

Mauka Campus Standard Operating Procedures for Areas Under Control of the Department of Natural Resources and Environmental Management (NREM)

General Information

2717 Woodlawn Dr., Honolulu, HI 96822; Map: goo.gl/GuHk6

Technician office phone: 808-956-6644

Manager: Dr. Travis Idol, 808-956-7508, idol@hawaii.edu

Operating hours: 7:30 AM-4:30 PM Monday through Friday, except for official University of Hawaii (UH) holidays.

Web page: <http://www.ctahr.hawaii.edu/idolt/mauka.html>

During the time the facility technician is present, the entrance gates to the facility will be unlocked and open. Whenever the technician is not present, the gates will remain locked. If the gates are locked, users with approved projects (authorized users) may access the facility through the Magoon station via a back entrance near Manoa (see map).

Alternatively, authorized users will be given the combination to a lock box attached to the outer entrance gate. This lock box contains a key that unlocks both entrance gates. Authorized users are expected to close and lock the gates upon leaving the facility. **The lock box keys should never be removed from the facility.** The chain should be locked securely around the main gates post(s) when the gate is open or closed. See the photos at goo.gl/272se for illustrations.

Visitors are welcome to the facility whenever the entrance gates are unlocked. Otherwise, they should contact the facility manager, Dr. Travis Idol at idol@hawaii.edu or 956-7508 to arrange a visit. Visitors should sign in with the mauka campus technician upon arrival.

Parking

Parking at the facility is for authorized users and guests during the time they are visiting and/or working at the facility. Parking for any other reason is subject to citation by campus security.

Summary of Facilities Available

NREM controls the use of one greenhouse, four outdoor shade structures, several field plots, and a head house. Electricity and water lines are available for use in the greenhouse; water lines are available for use in the shade structures and field plots. There is also an outdoor weather station. The head house has electricity, water, a bathroom and shower, a soil preparation room, a plant preparation room, a chemical storage room, and drying ovens. More info can be found at the mauka campus web page.

Use of Facilities for Approved Projects

All projects under the control of NREM must have approved forms on file. All research materials and equipment must be adequately described in the form or approved for use verbally with either the facility technician, the facility manager (currently Dr. Travis Idol), or the NREM department chair(s). Authorized users are encouraged to work with

the facility technician and the facility manager to ensure safety and compatibility with other projects and facility maintenance activities.

Links to the request forms are available at the mauka campus web page.

Authorized users are ultimately responsible for the safe and approved installation, operation, maintenance, and disposal of their projects. The facility technician is available to support the construction, installation, and maintenance of project materials and equipment. Authorized users and the technician should be clear in the agreed-upon support role. For greenhouse users, there are four water spigots in each greenhouse bay, two on each side. We use a standard irrigation system, and there are several spigots already outfitted with controllers and timers. See photos at goo.gl/272se for details. Customized systems can be installed, but only after consultation with and approval of the facility manager. There are water lines available for irrigation of outdoor projects, including four spigots dedicated to the shade structures. There are no available electrical lines, and installation of lines is prohibitively expensive. Batteries, solar panels and a small wind turbine have all been used to provide electricity for previous projects.

The Environmental Health and Safety Office (EHSO) is available for consultation on general safety issues (www.hawaii.edu/ehso/). Any use of animal subjects should be reviewed and approved by the UH Institute for Animal Care and Use Committee (www.hawaii.edu/ansc/IACUC/). Concerns about safe and compatible project operations will be brought to the attention of the facility manager and/or the NREM department chair(s). In an emergency, campus security and/or campus facilities will be contacted.

Work Requests for Agricultural Technician

The mauka campus technician is classified as an Agricultural Research Technician IV (tinyurl.com/AgTechIV). NREM faculty or approved users of the mauka campus facility are welcome to request the assistance of the technician within the guidelines of this job description. For NREM faculty, this includes any UH-approved projects. For approved users of the mauka campus facility, this includes any aspects of the project as described in the space use request form. Requests should be made using the appropriate form in the NREM main office or found here: goo.gl/gbwfY. Forms should be submitted to Dr. Travis Idol no later than 48 hours prior to the beginning of the work request. If Dr. Idol is not on campus, the request may be given to the NREM department chair. A calendar showing scheduled special projects or time off is at: tinyurl.com/Servillano. The technician has standard personal protective equipment and basic tools. The requesting faculty member is responsible for providing anything else required for safe completion of the job. If the work is outside of mauka campus or the main Manoa campus, round-trip transportation from campus to the work site also must be supplied by the requesting faculty member. Jobs that will require more than 8 hours of work plus travel time per day or begin or end outside of the technician's normal 7:30 AM-4:30 PM work schedule are subject to approval by the technician.

Storage and Disposal of Materials

Storage of materials such as fertilizer, animal feed, potting media, etc. must be done either within the approved project area or in a pre-approved designated area in the head house. The facility technician and facility manager have authority to approve storage in

the head house and determine whether materials are being properly stored within the project area.

Long-term storage or disposal of research materials at the end of a project is the responsibility of the authorized users. Small, non-hazardous waste can be disposed of in any campus dumpster. For larger material or significant quantities of metal waste, a facilities work order request should be filed to request disposal.

EHSO is available to determine proper disposal of known or suspected hazardous waste, including fertilizers, animal feed, etc. They cannot transport hazardous waste from off-campus facilities such as the Mauka Campus facility. Consult EHSO and the UH Hazardous Materials Management Program manual for more information (www.hawaii.edu/ehso/hazmat/UHHMMP01.pdf).