

**Standard Operating Procedure for the Archaeological Curation**  
(V021214)

..... (Section 1 to be completed by Branch Chief) .....

**Primary:** Curation Specialist – Sherry Wagener  
**Alternate:**

**CLS 64 SSP:** E

**Legal Driver:**

This plan supports the Integrated Cultural Resources Plan and Federal, State, and Army regulations governing the curation of archaeological collections from military lands.

**Purpose:**

This SOP provides the necessary guidance for the accessioning and re-inventory of archaeological collections to meet the purpose and goals detailed below. This procedure is for accomplishing stated objectives at the CLS GREEN capability.

**CLS Reporting Tasks:**

This procedure is for accomplishing stated objectives at the CLS GREEN capability. Capability Level II or III delivery aspects of this project will be determined by the Conservation Branch chief, and will involve an appropriate reduction of output aligned with CLS guidance for Service 64 SSP E anticipated for the operational fiscal year. Changes in output levels for the fiscal year of execution will be determined and planned for during the annual review. Funding prioritization by the Conservation Branch Chief and resource prioritization across Service 64 or SSP E may eliminate all execution aspects of this project dependent upon service capability designation. The primary, alternate, or their designee in absence is responsible for weekly reporting of task execution for CLS and PMR reporting.

**Significant Aspects associated with this SOP:** NONE

**Management controls to offset significant aspects:** NONE

..... (Section 2 to be completed by Primary and Alternate) .....

**Purpose of Process:**

To identify and preserve archaeological data, as specified in 36 CFR 79 and Section 110 of the National Historic Preservation Act while adhering to the Louisiana State Curation Standards and Guidelines.

**Background:**

The Fort Polk Archaeological Collection consists of artifacts and associated records that were recovered and created from Fort Polk projects and on training lands used by Fort Polk. The Curation Facility also houses historical material related to the history of Fort Polk that is culturally significant and enhances the historical records relating to Fort Polk’s area history. Housing such records shall be at the discretion of the Cultural Resources Manager.

**Goal:**

To identify, inventory and accession all artifacts and associated records in order to create an accurate database for the collection and to track subject material for future research use.

**Objectives:**

1. Compliance with the goals and objectives found within the Integrated Cultural Resources Management Plan under CLS 64 SSP E.
2. Implementation of education and outreach activities under CLS 64 SSP F.

**Training:**

In-house by experienced personnel.

**Methodology:**

1. Accession numbers assigned to collections:
  - a. All archaeological projects will be issued an alphabetic and numeric accession number. The accession number will consist of an A for collections with artifacts and associated records or an R for associated records only, followed by the year of the project and a hyphen with a number indicating which consecutive project was performed at Fort Polk. For example, the third project with artifacts and associated records of 1998 will be accessioned as A1998-3.
  - b. The old Project Codes will be kept but not added to new collections. The project code was a three to four letter code that represents the archaeological firm's name. The number, preceded by a hyphen after the alphabetic code, indicates the number of the project performed for Fort Polk by the archaeological company/crews or, in the case of older projects, the year the project was performed. When letters follow the hyphen, the letters stand for the name of the specific project. (e.g. NWR-NWSS means New World Research – New World Sample Survey and PTA-2 means Prentice Thomas and Associates -- second project)
    - i. The following are examples of some of the project codes issued for archaeological crew/firms. These codes have a numeric code for the year, or number of the project, or an alphabetic code for the specific project appending the crew project codes. New collections will not be issued a project code. All collections will now be organized using the accession number.

*Table 1 – Archaeological Project Codes*

Crew Project Code	Archaeological Company/Agency/Crew
CWA	Commonwealth and Associates
ESA	Earth Search and Associates
FHA	Family Housing Area
GSR	Gulf South Research
NFS	National Forest Survey
NPS	National Park Service
NSR	Northwestern State University
NWR	New World Research
PCI	Panamerican Consultants, Inc.
PTA	Prentice Thomas and Associates
RCG	R. Christopher Goodwin
SEAC	Southeastern Archaeological Center (National Park Service)
SCIAA	South Carolina Institute of Archaeology and Anthropology
TRC	TRC Garrow and Associates
UM	University of Memphis
USL	University of Southwestern Louisiana
UTSA	University of Texas at San Antonio
OTH	Other

- c. Fort Polk Surface Collection. Fort Polk surface collection code shall be FP followed by SF (Surface Collection), followed by the material code, and followed by the catalog number. An example Surface Find code would be FP-SF-1-25.

Material Code	Material
1	Glass
2	Metal
3	Ceramic
4	Lithic
5	Brick

- d. All maps, notes, graphs, forms, photography, electronic files and written documents created for and during the archaeological project are included as associated records. The curation specialist should be familiar with the project contract and project results to ensure that all records have been submitted with the deliverables. All associated records will be accessioned using the same accession number assigned to the artifacts (and site number when applicable).

2. Inventory process:

- a. All artifacts and associated records must be identified and inventoried in the collection. All artifacts and associated records are identified and inventoried when received and will periodically be re-inventoried and monitored for preservation conditions.
- b. The working catalogue is utilized to verify that artifacts correspond with the permanent catalogue record. Correct and specific identification of artifacts are indicated on the working catalogue record. An asterisk next to the artifact identifies the artifact can be found in the Class I artifact box. A check mark indicates the artifact can be found in the Class II artifact box. Working catalogue records are kept in binders in the curation facility.
- c. The Fort Polk curation specialist will complete an accession form on each project and deliverables inventoried. The accession form will be filed with the associated records for those deliverables. A copy of the accession form will be filed off site in a secure location in case of disaster.
- d. Associated records inventory information is recorded on the accession form. An associated records inventory will be in the new accession database.

3. Databases:

- a. Electronic databases were incorporated to manage the Fort Polk Archaeological Collection and archaeological sites in 1998. Beginning in 2014, new databases will be utilized. The new Accession database will tie the new accession number, old project code, report name, collection locator information and site numbers with the type of associated records present in the collection together in one database. The new artifact database will contain the accession number, site and catalogue number and expanded artifact attributes. The intent is to include all artifacts, associated records and archaeological sites in these databases. The new databases will be searchable using accession number, site number, report title, box number and by artifact type across collections.
- b. The new Accession and Artifacts databases will be stored on the Colorado State University laptop computer with monthly DVD backup stored in the curation facility.
- c. The old databases will be maintained until the collections are added to the new databases.
- d. Microsoft Access and Excel have been and will be utilized to maintain electronic data on all archaeological sites, final reports, library material and artifacts.
- e. The Library data is entered into an Excel file. It includes all library material on the Fort Polk library open resource shelves and includes the Library of Congress Call number, the title of material, author, publisher and subject as they apply.

4. Deliverables:
  - a. All artifacts recovered from Fort Polk land shall be turned in to the Fort Polk Archaeological Curation Facility. This includes, but is not limited to, artifacts recovered through surface collections and/or ground disturbances as a result of any Fort Polk projects or activities. The Fort Polk curation specialist shall inventory, accession and curate artifacts received.
  - b. Deliverables shall include, but not be limited to the following associated records: contractually specified number of final reports, a camera ready final report, PC compatible PDF file of final report, video/audio tapes, photography log, photographic material, and any electronic files created to complete the Fort Polk project. An original and copy of the following will be submitted as applies: new and updated completed state site forms, permanent artifact catalogue records, field logs, field bag list, field pit/unit level sheets, transect shovel test forms, site maps, soil profiles, project maps, artifact analysis sheets, box inventory sheets, laboratory dating reports, oral interview notes, conservation reports. Associated records shall be on archival acid and lignin-free paper.
  - c. Photographic material shall be in TIFF format on archival CD or DVD. Each photograph will have a file name that matches the photography log. The CD or DVD will be labeled with the project title, year, photo software used and site number (if applicable). Thumbnail prints of each photo with file name will be printed on photographic paper and delivered in clear archival quality film sleeves, of appropriate size, and labeled with; the date and site reference numbers.
  - d. All artifacts and associated records received by the Fort Polk Curation Facility shall be inspected and verified to have no contamination by the Fort Polk curation specialist prior to incorporating them into the existing collection.
  - e. The curation specialist shall correct any minor curation deficiencies on deliverables received. However, if deliverables received are not in compliance with the Fort Polk standards and must be re-prepared to meet standards, Fort Polk may return the deliverables to the archaeological firm to have the firm correct major deficiencies prior to final contractual payment.
  - f. The curation specialist will report the status of deliverables to the National Park Service, or contract administrator, specifically to coordinate corrections to deliverables, recover missing data/material or finalize contract obligations from deliverables.
  
5. Collection preparation and storage: All Fort Polk artifacts will be or have been prepared using the following techniques to ensure long-term preservation.
  - a. Fort Polk stores artifacts in two categories, Class I and Class II.
    - i. Class I artifacts are artifacts that are diagnostic and merit reexamination by future researchers.

- ii. Class II artifacts are artifacts that are common and numerous or unidentifiable and may not merit reexamination by future researchers.
- b. Fort Polk stores artifacts in polyethylene clear re-sealable archival bags of a 4 mils weight in the appropriate size and labeled as Class I or Class II.
- c. Class I and Class II artifacts are bagged differently in the following manner:
  - i. Each Class I artifact is bagged separately. The artifact bag is labeled with the site and catalogue number and the identification of artifact.
  - ii. All Class I artifacts in the same category shall be grouped into one category bag. Thus all artifacts from the same category will be in individual artifact bags and the artifact bags will be put into a category bag if more than one artifact for a specific category exists. (e.g. 5 different types of projectile points = 5 artifact bags. Those 5 artifact bags will be put into one category bag.) The category bag will be labeled with the site and catalogue number, class I, and artifact count with category.
  - iii. Class II artifacts from the same artifact category are put in one category bag. The category bag is labeled with the site and catalogue number, class II, artifact identification and count.
- d. Class I and Class II artifacts are bagged the same in the following manner:
  - i. All Class I and Class II bagged artifacts with the same catalogue number are grouped and bagged in the same Class I or Class II catalogue bag. The catalogue bag is labeled with the site and catalogue number, field bag number, Class I or II, specific provenience information, date of recovery, the number of artifacts and the category of artifacts for that number within the Class I or II catalogue bag. The catalogue bag should indicate the number of bags for the specific catalogue bag. (e.g. Bag 1 of 1; Bag 1 of 2) Catalogue bags can be batched to keep sequence and avoid loss.
  - ii. Each catalogue bag will have at least one bag label on acid and lignin free paper. Metal category bags require their own bag label. The bag label will include the same information that is recorded on the catalogue bag, including the count and list of artifacts in the catalogue bag. Bag labels are to be written in pencil or permanent ink. Bag labels must be inserted into a small, but appropriate in size, clear archival re-sealable bag.
  - iii. When catalogue bags are small they may be placed in larger bags with other catalogue bags to keep their sequence and avoid loss. The catalogue bags should remain in numerical order. Batch bags will be labeled with the site number, class, and sequence of catalogue numbers within the batch bag.
  - iv. The site bag contains all catalogue bags or batched catalogue bags in Class I or II for that specific site. The site bag will be labeled with the site number, Class I or II, and bag of bags across the top

of bag just below the re-sealable zone. All site bags should be the same size regardless of content to avoid loss or oversight.

- e. Fort Polk packages artifacts to prevent breakage and preserve condition as follows:
  - i. All glass artifacts are doubled bagged regardless of their class I or class II status. The double bagging is at the artifact bag level.
  - ii. Each metal item must be packaged with silica gel and put into a micro-environment. This packaging and micro-environment is done by the Fort Polk curator. Therefore, metals should be bagged in a large enough bag to allow the addition of silica gel in the artifact bag regardless of the class I or class II status. Bag labels with full provenience information are required in metal artifact bags.
  - iii. Prehistoric ceramic or aboriginal ceramic will always be placed in class I regardless of its fragment size or condition. Prehistoric/aboriginal ceramic is fragile and decidedly important to the Fort Polk Archaeological Collection. There should be no difficulty removing or inserting ceramic into the artifact bag. Each ceramic fragment or sherd will have its own individual artifact bag and all pottery from the same catalogue number will be bagged in the same category bag.
  - iv. Organic material: Carbon/charcoal will be sealed in aluminum foil and labeled as charcoal. Count will be given in total grams. The foil package will also be labeled with the accession number. This foil package will be put inside of an appropriate size polyethylene re-sealable bag that is labeled with the accession number, field bag number, class I, general provenience, date of recovery, charcoal and total grams enclosed. Faunal and floral material shall be packaged and labeled the same as appropriate and total grams indicated for count.
- f. All materials to be curated in the Fort Polk Archaeological Collection are to be washed or otherwise cleaned, unless cleaning could potentially damage the artifact, remove important residues, or adversely affect subsequent analyses of an item or sample. Careful consideration should be taken when undertaking any cleaning or conservation treatment as to the potential long-term effects of the treatment on the scientific value of an object as follows:
  - i. Perishable or fragile items, such as wood, leather, textiles, bone, and some metals that need to be stabilized to ensure their integrity and longevity may require treatment by a professional conservator. The Fort Polk Archaeological Curation Facility does not provide conservation services but can provide a list of conservators to assist with specific conservation issues.

- ii. Shell and bone should be dry brushed rather than washed or wet brushed. Do not use cleaners or consolidates (a resin in liquid solution applied to a soft, friable material or object to strengthen it) on these or other perishable materials, because they are known to cause long-term detrimental effects. Rely on the recommendations provided by a professional conservator as to how to retrieve these items from their archaeological context as well as to prepare them for long-term curation.
  - iii. Any artifacts that receive conservation treatments must be accompanied by a conservation treatment report. The specific treatment used must be recorded in the final report and an outline of conservation treatment should be attached to the catalogue and included with the box inventory sheet. Conservation statements must indicate the site number, catalogue number, provenience data, description of the artifact before treatment, type of material, the purpose of treatment and specific material and/or chemical used during the conservation process and recommendations for future handling.
  - iv. Human remains will be treated with respect and particular care in compliance with the Native American Grave Protection and Repatriation Act (NAGPRA) and the Louisiana Unmarked Human Burial Sites Preservation Act (R.S. 8-671-681) and the Fort Polk NAGPRA Standard Operation Procedures. The curation specialist should be consulted for specific instructions.
  - v. Charcoal material should not be washed. Take care not to handle with bare hands or breathe directly onto material. Charcoal should be placed onto a foil surface and any dirt/soil/residue should be gently removed. After soil has been removed, charcoal should be weighed and package in aluminum foil.
  - vi. Artifacts, such as ceramic, that are articulated (glued together) should be articulated with a PH balanced reversal adhesive appropriate to the artifact. Do not use Duco Cement<sup>tm</sup>, white glue, or epoxies to mend or reconstruct artifacts or bone.
- g. All Class I artifacts are to be labeled unless the items are too small. Ten percent (10%) of each artifact category in Class II artifacts are labeled unless the items are too small. When items are too small, a bag label will be included with those specific artifacts if no artifacts can be labeled, such as chipped stone fragments. Labeling should be as follows:
- i. Labels should include site number and catalogue number.
  - ii. Artifact labels must be reversible. Labels should not be placed over the edges or on diagnostic areas of the artifact.
  - iii. A clear coat of Acryloid B-72<sup>tm</sup> should be applied sparingly directly onto a limited area of the artifact. Barrier coat must be allowed to dry completely before applying site/catalogue number. A top coat of Acryloid B-67<sup>tm</sup> should be applied over the

site/catalogue number. However, the artifact's material make-up should be taken into consideration when applying barrier coats. Some artifacts, such as very porous bone, may not be possible to label.

- iv. Black permanent pigment-based ink should be used to apply the label. A quill pen or micron pen with pigment-based ink is preferred. Caution, felt pens may not contain pigment-based ink, such as India ink. White pigment-based ink may be used if not applying a white-opaque barrier coat of Acryloid B-72 to dark colored artifacts. Always allow ink to dry completely before applying the top coat.
- h. All artifacts and other remains recovered from a single provenience are assigned the same catalogue number. That is, artifacts within each level, feature, or any context excavated separately will have the same catalogue number. Point plotted artifacts may be assigned an individual catalogue number. Artifacts and other remains within each provenience must be grouped, counted or weighed and listed on the catalogue form.
- i. Permanent catalogue records are stand alone documents and the following guidelines apply:
  - i. Each site requires its own catalogue record separate and apart from any other site.
  - ii. Each page of the catalogue record should have the same heading as indicated in the sample at Appendix B.
  - iii. Each heading page will indicate the site number.
  - iv. Catalogue numbers are separate from site numbers and should not be grouped on catalogue sheet – only the catalogue record's page header will indicates the site number.
  - v. Grid lines should separate each catalogue entry row and column with additional space available for curation notations.
  - vi. The box number is issued by Fort Polk and should be left blank for the Fort Polk curation specialist to complete.
  - vii. Any deviation from the standard permanent catalogue record should be approved by the Fort Polk curation specialist prior to delivery.
  - viii. The Fort Polk Archaeological Curation Facility uses the following categories and codes as a minimum identification for artifacts:

*Table 2 – Fort Polk Archaeological Artifact Codes and Categories*

DATA CODES	ARTIFACT CATEGORY	DESCRIPTION
ac	ceramic or prehistoric ceramic, sherd or fragment, body/rim/base, plain/decorated, identified decoration.	A sherd is defined as one inch or larger. A fragment is smaller than one inch. Specify body/rim/base, plain or decorated, and if decorated, the design identified.
ac, pi	ceramic, pipe	Specify any decoration and part of pipe recovered.
an	Antler or horn	Specify any decoration or other characteristics
ao	Other animal remains	Coprolite, turtle shell, etc.
ba	Basket or mat	Specify fragmentation and weave
br	Brick	Specify whole or fragment and color.
bu	Bone unknown	Specify fragmentation and non-human
bt	Button	Specify fragmentation or whole and make-up; plastic, glass, wood, metal, etc.
cc	Construction material	Specify fragmentation and type; tile, conduit, etc.
cs,fk	Chipped Stone, Flake	Flake contains the bulb of percussion.
cs,ch	Chipped Stone, Chunk	Chunk no longer has a bulb of percussion. Chunk is debris remaining from chipping stone material.
cs,co	Chipped Stone, Core	Core is the result of initial chipped stone manufacturing. There are various types of cores: initial (same as test pebble), discoidal, bipolar, bifacial, etc.
cs,tl	Chipped Stone, tool	Tools includes but is not limited to: knife, scraper, biface, awl, ax, adze, burin, piece esquillee, utilized flakes, etc.
cs,PP	Chipped Stone, Projectile Point	This category is for whole identifiable dart and arrow points and identifiable knife blades. Specific point type may not be known.
cs,PPf	Chipped Stone, Projectile Point fragment	This category is for bifacially thinned fragments that are identified as part of a dart or arrow point.
ca or ca,f	Charcoal or Carbon, including lignite.	ca is used to identify charcoal that is enough for carbon dating. ca,f is used to identify small fragments of charcoal remains.

DATA CODES	ARTIFACT CATEGORY	DESCRIPTION
da	daub	Mud/clay material used for prehistoric construction. Usually has evidence of matting imprinted.
eo	concretion	Earthen objects are concretions that are natural occurrences. Concretions give climatic information about an area.
fc	Fire clay	Amorphous burned clay.
fer	Fire Cracked Rock	Amorphous thermally altered rock that has popped during heating.
Fl,ca	Flora, charcoal or charcoal sample	This refers to charred floral remains.
Fl,sh	Flora, nutshell	Nutshell fragments found in situ thought to be contemporaneous to past human occupation.
Fl,pl	Flora, plant or plant fiber remains	Plant hairs or fibers found in situ thought to be contemporaneous to past human occupation.
fs	Floatation/pollen sample	Soil samples taken from the site with the intent to conduct floatation in order to test for flora.
fo	Fossil	
gl	Glass	Glass or glass fragments should indicate whether fragment, bottle, dishware, etc. and color.
gs	Ground Stone	Should indicate the unidentified ground stone.
gs,tl	Ground Stone, Tool	Should indicate the specific ground stone tool – hammerstone, metate, etc.
hb	Human Bone	Should indicate specifics
hc	Historic Ceramic	Indicate sherd (1 inch or larger) or fragment (less than 1 inch), rim, foot, etc., type of ceramic (e.g. pearlware, etc.)
hc,pi	Historic Ceramic, Pipe	Specify
hc,tu	Historical Ceramic, Turpentine Pot	Indicate fragment or sherd, type of turpentine pottery (Hensley or Perzel)
ho	Human Other	e.g. hair
le	Leather, hide, skin (non-human)	Specify identified object (e.g. shoe sole)
mds	Microdebitage, Sample	Specify weight of soil sample to analyze for micro-tools.

DATA CODES	ARTIFACT CATEGORY	DESCRIPTION
ma	Matrix Sample	Specify weight of soil sample for analysis.
mn	Metal Nail	Specify size of nail and condition.
mo	Metal Other	Specify identification of object and condition.
mw	Metal Weapon	Specify part or size of bullet. Include condition.
mr	mortar, cement, concrete, plaster	Specify
ot	Other	Specify object that does not fit under any other code.
pa	Paper	Specify type of paper and condition.
pl	Plastic	Specify object of plastic (e.g. container, etc.)
po	Poverty Point Object	Baked clay balls. Specify type (e.g. amorphous, conical, cross-curved, etc.)
ps	Phytolith Sample	Specify weight of sample
ru	Rubber	Specify object.
sc	Stone, Construction	Specify stone construction material.
sh	Shell or Coral	
sl	Slag	
st	Stone or Mineral	Specify unmodified or incidentally modified and type if known.
te	Textile or Twines	Specify fabric type and/or weave. Include information of pattern designs.
ty	Toy	Specify whole or part and material from which toy is made.
un	Unknown	
wb	Worked Bone	Specify object.
wo	Wood, unmodified	Specify
ww	Wood, worked	Include plank boards

6. *Accession and inventory procedures:* All new and existing archaeological collections will be accessioned and inventoried to ascertain proper compliance with this facility's protocols and federal and state curation standards by the curation specialist. Collections consist of artifacts and catalogues, maps, notes, graphs, forms, photography, electronic files, state site forms and written documents created for and during the archaeological project (associated records).
- a. Each collection will have an accession form listing the accession number, name of the report title, site number(s), general artifact types, its associated records inventory, and the shelf locator information for artifacts

and records. The information on the accession form will be entered into the master accession database.

- b. Associated records will be checked for completeness and filed in the following manner:
  - i. An original copy of the associated records for a specific collection shall be filed in individual site-specific folders indicating accession number, site number (if applicable) and type of record.
  - ii. Files should include, but not be limited to: accession form, completed site form, completed permanent catalogue record, field level forms, soil profiles, maps/sketches, artifact bag list, artifact analysis sheet and the final report. Isolated finds will be grouped into one file in numerical order according to the isolated find number. These files will be placed in archival document boxes labeled with the accession number, project name and number of record boxes for this collection (ex. Box 1 of 1 or Box 3 of 5).
  - iii. Record boxes will be placed in the document storage area of the curation facility in order of the accession number.
  - iv. One copy of the site form shall be filed separate, as a working file, in the site form file cabinet located in the curation facility.
  - v. One copy of the catalogue record shall be filed separate, as a working file, in the catalogue record binders located in the curation facility.
  - vi. A camera ready copy of the final report will be filed in the appropriate fire-proof filing cabinet within the curation facility.
  - vii. A copy of the photographic log shall be filed with the photographic material. Photographic material and one copy of photograph log sheets will be filed in a fire-proof file cabinet according to the accession number in the designated photographic material file drawer.
  - viii. One copy of the final report will be placed on the curation library's open shelf. One copy of the final report will be curated with the associated records. Up to 5 additional copies of each final report will be stored in the Curation Facility; any further copies will be culled.
  - ix. All electronic files will be filed in a fire-proof file cabinet according to the accession number and project name in the file drawer designated for electronic files.
  - x. No paperclips, bull clips, staples or rubber bands are to be used on any associated records.
  - xi. A working copy of the accession form will be stored in the accession binder in the curation specialist's office. The second copy of associated records (excluding photographs/slides) will be stored off site (TBD) in case of disaster.
- c. Artifacts will be inventoried using the following procedures:

- i. Each bag of artifacts will be inspected for proper bagging and labeling techniques. The accession number will be added to site and catalogue bags by the curation specialist.
- ii. Artifacts will be compared to the site catalogue to insure proper identification and inclusion on the catalogue. Minor changes may be made to the catalogue by the curation specialist if necessary.
- iii. Metal artifacts will be removed for micro-environmental storage.
- iv. The artifact box inventory sheet will be inspected for completeness and the accession number added.
- v. Artifact boxes will be labeled with the accession number, site number(s), catalogue numbers and the box number and placed in numeric sequence in the artifact storage section of the curation facility.
- vi. The accession number and box number(s) will be added to the catalogue by the curation specialist and the catalogues will be used to enter relevant information into the master artifact database.

7. Curational control and security: All federally owned archaeological curation collections require security measures and controls and the Fort Polk Archaeological Curation Facility will adhere to the following:
- a. The curation room shall be locked and secured with limited access. Authorized personnel are limited in the curation room. Cultural Resources Management personnel shall accompany any person needing access in the curation room. All visitors will sign in and out on the Curation Facility Sign-In Sheet as will the Cultural Resources Management personnel accompanying them. For large groups, such as ECO training tours, CRM personnel will sign the group in and out and obtain list of trainees from ECO trainer.
  - b. No food or drink shall be allowed in the curation facility.
  - c. Persons entering the curation room will ensure that clothing, including shoes, are free from contaminants, such as mud or dirt
  - d. The curation room shall have climate controls. A separate and independent central air conditioning/heating system services the curation room with a humidistat to decrease humidity. Portable dehumidifiers are utilized to decrease humidity. The curation room has two dataloggers to record the status of climate. An average of 68-70 degrees Fahrenheit and 48-50 percent relative humidity is maintained in the curation room.
  - e. The archaeology lab/curation specialist's office will periodically contain items from the collection during processing. These artifacts and associated records are governed under the same policies and procedures as the collection housed in the curation room. Therefore, the archaeology lab/curation specialist's office shall be secure when artifacts and associated records are being processed and personnel are not occupying the lab area.

- f. A dry pressure sprinkler system services the entire building. Should smoke or fire be detected, the system will be activated and extinguish potential flames and signal the Fort Polk Fire Department. Shelving has been spaced and limited in height to receive the maximum benefit of the sprinkler system. The building is constructed of metal beams and the curation walls are flame retardant green board.
- g. All databases backup files are in the curation room, the Geographic Information System (GIS) Lab and in the Network Enterprise Center (NEC) backup system. The Louisiana Division of Archaeology houses a copy of all site forms, catalogues and final reports in Baton Rouge, Louisiana.
- h. Periodically reports or documents are placed on loan. All loan material requires a loan agreement between the lender and lendee signed prior to removing material from the facility. The lender is a Fort Polk Cultural Resources Management Office's representative and the Fort Polk representative must verify that the curation facility has a loan copy available. All loan forms are filed in the curation specialist's office. Material is usually borrowed for a two week interval but may be extended.
- i. Donations may be accepted by the Cultural Resources Management Office and added into the archaeological curation room on a case by case basis. Any donations accepted are first considered for their contribution to the history and mission of the Cultural Resources Management goals and the validity of any provenience attached. Donation forms are available and will be completed by the curation specialist and filed in the curation office files.
- j. One-of-a-kind documents and deliverables for known eligible archaeological sites shall not be removed from the facility. Use of the collection is considered on a case by case basis. Exhibits and displays will consist of artifacts from isolated finds and/or surface collections unrelated to archaeological sites. Artifacts from sites that have been destroyed or have no further research potential may be used as a last resort; however, artifacts relating to any archaeological site that are used for exhibit must follow federal security measures with display designs.
- k. The Curation Facility will practice Integrated Pest Management (IPM). Monitoring traps will be placed in various and changing locations each month along perimeter walls and under shelving units. Traps will be numbered and dated and their locations will be marked on a map of the curation facility. A monitoring log will be maintained to record the number, location and identity of any trapped pests. Empty traps will be placed in a new location monthly. The monthly log and associated maps will be kept in the IPM folder in the curator's office.
  - i. Traps with pests will be replaced by new traps in same location. If pests are caught in same location 2 months in a row, possible ingress will be located and blocked using low or no VOC caulk or other mechanical means.

- ii. Collections in area of occupied trap will be inspected for infestation and area will be cleaned.
- iii. If traps continue to catch pests, outside of building will be sprayed with pesticide and non-hazardous ways of eliminating pests inside the facility will be investigated by the curator.
- iv. Monitoring traps with pests will be placed in a clear, sealed bag and kept for future reference. Bags will be labeled with date and IPM log entry number. If a rodent is caught, it will be photographed and discarded.
- v. The Curation Facility will follow the National Park Service Museum Handbook for best practices guidance on implementing pest management.

**Safety:**

Before executing the actions described in this procedure, personnel will review all appropriate Job Hazard Analyses (JHA) and safety related procedures. If any personnel are found to be conducting work in an unsafe manner, it is the right and responsibility of Conservation Branch employees and contractors to stop the work being performed until it can be carried out in a safe manner.

**Data Management & Reporting:**

- 1. *Electronic Data Management:* The master accession database file will be housed on the Colorado State CEMML laptop computer. This file will be updated accordingly by the curation specialist. The master accession database file will be backed up on the first working day of each month on archival DVD.
- 2. *Reporting:* The curation specialist will give updates quarterly to the Cultural Resources Manager and prepare an annual report for submission to the Cultural Resources Manager, Ecologist, and Chief, Conservation Branch NLT 31 DEC.

**Annual Spend Plan:**

An annual spend plan for procedures will be developed and submitted to the Plan Manager and Conservation Branch Chief **NLT 15 Feb** of every year. These spend plans will be incorporated into the Plan managers' spend plans which are due **NLT 01 March** of every year. NOTE: the spend plan may be included in the annual work plan (if applicable).

<b>Table 3. SOP Spend Plan</b>	
<b>SOP</b>	
Personnel	1
Total Man Hours	2080
Temporary Summer Personnel	1
Temporary Summer Help Hrs	480
Equipment Cost	\$500-3000
Training	\$1000
Publications	0

Contract/Cooperator Cost	\$75,000
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**Calendar:**

An annual project calendar for project procedures will be developed in order to support Branch scheduling of manpower and resources. The tasks and anticipated start and deadline dates are listed below.

<b>Table 4. SOP Calendar</b>			
<b>Task</b>	<b>Start</b>	<b>Duration-HRS</b>	<b>Deadline</b>
Identification of Collection Accession Sequence as needed	1/1	120	12/31
Locating Associated Records for Accession as needed	1/1	80	12/31
Accession per Cubic Foot of Artifacts	1/1	6-8	12/31
Accession per Cubic Foot of Associated Records	1/1	4-8	12/31
Database Entry per Cubic Foot of Artifacts	1/1	4-8	12/31
Identification of Supplies as needed	1/1	10	12/31
Curation Facility Management as needed	1/1	48	12/31
Building Maintenance as needed	1/1	20	12/31
Monthly Integrated Pest Management	1/1	12	12/31
Submit Annual Report	10/1	12	10/31
Quarterly CLS		12	
Spend Plan and Update SOP	02/1	16	02/15

**Document Control:**

This SOP will not be changed without the approval of the Program Manager and Branch Chief. If changes to the SOP are necessary, the changes will be facilitated through adherence to Conservation Branch SOP#106, entitled *Standard Operating Procedure for Submitting Updated and/or New SOPs and the Associated Reports and Data.*

## 1. DEFINITIONS:

- a.** Associated Records. Any documents, including but not limited to: electronic files, maps, field records, lab records, catalogues, photographs, sketches/drawings, that were used, recovered and/or created from the archaeological project. Any documentation recovered and/or created that gives written and/or visual information on the archaeological site and the artifacts recovered.
- b.** Archaeological Curation. The act of storing and preserving information in a manner that prevents alteration and/or deterioration to the material stored. Most information is stored for future research, by reputable researchers, to make interpretations and comparison on past human life ways.
- c.** Archaeology Site. Also referred to as a Site and sometimes referred to as Historical Properties. An area that contains evidence of past human occupation from at least 50 years or more, or is associated with the Cold War Era, or has cultural significance and has at least 5 artifacts found from the specific location.
- d.** Artifacts. Physical items and/or materials left behind by past human occupations. Carbon/charcoal, matrix/soil samples, fauna and flora materials are included.
- e.** Catalogue. An inventoried list of artifacts recovered from a specific site. Each artifact from a site provenience location is issued a catalogue number and all artifacts recovered from same provenience will have the same catalogue number. See appendix A.
- f.** Collection. The material remains that are excavated or removed during a survey, excavation or other study of a prehistoric or historic resource, and associated records that are prepared or assembled in connection with the survey, excavation or other study.
- g.** Deliverables. Artifacts, soil samples, reports, field and lab records, electronic files, lab reports, conservation reports, maps and plats created as a result of the investigation, analysis and survey of an archaeological project. The artifacts and associated records that are turned in to the curation facility in fulfillment of a contractual agreement or completion of archaeological work.
- h.** Eligible Site. An archaeological site that have been tested and determined eligible for the National Register of Historic Places. These sites have significant research potential and are posted to avoid impact.
- i.** Isolated Finds. Artifacts recovered from a specific area in which fewer than 5 artifacts were retrieved and are therefore not associated with any specific archaeological site. These artifacts have limited research potential.

- j.** Potentially Eligible Site. An archaeological site found during survey that was determined to have potential significance and possibly eligible for inclusion to the National Register of Historic Places. Site testing must be conducted to determine eligibility. Many of these sites are posted and treated as eligible sites until site testing can be conducted.
- k.** Provenience. The specific location from which archaeological data was recovered during excavation. This specification includes location within the site or survey area and depth of recovery.
- l.** Reputable Researcher. An individual who is a professional or student in the academic field of anthropology, history, geology or geography who is conducting research for the advancement of the discipline and/or to obtain general knowledge of the area and/or to advance scientific theory. Researchers must be represented by a university or be respected professionals in the field with the ability to provide evidence of reputation.
- m.** Site Number. The state trinomial number, as designated by the United States Department of Interior, and assigned by the issuing state. Each state is assigned a numeric code. Each county or parish is assigned an alphabetic code. Each state issues a number for a specific archaeological site through the State Historic Preservation Office (SHPO), usually through the SHPO's Division of Archaeology.
- n.** Surface Collection. Artifacts that were recovered from the ground surface with little effort and/or no digging. Surface collections can be isolated finds or related to an archaeological site.



FORT POLK  
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Fort Polk, LA 71459  
(337) 531-2162

**SHORT-TERM LOAN AGREEMENT BETWEEN THE**

Fort Polk Archaeological Curation Facility

**AND THE**

(Name of the Borrower)

The Fort Polk Archaeological Curation Facility, hereinafter called the Repository, agrees to loan to (name of the Borrower), hereinafter called the Borrower, certain artifacts, specimens and associated records, listed in Attachment A, which were collected from the (name of the prehistoric or historic resource) site which is assigned (list site number) site number. The collection was recovered in connection with the (name of the Federal or federally authorized project) project, located in (name of the nearest city or town), (name of the parish)parish in the State of Louisiana. The Collection is the property of the U.S. Government.

The artifacts, specimens and associated records are being loaned for the purpose of (cite the purpose of the loan), beginning on (month, day and year) and ending on (month, day and year).

During the term of the loan, the Borrower agrees to handle, package and ship or transport the Collection in a manner that protects it from breakage, loss, deterioration and contamination, in conformance with the regulation 36 CFR part 79 for the curation of federally-owned and administered archeological collections and the terms and conditions stipulated in Attachment B to this loan agreement.

The Borrower agrees to assume full responsibility for insuring the Collection or for providing funds for the repair or replacement of objects that are damaged or lost during transit and while in the Borrower's possession. Within five (5) days of discovery, the Borrower will notify the Repository of instances and circumstances surrounding any loss of, deterioration and damage to, or destruction of the Collection and will, at the direction of the Repository, take steps to conserve damaged materials. The Borrower agrees to acknowledge and credit the U.S. Government and the Repository in any exhibits or publications resulting from the loan. The credit line shall read as follows: "Courtesy of the Department of Defense and the Fort Polk Archaeological Curation Facility." The Borrower agrees to provide the Repository and the (name of the Federal agency) with copies of any resulting publications.

Upon termination of this agreement, the Borrower agrees to properly package and ship or transport the Collection to the Repository.

Either party may terminate this agreement, effective not less than (number of days) days after receipt by the other party of written notice, without further liability to either party.

Signed: (signature of the Repository Official)

Date: (date)

Signed: (signature of the Borrower)

Date: (date)

Attachment A: Inventory of the Objects being Loaned.

Attachment B: Terms and Conditions of the Loan.



**MATERIAL LOAN FORM**

**Ft. Polk Heritage Project**

**Louisiana Regional Folklife Program**

I, \_\_\_\_\_, do hereby loan the material listed below for use in the Fort Polk Heritage Project. I understand that this material will be duplicated at the Louisiana Regional Folklife Program [LRFP] at Northwestern State University, Natchitoches, Louisiana (NSU) and incorporated into the Ft. Polk Heritage Family Collection at the Fort Polk Curation Facility.

I understand that this material relates to the families that once lived on the range now known as Fort Polk and will be preserved and be made available for public access in the Fort Polk Curation Facility and will be archived in the Cammie G. Henry Research Center, NSU.

Access to this material will be subject to public access and use, with the exceptions noted below. I understand that I may restrict use of any material by noting that restriction on this loan form.

Material will be duplicated, without altering the original material, as is deemed necessary and in the best interest of the Heritage Family Collection. All materials provided herein will be returned to me no later than, \_\_\_\_\_A.D.

\_\_\_\_\_  
**Lender/Donor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**For LRFP**

\_\_\_\_\_  
**Date**

**List items to be loaned (use back if necessary):**

