

## Florida Bureau of Archaeological Research 1A-32 Permit Curation Guidelines (Revised April 2016)



### Quick guide:

- Artifacts must be free of loose dirt unless doing so compromises the sample. Washing and thorough drying is preferred provided it will not damage the artifact in any way.
- BAR has its own professional conservation facility. Please contact Historic Conservator Jessica Stika ([Jessica.Stika@dos.myflorida.com](mailto:Jessica.Stika@dos.myflorida.com) or 850.245.6323) with conservation questions or before attempting to conserve artifacts collected under 1A-32 permits.
- Artifacts must be bagged in archival quality, zip top, 4 mil bags that are no smaller than 3 x 3 inches
- Each bag must be clearly labeled with FS and lot number (please see below,) as well as site number, with enough space near top of bag for BAR staff to add catalog number
- All submitted artifacts must be appropriately sorted and bagged accordingly (please see below)
- Artifact catalog in the form of an Excel spreadsheet required (please see below)
- Artifacts must be boxed first by site and then by FS number order
- Field notes and associated records/photos accepted, digital version preferred

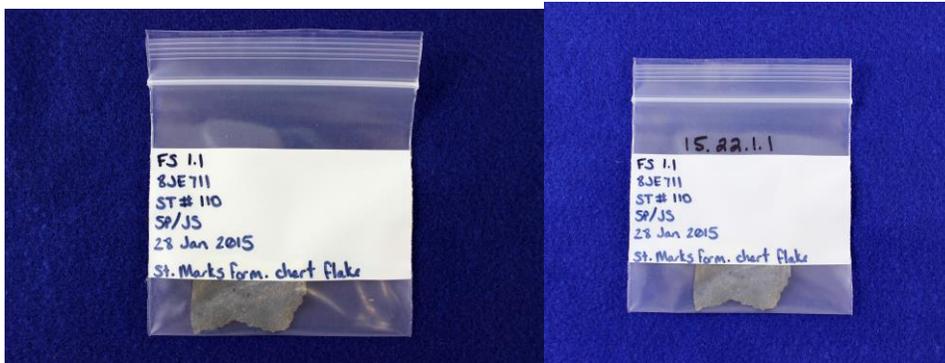
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### D) Bags:

For submission to BAR, bags must be of archival quality, 4 mil thickness and have a zip lock closure. The bags should not be smaller than 3 x 3 inches, even if contents are very small, because additional information needs to be written on the bag by BAR staff. Bags should not be stuffed full, but be comfortably larger than their contents, so removal is simple and doesn't damage the bag or contents. Torn field bags should be replaced. Original, stained field bags should be replaced. Fragile items should be appropriately packed in archival quality rigid containers with appropriate padding. Oversized objects should have a tag securely attached to the object.

All bags must be legibly labeled in black Sharpie/permanent marker.

An appropriate amount space should be left blank between the closure portion of the bag and the required information to allow BAR staff to add catalog number. This is typically one to two inches below the closure portion of the bag.



*Proper amount of space left at top of bag (left) to accommodate addition of BAR catalog number (right)*



Each bag should be labeled with its FS.LOT (explanation follows) number, and beneath that, the site number (or clear indication it is an isolate if not associated with a site). Any other information such as within-site provenience, excavator's initials, field dates, artifact identification is optional on individual bags, but **must** be printed on outer FS bags. Archival quality paper labels with provenience information placed inside each bag is encouraged.

Each FS should have its own main bag which contains each of the lotted bags within it if there is more than one lot per FS. If all of the lots from one FS will not fit in one large bag, please indicate a range of numbers on the main bags; Bag one might read FS1.1 to FS1.25 and bag two might read FS1.26 to FS1.45, etc. Each main bag is then put in FS number order and boxed with other bags from the same site. Please **do not** fold inner bags to get them to fit in the FS bag. Use a larger bag that can accommodate them.

## **II) FS and Lot Numbers**

A Field Specimen number, or FS number, is a unique identifier that ties collected artifacts with a specific within-site provenience. BAR strives to incorporate the original FS number assigned by the principal investigator into our catalog number system. In order to accomplish this, FS numbers must be unique and can only be comprised of a whole number; no letters or decimals are accepted. If artifacts from multiple sites are submitted under a single permit, it's fine to repeat FS numbers so long as each site only uses an FS number only once.

During analysis, artifacts are to be separated into categories (see below) and bagged separately. Each of these bags receives a separate lot number. The lot number follows the FS number and the two are separated by a decimal point. Lot numbers may not have any additional numbers or letters following them.

## **III) Sort Artifacts into Lots**

Recovery from each FS field bag needs to be sorted. Once sorted, each sort group must be individually bagged and assigned a lot within the FS. BAR minimum sorting standards require that certain diagnostics such as complete vessels (both prehistoric and historic) or typed bifaces be bagged or tagged individually. Other artifacts are to be sorted as follows:

- Glass: must be sorted by color, and should be further subdivided by diagnostic features and/or vessel portion unless they are clearly from the same vessel. In the event large quantities of glass are encountered, as in a historic bottle dump, it may make sense to sample diagnostics and leave repetitive, broken pieces in situ. Please contact Collections staff if you have questions.
- Historic ceramic: sorted by diagnostic type. Rims should be separated from bodies unless they are clearly from the same vessel. Sherds with diagnostic features such as maker's marks should be bagged separately.

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- Metals: sorted by artifact type; further subdivided by diagnostic features (wire nails should be bagged separately from cut nails). Oxides and unidentifiable fragments should be weighed, discarded and noted on Excel spreadsheet clearly indicating they have been discarded.
- Brick, daub and other building materials: Bulk samples will NOT be accepted. Small samples or diagnostic examples are acceptable.
- Plastics and modern materials: Unless these items are germane to interpreting a historic site, they should not be collected and may be discarded on arrival to BAR.
- Aboriginal pottery: sorted by diagnostic type or minimally plain separated from decorated. Rims should be separated from bodies unless they are clearly from the same vessel.
- Lithics: minimally tools must be separated from debitage. Complete or identifiable projectile points/knives and other diagnostic tools must be bagged individually. If conducting in-depth analysis of debitage, please be sure to keep sorts bagged separately. Recombining them after analysis makes it difficult if not impossible for future researchers to recreate your work.
- Faunal material: detailed faunal analysis is not required. If detailed analysis is performed, it is acceptable to keep species and/or elements bagged separately and then to simply place these bags inside another larger bag and identify them as “analyzed faunal material” in the Excel spreadsheet. However, it is certainly acceptable to list all elements individually on the Excel spreadsheet as this will aid future researchers.
- Plant remains: same as for faunal material. Submission of charcoal samples for curation is discouraged. These become contaminated over time and will not provide accurate C14 dates when curated for long periods.
- Shell: same as for faunal material. Bulk shell samples will NOT be accepted. If the PI decides to collect bulk shell samples, they are to be noted on the Excel spread sheet and discarded or curated by the permit holder.
- Soil samples: Bulk soil samples will NOT be accepted. Small samples are acceptable, but it should be known that these samples will deteriorate over time.
- Bone or shell tools are considered diagnostics and should be bagged or tagged separately
- Human remains: DO NOT COLLECT if at all possible. If encountered, these need to be reported to BAR IMMEDIATELY. Please contact Dr. Daniel Seinfeld at 850.245.6301.

You may encounter other artifact types not covered here or have more specific questions about sorting. If so, please feel free to contact Marie Prentice (850.245.6364, Marie.Prentice@dos.myflorida.com.)

### IV) Excel Spreadsheet

An Excel spreadsheet must accompany each submission. The following columns **must** be included (in no particular order), but the PI may add as many additional columns as deemed appropriate for each project.

- FS.LOT (Please be sure to indicate this field as numeric in your spreadsheet)
- Site Number (or clearly identified as in isolate)

[http://dos.myflorida.com/media/695906/dhr\\_sending-artifacts-to-bar-collections\\_rev2016.pdf](http://dos.myflorida.com/media/695906/dhr_sending-artifacts-to-bar-collections_rev2016.pdf)

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- Artifact description (this must be in plain English, NO codes, NO acronyms. We can string together columns of different attributes, so this category may take up as many columns as deemed necessary by the permit holder. It is also fine to add *additional* columns with codes and/or acronyms provided BAR has a plain English description we can import into our catalog database without having to rely on these.)
- Count
- Weight
- Artifact material code per Florida Master Site File standards. Most common codes as follows:
  1. BLDG: building materials such brick or daub
  2. BOAU: unmodified faunal bone
  3. BOWK: worked bone
  4. C14: radiocarbon sample
  5. CERA: aboriginal ceramics
  6. CERN: historic ceramic
  7. GLAS: glass
  8. HUMR: human remains (EXTREMELY RARE FOR PERMIT-RELATED SUBMISSIONS)
  9. LEAT: leather
  10. LITH: lithics
  11. META: metal
  12. OTHR: composite, plastic or unknown
  13. PLRE: plant remains/charcoal
  14. SHEL: shell
  15. SHWK: worked shell
  16. SOIL: soil sample
  17. WOOD: wood

Each row in the corresponding Excel spreadsheet should have a unique FS.LOT designation. Each of these entries directly corresponds to an individual bag of artifacts that has been sorted as explained above. It is preferable to have each site listed on its own Excel spreadsheet page, but is not required. The example below contains the required information necessary for submission to BAR with additional fields added by the permit holder. Qualifiers and additional information such as within site provenience embedded in the Excel spreadsheet are perfectly fine and can aid future researchers.

Please note that each catalog row must have a unique FS.LOT combination that is not repeated for its corresponding site anywhere else on the spreadsheet page. If the FS.LOT number column is designated as a numeric Excel field, be sure to use leading zeros; FS 12, Lots 1 and 100, entered as 12.1 and 12.100 are numerically the same, but 12.001 and 12.100 are numerically distinct.

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	A	B	C	D	E	F	G	H	I	J	K	L
1	Site ID	FS.LOT	STP	Level	Description	N	Wt. (g)	Notes				Material
2	8HE12	8.01	F9	25-90	FLAKE, CHERT	3	0.5	40-50 CMBS; 2 WHOLE, 1 FRAG.				LITH
3	8HE12	8.02	F9	25-90	VERTEBRATE FAUNA	2	8.3	80-90 CMBS; 1 DEER ULNA, 1 UID				BOAU
4	8HE12	8.03	F9	25-90	GLASS, AMBER, SOLARIZED	2	6					GLAS
5	8HE12	8.04	F9	25-90	GLASS, CLEAR	7	9.1	4 SOLARIZED				GLAS
6	8HE12	8.05	F9	25-90	METAL, BOTTLE CAP	1	12.1					META
7	8HE12	8.06	F9	25-90	METAL, NAILS	8	86.3					META
8	8HE12	9.01	H9	80-130	FLAKE, CHERT, WHOLE	15	39	6 THERMAL ALT.				LITH
9	8HE12	9.02	H9	80-130	FLAKE, CHERT, PROXIMAL	8	10.1	1 THERMAL ALT.				LITH
10	8HE12	9.03	H9	80-130	FLAKE, CHERT, FRAG.	14	7.3	3 THERMAL ALT.				LITH
11	8HE12	9.04	H9	80-130	SHATTER, CHERT	3	1.6					LITH
12	8HE12	9.05	H9	80-130	GLASS, CLEAR, BOTTLE	3	8.1					GLAS
13	8HE12	9.06	H9	80-130	TERRA COTTA PIPE FRAG.	1	3.2					BLDG
14	8HE12	9.07	H9	80-130	CUT STONE TILE	2	3.8					BLDG
15	8HE12	10.01	H5	30-40	FLAKE, CHERT	1	0.1	FRAG.				LITH
16	8HE12	10.02	H5	30-40	TERRA COTTA PIPE FRAG.	1	2.3					BLDG
17	8HE12	18.01	H10	30-43	FLAKE, CHERT	7	14.1	1 WHOLE, 2 PROX 4 FRAG.				LITH
18	8HE12	25.01	E9	20-30	BIFACE, CHERT	1	28.1	DISTAL BLADE; THERMAL ALT., PERVERSE FRACTURE				LITH
19	8HE12	25.02	E9	20-30	FLAKE, CHERT	2	0.6	PROXIMAL				LITH
20	8HE12	26.01	I2	40-50	SHATTER, CHERT	1	1.8					LITH
21	8HE12	27.01	I7	40-50	FLAKE, CHERT	1	1.2	WHOLE				LITH
22	8HE12	46.01	H8	20-Oct	CUT STONE TILE	1	7.2	SQUARE, CUT STONE				BLDG
23	8HE12	57.01	S30	45-80	FLAKE, CHERT	2	1.5	WHOLE				LITH
24												
25												

## V) Documentation:

Field notes, logs, digital photos, analysis work sheets and other project documents and files are not required, but if the permit holder feels they will be useful and contain information not provided in the report, BAR will accept them. Field notes must be clearly labeled with site information. Electronic versions are preferred, but paper copies are accepted.

## VI) Submission of materials:

- Database: If you have not submitted 1A-32 permit related artifacts to BAR before, it's recommended that you submit your Excel spreadsheet before submitting the artifacts. We can generally determine if our guidelines have been satisfactorily met by reviewing these databases thus saving everyone the time and expense of returning artifacts that were not properly prepared for submission.

Excel spreadsheets can be emailed to Marie Prentice ([Marie.Prentice@dos.myflorida.com](mailto:Marie.Prentice@dos.myflorida.com)) or CDs may be mailed to:

Marie Prentice  
 BAR Collections  
 2100 West Tennessee St.  
 Tallahassee, FL 32304

## Florida Bureau of Archaeological Research 1A-32 Permit Curation Guidelines (Revised April 2016)



- Artifacts: **All artifacts must be sorted first by site, then by FS number** before being boxed. Large amounts of recovered materials and fragile collections **MUST** be hand delivered to BAR's Collections facility in Tallahassee. Shipping of these types of recoveries is not feasible. Please make prior arrangements with BAR Collections staff before making deliveries.

When shipping recovery is a viable option **PLEASE BE SURE TO ADEQUATELY PROTECT THE ARTIFACTS**. Bubble wrap and packing peanuts should be used **liberally** to protect box contents from outside forces as well as from artifacts coming into contact with one another in shipment. In some cases, placing a packed box inside another box and surrounding the inner box with packing peanuts may be necessary. If you have *any* doubts that artifacts are not properly protected for shipment *either add more packing material or hand deliver to BAR*.

- Once Collections receives the Excel spreadsheet and accompanying artifacts and is satisfied that BAR curation guidelines have been satisfactorily met, we will alert the state archaeologist/1A-32 permit coordinator. Your permit cannot be closed until Collections accepts your submission, so please contact us if you have any questions prior to submittal.