

# MSU Entomology Farm Upkeep List

**Turn off the lights** when you leave

**Lock & check doors** when you leave

**Recycle** almost everything at MSU Surplus/Salvage

If it's dirty, **clean it**. If it spills, **pick it up**. If it's full, **empty it**.

**Ask permission** to use equipment or another lab's stuff

## MAJOR THEMES

The ENT farm is on the edge of campus, and it is the first MSU facility that people see when they get off the highway. It is in the public eye and at-risk for break-ins. Because there is no farm manager on site, users are responsible for keeping it safe and clean.

If you think something is wrong (for ex, open doors, running water, stuff left in lawn, burning smell, odd people) ASK or TELL your supervisor, contact someone, or call the police. Don't walk away or ignore a problem.

### Who Do I call?

Emergency: 911      MSU Police: 355-2221

### Farm Committee:

Chris DiFonzo 353-5328, cell 517-420-5378

Keith Mason 432-9554, cell 517-242-5909

Terry Davis 353-9672, cell 517-927-4898

**After hours:** Always carry ID. Police may stop you, especially if you are in a private vehicle. Don't get mad - they check the farm after hours.

## OUTSIDE the BUILDING

### **PARKING**

- Park away from equipment & loading areas
- Close and lock car doors, especially MSU or personal vehicles parked overnight.
- Don't leave valuables in vehicles.

### **FIELDS**

- Ask permission before entering or using fields. *Note, fields may have been sprayed.*
- When setting something out or up (for example, insect traps) tell someone on the Farm Committee. Label the structure w/ your contact info in case of emergency. When setting up a light, inform MSU police.

### **WATERING**

- Flag hoses (especially connections) in the driveway or lawn.
- Wind up hoses after watering.
- Be sure the water is completely turned off.

### **THE LAWN**

- Don't leave stuff in the lawn where it can be hit by the mower. If you see something in the lawn, pick it up or move it.
- Do not build in the driveway or lawn, because nails and screws puncture tires.
- If it is wet, stay on the road so the lawn doesn't get rutted up (makes it hard to mow).

**GARBAGE** If you make garbage, empty the garbage. Items going into the dumpster should be bagged, unless they are large, so garbage doesn't blow into the lawn and fields. Keep the ground around the dumpster clear for mowing and garbage pickup, i.e. do not leave scrap wood, pvc, or anything else outside the dumpster. Finally, the dumpster is not for personal use.

### Please recycle the following (do not place in garbage cans or dumpster)

- PVC poles, scrap wood, equipment, anything that MSU can sell  
*Drop off at MSU Surplus*
- Paper; cardboard; beverage cups; anything metal, glass, or plastic  
*Place in recycle bins at farm or drop off at the public recycling area*
  - *The public recycling area is on Farm Lane btwn Mt. Hope & Service*
  - *Please help out by emptying full bins on your way back to your lab*

- Seeds/plants/soil
- Branches  
*Dump in a field.*  
*Spread in the woods,*  
*Bring to the MSU*  
*compost pile*

# **INSIDE the BUILDING**

## **MAIN OFFICE**

- When you leave, turn off lights & shut door; make sure it is locked. If you don't see anyone, shut the overhead doors at end of building too. Shut front gate at end of day & wrap the chain.
- If the floor is dirty, sweep it. If the garbage can is full, empty it and replace bag. Do your dishes. Don't process soil samples in the sink. Or pee there.

## **BATHROOM**

- First aid kit - to the right of the door.
- Cleaning supplies, garbage bags, TP, paper towels are on the shelf
- We (you too) clean the bathroom. If the floor is dirty, sweep it. Empty the garbage if it's full. Change the toilet paper roll if its low. Put the seat down. Don't pee on the seat (really).

## **WORK ROOM / SHOP**

- Before using equipment, take the online training on the EHS web site, then receive training from your supervisor. Ultimately, you are responsible for proper use of equipment in the work room. Hearing & eye protection is available as per MSU regulation.
- Clean up after using the shop. Sawdust goes into the woods or a field, not in the garbage can.

## **MAIN BARN**

- Press button to open/ close End Doors. Wait to make sure that the motor stops. Check to see if doors are closed when you leave or when driving by the farm
- Tractor use at MSU requires online training followed by an 'apprenticeship' & a driving test from an approved examiner. Do not use the X-Mark mower.
- Mouse control: Keep cloth and burlap seed bags in sealed containers or bins. Seed itself can go into mouse-proof coolers in the NE room.
- Walk-in cooler – label samples w/ PI name. Users must empty the water container (humidity collector) near the cooler door so it doesn't overflow.

**GAS** MSU fire regs require gas storage in approved METAL containers, in the gas cabinet in the main barn. Gas cannot be kept in plastic containers or in individual storage areas. The MSU Fire Marshall inspects the building annually.

**PESTICIDES** The fume hood and sink in the NE room are non-functional. Pesticide storage, handling, and weighing is done at the Plant Pathology Farm at the east end of Powerline Drive. Note that if you handle, mix, or load pesticides as part of your job, you need a Michigan pesticide applicator certification from the State. See below.

## **EHS online training**

- Hand or Power tools <http://www.oeos.msu.edu/TRAIN/HPT/>
- Four-wheeler/carts <http://www.oeos.msu.edu/TRAIN/NRV/>
- **Tractor** safety <http://www.oeos.msu.edu/TRAIN/TRC/>
- Haz Waste (if using pesticides) <http://www.aware.msu.edu/TRAIN/CHI/>

If you handle, mix, or load **pesticides** as part of your job, you should be a certified pesticide applicator. See Michigan Department of Ag Pesticide certification at:  
[http://www.michigan.gov/mdard/0,4610,7-125-1569\\_16988\\_35289---,00.html](http://www.michigan.gov/mdard/0,4610,7-125-1569_16988_35289---,00.html)