

Policies and Procedures Highmoor Farm

Maine Agricultural and Forest Experiment Station
College of Natural Sciences, Forestry, and Agriculture
University of Maine

Updated May 17, 2011

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Introduction

This document describes the policies and procedures for use of Highmoor Farm. Highmoor Farm supports teaching, research and public outreach activities related to apple, small fruit, vegetable production, and composting.

Highmoor Farm is available for use by faculty and students of the College of Natural Sciences, Forestry, and Agriculture (NSFA) and University of Maine Cooperative Extension. Highmoor Farm is also available for use by other University of Maine faculty and students at the discretion of the associate director and facility superintendent. Faculty with appointments in the Maine Agricultural and Forest Experiment Station will have priority for land and laboratory allocations.

Please note that information on safety policies is provided elsewhere (“Safety” on the Highmoor Farm web page). The policies and procedures for Highmoor Farm apply to all facility users including faculty, instructors, staff, graduate and undergraduate students, and student employees.

Staff, Contact Information, and Availability

Superintendent

Greg Koller, Farm Superintendent
207-933-2100 - office

207-576-3734 - mobile
207-933-4647 - fax
gkoller@maine.edu - email

Support Staff and Student Employees

Highmoor Farm employs one full- time employee and one part-time employee. Employees are generally not available for research or project activity. It is the responsibility of facility users to provide staffing for their projects. Users must notify the superintendent of new project employees. It is recommended that faculty introduce new employees to the superintendent and other facility staff.

Mailing Address

Highmoor Farm
PO Box 179
Monmouth, ME 04259
Main Office: 207-933-2100

Physical Addresses

Highmoor Farm
52 US RT 202
Monmouth, ME 04259

Normal business hours are Monday through Friday, 7:00 am to 3:30 pm. Use of the facility outside of business hours is allowed with approval of the superintendent.

Emergency Contacts

| | |
|--|----------|
| Emergency | 911 |
| UM Public Safety | 581-4040 |
| Greg Koller, Superintendent | 576-3734 |
| Safety and Environmental Management | 581-4055 |
| Maine Agricultural and Forest Exp. Station | 581-3205 |
| College of Natural Sciences, Forestry, and Agriculture | 581-3202 |

Facilities Description

Highmoor Farm supports teaching, research, and public outreach activities associated with apple, small fruit, vegetable, and compost production

Highmoor Farm complex consists of a variety of buildings and amenities:

- (1) equipment storage building
- (1) 21' x 60' heated greenhouse
- (2) 26' x 90' hoop houses(not heated)
- (1) mechanical shop
- (1) pesticide storage building and fill station
- (1) wood shop
- (3) small cold storage rooms

- 18 acres of apple trees
- 6 acres of tilled ground for vegetable production
- 20+ acres of land that could be tilled
- Superintendent's house
- Main office building consisting of a classroom, conference room, wireless internet, break room, restrooms, laboratory, and farm operations office.

Facility Acknowledgment

When users acknowledge that project activity occurred at Highmoor Farm, identify the facility as Highmoor Farm, College of Natural Sciences, Forestry, and Agriculture. An image of the college logo is also available.

Regulatory Oversight

Due to the nature of research and teaching activities, Highmoor Farm is subject to regulatory oversight from federal, state, private, and university agencies:

- United States Department of Agriculture
- Maine Board of Pesticides Control
- Maine Organic Farmers and Gardeners Association
- University of Maine Department of Safety and Environmental Management

Prior to the start of research and teaching activities, users should consult with the superintendent to ensure the proposed activity is compliant with regulations set forth by the above agencies and associations.

Superintendent and User Responsibilities

Responsibilities of the Superintendent

- Oversees daily management of Highmoor Farm operations.
- Facilitates research, teaching, and outreach activities of faculty and students.
- Maintains communication with facility users on projects and activities.
- Provides recommendations to facility users on facility and field use.
- Receives and approves requests for facility space and field space.
- Supervises staff and students employed by Highmoor Farm.
- Ensures safety and environmental compliance by all users and staff and notifies supervisors of noncompliance.
- Maintains the facility infrastructure and associated equipment.
- The superintendent is the primary contact to University of Maine's Facilities Management and outside contractors regarding infrastructural additions, maintenance, and repair.
- Oversees all pesticide applications and maintains appropriate documentation for the Maine Board of Pesticides Control.
- The superintendent reports to the associate director of the Maine Agricultural and Forest Experiment Station.

Responsibilities of Facility Users

- Provide superintendent with advance notification of needs and future requests.
- Maintain communication with the superintendent regarding project activity.
- Adhere to all safety and use policies.
- Ensure that all staff, student employees, and students enrolled in courses complete all required safety training before working or using Highmoor Farm facilities.
- Supervise employees, student employees, and students using the facilities under their direction.
- Adhere to all operational policies listed below.
- Begin using space, fields, or animals only after approval of such request has been granted.
- Notify superintendent when project or course is complete.
- Provide material and supplies needed for research, experiments, or teaching.
- Manage and maintain experiments, research projects, and course work.
- Clean up all areas after each activity (classroom, barns, handling areas, break rooms, computer laboratories, etc.).
- Dispose of used supplies into proper waste receptacles.

Operational Policies—Facilities

Security, Safety, Chemicals, Pesticides, and Pharmaceuticals

Security

Highmoor Farm is open for faculty use during regular university business hours (7:00-3:30 M-F). After-hours use for teaching, research, and other working activities is permitted after consultation with the superintendent.

Safety

All facility users must adhere to all university, college, and Highmoor Farm safety policies. All required training and documentation must be completed before conducting any activity associated with Highmoor Farm facilities and lands. Information on safety policies can be found via the link for “Safety” on the Highmoor Farm web page.

Chemical Use

Chemicals may not be brought onto Highmoor Farm without approval of the superintendent and submission of material safety data sheets (MSDS). Chemical use requires appropriate safety training. Chemical storage space is limited and approved chemicals should be purchased in the smallest quantity possible.

Pesticides

Only licensed Highmoor Farm personnel may handle or apply pesticides. All pesticides brought onto Highmoor Farm must be approved by the superintendent. Permission and MSDS sheets are required before storing pesticides in pesticide storage buildings. Highmoor Farm has a self-contained pesticide storage shed. All containers must be clearly labeled with the owner’s name. Pesticide storage space is limited, which makes material disposal high priority. It is the user’s

responsibility to remove and properly process unused pesticides for disposal. This procedure often involves a chemical pick-up by the Department of Safety and Environmental Management. Pesticides being evaluated for industry should be returned to the company sponsoring the project.

Supplies, General Storage, and Crop Storage

Supplies

Users are responsible for providing their own materials and supplies for experiments, research projects, and teaching. Contact the superintendent when the joint purchase of common supplies by Highmoor Farm and faculty may reduce costs.

General Storage

- Request for storage space must be approved by the superintendent.
- Storage for specific projects, experiments, or teaching functions will have priority. Student clubs and team storage will be on first-come, first-served basis.
- Storage space is limited. Project-related storage is only available for short periods and should never extend past the end of the project. Supplies and materials should be purchased in quantities that will be used during the current project.
- Some long-term storage for unique studies may be available. Requests should be directed to the superintendent.
- Materials should be clearly labeled with owner's name. Unlabeled items will be disposed of or relocated.
- Project materials should be stored in designated locations approved by the superintendent.
- Stored materials must not block access or egress
- It is the user's responsibility to keep storage areas and student locker rooms clean and tidy.

Crop Storage—Cold Storage

- Cold storage is available at Highmoor Farm for storing research crops.
- Space in the cold storage is limited and intent to use cold storage should be noted on the field request form.
- Materials in the cold storage should be clearly labeled with the names of the owner and the project if possible.
- Users should notify the superintendent when materials are put into or taken out of cold storage.

Classrooms and Printing/Copying Services

Classrooms

The classroom located at Highmoor Farm is scheduled through the superintendent. The classroom is available for courses taught at Highmoor Farm and for extra curricular instruction and meetings. To avoid conflicts, users should request space prior to the beginning of each semester.

All users are required to clean up after each use. Storage of items in the closets adjacent to the classrooms must be approved by the superintendent.

Printing/Copying Services

Printers and copiers are for Highmoor Farm staff use only. All necessary printing and copying should be completed prior to using the Highmoor Farm facilities.

Maintenance Shops and Laboratories

Maintenance Shops

Generally, only Highmoor Farm staff and authorized student employees are permitted to use the maintenance shops. Specialized training is required when working in these areas. All equipment fabrication and repair must be approved by the superintendent and work must be performed by trained staff personnel.

Operational Policies—Equipment and Vehicles

Motorized Equipment and Vehicles

Motorized Equipment

Generally, motorized equipment (tractors, utility vehicles, and lawnmowers) are for Highmoor Farm staff use only. Exceptions can be made with authorization of the superintendent. Specialized tractor safety and driving safety documentation must be maintained to use this equipment. Any equipment brought onto Highmoor Farm facilities must be approved by the superintendent.

Vehicles

Vehicles owned and maintained by Highmoor Farm are for farm staff use only.

Power Tools and Hand Tools

Power Tools

Generally, power tools (grinders, drills, chainsaws, string trimmers, tillers, skill saws, etc.) are for Highmoor Farm staff use only. Exceptions can be made with authorization of the superintendent. Specialized training and personal protective equipment (PPE), is required to use this equipment. Any power tools brought onto Highmoor Farm facilities must be approved by the superintendent.

Hand Tools

Some tools are available for general use such as rakes, shovels, hoes, manure forks, and wagons. These should be kept in good condition, cleaned, and returned immediately after use. Tools should not be removed from the facility.

Project-owned and Donated Equipment

Project-owned Equipment

Users are responsible for all costs (parts, maintenance, transportation, and labor) associated with project equipment purchased or acquired and brought onto the facilities. Storage of equipment must be approved by the superintendent. Special circumstances where equipment is shared between users and Highmoor Farm should be discussed with the superintendent before the equipment arrives at the facilities.

Donated Equipment

Approval must be received from the superintendent before accepting donated equipment for the facilities. Cost for future maintenance and use will be considered. The user who facilitates the donation is responsible for submission of required university forms to accept donations.

Operational Policies—Field and Greenhouse Operations

Crop Amendments and Protectants

Compost

Compost supply from Highmoor Farm is limited. Users should notify the superintendent if compost will be needed for research projects. Compost purchases will be the responsibility of the user. Users should consult with the superintendent if bulk orders are to be stored on-farm.

Fertilizer

Fertilizer purchases for specific research projects will be the responsibility of the user. Highmoor Farm staff will spread fertilizer at the field not treatment level. Highmoor Farm currently owns a broadcast spreader and drop spreader.

Pesticides

Pesticide purchases for specific research projects will be the responsibility of the user. Only licensed personnel are authorized to make pesticide applications. Highmoor Farm staff is available to make pesticide applications using tractor-mounted spraying equipment. Hand-spraying applications will be the responsibility of the licensed user or their licensed designee.

Field Preparation

Tillage

Highmoor Farm staff will be responsible for field tillage operations. Users should consult with the superintendent to ensure the desired tillage tools are available. Properly trained users may also perform tillage operations with permission from Highmoor Farm staff.

Mulching

Mulch purchases and hand application for specific research projects will be the responsibility of the user. A stacking site for bulk mulch orders is available at Highmoor Farm.

Cultivation

Highmoor Farm staff will be responsible for field cultivation operations. Users should consult with the superintendent to ensure the desired cultivation tools are available. Properly trained users may also perform cultivation operations with permission from Highmoor Farm staff.

Mowing

Mowing field margins and for forage/turf research projects will be the responsibility of Highmoor Farm staff. Users should consult with Highmoor Farm staff to ensure desired equipment is available.

Crop Production

Planting

Highmoor Farm staff will be responsible for planting operations. Properly trained users may also perform planting operations with permission from Highmoor Farm staff. Users should consult with Highmoor Farm staff to ensure desired planting equipment is available.

Irrigation

The ability to irrigate is not available at Highmoor Farm.

Harvesting

Mechanical harvesting operations will be the responsibility of Highmoor Farm staff. Properly trained facility users may also perform mechanical harvesting operations with permission from Highmoor Farm staff. Hand-harvesting operations will be the responsibility of the user.

Transportation

Transportation of crops from field to storage will be the responsibility of Highmoor Farm staff.

Storage

There are no facilities for storing vegetables or other farm produce.

Data Collection and Sampling

Data collection and sampling of research plots will be the responsibility of the user.

Operational Policies—Events

Public Events

Highmoor Farm is available for hosting university-sponsored events upon consultation with the superintendent. An event-request form must be submitted to the superintendent a minimum of 45 days before the date of the event.

Student groups requesting to hold events at Highmoor Farm must have a faculty advisor. The faculty advisor will act as a liaison between the student group and superintendent and will be responsible for coordinating the event with the superintendent and completing the required forms.

Request Forms

Field and Plot Request Form

Request for space or services must be made on the Crop Land Use and Staff Request Form ([pdf](#) or [Word document](#)).

Event Request Form

Facility Use Charge

Effective October 1, 2011, all project or activity directors requesting services at Highmoor Farm must provide funds for facility fees for basic services and/or labor costs for other services except when the activity is part of contract initiated prior to July 1, 2011. Fees and labor rates are set by the college to provide reimbursement for *direct costs* incurred at its facilities for services provided in support of individual projects and activities. Fees and labor rates apply to all research, teaching, outreach and other projects and activities requiring or requesting services. Specific information on fees and administrative procedures is provided on the Maine Agricultural and Forest Experiment Station web site ([Service Fees and Labor Rates at Farms and Greenhouses](#)). Fees and labor rates for services are established consistent with the [Policies and Procedures on Direct Cost Recovery and Sharing at Crop, Greenhouse, and Livestock Facilities](#) of the College of Natural Sciences, Forestry, and Agriculture and policies of the University of Maine Office of Research and Sponsored Programs.

Highmoor Farm Advisory Committee

The Highmoor Farm Advisory Committee advises the superintendent and dean/director on policies, procedures, and priorities for the Highmoor Farm.

The Highmoor Farm Advisory Committee meets at least annually. The committee advises the dean/director in the following areas:

1. Priorities for equipment maintenance and replacement.
2. Priorities for infrastructure maintenance and improvement.
3. Long-range operational planning.
4. Budget management for meeting facility missions, goals, and objectives.
5. Planning and procedures for the allocation of facility space and related resources.
6. Implementation of safety procedures.

The committee also is charged with developing 5-year missions, goals, and objectives for facilities for approval by the dean/director. The committee seeks input from appropriate academic unit chairs and teaching coordinators when advice to the superintendents or dean/director may influence teaching programs.