

Guidelines for the Management of the Department Farm Greenhouse of the School of Forestry and Resource Conservation, National Taiwan University

1. These guidelines are established by the School of Forestry and Resource Conservation, National Taiwan University (hereinafter referred to as "the Department") to manage the farm greenhouse (hereinafter referred to as "the Greenhouse").
2. The Greenhouse, currently managed by the Department, is divided into five compartments, numbered F1, F2, F3, F4, and F5. Each compartment measures 8 meters in length and 6 meters in width, and each has a separate entrance. The layout is shown in the attached diagram.
3. The usage of each greenhouse compartment is as follows:
 - (1) Compartments F1, F2, F3, and F4 are for general greenhouse use, with F1 reserved with priority for teaching and internship purposes.
 - (2) Compartment F5 is a semi-contained greenhouse designated for genetically modified plants.
4. Full-time faculty members who wish to use experimental space in the Greenhouse must submit a written application to the Department. Unauthorized use is not permitted.
5. The compartment (space unit) and season (time unit) apply greenhouse space. Applicants must specify the space and time in their application.
6. Individual timers control lighting, watering, and misting in each compartment and can be operated separately for the left and right halves. When there are more than five applicants, the Department Chair may coordinate those with similar growth condition requirements to share a compartment. Users sharing a compartment must split the electricity bill.

The method of cost-sharing is to be coordinated among the users themselves.
7. The usage fee for each compartment is NT\$2,000 per season. Electricity charges are based on actual consumption as shown on the meter.

The Department's budget covers fees for spaces used in mandatory departmental courses and internships.

Collected fees will be deducted from the respective faculty member's allocated

teaching and research support funds and used for electricity, shared equipment acquisition, maintenance, and cleaning.

8. Once the Department has approved greenhouse usage, users must record the initial electricity meter reading on the usage log card and verify existing equipment with the greenhouse manager.

The greenhouse manager shall confirm that the user can operate the equipment.

After the usage period, the user must record the final meter reading and return the original equipment to the greenhouse manager.

9. Users must use sterilized (or otherwise treated) growing media and pots to ensure plant health and maintain the experimental environment in the greenhouse.

10. Before introducing experimental materials into the greenhouse, users must check the health condition of their plants and inform the greenhouse manager of the visual inspection. Plants (including seeds, seedlings, and mature plants) showing symptoms of disease or pests, or lacking approval after inspection, are not allowed to enter the greenhouse.

11. To protect users' rights and ensure plant safety, if a plant shows signs of pest or disease during the experiment, the greenhouse manager must immediately notify the user, who must address the issue within three days.

If pesticide application is required, the user must report the type of pesticide to the greenhouse manager, who may inform neighboring users.

Care must be taken during spraying to avoid affecting other experiments or personnel.

If the issue cannot be resolved and threatens other users' plant materials, the affected plant must be promptly removed and destroyed.

If the user fails to act within the given time after notification, the greenhouse manager may remove and dispose of the plants. The user will be responsible for any resulting experimental losses.

12. Users who violate the regulations and fail to correct their actions after three notifications will be suspended from greenhouse use for six months.

13. These guidelines shall be implemented upon approval by the Departmental Affairs Meeting.