

Garden Plant Tagging Handbook

For La Goyco



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Purpose of This Handbook

Clear, durable plant labeling is essential to the long-term success of any community garden. This handbook provides everything you need to properly tag, maintain, and document every plant in the La Goyco Garden.

Why Tagging Matters

- Supports day-to-day maintenance by quickly identifying watering and care needs
- Enables education and community workshops with accessible plant information
- Ensures accurate record-keeping for long-term garden planning
- Helps volunteers and visitors learn plant names and scientific classifications
- Prevents errors in care routines caused by misidentified species

Who This Guide Is For

- Garden staff responsible for day-to-day maintenance
- Volunteers assisting with planting or labeling days
- Workshop leaders conducting educational tours
- Visitors and community members who tend the garden



Recommended Tag Materials & Writing Tools

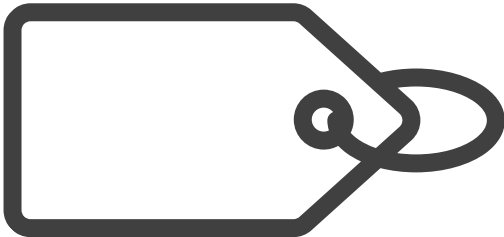
The products listed below have been carefully selected for durability, weather resistance, and readability in Puerto Rico's climate, where strong sun, heavy rain, and high humidity are ongoing challenges.

Product	Best For	Est. Cost	Link / Notes
Aluminum Wrap-Around Tags (Pack of 100)	Trees, shrubs, permanent plants	~\$15–\$20	walmart.com — search 'Wrap-Around Write-On Aluminum Tags'
Oil-Based Paint Pens (Fine/Medium Tip)	Writing on metal tags; all plant types	~\$10–\$15	amazon.com — search 'oil-based paint pens fine tip'
UV-Resistant Garden Marker (133-SUPPLY)	High-sun environments like Puerto Rico	~\$8–\$12	amazon.com — search '133-SUPPLY UV Resistant Garden Marker'

Why We Recommend These Products

- Aluminum wrap-around tags will last years without rusting, fading, or breaking, even in tropical conditions.
- Oil-based paint pens bond to metal and resist water, making them ideal for outdoor labeling.
- UV-resistant garden markers are specifically designed for high-sun environments and won't wash off in rain.

Avoid standard Sharpies or regular permanent markers; these fade quickly under direct Caribbean sunlight and wash away during heavy rains.



What to Include on Each Label

Every plant tag should contain the following information, written clearly in large, legible lettering:

1. **Common Name** — The everyday name for the plant
2. **Scientific Name** — The Latin binomial name
3. **Date Planted** — If known, include the planting month and year

Keep writing large enough to read from a comfortable distance. If embossing metal tags, press firmly and evenly. Always double-check spelling, especially for scientific names.

The following plants are currently documented in the La Goyco Garden and should each receive a properly labeled aluminum tag. Use this list as a reference during tagging events.

Plant Name	Location	Care Notes
Cavendish Banana	Back Garden	Full sun; regular watering
Aloe Verde	Back Garden	Drought-tolerant; indirect sunlight
Mother-in-Law Tongues	Back Garden	Low maintenance; tolerates shade
Quail Grass	Back Garden	Need moderate watering; partial sun
Passion Fruit Tree	Back Garden	Full sun; climbing support needed
Scratch Bush	Right Side Garden	Full sun; drought-tolerant
Cavendish Banana	Right Side Garden	Full sun; regular watering
Coconut Palm Tree	Right Side Garden	Full sun; sandy, well-drained soil
Papaya	Right Side Garden	Full sun; regular watering
Calycomza	Right Side Garden	Moderate sun; well-drained soil
Brown Sword Fern	Right Side Garden	Partial shade; keep soil moist
Sea Almond Tree	Right Side Garden	Full sun; drought-tolerant
Conveyors Plum	Right Side Garden	Full sun; prune annually
Bitter Melon	Right Side Garden	Full sun; climbing support needed
Papaya	Right Side Garden	Full sun; fertile, well-drained soil
Golden Pathos	Right Side Garden	Low light; easy maintenance

How to Attach Tags

Different plant types require different attachment methods. Follow the guidance below based on the type of plant being labeled.

Trees & Shrubs (Permanent Plants)

- 1. Select a small branch; never attach directly to the main trunk.
- 2. Thread the aluminum tag loosely around the chosen branch.
- 3. Leave at least 1–2 cm of slack to allow for future growth.
- 4. Confirm the tag is secure but not cutting into the bark.
- 5. Avoid placing tags near the base where they may be obscured by mulch or debris.

Vegetables & Soft-Stem Plants

- 1. Loop the tag gently around the main stem near the base.
- 2. Leave visible slack so the stem is never constricted.
- 3. Check the tag during each monthly inspection
- 4. Replace with a larger loop or stake-style label if the stem has grown significantly.

Tip: For climbing plants like Passion Fruit or Bitter Melon, attach the tag to a fixed support structure or stake near the base of the plant, rather than to the vine itself.

☒ DO	✗ DON'T
Leave space for growth when wrapping tags	Do not tie tags tightly against stems or branches
Attach tags to small branches or stakes	Do not place tags directly on thick trunks
Check all tags once per month	Do not use standard Sharpies or non-UV markers outdoors
Use UV-resistant markers or oil-based pens for labeling	Do not ignore faded or broken tags — replace promptly
Include both common and scientific names on every tag	Do not attach tags to vines that move or shift with the wind

Maintenance

Consistent maintenance keeps the labeling system accurate and professional. Follow the schedule below year-round.

Frequency	Task
Monthly	Inspect all tags for fading, breakage, or tightness. Loosen any tags that have grown into plant tissue.
As Needed	Replace tags that are unreadable. Re-write any labels that have faded. Add tags to newly planted species.
Annually	Audit the full plant list against the tag inventory. Update any scientific names or notes. Photograph each tagged plant for records.

Designate one staff member or lead volunteer as the Tagging Coordinator. This person is responsible for organizing monthly checks and maintaining the supply inventory.

Who Maintains the Tagging System

The primary responsibility for maintaining the garden's tagging system rests with the designated Garden Coordinator or lead staff member. Volunteers may assist during organized tagging days, but a single point of contact should oversee quality and consistency.

Where Supplies Are Stored

- Aluminum wrap-around tags: Stored in a sealed plastic bin labeled 'Plant Tags' in the garden shed or supply room.
- Oil-based paint pens and UV markers: Stored alongside the tags in the same bin, caps tightly closed.
- This handbook: A printed copy should be kept in the supply bin, and a digital copy should be saved to the garden's shared drive or folder.

Restocking

Check supply levels at each monthly inspection. Reorder aluminum tags when fewer than 20 remain. Keep at least two functional markers in the supply bin at all times.