

**University of Illinois**  
**Crop Sciences Research and Education Center**

**Terms of Service**

- 1) **All posted rates are for University of Illinois researchers only. Do not share pricing with external entities.**

**Responsibilities**

Researcher (including faculty, research staff and students):

- 1) Researchers are responsible for timely, clear communication about their research needs to the REC staff. **Lack of planning on the part of the PI will not constitute an emergency for the staff.** If you anticipate changes in your needs, please have that conversation ahead of time.
- 2) Researchers are responsible for monitoring, scouting, and notifying REC staff of work to be done in assigned fields and providing maps when appropriate.
- 3) Keep the staff updated on the progress of your project (e.g. let the staff know if you are not planning on using the entire field assigned to you (if not, REC staff will plant fill there)).
- 4) Researchers and staff should record inputs and pesticide applications to fields.
- 5) Researchers are responsible for marking fields clearly to delineate plots, planting dates, or projects with different protocols. Please use bicycle flags, or other high-visibility marking supplies.
- 6) Work **cannot** be done immediately unless it is a safety concern. Provide task priority and specifics ideally 3 days before activity is desired to occur. Longer lead times are better since weather or other factors may cause delays.

REC Staff:

- 1) REC staff will implement work orders in a timely, professional manner, following user specifications.
- 2) REC Staff are responsible for maintaining records of field work performed.
- 3) REC Staff (while scouting and checking on fields) may observe a problem and recommend a treatment option.
  - a) For example, a flush of weeds is observed. REC Staff will contact the Researcher explaining the observation with a recommended herbicide application. If the recommendation is accepted by the Researcher the rescue application will be added to the work order. (2<sup>nd</sup> POST application will be covered by the department if researcher has followed best management practices.)
- 4) REC Staff will notify the Researcher prior to adding activities/products to existing work orders.

**Making Land Requests**

- 1) Submit your work order through the designated survey system during the submission period. Please note that work orders received after the submission period ends must be discussed with the Department Head to receive approval. Field assignments are the purview of the REC staff; they will accommodate PI field preferences as possible.
- 2) Projects that need services provided by the REC staff and are to be managed separately will each need their own WO. For example, a field will have a corn and soybean plot, two WOs need created since chemical packages will be different for each plot. If the research group will be managing all

the activities in the plot one WO may be needed. Please contact the responsible land manager on how the WO should be filled out.

- 3) When making land requests, final dimensions do not need to be precise but maximum potential area for a project should be requested. The REC staff will accommodate your project with the available land.
  - a) Fields vary in size and dimensions and finding the best field for the trial is the goal.
  - b) Once the field trial dimensions are finalized or trial has been planted, contact the farm manager or REC director to update dimensions. Field maps are recommended to be uploaded to the work order system. Specific subplot information is not needed.
- 4) If pre-commercial germplasm will be included in a study, please upload the APHIS documentation.

### **Charges**

- 1) The REC will bill in March after the work order is submitted, and then monthly for any additional services after that. Additional charges for lost crop yield:
  - a) Fields that require: a special soil fertility draw down, non-CS crop destruction, or reserved outside normal best management practices will be assessed at 90% average grain yield from prior year with the plot fees and grain yield subtracted.
  - b) Example 1: Low nitrogen field. During the draw down “fill” years the difference between the farm average and the yield off the fields will be charged.
  - c) Example 2: Crop destruction fee assessment. Grain spot price – service fee = charge for crop destruction on fields where destruction was not expected (e.g., adjacent fields affected by gene flow, but not included in buffer zone for transgenic crops).
- 2) Damage
  - a) Fields that are damaged due to weather will be charged for services rendered up to the point of cancellation. The fields will be turned over to the REC to manage as fill acres.
  - b) Fields damaged by a Researcher will be charged for the field if the error could not be easily remedied (i.e. crop was able to recover, or new field assignment found). Replant would be a case-by-case situation depending on the situation.
  - c) Submit a Field Damage Report for field damaged by weather or human error. This will help identify areas of improvement.
- 3) Discovery/Observational Charge
  - a) 25% of land fees or field acres will be charged for access to the entire field managed by REC Staff with no additional service fees applied. REC Staff will manage the field in accordance with best management practices.
  - b) Plot treatments are prohibited to preserve the uniformity of the field for the following year.
  - c) If a field requires being split in half standard plot fee rates will apply.
  - d) There will be no “discovery” fee charged for winter trials if they do not extend beyond April 1<sup>st</sup>.
- 4) Minimum Charge
  - a) Services will have a minimum of 1 acre charged for the activity even if the trial is smaller than 1 acre. This will account for the time and labor needed to prepare for completing the service. Land fees will be assessed by area used.

### **Regulated/Multi-Study/ Fields**

- 1) Fields with multiple studies will be marked with bicycle flags to delineate plots, planting dates, or projects with different protocols by Researchers.

- 2) Fields with different groups in a field will be marked with bicycle flags to delineate plots, planting dates, or projects with different protocols by REC Staff.
- 3) Fields with regulated material need to be marked with RED bicycle flags on the exterior of the field and spray painting of affected plants.
  - a) Work orders that deal with regulated material will be outlined in red. **USDA regulations and permit shall be uploaded for each field prior to planting.**
- 4) Dicamba is prohibited for use on any field other than for plot research. Prior to spraying plots, fields next to the plot need to be notified 48 hours in advance by the individual or group doing the spraying.

**Equipment Use**

- 1) Research technicians and students may be allowed to use designated farm equipment at an hourly rate pending proper safety and equipment training.
  - a) Equipment and property damaged will be charged to Researcher.

**Borders, Fill Seed, and Buffers**

- 1) Border and fill seed can be picked up from REC Staff. Early RMs are available allowing early field access.
- 2) Borders and buffers planted by Researchers will not be charged. Plot dimensions should be noted in the “Land Request” to properly calculate fee area. If this is not done, the whole field will be charged.
  - a) Buffers are recommended to protect research plots.
  - b) Buffers are also recommended to verify planter is functioning properly.
  - c) Below are sample field layouts.

Blue-Fill crop (REC Staff manages)

Green-Rented field space by researcher. This will be the area accounted for land fees.

Red-Fill planted by researcher (no charge)

