

SCALLIONS

Harvest Goal: bunches _____

Field Location: _____

FIELD HARVEST PROCEDURE

on crew: _____

Equipment Needed: • small square buckets (1 bucket for 10 bunches)
• clipper bucket

Start Time: _____ End Time: _____

Harvest Method: Jobs: 1) Harvester/Puller = lead on job 2) Clipper
One harvester/puller should be able to pull for 3 or 4 clippers.

Harvester/Puller

1. Harvest bed evenly from one end to the other unless instructed otherwise by farmer.
2. Pull one scallion bunch per harvest goal to start. More scallions may be needed to fill buckets in the end, but this method will ensure against over harvesting.
3. Pull up scallions by the bunch and quickly shake the dirt from the roots.
4. Pile scallions in convenient piles based on the # of Clippers and easy reach of Harvester.
5. When done harvesting, join the Clippers until more scallions are needed in order to fill buckets.

Clipper

1. Kneel on the ground with the harvest bucket laying on the ground beside you on the same side as the clipper hand. The scallion pile will be on your non-dominate side, roots facing bucket.
2. Pick up a bunch. Clip roots & dirt from the scallion close to base, but not cutting base.
Clippers are not sharp. It is best to jam them onto root ball and cut/rip roots away with 1 or 2 cuts.
3. Pack scallions into bucket roots first, as full as possible.
4. Bring full buckets and all equipment to wash shed.

SCALLIONS

Harvest Goal: bunches _____

on crew: _____

Start Time: _____ End Time: _____

WASH SHED CLEANING & PACKING PROCEDURE

Equipment Needed: • rubber band basket • compost crates
 • deep packing crates • scissors • wet topper towels

Cleaning/Packing Method: Jobs: 1) Bunchers 2) Finisher (only 1 needed)

Prep

1. Empty 2 buckets on wash table with roots facing field. Separate clumps into individual scallions.
2. Spray roots with water under pressure to remove dirt, moving aside clean handfuls.
3. Fill remaining scallion buckets with water to loosen dirt while waiting to be cleaned.

Bunching *Farmer will provide an example bunch for size and quality.*

1. Clean each scallion by removing any discolored outer leaves (generally one) and hold cleaned scallions in non-dominant hand to make a bunch. (Do not put down cleaned scallions for bunching later.)
2. When bunch size and quality matches example, wrap with rubber band twice at base to keep bunch tight.
3. Pile dirty bunches together on one side of the table.
4. When table holds only enough scallions for 10-15 bunches, one buncher moves remaining scallions to one side and starts again at Prep Step 1 (skipping Step 3) while others continue bunching.

Final Clean/Packing – Finisher *Generally finisher is spraying dirty unbunched scallions & dirty finished bunches.*

1. Spray dirty bunches individually and move each into a clean pile, being careful not to damage leaves.
2. Measure cleaned bunch to the length of a deep crate and hold tops at the point where they should be trimmed to fit the crate, maintaining as much of the full length as possible.
3. Trim scallion tops with a sharp scissor at the point marked with your hand so that trimmings fall into a compost crate.
4. Pack trimmed bunch into deep crate with tops flush with handle side of crate for a full layer. Alternate tops to other side for second layer, and continue alternating layers until crate is full. *
* Pack a consistent # of bunches into each layer and each crate for easy final count.
5. Cover with dripping wet topper towel (do not extend over edges of crate) and load packed crate in the truck.
6. Record final # of bunches on harvest sheet.

Clean up: Put away rubber bands. Clean wash screen. Dump compost. Spray buckets to clean and stack to dry on wash screen.

LEEKS

Harvest Goal: pieces _____

Field Location: _____

on crew: _____

Start Time: _____ End Time: _____

FIELD HARVEST PROCEDURE

Equipment Needed: • deep crates • clipper bucket
• scissor bucket

Harvest Method: Jobs: 1) Harvester/Puller 2) Clipper 3) Stripper 4) Finisher

Harvester/Puller

1. Harvest only the largest leeks by pulling them up and gathering in your arms, counting individual leeks as you go.
2. Bring piles of leeks to edge of plot for other workers and stack them with all the roots in the same direction.

Clipper

1. Kneel on the ground with pile of leek roots at your non-dominant hand and a clipper in your dominant hand.
2. Clip the dirty root ball from each leek by jamming the clippers onto the root ball and ripping/clipping away the roots without damaging the leek.
3. Place clipped leeks in a neat new pile for the Stripper.

Stripper

1. Kneel on the ground with the pile of clipped leeks at your non-dominant hand.
2. Pick up each leek and strip off any rotten or slimy leaves (usually 1), to clean leek and remove dirt.
3. Place stripped leeks in a new pile for the Finisher.

Finisher

1. Kneel on the ground with the pile of stripped leeks at your non-dominant hand.
2. Measure and trim leek tops to length of crate, maintaining a much length as possible. Trim any yellow tips.
3. Place leeks into crate with roots at all at one edge to fill the crate.
4. Bring full crates and all equipment to wash shed.

Note: Every person should do their job as quickly as possible. If there is a slow point in the process, rather than constantly waiting for the next leek, the person who is caught up should move to another job for a time to help the process move faster. Example: If the Finisher is caught up, she should help the Clipper or Stripper. Everyone will likely end up helping the Finisher in the end.

LEEKs

Harvest Goal: bunches/pieces _____

on crew: _____

Start Time: _____ End Time: _____

WASH SHED CLEANING & PACKING PROCEDURE

Equipment Needed: • rubber band basket • deep packing crates
 • wet topper towels

Cleaning/Packing Method: Jobs: 1) Washer 2) Buncher

Washer

1. Empty 2 or more crates onto right side of wash table with roots facing field.
2. Spray dirt from each leek individually and move clean leeks into a new pile on the left.
3. Empty more crate onto the wash table and continue process.

Bunching *Farmer will provide an example bunch for size.*

1. Bunch leeks of similar length together to meet example bunch size. Diameter of leeks in one bunch may vary.
2. Band finished bunch with rubber band wrapped twice around base of leeks.
3. Pack bunch into deep crate with roots facing the same direction for one layer. Alternate roots to other side for second layer, and continue alternating layers until crate is full. *

* Pack a consistent # of bunches into each layer and each crate for easy final count.

7. Cover with dripping wet topper towel (do not extend over edges of crate) and load packed crate in the truck.
8. Record final # of bunches on harvest sheet.

Clean up: Put away rubber bands. Clean wash screen. Spray harvest crates to clean and stack to dry on wash screen.

RADISHES

Harvest Goal: bunches _____

Field Location: _____

on crew: _____

Start Time: _____ End Time: _____

FIELD HARVEST PROCEDURE

Equipment Needed: • deep crates (1 crate for 20 bunches)

Harvest Method:

1. Uncover as much of radish bed as farmer indicates by neatly rolling back remay.
2. Harvest two rows of radishes at a time, from one end of the bed to the other.
3. Pull up handfuls of radishes. Sort out those that are too small or too blemished according to farmer standard.
4. Pack in crate with all roots along length of crate until roots reach the top. Then reverse and fill to top again.
5. Pull crate down the row with you as you harvest. Set full crates in the shade.
6. When harvest goal has been reached, bring full crates to wash shed.

RADISHES

Harvest Goal: bunches _____

on crew: _____

Start Time: _____ End Time: _____

WASH SHED CLEANING & PACKING PROCEDURE

Equipment Needed: • rubber band basket • compost crates • deep packing crates • wet topper towels

Cleaning/Packing Method: Jobs: 1) Bunchers 2) Finisher (only 1 needed)

Prep

1. Fill water bucket for dunking radish tops (only if needed when tops are dirty).
2. Lay out radishes on wash screen in two single rows with roots toward field, at least 1 crate per layout.
4. Sprayer - Spray roots (avoid leaves) with full pressure water down one row of radishes and up the next.
5. Flipper - Flip handfuls of radishes over to expose dirty side. Sprayer has right of way and will spray second side after radishes are flipped.

Bunching *Radishes are bunched like with like by size. Farmer will provide an example bunch for size and quality.*

1. Survey your area and choose what size of radish to bunch based on what is most easily available. Do not reach across other bunchers or tangle the radishes while trying to access distant or buried radishes. Do remove small or blemished radishes to keep the wash screen neat and tidy.
2. Assemble bunches to the size and quality of the example, removing any rotten leaves and creating a tightly packed dome.
3. Wrap the bunch at the base of radish leaves twice with a rubber band and pile dirty bunches on one side of the table.
4. When table holds only enough radishes for 6-10 bunches, one Buncher moves remaining radishes to one side and starts again at Prep Step 1, while others continue bunching.

Final Clean/Packing - Finisher *Generally finisher sprays dirty loose radishes on table & dirty finished bunches.*

1. Spray all accumulated dirty bunches individually, avoiding leaves, and move into clean pile.
2. Dunk tops of two bunches at a time into clean water (only if needed when tops are dirty).
3. Pack the two bunches into deep crate with roots along the long side for a full layer. Alternate roots to other side for second layer, and continue alternating layers until crate is full. *

* Pack a consistent # of bunches into each layer and each crate for easy final count.

4. Cover with dripping wet topper towel (do not extend over edges of crate) and load in the truck.
5. Record final # of bunches on harvest sheet.

Clean up: Put away rubber bands. Clean wash screen. Dump compost. Spray crates clean, then stack to dry on wash screen.

BEETS

Harvest Goal: bunches _____

Field Location: _____

on crew: _____

Start Time: _____ End Time: _____

FIELD HARVEST PROCEDURE

Equipment Needed: • deep crates (1 crate for 20 bunches)

Harvest Method:

1. Harvest 2 rows of beets at a time, working from one end of the bed to the other.
2. Judge the size of the beet root by examining the part of the root that is exposed above ground and the size of the leaves. Harvest only those beets with roots at least the size of a ping-pong ball.
3. Pull individual beets from the ground and remove any withered or yellow leaves.
4. Pack in crate with all roots along length of crate until roots reach the top. Then reverse and fill to top again.
5. Pull crate down the row with you as you harvest. Set full crates in the shade.
6. When harvest goal has been reached, bring full crates to wash shed.

BEETS

Harvest Goal: bunches _____

on crew: _____

Start Time: _____ End Time: _____

WASH SHED CLEANING & PACKING PROCEDURE

Equipment Needed: • rubber band basket • compost crates • deep packing crates • wet topper towels

Cleaning/Packing Method: Jobs: 1) Bunchers 2) Finisher (only 1 needed)

Prep

1. Fill water bucket for dunking beet tops (only if needed when tops are dirty).
2. Lay out beets on wash screen in two single rows with roots toward field, at least 1 crate per layout.
3. Sprayer - Spray roots (avoid leaves) with full pressure water down one row of radishes and up the next.
4. Flipper – Flip handfuls of beets over to expose dirty side. Sprayer has right of way and will spray second side after beets are flipped.

Bunching *Beets are bunched like with like by size. Farmer will provide an example bunch for size and quality.*

1. Survey your area and choose what size of beet to bunch based on what is most easily available. Do not reach across other bunchers or tangle the beets while trying to access distant or buried roots. Do remove small or blemished beets to keep the wash screen neat and tidy.
2. Assemble bunches to the size and quality of the example, removing any rotten leaves and creating a tightly packed dome.
3. Wrap the bunch at the base of beet leaves twice with a rubber band and pile dirty bunches on one side of the table.
4. When table holds only enough beets for 6-10 bunches, one Buncher moves remaining beets to one side and starts again at Prep Step 1, while others continue bunching.

Final Clean/Packing – Finisher *Generally finisher sprays dirty loose beets on table & dirty finished bunches.*

1. Spray all accumulated dirty bunches individually, avoiding leaves, and move into clean pile.
2. Dunk tops of two bunches at a time into clean water (only if needed when tops are dirty).
3. Pack the bunches into deep crate with roots along the long side for a full layer. Alternate roots to other side for second layer, and continue alternating layers until crate is full. *

* Pack a consistent # of bunches into each layer and each crate for easy final count.

4. Cover with dripping wet topper towel (do not extend over edges of crate) and load in the truck.
5. Record final # of bunches on harvest sheet.

Clean up: Put away rubber bands. Clean wash screen. Dump compost. Spray crates clean, then stack to dry on wash screen.

LETTUCE

FIELD HARVEST PROCEDURE

Equipment needed: • deep crates (1 crate for 15 heads)
 • knife bucket

Harvest Goal: heads _____

Field Location: _____

on crew: _____

Start Time: _____ End Time: _____

Harvest method:

1. Uncover as much of lettuce bed as farmer indicates by neatly rolling back remay, if necessary.
2. Harvest from one end of the bed to the other, unless otherwise instructed by farmer.
3. Harvest according to the size and quality standards set by the farmer. These standards change according to weather and season and must be verified at the beginning of each harvest.
4. Expose the base of the lettuce plant by gently pulling back the head. Harvest the head with the knife just above the ground keeping all leaves attached to the head.
5. Remove any discolored or rotting leaves at the base.
6. Place lettuce head into crate, being extremely careful not to damage leaves. (Ask farmer or crew leader to show you appropriate technique).
7. Place first layer of lettuces upside down (usually 9 heads). Second layer is placed right side up (usually 6 heads) so that milk from the lettuce stems to does not blemish leaves.
8. Pull crate down the row with you as you harvest. Set full crates in the shade.
9. When harvest goal is reached, recover the bed with remay (if necessary) and take full crates to shed.

LETTUCE

Harvest Goal: heads _____

on crew: _____

Start Time: _____ End Time: _____

WASH SHED CLEANING & PACKING PROCEDURE

Equipment Needed: • washtubs • shallow crates • wet topper towels

Cleaning/Packing Method:

Prep

1. Place washtub on far left of wash screen so that it will be supported by the sawhorse and fill with water using the hose clip. A second tub can go on the far right of the screen if a second person will also wash.
2. Make sure waiting crates of lettuce are in the shade.

Cleaning & Packing

1. Empty a crate of lettuce into washtub by overturning crate and gently dumping lettuce into water (if lettuce is not overly fragile or tender) or placing individual heads in water.
2. Quickly dunk and wash each head, removing any excessive blemished or damaged leaves. Leave one or two sub-standard leaves in place to protect lettuce head in the packing crate.
3. Pack cleaned heads in shallow crate upside down, being careful not to damage leaves and ensuring no heads poke above the top of the crate. (Ask farmer or crew leader to show you appropriate technique.)
4. Generally 12 heads will fit in one crate, 3 heads by 4 heads.
5. Do not mix different lettuce varieties in one crate unless necessary when packing final heads.
6. Cover with dripping wet topper towel (do not extend over edges of crate) and load in the truck.
7. Empty and refill washtubs as necessary as water gets dirty (every 2 to 5 crates of lettuce.)
8. Record final # of heads on harvest sheet.

Clean Up: Clean washtubs and crates and set on wash screens to dry. Empty compost.

SUMMER SQUASH / ZUCCHINI

Harvest Goal: pieces _____

Field Location: _____

on crew: _____

Start Time: _____ End Time: _____

FIELD HARVEST PROCEDURE

Equipment Needed: • large square buckets • knife bucket

Harvest Method: *Count the number of each variety of squash as you go.*

1. First harvest youngest squash beds, then move to older beds in order to prevent transfer of disease.
2. Move down one side of the bed carrying a bucket in one hand and lifting squash leaves with the other to expose squash. Each side of the bed will be harvested separately.
3. Harvest squash according to set standards (see below for guidelines), removing flowers, counting, and placing squash into bucket as you go. *Remember to keep a count by variety.*
4. Place different varieties into separate buckets.
5. Remove any diseased, blemished, or over-mature squash and discard as you go.
6. Take buckets to the wash shed and record the number of each squash variety on the harvest sheet.

Specific Harvest Notes And Techniques By Variety:

Zucchini: Ripe squash are medium green, between 5 and 12 inches long, and evenly filled out. Cut from the vine with a knife to harvest, leaving a little bit of stem on the vegetable. Over-mature squash are overly large.

Yellow Squash: Ripe squash are pale yellow, between 5 and 12 inches long, and evenly filled out. Twist from the vine to harvest, leaving a little bit of stem on the vegetable. Over-mature squash are fat and/or dark yellow.

Patty Pan: Ripe squash are medium yellow and between the diameter of a baseball to a CD. Twist from the vine to harvest, leaving a little bit of stem on the vegetable. Over-mature squash are very dark yellow and overly large.

Specific Harvest Notes by Day:

Summer squash are harvested every M, W, F. Friday harvest is "harder" than other days, meaning more small squash are harvested before they become over-mature by Monday. Wednesday may also be a "harder" harvest if more squash are needed for the CSA. Check with the farmer for harvest standards each day.

SUMMER SQUASH / ZUCCHINI

Harvest Goal: pieces _____

on crew: _____

Start Time: _____ End Time: _____

WASH SHED CLEANING & PACKING PROCEDURE

Equipment needed: • shallow crates • dry wipe towels • wet topper towels

Cleaning/Packing Method:

1. Most squash will not need cleaning. When necessary, wipe the squash with a dry wipe towel to remove dirt.
2. Cover the bottom of a crate with a dipping wet topper towel.
3. Place squash neatly into crate by variety.
4. If one variety will not fill the crate, put one or two other varieties into the crate to fill it up. Make sure each variety can be seen from the top.
5. Fill each crate to the top, but not so full that squash will be damaged when another crate is stacked on top.
6. Cover with a dripping wet topper towel (do not extend over edges of crate) and load in the truck.

Making a "Display" Crate:

Pack all three varieties into one crate with zucchini in the middle to create a color contrast between the two yellow varieties. Make sure each variety can be seen from the top.

Clean Up: Spray buckets clean and stack to dry on the wash screens. Return clean or only slightly dirty wipe towels to the wipe towel bucket. Put dirty wipe towels in a pile to be cleaned.

CUCUMBERS

Harvest Goal: pieces _____

Field Location: _____

on crew: _____

Start Time: _____ End Time: _____

FIELD HARVEST PROCEDURE

Equipment Needed: • large square buckets

Harvest Method: *Count the number of cucumbers as you go.*

1. First harvest youngest cuke beds, then move to older beds in order to prevent transfer of disease.
2. Move down one side of the bed carrying a bucket and moving aside leaves to expose cukes. Each side of the bed will be harvested separately.
3. Mature cucumbers are between 5 and 10 inches long and filled out with no (or only shallow) ridges running the length of the fruit. Color should be deep green and not yellow.
4. Harvest cucumbers by gently twisting them from the vine. Be careful not to peel off any cucumber skin with the stem when removing it. It will likely take two hands to harvest cukes without damaging them.
5. Place harvested cukes in bucket, keeping count as you go.
6. Remove any blemished or over-mature (yellow/white and overly fat) cucumbers and discard as you go.
7. Take buckets to the wash shed and record the harvest total on the harvest sheet.

Specific Harvest Notes by Day:

Cucumbers are harvested every M, W, F. Friday harvest is "harder" than other days, meaning more small cukes are harvested before they become over-mature by Monday. Wednesday may also be a "harder" harvest if more cukes are needed for the CSA. Check with the farmer for harvest standards each day.

CUCUMBERS

Harvest Goal: pieces _____

on crew: _____

Start Time: _____ End Time: _____

WASH SHED CLEANING & PACKING PROCEDURE

Equipment needed: • shallow crates • wet topper towels

Cleaning/Packing Method:

1. Fill cucumber buckets with water to cool and remove spines.
2. Cover the bottom of a shallow crate with a dipping wet topper towel.
3. Lift cukes from water and place neatly into crate.
4. Fill each crate to the top, but not so full that cucumbers will be damaged when another crate is stacked on top.
5. Cover with a dripping wet topper towel (do not extend over edges of crate) and load in the truck.

Clean Up: Spray buckets clean and stack to dry on the wash screens.

BASIL

Harvest Goal: bunches _____

Field Location: _____

on crew: _____

Start Time: _____ End Time: _____

FIELD HARVEST PROCEDURE

Equipment Needed: • deep crates • wrap-around towels
• rubberband bucket • scissor bucket

Harvest Method:

Farmer will provide an example bunch for size and quality.

1. Count out an appropriate number (usually not more than 20 or 30 at a time) of rubber bands and hold them on the last one or two fingers of your non-dominant hand.
2. Harvest bed evenly from one end to the other unless instructed otherwise by farmer.
3. Be aware of seed heads at the top of plant and pinch them out when present.
4. Snap (with fingers) whenever possible, or cut (with scissors) stems of basil as low as possible on the plant right above a set of leaves and gather stems into an even bunch.
5. When bunch size is reached, cut stems even with scissors and wrap a rubberband 2 or 3 times around stems.
6. Pack bunches neatly in crate and keep crate covered with towel to shade the delicate basil.
7. When harvest goal is reached, take crates to the wash shed and place in the shade.

BASIL

Harvest Goal: bunches _____

on crew: _____

Start Time: _____ End Time: _____

WASH SHED CLEANING & PACKING PROCEDURE

CSA

Equipment needed: • deep crate(s) • dry wrap-around towel(s)

Cleaning/Packing Method:

1. Spread a large, dry, wrap-around towel along the bottom and two longer sides of a deep crate so that excess hangs over the edges to cover packed basil.
2. Pack dry basil neatly in crate as tightly as possible, while counting to verify harvest goal was reached. Only 1 crate (or possibly 2 in the case of pesto-sized bunches) should be needed.
3. Cover top of basil with towel and also tuck towel into the sides of the crate so that no basil is exposed. (Our cooler is too cold for basil and any exposed leaves will blacken if not protected.)
4. Load finished crate on truck and record final # of bunches on harvest sheet.

Market

Equipment needed: • small square bucket with lid • 3 plastic berry baskets

Cleaning/Packing Method:

1. Place 3 berry baskets in bottom of bucket right-side-up and fill with water up to half the height of the baskets.
2. Stand basil bunches in the bucket so that stems are in the water and leaves are safely above the water.
3. Cover bucket with lid and load on truck.
4. Record final # of bunches on harvest sheet.

Clean up: Spray harvest crates clean and stack to dry on the wash screens. Put away rubberband bucket, scissor bucket, and any extra towels.

KALE

FIELD HARVEST PROCEDURE

Equipment Needed: • deep crates • rubberband bucket
• knife bucket

Harvest Goal: bunches _____

Field Location: _____

on crew: _____

Start Time: _____ End Time: _____

Harvest Method:

Farmer will provide an example bunch for size and quality.

1. Count out an appropriate number (usually 20 or 24) of rubber bands and hold them on the last one or two fingers of your non-dominant hand or on the hilt of your knife.
2. Harvest bed evenly from one end to the other unless instructed otherwise by farmer.
3. Snap bottom-most leaves off of the plant cleanly at the stalk several leaves at a time, discarding blemished or yellowed leaves.
4. Form bunch in non-dominant hand according to variety specifications below and size specified by farmer.
5. When bunch size is reached, cut stems even with knife and wrap a rubberband twice around stems.
6. Pack bunches in crate the short way so that all stems face the same direction for one layer of 5 or 6 bunches. Reverse the direction each succeeding layer for 4 layers total. A total of 20 or 24 bunches fit in a crate.
7. When harvest goal is reached, take crates to the wash shed and place in the shade.

Specific Bunching Techniques By Variety:

Green and Red Curly: Form bunches into an even and rounded "bouquet" with all leaves facing out.

Red Russian and Lacinato: Stack leaves one on top of another to form a flat bunch with all leaves facing up. Be sure a "pretty" leaf is on the very top.

KALE

Harvest Goal: bunches _____

on crew: _____

Start Time: _____ End Time: _____

WASH SHED CLEANING & PACKING PROCEDURE

Equipment needed: • washtubs • deep crates • wet topper towels

Prep

1. Place washtub on far left of wash screen so that it will be supported by the sawhorse and fill with water using the hose clip. A second tub can go on the far right of the screen if a second person will also wash.
2. Make sure waiting crates of kale are in the shade.

Cleaning & Packing

1. Empty a crate of kale into washtub by overturning crate and gently dumping bunches into water.
2. Quickly dunk and wash each bunch.
3. Pack bunches in deep crate the short way so that all stems face the same direction for one layer. Reverse the direction each succeeding layer for 4 layers total. A total of 20 or 24 bunches fit in a crate, 5 or 6 per layer.
4. Make one "display" crate as instructed below if needed for the CSA pickup.
5. Do not mix different kale varieties in one crate unless necessary when packing final bunches.
6. Cover with dripping wet topper towel (do not extend over edges of crate) and load in the truck.
7. Record final # of bunches on harvest sheet.

Clean Up: Clean washtubs and crates and set on wash screens to dry. Empty compost.

Making a "Display" Crate:

Pack all four varieties into one crate side by side. Make sure each variety can be seen from the top.

CHARD

FIELD HARVEST PROCEDURE

Equipment Needed: • deep crates • rubberband bucket
• knife bucket

Harvest Goal: bunches _____

Field Location: _____

on crew: _____

Start Time: _____ End Time: _____

Harvest Method:

Farmer will provide an example bunch for size and quality.

1. Count out an appropriate number (usually 20 or 24) of rubber bands and hold them on the last one or two fingers of your non-dominant hand or on the hilt of your knife.
2. Harvest bed evenly from one end to the other unless instructed otherwise by farmer.
3. Harvest like with like by color/variety unless instructed otherwise by farmer.
4. Snap bottom-most leaves off of the plant cleanly at the stalk several leaves at a time, discarding blemished or yellowed leaves.
5. Form bunch in non-dominant hand by stacking leaves one on top of another to make a flat bunch with all leaves facing up. Be sure a "pretty" leaf is on the very top.
6. When bunch size is reached, cut stems even with knife and wrap a rubberband twice around stems.
7. Pack bunches in crate the short way so that all stems face the same direction for one layer of 5 or 6 bunches. Reverse the direction each succeeding layer for 4 layers total. A total of 20 or 24 bunches fit in a crate.
8. When harvest goal is reached, take crates to the wash shed and place in the shade.

CHARD

Harvest Goal: bunches _____

on crew: _____

Start Time: _____ End Time: _____

WASH SHED CLEANING & PACKING PROCEDURE

Equipment needed: • washtubs • deep crates • wet topper towels

Prep

1. Place washtub on far left of wash screen so that it will be supported by the sawhorse and fill with water using the hose clip. A second tub can go on the far right of the screen if a second person will also wash.
2. Make sure waiting crates of chard are in the shade.

Cleaning & Packing

1. Empty a crate of chard into washtub by overturning crate and gently dumping bunches into water.
2. Quickly dunk and wash each bunch.
3. Pack bunches in deep crate the short way so that all stems face the same direction for one layer. Reverse the direction each succeeding layer for 4 layers total. A total of 20 or 24 bunches fit in a crate, 5 or 6 per layer.
4. Make one "display" crate as instructed below if needed for the CSA pickup.
5. Do not mix different chard varieties in one crate unless necessary when packing final bunches.
6. Cover with dripping wet topper towel (do not extend over edges of crate) and load in the truck.
7. Record final # of bunches on harvest sheet.

Clean Up: Clean washtubs and crates and set on wash screens to dry. Empty compost.

Making a "Display" Crate:

Pack both varieties into one crate side by side. Make sure each variety can be seen from the top.