

## **Veggie Compass - Labor Form Instructions:**

### **General:**

In creating these forms we have broken down all production farm work into 4 different categories. There is Greenhouse, Field Growing, Harvest & Packing, and Not Crop Specific work. For both Greenhouse and Not Crop Specific labor, we do not require that you track this time by crop. So when working in the greenhouse, we do not need hours broken down by time spent on each crop, but instead we need a total number of labor hours spent on greenhouse work. The total number of plants for each crop that was raised in the greenhouse will also be helpful to accurately allocate the greenhouse labor hours accordingly. Additionally there are many farm production tasks that are not for a specific crop. We refer to that time as Not Crop Specific (NCS), and only require that you keep track of those hours, but not by crop. When performing Not Crop Specific work please specify if those hours were spent on Field Growing or Harvest & Packing. For example seeding fall cover crops and general field prep are Not Crop Specific Field Growing activities. Sanitizing and cleaning the wash stand are Not Crop Specific Harvest & Packing activities. Any time spent Field Growing (seeding, transplanting, cultivating, etc) and Harvest & Packing for a specific crop needs to be recorded by that crop.

### **Short Form**

The short forms also referred to as 'tickets' usually come as a 3'x5' gummed pad. The idea here is that labor data would be recorded by crop and activity either throughout the day or during breaks. If, on May 1, you seeded broccoli for 1 hour in the greenhouse, then cultivated onions for 2 hours, and then harvested spinach in 1.5 hours, you would use three separate sheets to record these activities. You would enter a "1" in the greenhouse hours box on the first ticket; circle "Field Growing" and "onions" and write in "2" in the hours box on another ticket; and circle "Harvest & Packing" and "spinach" and write in "1.5" hours in the hours box on another ticket. If anyone else did this work as well, the labor hour numbers would need to reflect total person hours, or each person should fill out their own short form. When performing Not Crop Specific work please specify if those hours were spent on Field Growing, Harvest & Packing or in the Greenhouse by using the lower portion of the form in the Not Crop Specific Activity area. Enter the Not Crop Specific hours in the box next to the appropriate activity. The form allows you to quickly circle crops but we've left some spaces to specify things like "cherry" tomatoes or regular "slicing" tomatoes or to write in "basil" or "parsley" in the herb/other category. Please remember to only circle ONE crop and activity for each form.

### **Long Form**

The second option is the long form. It records the same information as the short form but it allows you to record everything on one full sized page per worker per day. On the long form you line up the activity – either "Field Growing" or "Harvest & Packing" with the crop and write in your hours in the box. When performing Not Crop Specific work please specify if those hours were spent on Field Growing or Harvest & Packing in the corresponding box. At the top of the form there is a box to fill in any Greenhouse labor hours.

\*We made two forms thinking that different people would have preferences depending on their work styles and habits, but growers only need to use one of these forms to collect their farm labor data.

\*\*Lastly, don't forget to keep track of the total area planted to each crop (# row feet), because we will need that information to make sense of your labor hours.

Please contact me with any questions: Rebecca Claypool 608-588-5918, [rclaypool@wisc.edu](mailto:rclaypool@wisc.edu) Thanks for participating!