

MAY 2022

#### KEY POINTS

- Turn off lights
- Shut & lock doors, gate
- Clean up after yourself
- Recycle w/ MSU Surplus
- Don't just walk away or ignore a problem

#### WHO DO YOU CALL?

Emergency:  
911

**MSU POLICE**  
517-355-2211

Always carry ID:  
Police patrol the  
south campus farms

#### DEPARTMENT CONTACT

**Chris DiFonzo**  
Faculty coordinator  
office 353-5328  
cell 517-420-5378

#### MSU TRAINING

##### WEB SITE

<https://ehs.msu.edu/training/index.html>

## Checklist for working at the MSU Entomology Farm this summer

The ENT farm is on the edge of campus & is the first MSU facility people see when they get off the highway. It is in the public eye and at-risk for break-ins. There is no farm manager, so users (techs, grad & undergrad students) have some responsibility for safety and cleaning. If something is wrong, please fix it, tell your supervisor, call Chris, or (in an emergency) the MSU police. Don't ignore a problem and walk away.

### Checklist for outside the building

#### PARKING

- Park away from equipment & doors. Lock your car. Don't leave valuables.
- Don't leave vehicles overnight at the farm
- Last to leave? Shut the gate.

#### FIELDS

- Ask permission before entering or using fields. Note, fields might be sprayed. (see the WPS information on the next page)
- When setting up traps, cages, hives, and other structures, label them with your contact info in case of emergency. Inform MSU police about anything with a light.

#### WATERING

- Flag hoses laying across the lawn (especially the connections)
- After using the hose, be sure the water is completely shut off.
- NEVER leave hoses in the lawn. Wind up completely after watering .
- Note, the farm is on Lansing city water. Irrigating may lead to billing!

#### THE LAWN

- Don't leave anything in the lawn which can damage the mower. If you see something in the lawn - even if it isn't yours - pick it up.
- Do not build stuff in the driveway or lawn (nails and screws puncture tires)
- Don't drive on the lawn when it is wet - makes ruts that damages the mower.

#### GARBAGE

- There is no dumpster at the farm. If you make garbage, take garbage.
- Do not leave scrap wood, pvc, wire cages, etc outside building - see below

#### RECYCLING

- **Cardboard, paper, metal, plastic, glass:** drop off at public recycling on Farm Lane
- **PVC, wood, equipment, anything that can be sold/reused:**  
Drop off at MSU Surplus or arrange for pickup. Clearly mark items for pickup.

## Checklist for inside the building

### GENERAL

- If you are the last to leave, turn off the lights and shut all doors, including the overhead doors at the end of the building. Wait to make sure that the motor stops.
- Be helpful and courteous. If the floor is dirty, sweep it.
- Don't process soil or wash plants in the sink.

### BATHROOM

- First aid kit - to the right of the door. Cleaning supplies, garbage bags, TP, paper towels 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 (come on, man!).

### WORKROOM/ SHOP (shop will be emptied after the 2022 season)

- To use shop equipment, take the online training "*Hand & Portable Power Tools*", then receive hand-ons training from your supervisor. Ultimately, you are responsible for proper use of equipment at the farm.
- Hearing & eye protection are in the shop, must be used as per MSU regulation.
- Clean up after using the shop. Sawdust goes into the woods or a field, not in the garbage can or lawn

### EQUIPMENT

- Tractor use requires the MSU online training "*Tractor Safety*" followed by passing a "*Tractor Hands-On*" from an approved examiner. Four-wheeler use requires the online training for "*Non-regulated vehicles*"

### GAS and OIL

- Store gas in the explosion-proof cabinet, in approved METAL containers. Gas cannot be kept in plastic containers or in individual storage areas. There is a separate cabinet for oil, fluids, & other chemicals.

### PESTICIDES

- If you handle, mix, or load pesticides, you must be a *Commercial Certified Pesticide Applicator* through MDARD. Understand your recordkeeping, posting, & SDS requirements in the ENT office.
- Pesticides are stored at the Plant Pathology Farm at the east end of Powerline Drive.

### TRAININGS /CERTIFICATIONS

- All MSU training courses are online at [train.ora.msu.edu](https://train.ora.msu.edu).
- Some of the trainings needed to perform your job safely may not be mentioned in this checklist. It is the responsibility of your supervisor & you (not the Farm Coordinator) to determine which trainings you need.

### WORKER PROTECTION STANDARDS

- All employees must take annual Worker Protection Standard training (via zoom), OR show proof of commercial pesticide applicator certification. Proof of such training must be logged in MSU's WPS database. EHS training site: <https://ehs.msu.edu/training/index.html>
- All employees must have site-specific WPS training for the Entomology Farm via watching the video [[www.canr.msu.edu/videos/ent-farm-site-specific-training-video](http://www.canr.msu.edu/videos/ent-farm-site-specific-training-video)] or in person by the Faculty Coordinator.