

Regulations on the provision and use of phytotron chambers in the phytotron section of the AMU CAT

I. Introductory information

1. Phytotron chambers and their equipment are made available in accordance with the applicable "Regulations on the use of research infrastructure at AMU", taking into account the following principles.
2. The minimum period for providing space in the phytotron chamber is 15 days (hereinafter referred to as "unit").
3. Multiple units allow for the use of space in the chamber over a longer period of time (e.g. 2 units for one month, 6 units for three months, etc.).
4. Placing an order for the provision of space in the phytotron chamber for research is possible only in the SEZA electronic order submission system of Adam Mickiewicz University in Poznań (<https://czt.seza.amu.edu.pl>).
5. Placing an order in the SEZA system does not mean reserving a place in the selected phytotron chamber. Before submitting the order for execution, consult the designated Supervisor to confirm the availability of a place in the chamber in the desired period and confirm the availability of the selected type of lighting and additional equipment of the chamber. It is possible, depending on the availability of growing racks, to change the configuration of the phytotron chambers and adapt them to the needs of the User.
6. Before starting use, together with the order, the User is obliged to provide the Supervisor with a full list of researchers, no more than 7 (seven), who will use the provided phytotron chamber (this does not apply to students who cannot use the chamber on their own). Only the persons listed in the list will be allowed to stay in the selected phytotron zone and use the provided chamber.
7. The start date for making the space in the phytotron chamber available is determined by the User individually with the Guardian.
8. The user or persons listed in point 6 above shall each time collect an access card with a number corresponding to the number of the phytotron chamber being used (Phytotron cards no. 21-32) from the Porter's Lodge of the AMU Centre for Advanced Technologies building, signing in to the register located at the Porter's Lodge, and after finishing work, before leaving the building, they shall return the card to the Porter's Lodge.
9. phytotron chamber, the user or a person authorized by him/her is obliged to sign the chamber handover protocol, and after completing the use, to sign the acceptance protocol of the intact/undamaged chamber during use.
10. If the period of use of the phytotron chamber is to end for any reason earlier than specified in the order, the User must inform the Guardian of this fact.
11. The phytotron section at the AMU Center for Advanced Technologies is divided into three zones:
 - Clean Zone - intended for conducting typical experiments,
 - Pathogen Zone - intended for experiments on plants infected with plant pathogens,
 - GMO zone - intended for work on transgenic plants.
12. If the User wishes to conduct experiments in the GMO Zone, it is necessary to have all legally required consents to work with transgenic material and to obtain the approval of the Head of the Department of Genetic Engineering at AMU CAT.

II. Organizational information

1. The user bears full responsibility for the phytotron chamber and its equipment provided for use throughout the entire period of provision.
2. Any noticed irregularities in the operation of the phytotron chamber and its equipment, in particular leaks and problems with the temperature, humidity and lighting control systems, should be reported immediately to the Supervisor.
3. The movement of people, transfer of equipment, tools, experimental materials and substrate between the designated phytotron Zones is prohibited.
4. All Users are required to keep the phytotron chamber and laboratory stations (trolleys, work tables, sink stations, etc.) clean and tidy so as to enable other people using the phytotrons to work and ensure appropriate phytosanitary conditions. This also applies to corridors and communication routes.
5. It is forbidden to leave plant remains and scattered growing medium inside the growth chambers and in the traffic routes. All waste must be removed at the latest at the end of the working day to reduce the risk of transferring pests and plant pathogens between experiments.
6. During experiments, the doors of the growth chamber should be closed to ensure isolation between experiments conducted in different chambers.
7. When working in the chamber, it is recommended to turn off the lights for this time. The supervisor will instruct you on how to safely turn the lights on and off in the chamber.
8. In the event of using soil, peat or coconut discs, or pots that were previously used for cultivation, the User is obliged to sterilize them before re-use (applies to the Clean Zone, i.e. chambers 27-32).
9. The need to use chemical substances during work that may affect the health of people staying in the phytotron Zones must be reported to the Supervisor each time. The Supervisor has the option to not consent to the use of a given chemical substance during the experiment.
10. The collection of all waste generated during the conduct of experiments (plant material, peat or coconut discs, soil, substrates, containers, pots, etc.) is the sole responsibility of the User and must be carried out in a way that prevents the transfer of plant diseases and pests to other Zones and experiments. It is necessary to use bags and containers that allow for steam sterilization in an autoclave (applies to the Pathogen Zone). The collection of experimental waste in bags/containers is permitted only in places indicated by the Supervisor. The Supervisor, in designated periods of time, conducts thermal sterilization of the collected experimental waste. Thermally inactivated waste is then transferred to the Users for disposal.
11. The waste bins available in the Zones and marked may only be used to collect municipal waste and it is not allowed to place experimental material in them. In the Pathogen Zone there are separate containers for biological waste (red bags), which are used only to collect personal protective equipment (disposable aprons, gloves, masks, etc.) as well as packaging, cardboard, used tips and test tubes. They are then disposed of by the Supervisor.
12. The User of the GMO Zone, conducting research at the Department of Genetic Engineering (ZIG) AMU CAT, is obliged to familiarize themselves with and strictly comply with the Waste Management Procedures at ZIG AMU CAT. The procedures are made available to the User by the Operator before starting the experiments.

13. Each User conducting experiments in the phytotron Zones is obliged to wear appropriate protective clothing (safety glasses, laboratory coats, gloves, shoe covers, etc.), and before each entry to the Zone, disinfect shoes using a mat placed in the corridor.
14. In all Zones of the AMU CAT phytotron section it is strictly forbidden to eat, drink or consume food (a social room located in the north-western part of building A, No. 101, is provided for this purpose).
15. The user is obliged to comply with the regulations and communicate their content to their colleagues.
16. Failure to comply with the regulations may result in limited or complete blocking of access to the areas used in the phytotron chambers , and in the case of Users from outside the Adam Mickiewicz University in Poznań, also in termination of the contract.

III. Programming of phytotron chambers

Any changes to the chambers' operating parameters are possible only by the Supervisor. The User is obliged to send the required values of the settings for the given operating parameters to the Supervisor by e-mail before starting the experiment. Due to technical limitations and different configurations of phytotron chambers , the required ranges of the operating settings should be consulted with the Supervisor before placing the order. It is possible to change the settings (within the permissible operating range for a given chamber) during the experiment. To do this, contact the Supervisor.

IV. User's obligations before handing over the chamber to the Guardian

1. After the end of the experiment, before handing over the phytotron chamber to the Supervisor, the User is obliged to restore the phytotron chamber to the state in which it was handed over to him when signing the handover protocol. This applies in particular to the removal of all plant materials and substrates, research tools and equipment, fertilizers, reagents, cultivation containers and waste generated during the experiments. The Supervisor confirms the handover of the chamber by signing, together with the User, the acceptance protocol.
2. Once the chamber has been accepted by the Keeper, it is chemically disinfected to limit the transfer of disease to newly introduced plants.

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