

# 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 apply:

When Danforth External Users host tours, the Security Department 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 and scheduled with the Director in advance of any proposed visitor or tour, on an availability basis, as to be determined by the Director. There must be a designated tour guide from the External User Staff that is well versed with the TC Facility and these Policies and Guidelines.
2. All 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. If the Visitor is not willing to agree to this, they will not be allowed on the Danforth Property.
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. At no time will photographs or digital images be allowed to be taken of any of the Plants owned by Danforth or any of its External Users. The only time a photo will be allowed to be taken in the TC Facility will be if the External User hosting the Visitors wants to have their 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 Plants not owned by the External User host. Violation of this provision will be grounds for immediate removal of such Visitors from the Danforth Property and confiscation of the photo equipment (including a cell phone) to remove the images from the device. It will be the External User host's responsibility to ensure your Tour Visitors are informed of these requirements.
5. Visitor's access to Conviron/Percivals Chambers:
  - Visitors may only be allowed to enter an area that is **exclusively** assigned to the External User host. Hosts who desire to have their Visitors access a shared work or storage environment must receive special approval of the Director, which approval may require specific compliance 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.