

# 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.

<p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Permission from property owner/manager where potting will take place</li> <li>• Map, directions, gate code (if any) for meeting place and work site</li> <li>• Cell phone, volunteer list &amp; phone #s</li> <li>• Signed permission forms for minors</li> <li>• Adult sign-in/ liability waiver forms on clipboard with pen</li> <li>• Name tags &amp; permanent markers</li> <li>• Bathroom tissue &amp; folding trowel if no restroom</li> <li>• Snacks &amp; bottled water for volunteers</li> <li>• First aid kit &amp; manual</li> <li>• Emergency phone #s &amp; locations</li> <li>• Camera, walkie talkies (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• SGH directional signs &amp; SGH at Work signs</li> <li>• Mallet &amp; spike for signs</li> <li>• Insect repellent, sun screen &amp; flying insect spray</li> <li>• Extra garden gloves &amp; face masks</li> <li>• Hand sanitizer, hand towels</li> <li>• Wheelbarrow to transport heavy stuff (like soil containers and water jugs)</li> <li>• 2 6-foot folding tables</li> <li>• 2 tarps to cover the 2 tables</li> <li>• 2 or 3 tarps with tie-downs for transporting potted saplings if not in enclosed cargo area of vehicle</li> <li>• Illustrated sapling potting instructions for volunteers</li> <li>• SGH rack cards for volunteer &amp; passers-by</li> <li>• Clean-up rags and trash bag</li> </ul>
<p><b>Supplies for potting station 1:</b></p> <ul style="list-style-type: none"> <li>• Large tub (36 gallons) of native soil brought from digging site</li> <li>• Large tub (36 gallons) for mixing soil amendments</li> <li>• Large tub for final potting mix</li> <li>• 3 shovels for mixing planting soil</li> <li>• Planting pots of various sizes</li> <li>• Baggies of soil additive mix:             <ul style="list-style-type: none"> <li>○ Container of Espoma Hollytone fertilizer</li> <li>○ Container of Ironite</li> <li>○ Container of Soil Moist water retention granules</li> </ul> </li> <li>• 2 trowels for filling pots 1/3 full</li> </ul> <p><b>Supplies for potting station 2:</b></p> <ul style="list-style-type: none"> <li>• Freshly dug saplings in bags with their original dirt</li> <li>• 2 trowels for topping off final potting mix in pots</li> </ul>	<p><b>Supplies for potting station 3:</b></p> <ul style="list-style-type: none"> <li>• Bamboo stakes</li> <li>• 2 hand pruners for cutting stakes and pruning trees</li> <li>• 2 rolls of velcro tape</li> <li>• 2 scissors</li> </ul> <p><b>Supplies for potting station 4:</b></p> <ul style="list-style-type: none"> <li>• Several gallons of fresh water or access to hose / faucet</li> <li>• Several 1-gallon jugs with pouring spouts for initial watering mix in heavy-duty milk crate</li> <li>• Initial watering mix additives:             <ul style="list-style-type: none"> <li>○ Miracle Grow Root Starter</li> <li>○ Imidacloprid (one of 3 formulation options)</li> </ul> </li> <li>• Black towel to protect watering mix from sunlight</li> <li>• Plastic grocery bags &amp; trash bag</li> <li>• Clean-up rags</li> </ul>

See next page for budget information.



**Budget Information for Potting Saplings**

<b>Consumable Supplies</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Amt Needed</b>	<b>Ext Cost</b>	<b>Comment</b>
<b>Saplings - rescued</b>	24 trees	\$0.00	24 trees	\$0.00	
<b>Soil amendments:</b>					A 36-gallon tub of soil amendments mixed as indicated in the project management instructions is usually enough to pot 24 saplings in 1-gallon pots.
- top soil	bag 2 cu ft	\$2.00	1 bag	\$2.00	
- compost / humus	bag 2 cu ft	\$4.00	1 bag	\$4.00	
- Mr. Natural Woodland Soil Mix	bag 2 cu ft	\$11.00	1 bag	\$11.00	
- Mr. Natural Worm Castings	bag 2 cu ft	\$9.00	1 bag	\$9.00	
<b>Soil additives mix:</b>					1 tsp of each additive per small tree
- Ironite	bag 15 lb	\$19.00	1 lb	\$1.25	
- Espoma Holly Tone	bag 8 lb	\$12.00	1 lb	\$1.00	
- Soil Moist water retention	packet 8 oz	\$12.00	½ packet	\$6.00	
<b>Initial watering mix:</b>					Each gallon of initial watering mix prepared as indicated in the project management instructions is usually enough for 16 saplings in 1-gallon pots.
- MiracleGro Quick Start	bottle 32 oz	\$10.00	4 oz	\$1.25	
- Bayer Advanced Tree & Shrub or Imidacloprid 75 WSP	bottle 32 oz	\$20.00	8 oz	\$5.00	
or - Imidacloprid 2F / 2L	4-pack gallon	\$35.00 \$72.00	1 baggie 4 oz	\$8.75 \$4.50	
<b>Staking:</b>					
- Bamboo stakes 6' long	6-pack	\$4.00	2 6-packs	\$8.00	2 packs are needed for 24 saplings
- Velcro tape	roll	\$4.00	½ roll	\$2.00	1 roll is usually enough for 48 saplings
<b>Miscellaneous:</b> Refreshments 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 saplings ranges from \$109 to \$161, depending on which Imidacloprid formulation you're using.

However the **actual cost of materials used** to pot 24 saplings ranges from \$50 to \$54.25

SGH typically takes responsibility for all expenses except refreshments.