



Soil Ordering SOP 2020

Soil ordering protocol is necessary to ensure that Green Village Initiative's resources are being used in an effective and dynamic manner. Healthy soil can increase the growing rate of plants in the garden and prevent harmful chemicals, like lead, from becoming present in food that is grown and eaten. These are the steps to take if soil is needed at a garden or farm site.

Who is responsible for ordering new soil:

- Program Managers are responsible for ensuring that adequate soil exists at their program sites, and that requests for resources, including soil, are being responded to.
- Program Managers have the authority to purchase soil, based on their program budget and the GVI Purchasing Policy, and can delegate this task to direct reports.

Reasons to order new soil:

- Soil has not been replenished for more than two years
- Soil is needed for a new garden
- Soil that is currently being used exhibits signs that it lacks nutrients and would prohibit plant growth
- Soil is below about 75% of the depth of the beds at a garden or farm site
- Captain or Champion is not ordering soil year-after-year and may have engaged in cover cropping practices to preserve soil

Determining Soil Quantity Needed:

1. Contact Community Garden Captain or School Garden Champion to communicate around expectations & potential dates.
 - a. Grab a measuring tape, clipboard & pen
 - b. Print a copy of that garden's map
 - c. Head over to garden and let gardeners there know you are determining how much soil is needed
 - d. Measure the length of beds & width
 - e. Measure the depth soil is from top of bed
2. Use a [soil calculator](#) to make the math work for you and figure out how many CUBIC YARDS of soil that the garden needs.
 - a. Soil is ordered in cubic yards.
 - b. For example: Gilbertie's Farms uses trucks that can deliver at minimum 6 and maximum 8 cubic yards.
3. Determine if soil needs:
 - a. We suggest stating: order 50/50 compost / top soil mix, unless advised otherwise by your program manager or supervisor.



Planning for Soil Delivery

4. Determine the date you want to have it by and update the garden leadership and supervisor making the order.
5. Set up tarp (weighted) just inside the gate so soil is dropped on tarp and not bare earth or asphalt - this prevents contamination!
6. Put up heavy parking barriers with signage in front of the gate so the truck can back up and deliver the soil easily and with minimal hassle.
7. Coordinate dates to get extra shovels and wheelbarrows to the garden for gardeners or organized volunteer groups to have on site ahead of the soil drop.
8. Ask Manager or Director to make the order with Sal and confirm.
9. Make sure the gate code is updated and that the captain is aware of when the delivery date and time will be.
10. GVI staff should be on call for any issues with soil drop, gardeners and leadership at the garden should be aware and available for making sure parking is kept clear so truck can get in easily and leave easily.