

PLANT TISSUE CULTURE AND TRANSFORMATION FACILITY POLICY:

Facility Visitor Tours Hosted by Danforth Users and External Users

In order to minimize distractions, contamination and to maintain confidentiality of all TC Facility users' intellectual property when tours and other guests of the TC Facility are in attendance ("*Visitors*") the below policies must be adhered to:

When Danforth External Users host tours, the Security policies as well as the TC Facility policies will be followed by the visitors. Danforth Staff hosts must comply with sections 2, 3, 4 and 5 below.

No Visitors will be allowed to operate or use the Equipment located in the TC Facility.

Procedures Required to Host one or more Visitors:

1. Tours must be requested by the External User or Danforth User ("*Host*"), approved and scheduled with the Director in advance of any proposed visitor entry or tour of the TC Facility ("*Tours*"). All Tours must include a designated tour guide that is well versed with the TC Facility and these Policies and Guidelines and approved by Director ("*Guide*")
2. At the time of the Tour, all approved Visitors must sign-in at the front desk of Building A and obtain a Temporary Visitor's Badge prior to being brought into the TC Facility, or on any part of the Danforth Property, pursuant to Danforth Center's Security Policies, which requires an agreement of each Visitor to maintain confidentiality when signing the log book.
3. All Visitors will be required to leave their bags/backpacks outside the TC Facility Lab Space to avoid contamination and equipment or plant material damage.
4. Videography is not permitted by any Users or Tour Visitors anywhere on the Danforth Center property due to confidentiality rights of all of Danforth Center guests, employees and Users.
5. Photography of plants and plant materials is permitted in limited scenarios, but never allowed to be taken of plants or plant materials in growth chambers, testing equipment and greenhouse spaces that are being used by External Users or on which full-service work is being performed by Danforth Users (when in doubt, ASK). No photographs, nor any type of digital images, may be taken of any labels associated with plants or plant materials of any Users of the Core Facilities that may be located on the pots, sticks in the pots, or located on other plant material containers of any type.
6. Photography of persons whether in conjunction with plant materials, in testing environments, or anywhere on the Danforth Center property may not be taken without the person's explicit permission due to confidentiality and privacy rights.
7. The only time a photo will be allowed to be taken in the TC Facility during a hosted Tour will be if the External User that is hosting the Visitors is willing to have the host's own Plant Materials photographed and only on the condition that the External User's Plant Materials are displayed outside of any Equipment, growth or storage chambers within the TC Facility to avoid inadvertent photographs of Plant Materials not owned by the External User host. Violation of this provision will be grounds for immediate removal of such Visitors from the Danforth Center property and revocation of the Host's ability to conduct future tours, at the discretion of the Director. It will be the Host's responsibility to ensure their Tour Visitors are informed of these requirements. The Tour Guide will also remind all Visitors of this policy prior to the commencement of the Tour.

8. Visitor's access to Conviron/Percivals Chambers:

- Visitors will only be allowed to enter a growth chamber, greenhouse or other TC Facility work or storage area that is **exclusively** assigned to an External User Host. Hosts who desire to have their Visitors access a shared work or storage environment must receive specific approval of the Director, which approval may include certain requirements in order to maintain confidentiality.
- In order to minimize any potential contamination or damage to the Chambers by Visitors, no more than 4 people at any given time will be allowed to move in or out of the TC Facility's Conviron/Percivals Chambers.