



UMD MAES REC Resource Request Form (Please route form electronically for signatures - do not submit manually)

The Resource Request Form aims to inform MAES REC Staff and Faculty of general requirements for projects and to serve as a recordkeeping tool later used for external purposes. Please contact MAES REC Facility Managers and Staff with specific information or additional requirements beyond this form. This form is intended for Crop and Turf Production studies. For studies involving animals, the PI should complete an animal use request form.

Which AGNR Strategic Initiative best describes this study?

General Information	
PI:	Department:
Email:	Facility:
Study Title:	
Briefly describe intended study:	
Duration:	Start Date:
Plot Dimensions/Space Required:	

Facility Requirements – Land Preparation
Please describe required land preparation for the study:
Land preparation:
If other, please specify:
Land prep labor:
If other, please specify:

Facility Requirements – Planting
Please describe the planting requirements for the study:
Planting Equipment:
If other, please specify:
Planting labor:
If other, please specify:

Facility Requirements – Pest Management	
Please describe weed and pest management control strategies:	
Weed control labor:	Pest control labor:
If other, please specify:	
Is there any additional in-season maintenance required? (i.e. trellising, pruning, thinning? Please specify type and frequency:	



Facility Requirements – Fertility and Irrigation	
Please describe fertility plan for the study:	
Labor:	
Does the study require irrigation?	Methods:
	Frequency:
If other method/frequency, please specify:	

Facility Requirements – Harvest	
Please describe harvest requirements for the study:	
Harvest equipment:	
If other, please specify:	
Harvest labor:	
If other, please specify:	

Data Collection
Briefly describe the required data collection of the study:
Data collection labor:
If other, please specify:
Additional Considerations
IT IS THE PI'S RESPONSIBILITY TO ENSURE ANY STUDENTS OR ASSISTANTS WORKING ON THIS PROJECT ARE PROPERLY TRAINED IN REGARDS TO WORKER PROTECTION STANDARDS (WPS) AND HAVE HAD OTHER NECESSARY TRAINING OR CERTIFICATIONS OR PHYSICAL
a) I am in compliance with the above statement:
THE UNIVERSITY OF MARYLAND AND IT'S AFFILICATES RECOGNIZE THE ENVIRONMENTAL DANGER PRESENTED BY NOXIOUS AND NON-NATIVE ORGANISMS. IN THIS, THE PI IS RESPONSIBLE FOR THE INTRODUCTION OF ANY LIVING ORGANISM (PLANT, SEED, FUNGI, BACTERIUM, VIRUS, INSECT, ANIMAL, GMO) WHETHER LIKELY INDIGENOUS OR LIKELY NON-INDIGENOUS TO THE LOCAL ENVIRONMENT, BEING INTORDUCTED TO PLANTS, ANIMALS, SOIL, OR ATMOSPHERE IN THIS EXPERIMENT, BY INOCULATION, SEED INTRODUCTION, INJECTION, RELEASE, DISTRIBUTION, FEED ADDITIVE OR OTHER METHOD.
b) Will you be introducing or studying organisms beyond what could be considered "normal" agricultural production practices? (i.e. "normal" = legume rhizome inoculum, commercial seed, etc., "not normal" = spotted lanternfly trials)
c) If yes, is it possible that the introduction of the organism could potentially cause a significant change to the ecosystem by allowing establishment of new, undesirable, or resistant species?



Additional considerations (cont.)

d) I certify that all appropriate University, MDE/EPA, and MDA guidelines for biosecurity and other applicable guidelines have been followed and verified.

Please elaborate on the biosecurity protocols of the intended study:

Monetary/In-Kind Support

Does the PI have the ability to provide financial support to the center from grants or other available funds?

Does the study align with additional Strategic Initiatives? Select all that apply.

Establish a healthy food system and ensure global food security

Ensure a clean and healthy Chesapeake Bay

Advance innovative, profitable, and sustainable agricultural production systems

Improve human, animal, and environmental health

Optimize urban environments through design, green technology, and community engagement

Signatures:

Date:

Principal Investigator:

Department Chair:

Facility Manager:

Center Director:

Best practices for working on MAES Research and Education Centers

1. The first step in initiating a research project at a farm is to contact the farm manager and discuss your research project with them. This step will ensure that the research can be accomplished as you envision it. The managers can inform you about the characteristics and history of the field where the experiment will be placed, the cropping systems and farm equipment available, farm labor available to provide certain agronomic or horticulture practices required for the experiment, such as irrigation, cultivation for weed control, etc., and resources such as seed, fertilizer, herbicide, etc. that the farm, or you, will need to provide to complete the work.
2. Bring the graduate students or technicians that will be working on the project to the farm to introduce them to the farm manager and show them the experiment.
3. It is advisable (although not required) for you and your students/technicians to contact the farm manager before your planned visit to a Research Farm to make sure that you are able to access your research site. Although it is not common, weather may preclude getting into a field, or agricultural chemicals may have been sprayed and therefore work cannot be conducted in the plots on a particular day. This suggested practice would save you and your students an unnecessary trip to the Research Farm. The contact information of all the farm managers is provided in the attached sheet.
4. When a graduate student is conducting research at the farm, please mentor them on how to work as a team with the farm staff. Conducting field research is a partnership, and the farm managers are a wonderful resource and your "eyes on the ground" during the season. We recognize that most students don't come from farm backgrounds and need education on how to work in that environment.
5. Each experiment needs a Resource Request Form (RRF). Even if two or more related research projects will share a field, each project needs a unique RRF that details its specific requirements and procedures. If your farm research is complicated (i.e., has a lot of unique features that you need to communicate clearly to the farm manager), it might be useful to fill out the RRF with the farm manager to make sure all parties involved with your research are on the same page.
6. Resource Request Forms should be completed by the Researcher only; please refrain from having others complete the form (i.e. students or other employees). The forms require detailed information and should be completed in their entirety. RRFs should be routed for signature as follows: **Principal Investigator, Department Chair, Facility Manager, Center Director.**
7. The Worker Protection Standards (WPS) statement found on the RRF is an EPA law designed to protect employees on farms, forests, nurseries, and greenhouses from agricultural pesticide poisoning and injury. Therefore, WPS training is essential and required prior to the start of any research project and entering any research field. WPS training should be provided annually. Faculty members should be responsible for ensuring their lab members receive training and maintaining documentation of training. This could be as simple as a document signed by the trainee stating they have received the training. WPS training resources may be found at: <https://pesticideresources.org/wps/training/percvids/index.html>

Best practices for Farm Managers

1. Acknowledge receipt of RRF from researchers even if no specific resource requests are made and follow up with questions if appropriate.
2. When possible, reach out directly to researchers if chemical applications/large scale management activities are planned in the next 48 hours for their study fields or neighboring fields during important data collection time windows noted in the RRF. This will decrease situations where time-sensitive research activities with large field crews or specific equipment must be canceled or rescheduled due to planned chemical application/management.
3. The Worker Protection Standards (WPS) statement found on the RRF is an EPA law designed to protect employees on farms, forests, nurseries, and greenhouses from agricultural pesticide poisoning and injury. Therefore, WPS training is essential and required prior to the start of any research project and entering any research field. WPS training should be provided annually. Farm managers should be responsible for ensuring REC employees and interns receive training and maintaining documentation of training. This could be as simple as a document signed by the trainee stating they have received the training. WPS training resources may be found at: <https://pesticideresources.org/wps/training/percvids/index.html>

MAES DIRECTORY
(AS OF 9/2022)

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