## Direct Weekly Expenses

**Medicinal Herbs for Commerce Project**

### Materials Used Log

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Certified Organic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seed: (cover crop or cash crop)</td>
<td>$__________</td>
<td>______</td>
</tr>
<tr>
<td>Transplants:</td>
<td>$__________</td>
<td>______</td>
</tr>
<tr>
<td>Fertilizer:</td>
<td>$__________</td>
<td>______</td>
</tr>
<tr>
<td>Mulch (plastic or organic):</td>
<td>$__________</td>
<td>______</td>
</tr>
<tr>
<td>Fuel (for tractors and dryers):</td>
<td>______ gals. @ $ ______ per gal.</td>
<td>______</td>
</tr>
<tr>
<td>Pesticides (fungicides, insecticides, etc.):</td>
<td>$__________</td>
<td>______</td>
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<tr>
<td>Packaging:</td>
<td>$__________</td>
<td>______</td>
</tr>
<tr>
<td>Other: (irrigation, greenhouse supplies, etc.)</td>
<td>$__________</td>
<td>______</td>
</tr>
</tbody>
</table>

### Labor Activity Log

Note specific activity to the right of ‘per hour’ corresponding to one of these classifications:

- **S** for Sowing
- **SP** for Soil or Field Preparation
- **T** for Transplanting
- **F** for Fertilizing
- **I** for Irrigating
- **PD** for Pest/Disease Control
- **ERM** for Equipment Repair or Maintenance
- **WM** for Weed Management
- **H** for Harvesting
- **D** for Drying
- **Misc** for Miscellaneous
- **M** for Marketing Activities

*Use * when Hired Labor is Used

**Example: (for 4 hours of hired labor to do transplanting):**

____4* hours @ ____$8___ per hour _T_

________ hours @ ______ per hour ______        ______ hours @ ______ per hour ______

________ hours @ ______ per hour ______        ______ hours @ ______ per hour ______

________ hours @ ______ per hour ______        ______ hours @ ______ per hour ______

________ hours @ ______ per hour ______        ______ hours @ ______ per hour ______

________ hours @ ______ per hour ______        ______ hours @ ______ per hour ______

________ hours @ ______ per hour ______        ______ hours @ ______ per hour ______
1. Briefly describe the weather this week. Include (estimated) rainfall, average temperature, and any unusual weather conditions:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

2. Describe your plants and any significant changes they’ve undergone in the past week (sprouting, flowering, seeding; any insect damage, possible disease damage, lots of growth, slow growth, etc).

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

3. Circle all that were applied this week:

FERTILIZER  PESTICIDES  BENEFICIAL INSECTS

Specify what was applied, how much per acre, brand used, how it was applied, and if it was a certified organic product. For fertilizer, include the N-P-K ratio.

Application 1: _________________________________________________________________

Application 2: __________________________________________________________________

Application 3: __________________________________________________________________

4. If you irrigated, then…

What method of irrigation was used? _____________________________________________

Did you fertigate through your irrigation system? ______________________________________

For how long did you irrigate? _____________________________________________________
Harvest & Processing Details
Medicinal Herbs for Commerce Project

CIRCLE Plant Parts Harvested: 
- roots only
- aerials with little to no flowers
- aerials with flowers in full bloom
- flowers only
- whole plant
- other (describe):

Was the harvested material to be sold FRESH or DRIED? ______________

Describe harvest methods in detail (i.e. equip. used, # people, acres harvested, and so on): 
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Describe post-harvest processing (how did you clean, dry, and so on) in detail:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Drying details:
Type of dryer used: ________________  Length of time in the dryer: ________________

Drying temperatures used over time: ____________________________________________

Placement of the plant material in the dryer (circle each used):  
- BOXES
- BINS
- RACKS
- ON FLOOR (if so, how deep? ________________ )
- OTHER: ________________

How full was the dryer before drying (by percent)? ______________

Describe how you packaged your product (materials and equipment used, etc.):
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Describe storage facilities used: ________________

How did you ship your product? ________________

What price did you receive for the product (per pound)? ________________
Describe soil preparation activities. Note methods used to reduce eventual weed pressure:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Circle planting activities
(circle all that apply):

Direct seeded  Seeded trays  Set transplants for transplants in field

Approximately how much seed was planted per acre, by weight? ________________________

Direct seeding:

How much overall acreage was seeded? ___________  # of rows planted? ___________

Row to row spacing? ___________________________  In-row spacing? _________________

Method or machinery used to seed the field? _______________________________________

Seeding transplants:

Cells per tray? _____  How many trays seeded? _____  How many seeds per cell? _____

Setting transplants in field:

# of plants placed in the field? ________________  # of rows planted? ______________

Row to row spacing? _________________________  In-row spacing? ___________________

Method or machinery used to set transplants? ______________________________________

Time of day you planted? ______________________
7-Year Field History
Medicinal Herbs for Commerce Project

Date:  
Herb:  

Describe your medicinal herb crop(s) field history in as much detail possible for the years listed, if applicable. For crops, list previous crops and cover crops. For inputs, list any pesticides, fertilizers, and other amendments applied to the field):

<table>
<thead>
<tr>
<th>Year</th>
<th>Field #1 Name</th>
<th>Crop(s)</th>
<th>Inputs</th>
<th>Field #2 Name (if applicable)</th>
<th>Crop(s)</th>
<th>Inputs</th>
</tr>
</thead>
<tbody>
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<td>1998</td>
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<td>2003</td>
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<td>2004</td>
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</table>
Write any ideas, comments, notes, experiences, suggestions, etc. on these pages throughout the project with regard to the project or specific crop: