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JANUARY 2019
UW WEST MADISON AGRICULTURAL RESEARCH STATION
8502 Mineral Point Rd., Verona, WI 53593
PURPOSE AND DESCRIPTION

The West Madison Agricultural Research Station (WMARS, 8502 Mineral Point Rd, Verona, WI) is a research complex of the College of Agricultural and Life Sciences, (CALS) with primary focus on plant-based applied research. The station has 528 ac that includes: 504 cropped with 30 ac being certified organic, a large 6-a horticultural display garden, a certified compost operation, and facilities and storage dedicated to plant research. The main lot has several buildings including the Chemical Management Facility, the shop/unheated storage, Agronomy/BSE/Genetics/interim Horticulture, which houses a biomass dryer facility, a 3-sided hay shed, and an interim Seeds Building (former Soil & Plant Analysis Lab). Two more unheated storage sheds exist on the south side of Mineral Point Rd. The USDA shares a pole shed with Fruit & Veggie Facility, where researchers wash, process, and hold produce in a small walk-in cooler.

The Walnut Street Greenhouse has two structures located here as well. Each greenhouse is one big open 40 by 100 feet space, with combined bench space of 4400 square feet for research and instruction. Contact Lynn Hummel for use/policies of these structures.

The station is very busy with often 100 or more people using the station on any given day. This number could easily be double in peak season and when the conference room is being used. Use caution when driving and parking.

All first time users of the WMARS complex are required to schedule an orientation to the facility with the WMARS staff. The session will provide an overview of the facility and available services, and an introduction to WPS (Worker Protection Standards), emergency response plan, and other safety issues pertinent to the research station. In addition, the Policies and Procedures of the WMARS will be reviewed. Other topics will be addressed as needed, or upon request i.e. training for using a backpack sprayer, small engine operation, utility vehicles/tractors use.

The WMARS operates under the WMARS Policies and Procedures that follow.

FIELD SPACE ALLOCATION AND PLOT MAINTENANCE

WMARS staff will designate the location of field plots.

The management of WMARS must be made aware of all space request needs, preferably as far in advance as possible with the ARS Project Information Request Form (PIRF) due by Jan 31 annually. PIRFs are found on our webpage: https://westmadison.ars.wisc.edu/

Due to the nature of rotational crop research, any project with less than a SIX-month notice that needs to terminate a crop pre-maturely must pay for the lost crop revenue.

Requests are considered on a first-come/first-served basis. Priority will be given to faculty, staff and students of CALS conducting plant-based research.

Plot maps are necessary and must be provided to station management before any work by WMARS will be done. This is to prevent mistakes and to facilitate communication.

Nutrients: Upon request, WMARS will manure/compost fields and incorporate during the fall. Spring preparation consists of a range of soil tillage implements. Soil tests are taken in the fall and P and K fertilizer applied in the spring per the test. Nitrogen will be applied per UW recommendations unless specified.

Researchers are responsible for keeping their plots weed-free and in an orderly condition. All biological aspects of the research, including establishing, maintaining, and harvesting research crops are the responsibility of the research teams.

Contact us:
WMARS – 608-262-2257
janet.hedtcke@wisc.edu
WMARS staff will maintain unassigned areas in the field by filling in with similar crop, mowing, tilling, sowing a cover crop or applying herbicide. But only after researchers have clearly identified their plot boundary with a 3-foot tilled or mowed border.

When you come across rocks in your plots, please remove them or pile them on plot corner and flag them and ask for assistance to move them off site. **Do not toss them into grass alley** as they will be hit with the mowers and cause damage or injury.

Field research is expected to be completed by November 1st unless prior arrangements have been made with the station manager. All flags, stakes, cages, hoses, plastic mulch and dripline, and other materials should be completely removed by November 1st.

Land may not be used for propagating or producing plants for personal or private use.

Problems regarding space allocation will be brought to the Ag Research Stations Committee via the WMARS Manager.

**IRRIGATION**

We maintain 3 traveling guns, pipe, and fittings used with the high capacity well. Only WMARS staff will operate these guns and the well. Pipe layout assistance may be requested from projects in high-demand times.

Gun/pipe Irrigation is upon request and a schedule will be developed in times of high demand so everyone gets some.

Water silos will be filled on request (with advance notice) and mobile water wagons available to use upon request. Any plumbing /sprinkler attachments that come with the mobile units belongs to WMARS and if lost or damaged, will be charged to projects. Water silos, pumps, mainline/driptape/connectors are the responsibility of the project.

Pipe needs to remain in place until transplants/seedlings are successfully established. Ask for assistance to move or disassemble pipes. **DO NOT drive over them.**

**NO METAL POLICY**

Use of metal flags, stakes, landscape fabric staples, spikes, signs, etc are prohibited in the fields for 2 important reasons: 1) metal left in the field will end up in the forage and can kill livestock (hardware disease); and 2) metal left in the field can and will cause damage to ARS equipment/tires.

Exceptions: t-posts pounded in the ground for plant support and ground anchors use in/around hoophouses.

Materials must be inventoried before AND after so everything is accounted for and nothing left in the field. Nothing should be left out in the field longer than necessary.

Repair cost (labor and supplies) to ARS equipment will be charged to research project responsible for the metal damage.

**STORAGE SPACE/BUILDING USE ALLOCATION**

Decision of space is up to Superintendent and ARS director and is priority is given to programs with active research at the station.

Space may not be used for propagating or producing plants or storing material for personal or private use.

Aisles must be kept clear of obstructions to allow for safe and unobstructed passage and access between and within buildings.
PROJECT ASSISTANCE

The shop, and power tools within the shop, are for the exclusive use of the WMARS staff. However, hand tools may be checked out to individuals. The cost of unreturned tools will be charged against project accounts. Power equipment may not be used without proper training and the use of safety equipment.

A sign-out book is in the shop on the table in the small engine cage; tools and equipment must be signed out before taking. Please request 24-hr in advance. Please return at end of each day - do not take it off station.

The WMARS staff is available to assist with problems or special needs that arise during the course of a project.

The WMARS staff will assist with various activities such as: Small engine maintenance and training; Repairs and Fabrication (labor and supplies charged back to research project); and attaching 3-pt implements

Large field and shop equipment operation will be exclusively done by the WMARS Crew.

The WMARS maintains and has available a variety of equipment, tools and supplies for occasional use by researchers. Examples include a fertilizer spreader, carts, wheelbarrows, mowers, hand sprayers, hoses, hose extensions, shut-off valves, nozzles, watering cans, trash cans, ladders, miscellaneous hand tools, etc.

Equipment should be returned promptly, clean and ready for the next user. No materials may be taken off site without asking and signing it out first.

Each project should maintain a basic set of supplies. If your project depends on regular use of such tools/utility vehicles, then you should obtain your own set.

Shop use must be supervised with at least 2 people present when working on equipment/tractors.

RESPONSIBILITY and ETIQUETTE

We have a lot of shared “common space” at WMARS: Work space (hay shed, veggie facility, dryer facility, chemical management facility) and breakroom table/ sink areas should be cleaned up immediately after use and all general equipment, space and dishes/utensils should be returned promptly, in clean condition.

Heed to the 10 mph speed limit on field roads. Drive with caution, particularly around blind corners, in the parking lot, when crossing Pleasant View and Mineral Point Rd and driving on Elderberry Lane. Be aware of irrigation pipe laying on ground and do not drive over the pipes.

Do not drive into the fields or park in fields as this will cause permanent compaction damage. Use gravel field roads or sodded alleyways to access your plots and carpool when possible.

Throughout the course of their project, researchers are responsible for keeping their assigned fields clean, orderly and maintained. Researchers should follow routine hygiene practices in assigned spaces. Dead plants and debris must be cleaned from fields in a timely manner. Produce crates, waste buckets and trash shall be emptied regularly.

Failure to maintain assigned space in an orderly manner and weed-free condition may subject the project to a $25.00 per hour, per person clean-up fee. A warning will be issued before a clean-up fee is assessed.

Heed the ‘LEAVE NO TRACE’ policy. Remove all plastic: flags, tags, bags, flagging, stakes, plastic mulch, irrigation material, sandbags, bricks etc. - whatever you put in for project must be removed at end of the season and be well-marked in-season.

At the termination of a project(s), researchers are responsible removing, discarding and/or returning all equipment, materials, supplies and rubbish from their field space. Anything put in for a research trial needs to be removed. LEAVE NO TRACE. Provide clear, preferably written, communication to Superintendent when the plots can be terminated. Upon project completion, if space is not left in acceptable condition, the researcher will be notified and given five (5) working days to complete termination of their project. After the five (5) days, WMARS staff will perform the work and charge the project at the rate of $25.00 per hour, per person.

Contact us:
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janet.hedtcke@wisc.edu
Clean up/wash down things after borrowing them. Cleanup time should be figured into daily timeline.  
24-hr advance notice needed when needing ARS equipment/personnel.  

When using ARS tractors & implements:  
- Check the oil and fuel before leaving the shop or ask for help to do this;  
- Ask for help with 3-pt attachments for proper preparation, leveling, and greasing;  
- Wash down things with hose or pressure washer and soap on the lawn or grassy area i.e. utility vehicles, truck beds. Smelly produce attracts flies and wasps and is frustrating to clean when dried on.  
- Use power washer to remove dirt; compressed air to blow off plant debris. These requests follow good sanitation principles.  
- When something breaks, let someone know directly or attach a note describing issue asap.  

PEST MANAGEMENT/ CHEMICAL MANAGEMENT FACILITY (CMF)  

It is up to each research project to scout and request specific pesticide application that WMARS staff will apply with boom sprayers; All backpack/direct sprays are to be calibrated and applied by researcher team members.  
Triple rinse tanks immediately after use in the field where product was applied.  
Each research team needs their own set of PPE: Coveralls, boots, gloves, dust masks, googles, etc., per label of product being applied. CMF has a locker room and lockers for storing PPE.  
Each department has a locked room for their chemicals and a key to the building and specific room will be loaned out upon request. Chemical spills in the storage rooms are the responsibility of the assigned users.  
Please check your rooms frequently and address spills ASAP. Use designated ‘spill mop’ to clean up chemicals in your room and discard dirty water according to the pesticide’s label.  
Inventory chemicals annually and maintain SDS binder in 2 places: CMF and Main Office.  
Clean up after yourself (benchtops, floors, hallways) when using the CMF as there is no janitorial service. If not cleaned up satisfactorily, a $25/hr fee will be charged to your program.  

WORKER PROTECTION STANDARD TRAINING  

Worker Protection Standard (WPS) training is required by Federal law for anyone who works within the ARS network. Even those who expect to spend only a few weeks on a project must receive WPS training.  
WPS training provides information to help insure worker safety while on station. It takes approximately 20 minutes to view video and does not involve taking a test. Annual certification is required.  
It is recommended that each project read and understand the Pesticide Applicator Training manual ‘Field and Vegetable Crops’ to be familiar with pesticides and labels and safety.  
Certification should be obtained prior to starting work at the station. The WSGH and campus conduct WPS training sessions as can WMARS with advance notice. Training session times are flexible so as to be as convenient as possible.  
Failure to obtain WPS certification may result in loss of station access.  
All users of the WMARS are expected to comply with WPS regulations, WMARS pest control policies and WMARS safety procedures.  
Pesticide postings are always available in a 3-ring binder in cabinet on the wall of the hay shed.  

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RECYCLING AND TRASH AND COMPOST

We have several trash dumpsters, a cardboard/paper dumpster, AgBag and hoophouse film dumpster (no driptape allowed), and co-mingled recycling bin (glass, tin, aluminum, #1, #2 plastic bottles, jugs). Read the sign before dumping so the right material is put in the proper dumpster.

Plant debris (no paper) can be deposited in concrete bin next to greenhouse for composting.

CONFERENCE ROOM

The conference room is a revenue generating facility and must be kept clean and tidy.

Must reserve before using, $45/day, no food allowed unless renting room.

Upper parking lot is reserved for room renters.

Please ask if room has been reserved before using.

The refrigerator in this room is not a spare for daily lunchboxes. It’s for room renters only.

ACCESS AND SECURITY

Normal working hours for the WMARS are 8:00 a.m.- 4:30 p.m., Monday through Friday.

Shipments should be within the 8:00 to 4:00pm window to allow us time for unloading.

All users are required to lock their buildings and the dryer facility before leaving for the day.

Announcements and notices are posted at the high traffic areas - hallway, near water fountain. Users are advised to read the information posted on these bulletin boards on a regular basis.

Tours of the station can be arranged for visiting researchers, community or school groups, with advance notice.
Appendix of photos

Manage uncropped areas of your field: Weeds should be mowed, tilled before setting seed. Remove plastic mulch, flags, and other non-degradable material at end of each season.

Broadleaf weeds (pigweed, lambsquarter, velvet leaf) in corn plot

Crabgrass in vegetable plots
Manage uncropped areas of your field: Weeds should be mowed, tilled before setting seed. Remove plastic mulch, flags, and other non-degradable material at end of each season.
Stay on designated path/gravel roads. Stay out of fields with vehicles, especially under wet conditions