1. Collect racks with 20 pots each (make sure all are black and the same height)
2. Cut coffee filters in half
3. Using a skinny dowel, stuff each pot with half a coffee filter to line the bottom of the pot and prevent soil from spilling out of the holes in the bottom of the pots
4. In an empty greenhouse bin, mix 5 10-inch standard pots of field soil and 6 10-inch standard pots of Sungrow soil (SS#8, 70-80% Canadian Sphagnum Peat, not bark!) -can stack two pots together to stop soil from leaking through holes in the bottom
5. One bin can usually fill about 5.5 racks
6. Scoop soil to one side so there is a flat place to put the first rack to be filled in the bin.
7. Place rack cover over an empty rack to ensure soil only goes in the pots instead of on top of the racks. Place entire rack in the bin with the soil to catch extra soil. Rack covers are on a shelf in the greenhouse room with flats and stakes.
8. Scoop soil over the top of the rack and level off the top until all racks are full. Lift the rack slightly up and tap it down to make the soil fall to the bottom. Top off the rack again.
9. Use the larger wooden dowel to press the soil down into each pot one by one.
10. Scoop more soil over the top of the rack.
11. Press down in each pot with the wooden dowel until there is compacted soil all the way to the top of the pots (usually it takes about 4-5 scoops)
12. Level off the pots and remove the rack cover
13. Place the rack on the cart to bring back to BioSci.
14. When all the racks have been filled, put any extra soil left over into a 10 inch standard pot and bring back with the racks to top off any soil that might fall out when traveling back (sidewalk bumps and cracks knock out some soil on the way back)