

PPM 580: Research and Extension Centers

Responsible Officer:	Director of the REC System
Responsible Office:	Research and Extension Center System Administrative Office
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Scope:	This policy applies to the Research and Extension Centers (RECs) of the University of California's (UC's) Agriculture and Natural Resource (ANR)

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I. POLICY SUMMARY

It is the mission of the University of California (UC), Agriculture and Natural Resources (ANR), Research and Extension Centers (RECs) to advance knowledge and understanding of agricultural and natural resource systems by providing UC researchers and educators with managed and sustainable resources to conduct quality research on high-priority statewide and regional issues; coordinating and consulting with researchers to facilitate the successful completion of approved research projects; extending the results of research; advancing knowledge and understanding of agriculture and natural resource systems; and communicating to the local communities agricultural and natural resource values.

II. DEFINITIONS

- A. Research and Extension Centers:** The office of Research and Extension is the Administrative Office for the REC system, as well as UC ANR's statewide administrative office for coordination and acquisition approval of Federal Excess Personal Property (FEPP). For additional information, contact the FEPP Coordinator (Risk and Safety Services Director) and/or see *UC ANR Policy and Procedure Manual Section 280, Federal Excess Property Program*.
- B. Research Advisory Committee (RAC):** A RAC is established at each of the nine (9) RECs. RAC members are responsible for providing guidance in recommending projects conducted at the RECs. The RAC does not have a reporting relationship to a specific UC authority or office, rather, the RAC works collaboratively with the REC Director. The RAC (in collaboration with the REC Director) is responsible for the evaluation of projects proposed for the subject REC. The RAC evaluates proposed projects principally on the basis of scientific merit and other academic interests (see *UC ANR Policy and Procedure Manual Section 581, Research Advisory Committees (RACs) at the Research and Extension Centers (RECs)*).
- C. Vice Provost of Research and Extension:** The Vice Provost of Research and Extension is responsible for oversight of the REC Directors. The Vice Provost of Research and Extension has overall responsibility for approving all REC operational policies and procedures. The Vice Provost of Research and Extension also bears overall responsibility for resource allocation, including long-term space assignment at the RECs. The Vice Provost of Research and Extension is the arbiter of all disputes that cannot be resolved at the REC level.
- The Associate Director of the RECs will assume all responsibilities listed under the title of Vice Provost of Research and Extension until the position has been filled.
- D. REC Director:** Responsible for the planning and management of the subject REC to provide UC researchers and educators with managed and sustainable resources to conduct quality research and extension programs on approved projects. Provides and promotes coordination and collaboration with campus-based and county-based researchers to facilitate the successful delivery of research and educational programs at the REC. Maintains a strong REC-based local community educational

outreach program. Oversees farming operations; planning, development, operation, and maintenance of the REC facilities and infrastructure; and allocation of the REC's resources.

- E. Resident Academics, Students and Staff:** Resident personnel are assigned to specific RECs by agreement between the program unit and UC ANR. In general, the REC allocates facilities and other resources based on need and availability. The facility space, basic utilities, and facility maintenance is typically provided by the REC. All other resources must be provided by the resident personnel, their program unit, or allocated by the REC Director, with RAC collaboration as appropriate for an approved research project.
- F. Non-Resident Academics, Students and Staff:** Non-resident personnel typically utilize the REC through the RAC process. All program activity on a REC, other than resident personnel in assigned space, will be directly related to a RAC approved project or will require approval from the REC Director.
- G. Project Leader:** A Project Leader is the academic responsible for a RAC-approved project. The Project Leader is responsible for the effective and timely communication to the REC of the requirements of the research project and any changes to a project that would impact REC operations. The Project Leader is responsible for all costs of resources, furnished by the REC, in excess of the resources allocated by UC ANR.

III. POLICY TEXT

A. Use of The RECs

The following are general policies and procedures for use of REC resources. Individual RECs may maintain additional guidelines specific to that REC.

1. Smoke and Tobacco Free Policy

Effective January 1, 2014, all property owned by The Regents of the University of California will be smoke and tobacco free in accordance with the University President's letter of January 9, 2012. Accordingly, as of January 1, 2014, smoking (inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe) and the use of tobacco products (cigarettes, cigars, pipes, water pipes, hookahs, electronic cigarettes, and smokeless tobacco products) are prohibited on the RECs. This prohibition specifically includes all housing on the RECs.

2. REC Owned and Operated Equipment

REC owned and operated equipment will only be used by REC employees. On an exception basis, use by other UC employees (including non-REC UC employees) and/or by non-UC personnel (e.g., contractors, county employees) may be allowed where there is a written REC-specific agreement permitting use by others and addressing coordination of use, safety, preventative maintenance, and operator training. All agreements will be approved and signed by the REC Director in consultation with the Director, Risk and Safety Services.

3. Other UC Owned Equipment

Any UC owned major equipment stored or used outside of resident researcher assigned space should be inventoried in writing to ensure mutual understanding of ownership, allowable and safe use, responsibility for maintenance, appropriate storage, and other pertinent information.

4. Non-UC Owned Equipment

All non-UC owned equipment that is used by REC staff must have a completed Equipment Loan Agreement on file at the REC (reference <https://ucdavis.app.box.com/s/crs48ue21rg7a2znpmm79u4fejx3v8b2>).

5. Multi-User, Shared-Use Facilities

Facilities designated as multi-user, shared-use, are managed to accommodate two or more programs or projects concurrently or on a scheduled basis. If the level of activity warrants, the REC will develop and maintain written local operational practices and procedures for the shared use of that facility. Generally, the operational procedures will require users to schedule their use, share equipment and other resources, and to provide funding and/or other resources. The REC Director will approve (or decline to approve) all space utilization and resource allocation decisions in multi-user and/or shared-use facilities.

6. Dormitory Housing

Several RECs have dormitory-style housing available for short term use.

- a. RECs with dormitories will maintain local, REC-specific written procedures and fee structures governing the use of their dormitories.
- b. The REC Director (or his/her designee) has decision-making authority over management of dormitory-style housing.
- c. Dormitory Housing Operation and Maintenance Costs

Revenue generated from use of REC dormitory housing will be credited to the REC's dormitory account and used for operation and maintenance costs.

7. Residential Housing

Several RECs have residential housing available for longer term use.

- a. RECs with residential housing will maintain local, REC-specific written procedures and fee structures governing the use of their housing.
- b. Occupants shall execute an approved month-to-month lease for each residential housing unit.
- c. Residential housing will be assigned based on the needs of the specific REC and on the following criteria, in order of priority:
 - i. UC academics and/or staff assigned to the REC (does not include graduate students),
 - ii. Other UC-affiliated academics and staff assigned primarily to the REC

where their program accepts financial responsibility for the cost of housing.

In addition, as secondary criteria, housing may be assigned based on

- The length of time an individual has been on the waiting list, and
- The job functions of the individual, as they relate to the need for timely response to critical REC operations (e.g., animal care, physical plant emergencies, etc.).

iii. REC Directors may request exceptions to priorities in writing to the Vice Provost of Research and Extension.

d. Residential Housing Assignment Process

i. Waiting List

Eligible individuals (see above) may make known their request to be considered for available REC housing at any time by addressing a written request (email is acceptable) to the REC Director. If no units are vacant at that time, the REC Office Manager (with oversight by the REC Director) will maintain a list of individuals that have expressed such an interest in housing when none was available (a “waiting list”). Names will be maintained on the waiting list indefinitely, and/or until such individuals withdraw their request, or become ineligible for housing at the REC.

ii. Announcement of Vacancy and Eligibility

When an existing tenant gives notice that they will be vacating housing, and/or when a housing unit becomes available, the REC Director will announce the vacancy to eligible individuals as follows:

- UC academics and staff assigned to the REC (does not include graduate students),
- Other UC-affiliated academics or staff assigned primarily to the REC, including resident researchers associated with a program at the REC, where the program accepts financial responsibility for the cost of housing.

iii. The announcement will be made available for a period of not less than fourteen (14) calendar days, during which period requests for the housing will be received by the REC Office Manager.

iv. When the fourteen (14) calendar day announcement period has passed, the REC Office Manager will present to the REC Director the names of any individuals listed on the “waiting list,” as well as the names of any additional eligible individuals who indicated interest during the announcement period.

v. Review of Requests for Housing and Assignment of Housing

The REC Director will review the names of interested individuals, and

will decide which of them will be offered the opportunity to lease available housing, based on the criteria reflected in Item III.A.7.c. above.

The decision of the REC Director is final.

e. Funding of Residential Housing Operation and Maintenance Costs

- i. Revenue generated from residential housing will be credited to the REC on which the residential housing is located.
- ii. Residential housing operation and maintenance costs will be funded exclusively from the rental income generated by the housing. Such rental income will not be used for any other purpose unless specifically approved, on an exception basis, by the Vice Provost of Research and Extension.

8. Decommissioning of Housing

Dormitory and residential housing that cannot be managed in a cost effective manner, and/or that is no longer adding value to the REC's mission will be decommissioned.

9. Meetings and Tours

REC-specific meetings and tours shall be approved in advance by the REC Director or designee.

10. Community Outreach

The REC Director is responsible for ensuring coordination of community outreach programs at the REC. This may include, but is not limited to, field days, tours, and interaction with local schools and civic groups.

B. Access to the RECs – General

1. Each REC is responsible for the health and safety of all persons on REC property, and for the security of the site. All academics, staff, and visitors (including visiting faculty and graduate students) are responsible for adhering to UC, ANR, and REC-specific safety policies, procedures, and training.
2. Persons requesting access to a REC shall obtain the REC Director's (or designee's) advance approval, with the exception of the following:
 - a. Resident academics, staff and students.
 - b. Project Leaders, their staff and students. Project Leaders shall notify the REC in advance of when they intend to be on-site.
 - c. Guests of resident academics and Project Leaders. All guests are required to register at a designated location at the REC and be accompanied by the Project Leader or other REC-approved designated personnel.
 - d. Guests at a scheduled and approved activity, while under the supervision of the activity sponsor or when the activity is restricted to a meeting room area. All guests are required to register at a designated location at the REC.

3. All UC employees, UC students, and other non-UC affiliated individuals that are not REC employees or resident personnel, but who are working on projects or other on-site activities, shall be under the supervision of a resident academic, resident staff or Project Leader. The REC Director shall be notified at least twenty-four (24) hours in advance of any non-resident UC employees and/or students who will be working at the REC. The notification shall, at a minimum, include supervisor's name, location of work, project or other approved activity, purchase order or other appropriate documentation (if applicable), and duration of their presence on-site.

C. Access to the RECs – Employee Organizations

1. The California Higher Education Employer-Employee Relations Act (HEERA) permits UC to establish reasonable procedural requirements for access to designated UC workplaces by employee organizations. UC ANR is committed to fulfilling its obligations under HEERA and to giving employee organizations reasonable access to designated workplaces on the RECs.
2. HEERA also provides employee organizations the right to use REC general-purpose bulletin boards and/or REC employee mailboxes.
3. Appendix I lists the procedural requirements by which employee organizations may access the RECs. Employee organizations may exercise their HEERA rights within the parameters of these procedural requirements. These requirements shall not be interpreted or applied in a manner disruptive to or causing interference with the normal and/or safe operation of the RECs. Individual RECs may establish additional written local access procedures necessary to ensure the normal operation of the REC as long as the local procedures are congruent with existing HEERA requirements.
4. Although the procedural requirements described in Appendix I apply to all employee organizations, collective bargaining agreements may contain provisions that modify or supersede parts of the Appendix I requirements. When a collective bargaining agreement is silent, these Appendix I requirements shall apply. When the agreement and Appendix I conflict, the language of the collective bargaining agreement shall control.
5. The procedural requirements for REC access listed in Appendix I apply to:
 - a. All employee organizations. An "employee organization" is one that includes UC employees and that exists, in whole or in part, for the purpose of representing employees in grievances, collective bargaining, or disputes with management.
 - b. All persons who are authorized to act on behalf of an employee organization. The term "employee organization representative" includes those who are employed by UC and those who are not.
 - c. References to Employee and Labor Relations refer to the UC ANR Human Resources unit.

D. Agricultural Commodity Disposal

1. Sales

Agricultural commodities are produced for research and extension purposes only. This may include commodities required for an approved research project, rotation crops, crops required to return the field to a uniform condition suitable for research, and crops and animals necessary to maintain a research-specific environment. In general, all marketable agricultural commodities should be sold if the potential sales revenue exceeds the cost of harvest and marketing. The REC Director shall decide whether or not to market a crop. Where possible, the REC Director should maximize farming income without substantial impact to the support of approved research projects. Farming income includes the proceeds from the sale of crops, animals, animal byproduct, and other commodities. All income from the sale of agricultural commodities shall be collected annually and redistributed to RECs by the Office of the Vice Provost for Research and Extension.

2. Release of Propagation Materials

Propagation materials, any part of a plant or animal used for multiplication or increase of the plant or animal (sexual and asexual methods for vegetation), will only be given away, bartered, or sold in consultation with the Project Leader and REC Director.

3. Disposal of Mature Trees or Vines

No mature trees, vines or other perennial crops will be removed unless and until the REC Director determines that they are not needed for further research. The RAC will review and make a recommendation to the REC Director on the removal of viable perennial plantings. Appropriate Project Leaders and departments will be notified of planting availability before removal.

4. Upon receipt of the RAC's recommendation, the REC Director will make the final decision on all agricultural commodity disposals. Any exceptions to this Policy must be approved by the Vice Provost of Research and Extension.

E. Research with Pests, Pesticides and Recombinant DNA Materials Requiring Special Permits and Approvals

Any planned release or field trial of any materials that require special Federal, State, or local permits or approvals shall be clearly identified in the Research Project Proposal. The REC Director and the RAC shall review the requirements to insure that appropriate approvals have been obtained. The REC Director and Project Leader are responsible to verify that all permit and approval conditions are followed. No research or extension activity shall be initiated until final approvals and authorizations have been obtained and copies of permits and relevant operational procedures are provided to the REC Director. The Project Leader is responsible to ensure that all personnel working on a project that is subject to a permit or authorization are trained in the specific permit requirements or conditions. It is the Project Leader's responsibility to ensure that permits or authorizations are renewed or extended prior to their expiration and that the permit or authorization is amended by the authorizing agency if project conditions change. During and at the conclusion

of a project, the Project Leader is responsible for removing or properly disposing of any residual or waste pesticide/recombinant DNA materials. See *UC ANR Policy and Procedure Manual Section 281, Policy on Pesticides and Related Chemicals: Use and Experimentation* for procedures related to experimental use of pesticides.

F. Research with Chemical or Radioactive Materials

Any use or storage of chemical or radioactive materials in the course of conducting research shall be clearly identified in the Research Project Proposal. The REC Director and the RAC shall review the requirements to ensure that appropriate approvals have been obtained and verify that the REC has appropriate facilities and procedures to safely conduct the research activities. Project leaders using chemical materials shall conform to the REC's established Chemical Hygiene Plan or a project-specific Chemical Hygiene Plan. The Project Leader shall maintain a current chemical inventory and notify the REC Director of any chemicals they bring to a REC.

- G.** Projects involving the use of chemical carcinogens must be also reviewed and authorized by a campus carcinogen safety program. Use of radioactive materials, including sealed sources in equipment such as hydroprobes, requires a campus Radiation Use Authorization (RUA) and training for project personnel. At all times, the Project Leader is responsible for safely removing any unwanted chemicals and radioactive materials and for proper and timely disposal of chemical or radioactive wastes. A template Chemical Hygiene Plan and waste guidelines are available on the UC ANR Environmental Health and Safety website.

H. Research with Biohazardous Materials

Research activities that require use of biohazardous materials shall be clearly identified in the Research Project Proposal. The REC Director and the RAC shall review the requirements to insure that appropriate approvals have been obtained and verify that the REC has appropriate facilities and procedures to safely conduct the research activities. Any storage, use, or research of biological materials that requires Biosafety Level 2 or higher level of protection is prohibited at a REC unless the Principal Investigator first obtains approval from a campus Institutional Biosafety Committee (IBC). If campus IBC review does not appear to be appropriate, contact UC ANR's office of Environmental Health & Safety for further instruction before use of biological materials requiring protection of Biosafety Level 2 or higher.

I. Research with Vertebrate Animals

Research activities that require use of vertebrate animals shall be clearly identified in the Research Project Proposal. The REC Director and the RAC shall review the requirements to ensure that appropriate approvals have been obtained and verify that the REC has appropriate facilities and procedures to safely conduct the research activities. Any research or extension activity involving live vertebrate animals shall conform to the REC's standard animal use and care protocols or shall obtain an approved protocol for animal care and use from the appropriate campus or REC animal care and committee as detailed [here](#). No research or extension activity shall be initiated until such protocol has been approved and a copy is provided to the

REC. Noninvasive observation of wild animals in their natural habitat is exempted from this requirement.

IV. COMPLIANCE / RESPONSIBILITIES

See above item II, *Definitions*.

V. PROCEDURES

See above item III, *Policy Text*.

VI. RELATED INFORMATION

- [UC ANR Policy and Procedure Manual Section 580, Appendix I, Procedural Requirements for Employee Organization Access to the Research and Extension Centers.](#)
- [UC ANR Policy and Procedure Manual Section 580, Appendix II, UC ANR Research and Extension Center \(REC\) Access Violation Report](#)
- [UC ANR Policy and Procedure Manual Section 280, Federal Excess Property Program](#)
- [UC ANR Policy and Procedure Manual 281, Policy on Pesticides and Related Chemicals: Use and Experimentation](#)
- [UC ANR Policy and Procedure Manual Section 282, Control of Biohazards and Biological Materials in Research](#)
- [UC ANR Policy and Procedure Manual Section 581, Research Advisory Committees \(RACs\) at the Research and Extension Centers \(RECs\)](#)
- [UC Office of the President, Research Policy Analysis and Coordination Chapter 3: Environmental Health and Safety](#)
- [California Department of Public Health Center for Environmental Health](#)
- [UC ANR Environmental Health & Safety Website](#)
- [UC ANR Human Resources](#)

VII. FREQUENTLY ASKED QUESTIONS

Questions may be directed to the [Administrative Policies and Business Contracts Director](#) for inclusion in future iterations of this policy.

VIII. REVISION HISTORY

June 2014:

Version of Section 580 of the UC ANR Administrative Handbook supersedes the earlier March 25, 2010 version.

The Section was reformatted per the UC policy template standard.

Item No. III.C., *Access to the RECs – Employee Organizations* and Appendix I, *Procedural Requirements for Employee Organization Access to the RECs* were added to the Section.

A number of minor changes were made to update the Section (e.g., corrected web links, corrected titles, etc.).

May 2016:

Changes to title: Associate Director deleted

November 2017:

Format updated.

September 2019:

General Changes (title, contact information, etc.) and for clarity and consistency.

August 2022:

General Changes (title, contact information, format, etc.).