# **Checklist - Hemlock Sapling Potting**

This document lists the equipment and supplies needed for hemlock sapling potting projects. Except items marked with an asterisk, all materials listed are to be provided by the project sponsors/leaders.

Volunteers are responsible for their own personal protective equipment (PPE), including face coverings, long pants, long sleeved shirt, sturdy footwear with socks, and jacket or rain gear as needed. Project sponsors/leaders are responsible for verifying PPE.

Volunteers under the age of 18 must bring a permission form signed by a parent or guardian. If the project will extend over lunch time, all volunteers should bring their own sack lunches and drinks.

Note that this activity may occur in conjunction with a sapling rescue or separately. It normally takes place outdoors and may or may not be near a building where there is access to water and restroom. The usual arrangement is to have **two tables** to set up **four potting stations**, each equipped with the materials listed.

#### General:

- Permission from property owner/manager where potting will take place
- Map, directions, gate code (if any) for meeting place and work site
- Cell phone, volunteer list & phone #s
- Signed permission forms for minors
- Adult sign-in/liability waiver forms on clipboard with pen
- Name tags & permanent markers
- Bathroom tissue & folding trowel if no restroom
- Snacks & bottled water for volunteers
- First aid kit & manual
- Emergency phone #s & locations
- Camera (optional)

- SGH directional signs & SGH at Work signs
- Mallet & spike for signs
- Insect repellant, sun screen & flying insect spray
- Extra garden gloves & face masks
- Hand sanitizer, hand towels, trash bag, clean-up rags
- Wheelbarrow to transport heavy stuff (like soil containers and water jugs)
- 2 6-foot folding tables
- 2 tarps to cover the 2 tables
- 2or 3 tarps or landscape cloth with bungees or tie-downs for transporting potted saplings if not in enclosed cargo area of vehicle
- Project management instructions for project leader
- Illustrated sapling potting instructions for volunteers
- SGH rack cards for volunteer & passers-by

#### Supplies for potting station 1:

- Large tub (36 gallons) of native soil brought from digging site
- Large tub (36 gallons) for mixing soil amendments
- Large tub for final potting mix
- 3 shovels for mixing potting soil
- Planting pots of various sizes
- Baggies of soil additive mix:
  - Container of Espoma Hollytone fertilizer
  - o Container of Ironite
  - Container of Soil Moist water retention granules
- 2 trowels for filling pots 1/3 full

### Supplies for potting station 2:

- Freshly dug saplings in bags with their original dirt
- 2 trowels for topping off final potting mix in pots

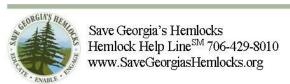
## Supplies for potting station 3:

- Bamboo stakes
- 2 hand pruners for cutting stakes and pruning trees
- 2 rolls of velcro tape
- 2 scissors

#### Supplies for potting station 4:

- Several gallons of fresh water or access to hose / faucet
- Several 1-gallon jugs with pouring spouts for initial watering mix ini heavy-duty milk crate
- Initial watering mix additives:
  - Miracle Grow Root Starter
  - o Imidacloprid (one of 3 formulation options)
- Black towel to protect watering mix from sunlight
- Plastic grocery bags & trash bag
- Clean-up rags

#### See next page for budget information.



**Budget Information for Potting Saplings** 

		Amt	Unit	Ext Cost	
Consumable Supplies	Unit	Needed	Cost	per Tree	Comment
Saplings - rescued	24 trees	24 trees	\$0.00	\$0.00	Between 1 and 3 feet tall
Soil amendments:					A 36-gallon tub of soil amendments mixed
- top soil	bag 2 cu ft	1 bag	\$2.00	\$0.08	as indicated in the project management
- Nature's Care compost / humus	bag 2 cu ft	1 bag	\$4.00	\$0.17	instructions (1/2 bag each ingredient) is
- Mr. Natural Woodland Soil Mix	bag 2 cu ft	1 bag	\$11.00	\$0.48	usually enough to pot 24 saplings in 1-gallon
- Mr. Natural Worm Castings	bag 2 cu ft	1 bag	\$9.00	\$0.38	pots.
Soil additives mix in baggies:					
- Ironite granules	bag 15 lb	1 lb	\$19.00	\$0.01	
- Espoma Holly Tone	bag 8 lb	1 lb	\$12.00	\$0.02	1 tsp of each additive per 1-gallon pot
- Soil Moist water retention	packet 8 oz	1 packet	\$12.00	\$0.25	There are 96 tsp in a pound.
Initial watering mix:					Each gallon of initial watering mix prepared
- MiracleGro Quick Start	bottle 32 oz	1 bottle	\$10.00	\$0.63	as indicated in the project management
					instructions (2 oz $QS + 4$ oz Bayer) is usually
- Bayer Advanced Tree & Shrub	bottle 32 oz	1 bottle	\$20.00	\$2.50	enough for 8 saplings in 1-gallon pots.
Staking:					2 packs are needed for 24 saplings
- Bamboo stakes 6' long	6-pack	2 packs	\$4.00	\$0.33	each stake 3' long
- Velcro tape	Roll 50 ft	1 roll	\$4.00	\$0.05	1 roll is usually enough for 75 saplings
			\$107.00	\$4.90	
					Refreshments
Miscellaneous:					Also scotch tape & planting/care
					instructions if saplings are being prepared
					for adoption

Since you can only buy the above items in their minimum quantity, the **initial purchase cost** for materials needed to pot 24 1-gallon saplings is about \$107.00.

The **actual cost of materials used** to pot 24 1-gallon saplings is about \$4.90 per tree.

SGH typically takes responsibility for all expenses except refreshments.