

PEE DEE RESEARCH AND EDUCATION CENTER (PDREC)

LAND USE COMMITTEE GUIDELINES

Revised December 2016

Composition of the Land Use Committee

- Members of the Committee are: the Director, the Farm Manager, and three resident (tenure- or non-tenure track) scientists and/or extension associates (i.e. the faculty members) of PDREC.
- The faculty members are appointed by the Director and serve a 3-year term. The Director can reappoint any faculty member for additional 3-year terms.
- The current Committee includes
 - Dr. Matthew Smith (Chair; PDREC Director)
 - Jimmy Farmer (Farm Manager)
 - Rick Boyles (2017-2019)
 - JC Chong (2015-2018)
 - Ben Fallen (2015-2017)

Responsibilities of the Land Use Committee

- The Committee is responsible for reviewing field assignment requests.
- The Committee can provide consults and recommendations to individual faculty and collaborators in the stewardship of the assigned fields.
- The Committee has the authority to terminate field assignment to individual projects before the projected end date if deemed appropriate by the committee due to poor management, lack of stewardship, or other activities that negatively impact the resources at the PDREC.

Procedures for Requesting Field Assignment

- Eligibility: Resident tenure- or non-tenure track scientists and extension associates at PDREC (i.e. the faculty), faculty from Clemson University's on-campus and off-campus locations, and collaborators of these faculty are eligible for requesting research or demonstration fields at the PDREC.
- Requests for annual crop research and demonstration fields:
 - Winter crop
 - The Committee shall inform eligible faculty by the beginning of September the opening of field assignment request for winter crop research and demonstration projects. A current field map will accompany the announcement.
 - The faculty shall inform their potential collaborators and other interested Clemson University faculty of the opportunity for field assignment and the review process.
 - The deadline for submitting the completed Field Request Form to the Farm Manager is usually in mid-September.

- The committee will meet along with those requesting land to determine the most appropriate means of assigning land that has been requested.
- From time to time requests will occur outside of the normal schedule above. In these instances the committee will meet to discuss how to handle these requests. There is no guarantee of securing land if requests are made outside of the normal land allocation schedule.
- Summer crop
 - The Committee shall inform eligible faculty by the beginning of January the opening of field assignment request for summer crop research and demonstration projects. A current field map will accompany the announcement.
 - The faculty shall inform their potential collaborators and other interested Clemson University faculty of the opportunity for field assignment and the review process.
 - The deadline for submitting the completed Field Request Form to the Farm Manager is usually in mid-January.
- Following receipt of land requests, the committee will meet along with those requesting land to determine the most appropriate means of assigning land that has been requested.
- From time to time requests will occur outside of the normal schedule above. In these instances the committee will meet to discuss how to handle these requests. There is no guarantee of securing land if requests are made outside of the normal land allocation schedule.
- The Director, informed by these guidelines and the recommendations of the Land Use Committee, makes all land assignments.
- Requests for perennial crop or long-term research and demonstration fields:
 - Eligible faculty and collaborators may request field assignments for multiple-year research and demonstration projects on perennial crop production and maintenance (including but not limited to turfgrass, ornamental plants and bioenergy crops), field management practices (including but not limited to conservation tillage, soil health and water quality), or other long-term projects.
 - Requests for long-term field assignment shall be accompanied by a research proposal, a Hatch project proposal or the scope of work. The documents shall be submitted to the Director and Chair of the Committee in advance of proposal submission.
 - Long-term field assignments are made on a 3-year basis. If a longer term is needed, the projected end date should be clearly indicated on the Field Request Form.
 - Long-term field assignments may be renewed before the end of approved term. A new Field Request Form and supporting documents should be submitted in advance of proposal submission.
 - When long term requests are made, they need to be accompanied by documentation of funding available to support this work for the term of the study.
- Field Request Form
 - All annual and long-term field assignment requests shall be submitted through the Field Request Form. Multiple field requests associated with one faculty should be entered on the same form.
 - The following information shall be provided on the Field Request Form:
 - Name of the requesting faculty or collaborator. The affiliation of non-Clemson University collaborators and their supporting Clemson University faculty should be indicated on the form.

- Numbers of the fields. The numbers are indicated on the field map send out with the announcements of the opening of winter/summer field assignment request.
 - Portion (% , acre or specific section) of the field needed.
 - A brief project title and Clemson University's project number (if known).
 - The crop that will be grown in each requested field.
 - The projected start and end dates of the project. The end date should include time needed to harvest or destroy the crop and remove field implements and other supplies.
 - Indicate the priority of irrigation (high priority, medium priority, low priority, no irrigation need).
 - If request is made for multiple fields, rank the priority of the fields (high, medium or low).
 - A brief description of the projects and special requests. This description includes, but not limited to
 - Elaboration of information requested in the Field Request Form;
 - Elaboration on the equipment and implementations needed;
 - The presence or absence, as well as infestation level, of any pests (diseases, weeds, insects, nematodes);
 - The crops grown (or not grown) in previous seasons or assignments;
 - Soil type, pH and fertility level;
 - Specific procedure, requirements or restrictions on crop harvest or residue management;
 - If and when the fields will be used for field days, grower meetings, demonstrations, or other functions; and
 - The organizer(s) of field days, grower meetings, demonstrations or other functions.
 - A brief description of the number of farm crew needed, the time they are needed, and their expected duties or involvement;
 - Funding sources to be charged for work that is outside the normal scope of operation.
 - Indicate if variable fertility rate should be applied to the assigned fields; and
 - Any additional comments to the Committee.
- Assignments of crop production fields:
 - Assignment of research and demonstration fields will be given priority over fields for crop production and revenue generation.
 - The Farm Manager may use fields or portions not assigned for specific research and demonstration projects to grow crops for revenue.
 - The Farm Manager is not required to submit a request for assignment of production fields.
 - All crops associated with studies not harvested as part of a study may be harvested by the Farm Manager for the purpose of generating revenue in support of station of operations.

- Fields not eligible for assignment:
 - Forest and swamp lands (requests for use of forested land for experiments that do not involve permanent clearing and land conversion may be considered by the Committee after the requests have been reviewed by the Director of PDREC and Clemson University’s forester);
 - Designated resource conservation borders, buffers, etc., and environmentally sensitive areas; and
 - Outdoor Education Trail.

Procedures for Reviewing Field Assignment Request

- The Committee reserves the right to reject any field assignment request. If a request is rejected, the Committee will provide the requester with rationale for rejection.
- Review of annual crop field requests:
 - The Farm Manager shall collect all Field Request Forms and the Committee will provide the first round of review.
 - The Farm Manager makes preliminary field assignments to requests that do not conflict with other requests.
 - The Director and Chair of the Committee will call for meetings of faculty by the end of September (winter crop cycle) and January (summer crop cycle), during which the faculty will review the preliminary field assignment and resolve conflicting field requests. Faculty who cannot attend the meeting will be supplied with the same preliminary field assignment and given an opportunity to review and provide comments to the Committee.
 - The Farm Manager will generate a field assignment map after all requests have been accounted and conflicts have been resolved. The Farm Manager will then send the field assignment map to faculty for review.
 - With no objection from the faculty, the Committee shall approve the field assignment map by votes.
- Review of perennial crop or long-term field requests:
 - The Director will present the long-term field assignment request to the Committee for review. The Committee reserves the right to reject any field assignment request.
 - If additional information is needed, the Committee can call for a meeting with the requesting faculty or collaborator.
 - When all issues are resolved or questions answered, the Committee shall approve the long-term field assignment by votes.

Conditions of Use

- Faculty and collaborators who wish to be assigned research fields shall agree to these Conditions of Use. Failure to adhere to the Conditions of Use will result in termination of field assignment (see Termination of Field Assignment).
- Supporting faculty is responsible for his/her collaborator’s failure to adhere to the Conditions of Use.
- Any changes to the experimental design, field preparation or production needs after the fields have been assigned should be communicate (in writing) to the Committee.

- Faculty and collaborators shall maintain records of the experimental procedures and production practices performed on the assigned fields (particularly herbicide application that could impact crop rotation or future field assignment), and make the records available to the Committee when requested. The records may be used in future field assignment reviews to meet specific requirements or conditions of individual scientists or collaborators.
- Faculty and collaborators shall be good stewards of the lands assigned to them. Stewardship activities include (but not limited to) nutrient and pH management, residue management, crop rotation, irrigation and water management, erosion control, and other cropping practices implemented by the Farm Manager and the Director. The ultimate goal of stewardship is to improve the quality of the land.
- To encourage good cropping and fertility practices, PDREC will pay for soil analyses and the application of lime. The farm crew will take the soil samples before January 1st of each year.
- Costs of purchasing fertilizer, fencing, and other supplies for individual assigned fields are to be paid by the individual projects. Appropriate funding sources to be charged should be submitted when land is allocated.
- Faculty and collaborators are responsible for removing all fences, flags and other implements in their assigned fields at the end of the projects. Faculty and collaborators should coordinate with the Farm Manager to remove the implements if project staff is not available.
- Faculty and collaborators are responsible for destroying any standing or unharvested crops in their assigned fields at the end of the projects. Faculty and collaborators should coordinate with the Farm Manager to destroy the crops if project staff is not available. The Farm Manager can destroy the crops after the project end date (as indicated on the Field Request Form) if prior request for coordination or assistance has not been received.
- A project that has been assigned a dedicated irrigation system shall pay at least 50% of all routine maintenance costs of the system, which include but not limited to replacement of nozzle, hoses, and other parts. Appropriate funding sources to be charged should be submitted when land is allocated.
- Farm crew shall assist individual projects in field preparation, planting and maintenance if requests are made during the field assignment request process or in advance to the Farm Manager.
- All crops grown on the fields are considered the property of PDREC. The revenue from sales will be put into the PDREC revenue account.

Termination of Field Assignment

- Field assignments will be terminated at the conclusion of the experiments or after the harvest of the crops. Faculty members and collaborators are required to make requests for field assignment each year (see Procedures for Requesting Field Assignment).
- The Committee can terminate annual or long-term field assignments before their projected end date when
 - Conditions of Use are not met;
 - Good production practices (including those implemented by the Director and Farm Manager but not listed in the Conditions of Use) are not followed;
 - The scientists or collaborators deliberately ignore repeated recommendations or requests from the Farm Manager, the Director or the Committee to adhere to the Conditions of Use or follow good production practices; or

- Illegal activities by faculty, collaborators and their employees have been reported and documented on the assigned fields.
- Termination process may be initiated (with justification) by any Committee member and must be reviewed and approved unanimously by the Committee.
- The Director and Chair of the Committee, shall inform (in writing) the affected faculty and collaborators of the Committee's intention to terminate field assignment. The affected faculty or collaborators will be given 30 days to respond (in writing) to the notice. A meeting among the affected faculty, collaborators and the Committee shall be held within 30 days of the notice to discuss and resolve the issues leading to termination.
- The Committee shall vote on the termination of the field assignment within 15 days of the meeting with the affected faculty and collaborators. The affected faculty or collaborators will be informed of the Committee's decisions within 7 days of the vote.
- The Committee reserves the right to restrict or sanction the eligibility of faculty, whose field assignment was terminated, in future field assignment requests.
- All fields where assignments have been terminated will be returned to the pool of available fields.
- Faculty and collaborators, in coordination with the Farm Manager, will remove and dispose of crops and implements from assigned fields at the project's termination.

Revision of the Land Use Committee Guidelines

- The Land Use Committee Guidelines shall be revised as needed or when requested by any resident tenure- and non-tenure track scientists and extension associates of PDREC.
- Revision shall be conducted by the current Land Use Committee.
- Revision of the Land Use Committee Guidelines shall be reviewed and approved by the resident tenure- and non-tenure track scientists and extension associates of PDREC, the Director of PDREC, and administrators of the Clemson University Experiment Station and Public Service Activities.

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FIELD REQUEST FORM

(See the next page and the Land Use Committee Guidelines for information that should be included in this form)

Name of requester: _____

Field #	Portion of field needed	Project title and project number (if known)	Project start and end dates	Crop	Need for irrigation	Priority for assignment
Total acreage						

A brief description of the experiments and special request for each field:

Farm Crew involvement and duties:

Are variable fertility rates needed? Yes ___ No ___

Additional comments:

Per the Land Use Committee Guidelines, the following information should be included (when applicable) on the Field Request Form.

- Deadline for submitting the Field Request Form:
 - Winter crop: Submit to the Farm Manager by date requested on solicitation email.
 - Summer crop: Submit to the Farm Manager by date requested on solicitation email.
 - Perennial crop or long-term project: Submit to the PDREC Director before proposal approval.
- Completing the Field Request Form
 - All annual and long-term field assignment requests shall be submitted through the Field Request Form. Multiple field requests associated with one faculty should be entered on the same form.
 - The following information shall be provided on the Field Request Form:
 - Name of the requesting faculty or collaborator. The affiliation of non-Clemson University collaborators and their supporting Clemson University faculty should be indicated on the form.
 - Numbers of the fields. The numbers are indicated on the field map send out with the announcements of the opening of winter/summer field assignment request.
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 - Any additional comments to the Committee.