endorsement of the product or technique by the University.
- e.) Project Duration and Termination: Each Resource Request Form requires identification of the project length so that resources can be assigned for the duration of the study. These request forms are to be completed each year of

a project regardless of expected duration. In addition, investigators are required to notify the Facility Manager within one month after the completion of a project.

5. University of Maryland-College Park (UMCP) Use Permit: Facility Use - Outside organizations occasionally request the use of a facility for activities that are not research or education oriented. Examples of these include picnics, meetings, etc. The organization requesting use must obtain a UMCP Facility Use Permit and provide its own liability coverage for its participants. The organization must be aware of and maintain strict adherence to the University's Alcohol Use Policy.

## **Section VIII. Proper use of Facility Owned Vehicles and Equipment**

1. Employee Only Operation: All State owned equipment and vehicles are only to be operated by employees of the State unless approval is granted by the Facility Manager.
2. Seating Capacity: The seating capacity for all vehicles and equipment shall not be exceeded except for training purposes approved by the Facility Manager or in emergency situations. Seating capacity is defined as the amount of designated seating spaces provided by the manufacturer of the vehicle or equipment. The use of non-designated seating areas (fenders, tailgates, toolbars, etc.) is prohibited.
3. Smoking: Smoking in and on State owned vehicles and equipment is prohibited.
4. Windows and Doors: All vehicle and equipment windows and doors should be closed at the end of use or at the end of the work day.
5. Keys: Keys should be removed from all vehicles and equipment at the end of use or at the end of the workday. All keys should be returned to the key box located in the office of the Shop building. The only exception to this rule is when the vehicle or equipment is parked in a locked building for storage.
6. Lowering of Machinery Attachments: All tractors and equipment should be parked with any attachments lowered to the ground or resting on transport locks.

7. Cleaning Mowers: All mowers should be cleaned off with compressed air or a leaf-blower at the end of the work day.

## **Section IX. Applied Poultry Research Laboratory (APRL)**

1. Authorized Personnel: The APRL is a highly sensitive area of the Facility and should only be entered by properly trained Authorized Personnel. Exceptions will be made on a case-by-case basis when visitors may be allowed entry while accompanied by Authorized Personnel.

2. Bio-Security: Due to the sensitivity of the APRL all doors are required to remain closed and locked, when not in use, throughout the day. Doors may remain open for APRL related activities, when required, but must be closed and locked by the end of the day.

3. Emergency Contacts: It is the P.I.'s responsibility to provide the Facility Manager or Administrative Assistant with at least two (2) emergency contact numbers when using the APRL. The emergency contacts must also be posted next to the automated Sensaphone system, in the middle room of the research house, by the P.I.

## **Section X. Compliance with the Law**

1. Compliance with the Law - Applicable Statutes: The P.I. shall comply with all applicable statutes, charters, laws, ordinances, Facility and maintenance codes, rules, regulations, and requirements affecting the Facility.

2. Accessibility and Americans with Disabilities Act (ADAAG): The Facility shall meet all mandated applicable guidelines for accessibility including, but not limited to, the Americans with Disabilities Act Accessibility Guidelines.

3. Non Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are

prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

## **Section XI. Liabilities**

The Facility shall not be liable or responsible for lost or stolen money, jewelry or other personal property.

## Exhibit 1 – SMOKING POLICY

### VI – 8.10(A) POLICY ON SMOKING AT UNIVERSITY OF MARYLAND

(Approved by the President May 2, 2013)

#### I. Purpose and Scope

- a. Purpose. This policy establishes standards and requirements to provide a smoke-free environment for all UMD faculty, staff, students, and visitors, in compliance with the Board of Regents Policy on Smoking at USM Institutions (VI – 8.10).
- b. Scope. This policy applies to all UMD students, faculty, staff, contractors and employees of contractors providing services at UMD, agents, guests, and visitors.
- c. The following policy, VI-8.10(A) Policy on Smoking at University of Maryland, replaces any policies or procedures previously established at the University of Maryland that are in conflict with the purpose, applicability, or intent herein.

#### II. Definitions

- a. “Institutional Property” means any property owned, leased, or otherwise controlled or operated by UMD, including buildings, other structures and grounds, and vehicles owned or leased by the institution.
- b. “Smoking” means carrying or smoking a lighted tobacco product or the burning of any material to be inhaled including, but not limited to, cigarettes, cigars, hookahs, and pipes.

#### III. Prohibitions on Institution Property

- a. Prohibitions against Smoking
  - i. Consistent with Maryland law, smoking is not permitted in any institution building, including academic buildings, residence halls, administrative buildings, other enclosed facilities, or vehicles, except as provided in Section III(a)iii, below.
  - ii. Smoking is prohibited on all institution grounds and property, including walkways, parking lots, and recreational and athletic areas, except as provided in Section III(a)iii, below.
  - iii. Smoking in and on institution property will be permitted only as follows:
    1. For controlled research, and educational, theatrical, or religious ceremonial purposes, with prior approval of the President or the President’s designee;

2. In limited and specifically designated areas on University property and areas leased to third parties as may from time-to-time be approved by the President; or
  3. Subject to any other exception to this policy recommended by the President and approved by the Chancellor.
- b. Prohibitions against Sale. The sale of tobacco and smoking- related products is prohibited on institution property.

#### IV. Smoking Cessation Assistance

- a. Assistance Programs. The University Health Center shall make available smoking cessation assistance to students, faculty and staff, which may include opportunities to participate in smoking cessation seminars, classes, and counseling and the availability of smoking cessation products and materials.
- b. Smoking Cessation Information. The University Health Center shall be designated to answer questions, refer students and employees to on-campus and outside resources, and otherwise provide information about smoking cessation assistance options and opportunities.

#### V. Implementation Process

- a. This policy shall be administered by the Division of Administration and Finance.
- b. Communication. The University shall provide initial and ongoing information to communicate the requirements of this policy, including:
  - i. Dissemination of the key elements of the policy to faculty, staff, students, and others on websites and in appropriate written materials; and
  - ii. The placement of exterior and interior notices and signs announcing that smoking is prohibited.
- c. Community Outreach. The University will engage in outreach to the community, as appropriate, to facilitate coordination with local government authorities and to assist residents and businesses near the institution in preventing trespass and littering that may result if members of the campus community seek to smoke in nearby off- campus areas.
- d. Consequences. The University may establish appropriate procedures and consequences, which may include fines or disciplinary measures, for violations of this policy.
- e. Implementation. The provisions of this policy shall be implemented at the University of Maryland no later than June 30, 2013.



## **Exhibit 2 - VII - 1.10 - POLICY ON A DRUG AND ALCOHOL-FREE WORKPLACE FOR EMPLOYEES**

(Approved by the Board of Regents, January 2, 1989; Amended October 9, 2015)

### **I. PURPOSE**

This policy is intended to affirm the University of System of Maryland (USM) commitment to maintain a safe and healthy drug and alcohol-free workplace for all employees, students and visitors, and to minimize the risk that illegal drugs and controlled substances pose to USM institutions.

### **II. POLICY**

A. The USM is committed to maintaining a drug and alcohol-free workplace that is compliant with applicable federal and state laws. The following are prohibited activities under this policy on all premises owned, operated or controlled by the USM and its institutions:

1. The unlawful possession, use, distribution, dispensation, sale or manufacture of illegal controlled substances by covered employees;
2. The use by covered employees of any prescription drug in a manner inconsistent with its medically prescribed, intended use, or under circumstances where such use is not permitted;
3. Reporting to work or working under the influence of drugs or alcohol by covered employees; and,
4. Hiring anyone who is known to currently abuse drugs or alcohol who is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program.

B. As a condition of USM employment, all employees must abide by the terms of this policy. Employees found to be in violation of this policy are engaged in serious misconduct and may be subject to appropriate disciplinary action applicable in their institution, and/or required to participate in appropriate drug and/or alcohol abuse rehabilitation programs.

### III. APPLICABILITY

A. This policy applies to all USM regular and contingent faculty and staff, postdoctoral assistants, graduate assistants, and student employees.

B. Employees working on a federal grant or contract must notify their supervisor or Department head of any criminal drug convictions in the workplace no later than 5 days after such conviction. Within 10 days of the reported conviction, the Institution must provide written notice to any federal sponsor of grants or contracts on which the convicted employee was working.

C. To the extent that federal or state law standards are more stringent than the requirements of this policy, the applicable federal or state standards shall apply.

### IV. GENERAL

A. Possible violations of the provisions of this policy shall be referred to the institution's Chief Human Resources Officer or other designated institutional official for investigation and when warranted, determination of appropriate administrative/disciplinary action, up to and including termination and, if warranted, referral for criminal prosecution.

B. Any disciplinary actions imposed shall be consistent with the nature of the violation, and may include, but are not limited to, counseling, reprimand, suspension, demotions, denial of pay increment, denial of promotion, unsatisfactory performance evaluation, reassignment, termination; and/or employee assistance program (EAP) referral to an appropriate rehabilitation program. An institution may make successful completion of a rehabilitation program a condition of continued employment for the employee.

C. Employees for whom successful completion of a rehabilitation program is a condition of continued employment shall provide documentation of successful completion of a program designated by the institution.

D. All records related to an employee's substance abuse are confidential and shall be kept by the appropriate administrator of the EAP or other designated institutional official. Such records shall not be included in the employee's personnel file. However, personnel files may contain non-medical records related to disciplinary actions taken as a result of violation of this policy.

E. Institutions may designate certain positions as “sensitive”. Violations of this policy by persons employed in “sensitive” positions shall constitute willfull misconduct and shall be deemed grounds for immediate removal of the employee from the duties of the position, pending further investigation. Examples of such positions include:

1. Positions with a significant degree of responsibility for the safety of one or more persons where impaired performance could result in death or injury to the employee or one or more persons;
2. Positions requiring the carrying of a firearm;
3. Positions directly involved in narcotics law enforcement or efforts to interdict the flow of narcotics;
4. Positions having substantial access to, control and/or research use of a controlled dangerous substances;
5. Positions having access to Tier 1 biological select agents and toxins (BSAT); and,
6. Positions, as determined by the President or designee in writing, for which impairment may result in significant harm to public safety or security, or present a threat to the health or safety of institution students, employees or visitors.

## V. SUBSTANCE TESTING

The President or designee of each USM institution shall determine the sensitive positions that are subject to testing for substance abuse. Each institution shall develop procedures on pre-employment and random drug testing for those positions determined to be sensitive. The Institution Human Resources Department shall maintain a list of those eligible for random testing. Employees in sensitive positions shall be individually notified of such designation and of the provisions of this policy, by the appropriate administrator.

## VI. NOTIFICATION AND REVIEW

Each institution shall establish drug abuse awareness programs to promote the maintenance of a workplace free of alcohol and drug abuse and to inform employees about:

- A. The USM Drug and Alcohol-Free Workplace Policy;
- B. The dangers of alcohol and drug abuse;
- C. Available counseling, rehabilitation, and employee assistance programs;  
and
- D. The consequences that may be imposed upon employees for violations of this policy.

## VII. IMPLEMENTATION

Each president shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.

### **Exhibit 3 – MAES PESTICIDE USE POLICY**

#### **POLICY FOR HANDLING, STORAGE, AND APPLICATION OF AGRICULTURAL CHEMICALS ON MAES RESEARCH FACILITIES RECORDS**

Each Principal Investigator (PI) must submit a hazardous/toxic substance form (MSDS) for each pesticide used or stored at a Maryland Agricultural Experiment Station (MAES) location before the substance is brought to the site. A current listing of all pesticide MSDS sheets should be maintained at each MAES site so duplication of efforts between PI's and farm managers does not occur.

Each Principal Investigator is responsible for keeping records of their pesticide use in accordance with state and federal regulations. Under the current Worker Protection Standards (WPS), records need to be kept regarding compound(s) and quantities used, location, date and time of applications(s), environmental conditions at time of application(s), EPA registration number(s) of compound(s) used, applicator(s) name and certification number. These data should be provided to each farm manager as soon as possible after application for posting purposes.

After application, the PI is responsible for posting requirements in accordance with Worker Protection Standards. Farm managers will supply signs.

Each Principal Investigator will be required to supply an updated inventory of pesticides stored at each NLKES site. This inventory needs to be updated yearly with a due date of December 15.

#### **STORAGE**

Pesticides should be purchased or obtained in smallest units available to reduce leftover quantities. Each container should be labeled with the PI's name and dated as to when it was obtained. Each Principal Investigator will be required to inventory their storage area yearly as discussed above and maintain a neat and orderly site. Failure to follow this may result in expulsion from the site.

Following each yearly inventory, each PI is responsible for disposing of unwanted and/or leftover materials including rinsates. This will be done at the PI's expense.

If materials were applied under an EUP (Experimental Use Permit), the PI is responsible for disposing of excess product, rinsate and crop residue as specified under the EUP process.

## OPERATION

Each Principal Investigator is required to review the rules for use of pesticide storage, application, and posting requirements with the farm manager for every site they utilize on a yearly basis. This should be performed prior to the use season, generally by April 15.

If the PI is planning to use MAES equipment to apply pesticides, it is their responsibility to clean and dispose of excess spray material.

## RINSATE, LEFTOVER TANK-MIX AND CLEANUP MATERIALS

Rinsate, leftover tank-mix products and cleanup materials, made up of labeled materials are to be treated as pesticides as much as possible instead of hazardous waste. Rinsate and leftover tank-mix products should be applied to other areas with labeled crops or segregated into tanks for short term storage until it may be utilized on a labeled crop by other spraying activities. This requires that the identity, concentration and amount of material in rinsate tanks shall be maintained at all times. Material that has an unknown component, concentration or quantity cannot be utilized as a pesticide and must be handled as a hazardous waste.

## EXPERIMENTAL (NON-LABELED) RINSATE MATERIAL

Rinsate of unlabeled or numbered compound pesticides must be segregated for spraying on labeled crop or non-crop land and/or disposed of as hazardous waste. It is the responsibility of the PI to budget an appropriate amount of money for the disposal of this material if it cannot be legally sprayed on a labeled crop or non-crop land. Temporary storage containers will be provided at each farm, but they must be emptied by December 15 of each year at the PI's expense.

## SAFETY EQUIPMENT AND CERTIFICATION

Each Principal Investigator must be certified to use pesticides and submit a copy of their Applicator's Certificate to the Associate Director of the MAES before storage or application of pesticide(s) at any MAES farm.

Each Principal Investigator is responsible for training their own students and/or technicians as outlined under the Worker Protection Standards. All of the PI's students and/or technicians are required to work under the PI's certification if they are not certified to apply pesticides.

Each Principal Investigator is responsible for supplying their own and their students and/or technicians safety equipment unless prior arrangements have been made with each site's Farm Manager.

Remember, each Principal Investigator is responsible for posting their own farmland. Signs will be provided by each Farm Manager.

## DEVELOPMENT

A committee consisting of the Facility Managers and Faculty Representatives doing research at the MAES farms should address the development and testing of new methods and equipment to handle the operation and cleaning of application equipment and to address ways to minimize the quantity and increase the utilization of rinsate. The committee will identify specific problems and questions that require attention on N4A.F-S farms and private agricultural operations as well. The committee will assist the MAES Associate Director in developing initiatives to address any identified issues.

### **Exhibit 4: FIRE LIFE SAFETY CODE**

The Fire Life Safety Code can be retrieved from:

<https://www.nfpa.org/Codes-and-Standards>

## **Exhibit 5 - JANITORIAL GENERAL PERFORMANCE REQUIREMENTS**

It is understood that all possible contingencies cannot be itemized and scheduled. Extra seasonal traffic and inclement weather can change the frequencies of many of these duties. Therefore, all work will be performed in a professional manner and done in the best interests of maintaining a clean, presentable Facility.

NOTE: The performance requirements herein stated have been established from past experience. Meeting the expectations and requirements outlined herein will be monitored by the Facility Manager. If the janitorial contractor fails to adhere to the expectations and requirements as outlined herein, please document the deficiency and notify the Facility Manager.

REGULAR CLEANING SCHEDULES shall include the following (unless otherwise indicated):

1. Empty all waste receptacles and change liners, each week or as needed.
2. Remove trash from building to proper bins.
3. Dust mop all hard surface floor areas.
4. Damp mop all hard surface floor areas.
5. Clean entrance floor mats.
6. Clean janitorial closets/rooms and slop sinks.
7. Restrooms and Break rooms:
  - a) Empty all waste receptacles and replace liners, each week or as needed.
  - b) Clean and service all restroom dispensers, including replenishing paper towels, soap, toilet paper, etc.
  - c) Clean all fixtures including stainless steel with a germicidal cleaner.
  - d) Clean all sinks, toilets and urinals with a germicidal cleaner.



## **Exhibit 6: FACILITY RESOURCE REQUEST FORMS**

1. [Facility Resource Request Form](#)
2. [Animal Use Request Form](#)
3. [Growth Chamber Space Request Form](#)
4. [Research Green House Space Request Form](#)
5. [Instructions for using Adobe Sign to complete the Resource Request Form](#)

Once completed, email form to [dmurphy@umd.edu](mailto:dmurphy@umd.edu)



### Exhibit 7: Building Numbers and Locations

- 750 - Tobacco Barn #5 ( Gov't Barn)
- 751 - Tobacco Barn #4 (Pole Barn)
- 752 - Tobacco Barn #3 (Posey Barn)
- 753 - (Old) Shops and Stripping Bldg
- 755 - Tobacco Barn #2 (Foundation Barn)
- 756 - Cistern and Well
- 757 - Storage Bldg (Dairy Barn and Annex)
- 758 - Old Milk House
- 759 - Main Shop and Equip Bldg
- 760 - Chemical Storage/Rinsate Bldg
- 761 - Residence Cottage/Rd (2102A)
- 762 - Residence Cottage/Pond (2101)
- 764 - Facility Main Office (Hqrs)
- 765 - Ag Engineering Bldg (Shop)
- 767 - Tob. Barn#1 (Ag Engr) Alum
- 768 - Tob. Barn #2 (Ag Engr) Block
- 769 - Open Storage Bldg (Pole)
- 770 - Open Equip Storage (New)
- CS - Cerruti's Sheds

### Applied Poultry Research Lab (APRL)

- 772 - Office, Feed Hndlg & Storage
- 773 - Poultry House - Upper
- 774 - Poultry House - Lower
- 775 - Poultry Equip & Gnrl Storage
- 698 - Poultry Carcass Composter