

Rules for the Use of the Experimental Farm

Service Coordination

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Service Administration

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1. Access and Use of Facilities

- Only authorized individuals may access the farm, under the same conditions as at IRNAS. (See IRNAS Welcome Guide: <https://www.irnas.csic.es/wp-content/uploads/2024/08/MANUAL-DE-ACOGIDA-IRNAS-13-08-2024.pdf>)
- Entry must be recorded in the visitors' logbook located at the entrance to the laboratories in the main building.
- Standard working hours and authorized personnel are the same as those at IRNAS: 7:00 a.m. to 7:00 p.m., Monday to Friday.
- Entry outside working hours requires express authorization from the Director. ([https://www.irnas.csic.es/wp-content/uploads/2024/07/PRL_AUTORIZA - FUERA-HORARIO_SOLITARIO-24-07-2024.pdf](https://www.irnas.csic.es/wp-content/uploads/2024/07/PRL_AUTORIZA-FUERA-HORARIO_SOLITARIO-24-07-2024.pdf))
- - Due to security monitoring, any activity outside regular hours must be communicated to farm coordination.

2. Safety Rules

- All experiments, whether outdoors, in greenhouses, or laboratories, must follow occupational risk prevention measures.
- Always follow the farm coordination's instructions (e.g., extreme heat, mosquitoes).
- Appropriate field clothing must be worn (boots, long-sleeved shirts, etc.).
- Use the required personal protective equipment (PPE) for each activity, as stated in the IRNAS Welcome Manual.
- All accidents or incidents must be reported immediately. (<https://www.irnas.csic.es/es/el-irnas/plan-de-acogida/>).
- Vehicle access must respect signage and not exceed 20 km/h. Parking is available next to the main building.

3. Service Requests.

- The farm offers a catalog of services included in the CSIC Scientific-Technical Services.
- All service requests must be made in advance via:
<https://www.iras.csic.es/es/servicios/finca/>
- Any applicable service costs will be notified in advance through an invoice or quote, once the request is received and according to published rates.
- Services will be provided depending on the availability of resources and staff.
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- Special requests outside the catalog must be evaluated and approved by the Service Administration.
- Experimental information must be provided using the form attached to these usage rules.

4. Coordination Between Farm Work and Experimental Trials

- All research activities must be coordinated in advance with the farm administration to avoid interference with daily work.
- Work dates and areas must be notified in advance to ensure compatibility with other agricultural or experimental activities.
- Maintenance, sowing, irrigation, and other farm tasks must be respected.
- Any changes to work plans must be communicated in a timely manner to avoid conflicts over space and resource use.
- If a trial interferes with regular farm activities, joint solutions will be discussed between researchers and administration.

5. Installation of Measuring Equipment, Signage, and Other Fixed Instruments

- If a trial interferes with regular farm activities, joint solutions will be discussed between researchers and administration.
 - Location map of the trial and list of equipment
 - Field layout sketch specifying exact location of instruments
 - Visibility and signage specifications ensuring all elements are identifiable and comply with safety regulations
- Drilling, excavation, or permanent land alteration is not allowed without approval.
- Researchers are responsible for maintaining and properly marking installed equipment.
- At the end of the trial, all equipment must be removed, and the area restored to its original condition.
- For long-term installations, periodic inspections will be carried out to ensure proper operation and safety.

6. Storage of Material During and After the Trial

- Prior authorization is required for storing materials on the farm, specifying duration and storage conditions.
- All materials stored in common or shared areas must be clearly labeled with the researcher's name, project, start date, and expected end date.
- Materials must not block work areas or interfere with farm operations.
- At the end of the trial, the researcher is responsible for removing all materials and restoring the area.
- Unclaimed material after the agreed period may be discarded or reused by farm administration without claims.
- Storage of chemicals or biological samples must comply with established safety protocols.

7. Use of Potentially Polluting Substances and Microorganisms

- Any use of chemicals, biological agents, or microorganisms must be authorized.
- Biosafety measures must be implemented to avoid risks to human health and the environment.
- Storage, handling, and disposal must comply with current regulations and safety protocols.
- Discharge of pollutants into soil, water, or air without treatment is prohibited.
- Researchers are responsible for being trained and ensuring the safe handling of such materials.

8. Use of Farm Tools and Equipment

- Machinery cannot be used without prior training and authorization.
- Farm tools and equipment may only be used with prior authorization.
- It is mandatory to record the borrowing and return of tools.
- Tools must be cleaned and returned in good condition after use.
- Any damage or malfunction must be reported immediately.
- Improper or unauthorized use is prohibited.

9. Research and Experimentation

- All projects must have prior approval from management.
- Permanent modifications to the farm are not allowed without permission.

10. Management of Waste from Research Trials

- Each researcher is responsible for proper waste management from their trial.
- A waste management plan must be submitted before starting any experiment generating waste.
- Waste must be classified by type (organic, inorganic, hazardous, etc.) and disposed of in designated areas.
- Chemical or hazardous waste must be treated according to environmental regulations and under farm administration supervision.

11. Environmental Care

- Tree cutting or sample collection is not allowed without authorization.
- Waste must be disposed of properly in recycling and garbage collection points.
- Unauthorized chemicals or fertilizers are prohibited.

12. Coexistence and Respect

- Order and cleanliness must be maintained in all areas.
- Consumption of alcohol and illegal substances is prohibited.
- Respect for flora, fauna, and other farm users is required.

13. Sanctions

- Failure to comply with these rules may result in penalties ranging from warnings to restricted farm access.