

2020 GUIDELINES FOR ARCHAEOLOGICAL REPOSITORIES

ACCEPTANCE PROCESS

1. Formal request.

A formal request must be submitted for each project by the Principal Investigator (PI) and/or controlling entity during the planning phase of the project. Approval applies to each individual request and does not imply willingness to curate collections from simultaneous projects. Include a description of the project's research design and briefly describe the collection's research potential and/or its cultural heritage importance. Allow 30 days to process requests. PAHMA reserves the right to deny requests.
2. Memorandum of Understanding.

Once a request is approved, a contractual repository agreement (Memorandum of Understanding or MOU) is prepared by PAHMA and signed by both PAHMA and the controlling agency or agencies. The controlling agency(ies) will provide a separate summary for each collection to be attached to the MOU and includes, as applicable:

 - Site number(s), site/project name(s), and site description
 - City/locality, county, state, township, range, section, quarter(s)
 - Type of collection (survey, testing, data recovery)
 - Name of cultural resource management firm, if applicable
 - Year(s) of excavation
 - Most Likely Descendants (MLD), tribes, or other communities, consultants, labs, and organizations who participated in the project
3. Invoice Payment.

Concurrent to the Memorandum of Understanding, any and all fees must be paid in full.
4. Delivery.

Delivery must be scheduled at least two weeks before the desired delivery date. Contact PAHMA-Registration@berkeley.edu for scheduling. An incoming receipt will be issued upon delivery acknowledging possession by PAHMA.
5. Organize and pack the collection and associated records

PAHMA requires that all physical and digital collection documentation--including, but not limited to, field records, photographs, maps, drawings, analytical results, draft reports, and digital documentation--be submitted together with the objects. All collections are to be properly prepared and delivered to PAHMA in good condition. Specific instructions for preparing the collection and records are described below.
6. Inventory check.

An inventory check is completed by PAHMA staff, at the time of delivery if possible or immediately thereafter, to assure that all specimens and documents are present and collection condition and preparation standards are met. The timeframe of this process will depend on a number of factors including but not limited to the size and composition of the collection. In the event corrections to the collection preparation are necessary or discrepancies are found between the catalog and collection, additional funding or the return of all or part of the materials at the expense of the controlling entity for correction. PAHMA retains the right to reject part or all of the collection if problems are encountered during processing, for instance if human remains are identified.

INSTRUCTIONS FOR PREPARING THE COLLECTION AND ASSOCIATED RECORDS

Executive summary describing the collection.

An executive summary must accompany the delivery of each collection and includes, as applicable:

- Site number(s), site/project name(s), and site description
- City/locality, county, state, township, range, section, quarter(s)
- Type of collection (survey, testing, data recovery)
- Name of cultural resource management firm, if applicable
- Year(s) of excavation
- Most Likely Descendants (MLD), tribes, or other communities, consultants, labs, and organizations who participated in the project
- Explanation of field numbering system
- Key to any abbreviations or codes used
- Abstract or Executive Summary from the project final report.

Master object list.

Information on the entire collection must be presented in a master object spreadsheet digitally and in hardcopy which includes the following eighteen fields. Avoid abbreviations and undefined nomenclature.

- | | |
|--|--------------------------|
| ● Site number and/or site name | ● Unit |
| ● Project year(s) | ● Level |
| ● Field number | ● Other provenience data |
| ● Object name | ● Excavator name |
| ● Description of object | ● Excavation date |
| ● Material class | ● Weight |
| ● Specific material | ● Count |
| ● Recovery type (i.e., survey, test pit, feature, etc) | ● Box number |
| | ● Comment |

Photography.

Digitally born images or images scanned at a resolution of 300 DPI or greater in standard image formats can be submitted either via physical media or made available for download. Use the site number and unit number on all survey or excavation photography. Artifact photography must be named using the field number. An inventory of submitted images must accompany the images. The inventory should include the file name, image format, provenience information, and other comments.

Digital maps.

Digital maps created using imaging or mapping software as well as scanned hardcopy maps may be submitted with the other collection documentation. Files can be submitted on physical media or made available for download. An inventory of submitted maps must accompany the maps, and include the following information:

- Project name
- Site number
- Contractor name
- Scale used
- Legend to all symbols used
- Directional arrows (true and magnetic north)

- Date the map was created
- Reference to published USGS map if used (name, series, publication date)
- Datum, either site datum or reference to well-known datum.

Global positioning system (GPS) coordinates and shapefiles.

GPS data should be submitted with the other collection documentation if the project included this type of data recovery. GPS data can be submitted two ways depending on the depth of analysis used. Coordinates gathered by a GPS unit marking site location, boundaries, features, units, etc., may be provided in a spreadsheet form. All GPS data must be marked with the X and Y Axis, project name, site number and/or name, date created, and GPS unit used. All X and Y coordinates must be in positive values. If GIS data was gathered during the project, shapefiles and accompanying datasets must be submitted to PAHMA. All GIS data must include the projection, site location, and boundaries. If using ArcCatalog, export all data files through the program to ensure all files are included in the dataset.

Physical organization of the collection.

Organize the collection first by **material class** with like materials together first; then by **provenience**; and finally group the collection sequentially by **field number**.

Object labeling.

In addition to labeling inserted into and onto the plastic bags, apply the field number directly on the artifact whenever possible. The section of the artifact's surface selected for labeling should be stable and clean, and not interfere with future analyses or exhibition potential. If direct numbering is not possible, gently tie an acid-free tag to the artifact labeled marked with archival pigment black ink or printed with a laser printer. For fragile objects or those too small to label, place the field number label in an associated plastic bag.

Object housing.

Only use acid-free bankers boxes with separate lids with double-walled measuring 15 x 12 x 10 inches to house objects. The bankers boxes are not to exceed twenty (20) pounds. Boxes should be clean of writing, labels, or tape. They should have an exterior label pocket adhered on the bottom left hand short end of the box that contains a label. The exterior label will list the site number of the contents, the material class, and the box number, cross-listed in the inventory submitted at deposit. Arrangements must be made with PAHMA for objects that do not fit in banker boxes prior to delivery.

Only use acid-free materials within the bankers boxes. Non-acid free containers and containers made of other materials that are breakable, easily degradable or otherwise problematic for long time storage will not be accepted. Examples include, but are not limited to, bubble wrap, metal film cans, glass containers and vials, gel capsules, sandwich bags, dry-cleaning bags, and lightweight food storage/freezer bags, such as those available at supermarkets. Acceptable materials to house objects include:

- Acid-free boxes.
- Plastic bags: virgin polyethylene with a locking closure.
 - Soil and carbon samples may be in paper bags or foil and then wrapped in an open-top 2mm polyethylene bag.
- Polyethylene or polypropylene plastic boxes, vials or capsules marked with recycling numbers 2 or 5. All plastic containers should be placed in plastic bags if possible.
- Acid-free paper boxes or acid-free paper for wrapping fragile items,

- Wherever possible, place padding/cushioning materials such as polyethylene, closed-cell foam sheets, such as Volara 2A or Cellu-Cushion in plastic bags with the artifacts.

Label Containers.

Label the exterior of each bag with permanent pigmented black ink and include within each bag an acid free slip with the following information typed or neatly handwritten in pigment black ink or pencil.

- | | |
|-----------------------------------|--|
| ● Field number | ● Provenience information |
| ● Site name and site number | ● Date of fieldwork |
| ● Project name and project number | ● Summary condition: stable or fragile |

Packing Tips:

- Pack each container with objects from only one material class (e.g., sherds, lithics, fauna, etc.).
- All artifacts bagged together must be from the same field number.
- Do not overload bags to the point that they cannot be closed. For multiple bags of materials with the same field number mark labels within bags accordingly (e.g., 1 of 2, 2 of 2).
- Punch an air hole in each bag only if contents will not escape.
- Artifacts must be free of matrix to be accepted. Cleaning of objects beyond that should only be done when necessary, with a dry brush or distilled water. All cleaning methods must be documented in the object's record.
- Gluing objects is not recommended. If gluing is desired, the adhesive should be chemically stable and reversible, such as Paraloid/Acryloid B-72 and documented in the object's record. Joins made with tape or non-archival adhesives will not be accepted.

Materials not accepted

- Hazardous material will not be accepted including but not limited to radioactive matter, flammable liquids, explosives, live ammunition, objects containing nitrate, soil with known pathogens such as Valley Fever, and otherwise contaminated soil.
- Objects/containers that show signs of insect infestation will be treated/frozen at the cost of the depositor.
- Objects with unclear provenience.
- Objects that are deteriorated beyond the ability to be stabilized or used in scientific research.
- Human remains.