

# 1A-32 Permit, Collection and Curation Guidelines



Florida Department of State  
Division of Historical Resources  
Bureau of Archaeological Research

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## Field Collection Guidelines

We strongly encourage discussion of collection and curation strategies with BAR staff before beginning a 1A-32 project. Please be aware that not all items collected during 1A-32 permit investigations may be curated by the BAR. As a 1A-32 permit holder, you must:

- Professionally analyze, document, and package all materials submitted to the BAR for curation. See the attached “Detailed Curation Guidelines” for specific instructions.
- Note all items that are collected, even those which are not meant to be curated, in your FS Logs and databases.
- Record specific provenience information for all collected items.
- Provide BAR Collections with digital copies of mapping data, field notes, forms, databases, FS logs, and relevant photographs, within reason.
  - Due to digital storage concerns, if the size of data to be submitted is considerable, please discuss your submission with BAR Collections staff ahead of time.
- Document and sample but avoid full collection of large quantities of minimally-diagnostic or common items such as large surface scatters of historical material (e.g. a bottle dump) or the unmodified shell matrix from a shell mound.
- Consult BAR staff about excavation and collection methodology *before* working on sites known to contain unmarked human burials.
  - Immediately notify the BAR if human remains are discovered during investigations.
  - Generally, leave human remains or likely human remains *in-situ*.
- Consult the conservation guidelines and contact BAR conservators for questions about artifact conservation.

*The BAR generally does not curate the following:*

- Unanalyzed soil and flotation samples (the permit holder is responsible for their analysis)
- Geological samples and other non-cultural material
- Items under 50 years old, such as modern trash

## Artifact Curation Overview

The following is a brief overview of the basic artifact curation guidelines for 1A-32 permit holders. You should also carefully read the “Detailed Curation Guidelines” for specific policies.

- Artifacts and Bags:
  - 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 the FS number, lot number, and Florida Master Site File site number
  - Please leave sufficient space near top of the bag for BAR staff to add the full catalog number
  - All submitted artifacts must be appropriately sorted and analyzed
  - Artifact bags must be boxed first by site and then by FS number
- Field Notes and Project Data
  - Complete artifact and provenience data in Excel format is required. Digital versions of mapping data, field notes, forms, databases, FS logs, and relevant photographs, within reason, are strongly encouraged but we will also accept hard copies.
  - A final report must be submitted to the BAR and Florida Master Site File
- Cleaning and Conservation
  - Artifacts must be free of loose dirt unless doing so compromises them.
  - Follow the BAR *Conservation Field Guide* for guidance on the treatment of artifacts before they reach BAR Collections and Conservation.
  - For questions or concerns, please contact Head Conservator Jessica Burns ([jessica.burns@dos.myflorida.com](mailto:jessica.burns@dos.myflorida.com) or 850.245.6323) **before attempting to conserve artifacts collected under 1A-32 permits.**

## Detailed Artifact Curation Guidelines

### 1. Bagging and Boxing Artifacts

1.1. Bag Type and Size: 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 and must be comfortably sized so that artifact removal is simple and doesn't damage the bag or contents. Torn or stained field bags should be replaced. Fragile items should be appropriately packed in archival quality rigid containers with appropriate padding. Any oversized object should have a tag securely attached to it.

1.2. Bag Labels: All bags must be legibly labeled in black Sharpie or permanent marker. An appropriate amount space should be left between the closure portion of the bag and the required information in order to allow BAR staff to add a catalog number (Figure 1). This is typically one to two inches below the closure portion of the bag. Each bag should be labeled with its FS.LOT (explanation follows) number, and beneath that, the site number (or a clear indication that it is an isolate). Any other information such as within-site provenience, excavator's initials, field dates, and artifact identification is optional on individual bags, but this information **must** be printed on outer FS bags. Archival quality paper labels with provenience information placed inside the FS parent bag is encouraged.

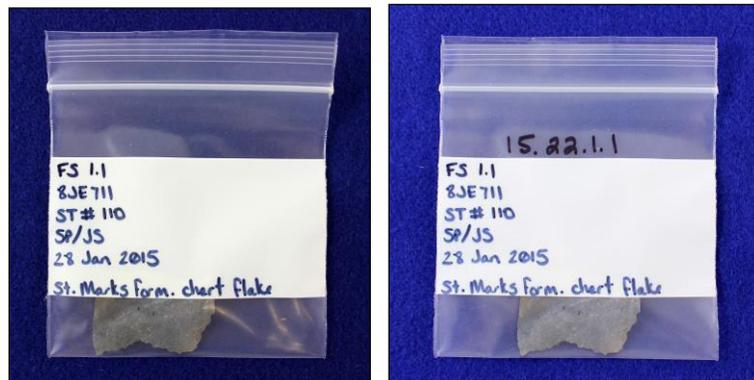


Figure 1 Leave one to two inches below the closure portion of the bag (*left*) to accommodate addition of a full catalog number by BAR staff (*right*)

**1.3. Inner and Outer Bags:** Each FS should have its own parent bag that contains the individually lotted bags within that FS, provided that there is more than one lot in the FS. If all of the lots from one FS will not fit in one large bag, please use multiple parent bags and indicate the FS and range of lots inside on each parent bag. For example, a parent bag for FS 1 might read “FS1.1 to FS1.25” and a second parent bag for FS 1 might read “FS1.26 to FS1.45”. A parent bag should also include the Florida Master Site File site number. Additional information, such as provenience, is not required on the parent bag, but may be included. Do not fold bags to make them to fit in the FS parent bag; use a larger bag that can comfortably accommodate them.



Figure 2 An example of an FS parent bag and individually lotted bags within the FS

**1.4. Boxes:** A box may contain artifacts from multiple sites, but bags must be organized by site number and then FS number within that site. Currently we do not require that artifacts be submitted in archival boxes; *however*, if feasible, the following boxes available from Hollinger are preferred:

<http://www.hollingermetalede.com/modules/store/index.html?dept=566&cat=1104>

## 2. Assigning FS Numbers and Lot Numbers

**2.1. What is an FS Number?:** A Field Specimen number, or FS number, is a unique identifier that ties collected artifacts with a specific 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. Only a single, whole number can be used for an FS number; no letters or decimals will be accepted. If artifacts from multiple sites are submitted under a single permit, it is acceptable to repeat FS numbers, so long as each site uses an FS number only once.

2.2. What is a Lot Number?: During analysis, artifacts from a single FS must be separated into categories (see below) and bagged. Each of these bags receives a separate lot number. When labelling the bag or digitally recording the bag, the lot number should follow the FS number and be separated by a decimal point. Every lot number must be a single, whole number; no letters or decimals will be accepted. Sequential lot numbers starting with “1” are recommended for each FS.

### 3. Sorting Artifacts

3.1. Lotting Sorted Artifacts: Objects from every FS need to be sorted. Each sort group within an FS must be individually bagged and assigned a unique lot. BAR minimum sorting standards require that certain diagnostics such as complete vessels (both prehistoric and historic) or typed bifaces be bagged or tagged individually.

3.2. Detailed Sorting Guidelines: If you come across artifact types not listed below or encounter a situation that is not covered, please contact Marie Prentice (850-245-6364, [Marie.Prentice@dos.myflorida.com](mailto:Marie.Prentice@dos.myflorida.com).)

3.2.1. **Aboriginal Ceramics:** At a minimum, sort by diagnostic type and temper, if applicable. Vessel portions must be separated (e.g. rims from body sherds) unless they are clearly from the same vessel. Sherds from the same vessel and same FS should be bagged together in a single, unique lot.

3.2.2. **Bone or Shell Tools:** Sort by diagnostic type.

3.2.3. **Brick, Daub, and Other Building Materials:** Bulk samples will not be accepted. Small samples (c. 100 grams or less) will be accepted. We will also accept a small number of complete bricks if they are deemed essential to the interpretation of the site or have potential as exhibit items. Please contact us if you have any questions.

- 3.2.4. **Faunal Material:** Detailed faunal analysis is not required. If detailed analysis is performed, you may assign a unique lot number to each bag and you must then list each analyzed lot in your Excel spreadsheet. If you have a large number of faunal materials that will be analyzed you may opt to bag each element separately, but then place them in larger bag labeled “analyzed faunal material” and give them a single lot. If this is done, please provide a separate Excel table listing each element/species that can be archived by BAR. Also, it would be helpful to write identification on the bag or on slip of archival paper placed inside each bag. Please keep in mind this pertains only to unmodified faunal remains. All bone tools must be lotted separately.
- 3.2.5. **Glass:** Glass must be sorted by color and should then be subdivided by diagnostic features and/or vessel portion. Please see the *Parks Canada Glass Glossary* (<http://www.sha.org/bottle/pdf/GlassGlossary.pdf>) or *Historic Glass Bottle Identification & Information Website* (<https://sha.org/bottle/colors.htm>).
- 3.2.6. **Historic Ceramics:** At a minimum, sort by diagnostic type. Vessel portions must be separated (e.g. rims from body sherds) unless they are clearly from the same vessel. Sherds from the same vessel (and same FS) should be bagged together in a single, unique lot. Sherds with additional diagnostic features, such as maker’s marks, should be bagged and lotted separately.
- 3.2.7. **Human Remains:** DO NOT COLLECT human remains. If encountered, these need to be reported to the BAR IMMEDIATELY. Please contact Dr. Jason O’Donoghue at 850.245.6481.
- 3.2.8. **Lithics:** At a minimum, tools must be separated from debitage. Complete or identifiable projectile points/knives and other diagnostic tools must be bagged and lotted individually. If conducting in-depth analysis of debitage, please bag analyzed lithics separately. Recombining lithics after detailed analysis makes it difficult, if not impossible, for future researchers to study your analysis. Please contact BAR for more details if the quantity of lithics that are subjected to a detailed analysis is especially large.
- 3.2.9. **Metals:** Sort by type and further subdivide by diagnostic features (e.g. wire nails

should be bagged separately from cut nails). Oxides and unidentifiable fragments should be weighed, discarded, and noted on the Excel spreadsheet with a clear indication that they have been discarded. Please refer to our *Conservation Field Guide* for more detailed information regarding metal recovery.

3.2.10. **Plant Remains:** Follow the guideline for faunal material. Submission of charcoal samples for curation is strongly discouraged. These samples become contaminated over time and will not provide accurate C14 dates.

3.2.11. **Shell:** Follow the guideline for faunal material. Bulk shell samples will NOT be curated. If the PI decides to collect bulk shell samples, they must be noted on the Excel spreadsheet and curated by the permit holder. Small samples (approximately 100 grams or less) are acceptable.

3.2.12. **Plastics and Modern Materials:** Unless these items are integral to the interpretation of a site, they should not be collected and will be discarded on arrival to BAR. They may be noted in the submitted Excel table, however, if desired, but should be clearly marked as discarded.

3.2.13. **Soil Samples:** Bulk soil samples will NOT be accepted. Small samples (approximately 100 grams or less) are acceptable, but are discouraged since these will deteriorate over time. Processed and analyzed floatation samples are acceptable.

#### 4. Required Digital Provenience and Artifact Data

4.1. Provenience Data: An Excel spreadsheet giving specific provenience information for each site and FS must accompany every submission. The spreadsheet must have, at a minimum, an FS column and a provenience column; however, provenience may be broken into as many columns as is necessary. This spreadsheet should include one row for each FS in your FS Logs. If the permit covers multiple sites, please include a column for the site number or give provenience data from each site in separate spreadsheets.

4.2. Artifact Data: An Excel spreadsheet of lotted artifacts must accompany every 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. Note that even if provenience is given in the artifact spreadsheet a separate provenience spreadsheet is still required.

- 4.2.1.FS.LOT (This must be a text field in your spreadsheet. **IMPORTANT:** Each row in the Excel spreadsheet of objects must have a unique FS.LOT designation and each of these must directly correspond to an individual bag of artifacts that has been sorted as explained above. It is recommended that you list each site in its own Excel page within a single Excel file, but it is not required.
- 4.2.2. Site Number (or clearly identified as an isolate)
- 4.2.3. Artifact Material Code (A full list is given in “Artifact Materials Codes”)
- 4.2.4. Artifact description (This must be in plain English without codes and acronyms. The BAR can concatenate multiple columns to form a description, so this may include up as many columns as deemed necessary by the permit holder. You may add additional columns with codes, provided that there is a plain English description.)
- 4.2.5. Count (This should be a whole number only)
- 4.2.6. Weight (This should be measured in grams. No symbols (e.g. “<”, “>”, “kg”, “g”) may be included.)
- 4.3. Example Spreadsheets:** The example below contains the required digital artifact and provenience data necessary for submission to BAR. It also includes additional fields added by the permit holder. Please note that each catalog row has a unique FS.LOT combination that is not repeated for its corresponding site anywhere else on the spreadsheet page. The FS.LOT number column **must** be designated as a text field so that numbers are not accidentally repeated.

	A	B	C	D	E	F	G	H	I	J	K
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											

	A	B	C	D	E	F	G	H	I	J	K
1	FS	Unit	Level	Northing	Easting						
2		1 1004N 1000E	1	1004	1000						
3		2 1004N 1000E	2	1004	1000						
4		3 1015N 1000E	1	1015	1000						
5		4 1015N 1000E	3	1015	1000						
6		5 1016N 1000E	4	1016	1000						
7		6 1016N 998E	1	1016	998						
8		7 1017N 1000E	1	1017	1000						
9		8 1017N 1002E	3	1017	1002						
10		9 1017N 1002E	4	1017	1002						
11		10 1018N 1000E	1	1018	1000						
12		11 1018N 996E	1	1018	996						
13		12 1019N 1000E	1	1019	1000						
14		13 1019N 998E	1	1019	998						
15		14 1019N 998E	4	1019	998						
16		15 1019N 998E	5	1019	998						
17		16 1020N 1000E	1	1020	1000						
18		17 1020N 998E	1	1020	998						
19		18 1020N 998E	2	1020	998						
20		19 1020N 998E	3	1020	998						

Figure 3 An Example of the digital artifact data (*top*) and provenience data (*bottom*) required by the BAR. In the artifact spreadsheet, one FS.Lot per row is required and these numbers may not repeat within a single site. In the provenience spreadsheet, one FS per row is required, but specific provenience for the FS may be listed however the PI prefers. Note that even if provenience is given in the artifact table a separate provenience table is still required.

5. Additional Required Documentation:

5.1. Project Documentation: Electronic copies of mapping data, field notes, forms, databases, FS logs, and relevant photographs are required within reason. Due to digital storage concerns, if the size of the data to be submitted is considerable or if you would like to submit hardcopies instead, please discuss your submission with BAR Collections staff beforehand.

5.2. Conservation Documentation: You must keep a record of any conservation treatments used on the artifacts. This includes any glue or adhesive used to join ceramics or consolidate materials in the ground. Relevant photographs of objects, especially those taken during the excavation of fragile material, should be submitted to the BAR.

6. Submitting Project Data and Artifacts:

6.1. Digital Provenience and Artifact Data: If you have not submitted 1A-32 permit related artifacts to BAR before, it is strongly recommended that you submit your Excel spreadsheets before submitting the artifacts. We can generally determine if our guidelines have been satisfactorily met by reviewing these spreadsheets. This can prevent the cost and time needed to return artifacts that were not properly prepared for submission. Spreadsheets can be emailed to Marie Prentice ([Marie.Prentice@dos.myflorida.com](mailto:Marie.Prentice@dos.myflorida.com)) or CDs/DVDs may be mailed to:

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

6.2. Personally Delivering Artifacts: 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.

6.3. Shipping Artifacts: 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 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 them to the BAR.*

- 6.4. Submission Clearance: Once Collections receives your digital data 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 submission.**

## Artifact Material Codes

<b>Code</b>	<b>Label</b>	<b>Instruction</b>
ADOR	Adornment items	Adornment items
ADOR	Brooches	Brooches
ADOR	Ring	Ring
AMCO	Artifact mold completely encrusted	Usually a lime rock or coral, natural mold of a completely oxidized artifact (e.g., nail)
BALL	Ballast	Ballast
BEAD	Beads-trade	Beads-trade
BEAD	Trade beads	Trade beads
BLDG	Brick/building materials	Brick/building materials
BLDG	Building materials/brick	Building materials/brick
BOAU	Animal/unidentified bone	Animal/unidentified bone
BOAU	Bone-animal or unidentified	Bone-animal or unidentified
BOHB	Bone-human burial	Bone-human burial
BOHB	Burial(s)	Burial(s)
BOHB	Cemetery	Cemetery
BOHB	Grave(s)	Grave(s)
BOHB	Human bone/burial	Human bone/burial
BOHU	Bone-human	Human bone, unspecified whether from burial context
BOWK	Bone-worked	Bone-worked
BOWK	Worked bone	Worked bone
BOXU	Bone-extinct fauna, unworked	Bone or fossil of extinct fauna, not worked
BOXU	Extinct faunal remains, unworked	Bone or fossil of extinct fauna, not worked
BOXU	Pleistocene fauna, unworked	Bone or fossil of extinct fauna, not worked
BOXW	Bone-extinct fauna, worked	Bone or fossil of extinct fauna, human-altered
BOXW	Extinct faunal remains, worked	Bone or fossil of extinct fauna, human-altered
BOXW	Pleistocene fauna, worked	Bone or fossil of extinct fauna, human-altered
C14	Carbon 14 samples	Carbon 14 samples
CERA	Aboriginal ceramics	Aboriginal ceramics

CERA	Ceramics-aboriginal	Ceramics-aboriginal
CERN	Ceramics-nonaboriginal	Ceramics-nonaboriginal
CERN	Nonaboriginal ceramics	Nonaboriginal ceramics
CLOA	Buckles	Buckles
CLOA	Buttons	Buttons
CLOA	Clothing accessories	Clothing accessories
DAUB	Daub (unfired bldg clay)	Daub, unfired building clay often w/ wattle walls
EO	Encrusted Object	Usually coral encrusted probable artifact
EXOT	Exotics	Exotics
EXOT	Galena	Galena
EXOT	Hematite	Hematite
EXOT	Mica	Mica
EXOT	Pearls	Pearls
FIRE	Firearm or firearm component	Firearm or a recognizable component (e.g., hammer)
FORE	Forestry equipment	Forestry equipment
FOSS	Fossil unspecified	Fossil not further specified
GLAS	Glass	Glass
HUMR	Bone-human nonburial	Bone-human, not burial (e.g., an isolated tooth)
HUMR	Human remains-nonburial	Human remains-nonburial
HUMR	Teeth-human	Teeth
IVOR	Ivory	Ivory as distinct from bone
LEAT	Leather	Leather
LITH	Lithics	Lithics
LITH	Stone artifacts	Stone artifacts
META	Metal	Metal
MSCH	Miscellaneous historic	Miscellaneous historic (do not use routinely)
MSCP	Miscellaneous prehistoric	Miscellaneous prehistoric (do not use routinely)
NARF	No artifacts seen/known	Nonartifactual site: No definite artifacts seen
NOCH	Not checked	Not checked against paper records (FMSF use only)
NONO	No collection: no site visit	No collection made because no field visit was made

OTHR	Other	Other, please describe or elaborate
PETR	Petroglyphs	Petroglyphs
PLAS	Plastic items	Plastic items not further specified
PLRE	Charcoal	Charcoal
PLRE	Plant remains	Plant remains
PMTL	Precious metal/coins	Precious metal/coins
POLL	Pollen sample	Pollen sample
SHEL	Unworked Shell	Shell, unworked or not specified whether worked
SHFD	Shellfood remains	Shellfood remains
SHWK	Shell-worked	Shell-worked
SHWK	Worked shell	Worked shell
SOIL	Soil samples	Soil samples
TEXT	Textiles	Textiles
UNSP	Unspecified by recorder	Unspecified by recorder (FMSF use only)
WOOD	Wood	Wood