Proyecto A____ Taraco
(Taraco Archaeological Project)

2000
Guide to Field and Laboratory Operations

Modified 1996

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This packet is ~~to explain~~ a guide to our general plan for excavating and recording at the site of ~~Chiripa~~, Prov. Ingavi, La Paz, Bolivia during the 1992- on the TAP- 2000 field season. Reading this in detail should explain how we hope to record and study the stratigraphy that we should find.

FIELD PROCEDURES

I. GENERAL RECORDING COORDINATE SYSTEM USED BY T.A.P.

There is no national recording system in Bolivia. Sites can be designated by abbreviations of their name, or if surveyed, with an already assigned number. Chiripa will be named **CH**. A master grid system has already been created at the site. There is ~~one~~ permanent datum points in concrete on the top of the mound. From the ~~onsite~~ datum, a line is shot to the second permanent point and the angle off of magnetic north is recorded. A theoretical east-west and north-south grid has been established using these two points. The ~~onsite~~ mound datum point has been ~~is then~~ given an arbitrary two digit coordinate for its north and east points, ~~such as~~ N 1000 and E 1000. This number, in meters, must be sufficiently large to insure that it will cover the entire area of the site and its periphery to the south and west, thus avoiding negative numbers in the excavations. To locate and name a point therefore, simply measure the distance from the two theoretical datum lines. If the unit is north of the east-west line you must add to the north coordinate of the datum point. If it is south, you will subtract. Likewise, points east of the north-south datum line will require adding, and points to the west must be subtracted (see figure 1). Example: A datum point is given an arbitrary coordinate of N3000 and E3000. A point 237 m south of the east-west datum line and 59 m east of the north-south will be N 2763 (3000-237=2763) x E 3059 (3000+59=3059). You may need a new local datum occasionally. This should be shot off the main site datum and recorded in your datum log book

Because this code handles 2 pm data pts

All unit excavations or surface collections are labeled from their *southwest* corner. Any point on the site can be located with a two digit number relative to the initial datum point. The grid system is designed to be flexible, while maintaining a standardized nomenclature across the site. It is preferable to keep *unit designations* to whole numbers. Excavation units will begin with 2 x 2 m squares, but can be 2 x 1 or 2 x 3 if there is a good reason. Local areas on the site (like Santiago) will receive a local datum.

II. SURFACE COLLECTIONS

Surface collection units should contain at least 100 sherds. Collection unit size will be increased according to a predetermined value until this minimum sample size is achieved.

Surface collection units will be circular in form and will take as their central points an even-meter point on the site grid. This central point will be located with a theodolite, and total station

the circular collection unit will be generated by the 'dogleash' technique, in which a cord is attached to the central point, and a circle is described in the dirt by the use of a sharpened stake attached to the other end. All cultural material within this circular area is to be collected, and separated into bags in the same manner as is done with materials collected from excavation units.

III. EXCAVATION PROCEDURES

The areas we will begin with on the site have already been determined, but after the surface collections we will mark out the unit corners specifically (designated by their southwest corner) of new areas. Excavation begins within arbitrary 2 x 2 *units* but you will begin also with loci designations for each separate excavated volume (see term definitions and Harris' book). Make sure all soil is sent to the screen in measured buckets of 10 liters (baldes), except for the soil collected for flotation or the smaller archive samples which are not sent to the screen. *Please remember that at the end of every excavation day you should record all basic loci information on the cultural context log.*

Begin a new *locus* with every new cultural or despositional event you think you see in the soil. You should explain why you begin a new locus. At the beginning of each new locus, take a bulk flot and a small soil sample (pollen) and plot them in on your map. Eventually you may assign your loci to an *event* (a unit of homogenous matrix [for example, an ash lens, an intentional fill level, etc.], or a cut [of a pit or of a foundation trench, for example]), a *level*, and/or an *architectural sub division* (ASD e.g., a house compound). *Features* may also be assigned when identified. There is a feature listing where each one should be recorded and given a unique number. This is in the green book. Events, arcsubdivs, and features, like loci, should be given a unique number and recorded in a book. A *level* will be defined by culturally identifiable breaks in the deposits, and may take a while to define during the excavation. The excavator will sign out a block of 25 locus numbers with which to work. *Every locus should be recorded sequentially in this book.* Number each locus consecutively, adding appropriate information in the book. An *area* is either a previously designated region on a site or an area that is different from where others are excavating, e.g. Santiago A, or Llusco, Apara etc. Every new event should be recorded in the *event log* which is a purple book. This clusters activities or loci.

1) Provenience vs. Stratigraphy: "locus" defined.

A *locus* is a unit of provenience. That is to say, each locus number refers to a volume of matrix that was excavated as a visibly defined unit. A locus is the minimum volume of matrix, excepting special samples such as flotation or soil samples. In this, the locus is to

be distinguished from the *stratigraphic event*, which is a unit of stratigraphy. The stratigraphic event is a natural property of the matrix, resulting from the process by which the site was formed. The locus, by contrast, is an *archaeological* unit, formed by the manner and sequence in which the site is excavated (some events are subdivided by the arbitrary 2 by 2 in grids that we start our digging with, but these boundaries can be overstepped when you can identify your locus). Ideally, each locus should belong to only one stratigraphic event, although some stratigraphic events will contain many (or no) loci.

For each locus that is excavated and defined by the archaeologist, *a locus form*, the ***Relación de Locus***, must be completed.

The locus form should be filled out front and back.

2) Locus form header.

On the upper right of the form, you must write the site name (e.g., Chiripa, this is CH), the area name, the locus number, and the stratigraphic event (events, if it pertains to more than one), level and final cultural context. The last of these three are marked on the form in bold text to indicate that it will often be impossible to complete these spaces at the time of excavation. These portions of the form will normally be completed in the lab some time after the locus has been excavated, but *always before a new level is begun.* We repeat, all forms from a level must be completed before a new level may be started.

3) Burials.

Burials require a *burial form* (***Relación de entierro***) and should be recorded in the burial log book. There is a *burial form* that you will want to complete when excavating any human burial. It prompts you to describe the pit, soil, and body(ies) encountered, as well as artifacts. A burial is a unique locus (or set of loci) as well, so there will also be one or more locus forms associated with the burial form. On the bottom of the form you must circle what parts of the body you encounter, and a plan of the burial pit and its contents must be drawn on the back. This plan should include exact locations and elevations. *Every new burial should also be recorded in the green book.*

4) ASD description and log recording.

Every new ASD should be recorded in the green book with a description of the architectural feature. Because these probably will not be easily defined you will want to describe each ASD in the level summary forms in some detail.

5) Graphic book recording.

Anytime that you draw a special graphic in addition to the standard sketch on the back of the level and loci forms (a baulk profile, a drawing of an architectural feature, a plan of an occupation layer) you must record the graphic in the ***Registro de Gráficos*** (the thin, yellow notebook). Your graphic will be assigned a unique number in a conservative fashion. *You will then record this number on the graphics from, on the drawing itself, and on the appropriate level and locus forms.* An example of an ideally filled out graphics entry has been included in this dig pack.

In order to encourage a degree of standardization amongst the various drawings, we ask that you follow the recording conventions illustrated on the ~~laminated~~ ***~~Símbolos para Planos y Perfiles~~*** sheet ~~(copy included)~~. While most of these symbols are self-explanatory, the use of *hachures* to indicate slopes should be briefly explained. The head of the hachure, the little triangle, represents the top of the slope and the length of the hachure represents the horizontal distance from the top of the slope to the bottom of the slope. As a rule, the closer together the hachures the greater the incline that is represented.

Plans and profiles can either be drawn on transparent acetate overlaying graph paper (facilitating tracing, thus preventing needless redrawing of previously excavated features) or directly onto large sheets of graph paper. The suggested scales for drawings are 1:20 for plans, 1:10 and 1:5 for profiles. On each and every drawing it is vital that you provide the following information: *your name, the date, provenience information (site, area, unit coordinates), the graphics number, a directional arrow, a scale, and a key to any unique symbols you have used.* For anyone unfamiliar with drawing plans and profiles, we suggest that you read Ch. 4, "Drawing in the Field," of Adkins and Adkins 1989 *Archaeological Illustration.*

~~6~~) Cultural Context Codes (*Códigos de Contestos Culturales*).

Record the cultural context that you think you are digging in within the *field cultural context* space on the locus form while you are in the process of excavating the locus. Your choice is determined by your ideas about what the matrix is that you are excavating and how you think it got there. The more precise you think you can be with confidence the better, though you can change your ideas with the final CC once you have finished a series of surrounding loci. It is very helpful for you to discuss your reasons for your choice in ~~your~~ the interpretation section. The main point is to identify the activities that were involved in the deposit. The cultural contexts should be discussed with the other excavators often and regularly to be able to make their use comparable. The *final cultural context* section is filled in later, only when you are interpreting a level, an arcdiv

or other culturally defined region. Remember the locus form is not completed until this final CC is filled in. For every cultural context you describe, you should record both the coded number from the laminated form *as well as* an English or Spanish description, e.g., 390, possible occupation zone.

7) Flotation soil collections strategy and recording.

Flotation soil samples should be collected from every excavated provenience. Always collect a sample of *10 liters* if possible.

The excavator should collect one bulk from each locus, unless the excavator has a reason not to do so and this decision is cleared with the field director, ~~Dr. Christine Hastorf~~. For a bulk flot, collect the sediment blindly (include whatever is found in the sediment, ~~including~~ sherds, lithics etc.) from the center of the locus, basically creating a pit from which the matrix came from. The matrix is put into a graded bucket and measured to 10 liters. Once it is full to the proper volume, pour that matrix into the sturdy plastic bag. Label the 2 tags, inner and outer. For a scatter flot, collect soil ~~evenly~~ systematically from throughout the locus into the bucket up to 10 liters. Fill the bag full, add a Tyvek inner tag with the complete locus information on the top of the bag, and tie the sample up with a round paper/metal tag with the same information as the inner Tyvek tag. If you are digging on a floor or occupation zone, you should contact the dig director to see how you should collect more flots (probably every 1 meter across the whole area, with special attention to doors and hearths). From loci such as a middle or fill, you will collect more bulk flots systematically across the surface of the locus (every sq. meter). The bulk flot sample will receive a slash number and will be mapped just as other point provenience items on the locus form with x, y, z. Also plot location in plan. *There should always be at least flot sample, if not more, collected from every locus.*

8) ~~Arcline~~ Archive, phosphate/pollen/phytolith ~~soil~~ sediment collection.

One sediment sample should be collected for every locus, at the same time as you collect the bulk flot. This is done using a large spoon that you clean off by putting the spoon in your mouth (or clean your trowel). This technique will wipe off any pollen that will have collected on the spoon from the previous sample and pollen from the air. First, clean off the spot on the ground quickly with your trowel, scoop a large handful of soil with the spoon and place the soil in a ziplock bag. Gather the soil in the ~~bottom of the~~ first bag then seal it. Next fill out a Tyvek tag with the locus information and place the tag and the soil sample in another ziplock bag. Since nothing should touch the soil after it is collected, this procedure provides the data for the various analyses without contaminating the soil. Like the bulk flot, the sediment samples will receive slash numbers, the x, y, z position recorded on the locus map, and plotted on the back of the locus form. Remember these

soil samples are separate from the macro botanical samples found in the screening process, collected from the matrix in the locus. Since these screened macro-botanical samples will not be used in botanical analysis but will most likely also be used for Carbon 14 samples, it is important that screeners whoever do not handle the botanical specimens with bare hands as they put them in the aluminum foil. The recorder will note how much plant matter came out of each locus as part of the final tally on the locus form.

DNA Samples.

Also included in the packet is a description of how to collect samples for future DNA analysis. Please refer to this for collection guidelines. Consult the dig director to see if you should collect such a sample.

9) Datum book record (*Relacíon de datum*).

Each new datum you use and its specifications should be recorded in the green book. These will be read in off of the main site datum. Check with dig director for your new datum, its number and its elevation from the main site datum. Record your specific datum on each form that it pertains to.

10) Screen size.

We will screen all excavated soil in a 1/4" screen, which is the size of the tripod screens. We will be placing 1/10 of the soil from each locus into a 1/8" mesh screen to recover small bone, lithic, and botanical samples, in other words, *every tenth bucket goes into the 1/8" screen*. The1/8" screen will be placed within the main screen when the tenth bucket is needed to be screened, and then removed for the next 9 buckets. The artifacts from this bucket should be placed in a plastic bag, with 1/8" and the locus written on it. These plastic bags should then be placed within each larger Tyvek artifact bag for gathering the 1/4" materials, to then be washed and catalogued separately. Each tripod screen has 3 different colored buckets associated. These are to place lithus, ceramics and bones in. At the end of each locus; the buckets are emptied into Tyvek bags and their rough amounts recorded.

11) Balde recording.

It is very important to record the number of buckets (baldes) of soil excavated from each locus. Each bucket should be filled up the 10 liter mark. We have counters that should be beside every screen and when a bucket of matrix is dumped into the screen the number should be turned over. In this way we count exactly how many buckets, i.e., liters of soil, we have excavated in every locus. This is what we will use to calculate the volume of the excavated locus and thus the density of artifacts. Record the number of buckets and any portion thereof on the locus form.

12) Soil Description.

You should describe the soil in each locus in terms of the ~~wet~~ munsel, color, texture and inclusions. All loci should be assigned a color number using the Munsel color chart. The soil texture should be described using the laminated flow chart and the sand, silt, clay diagram. Keep in mind that the names of soil textures, such as loam or silt, refer to specific texture ratios and should not be used in an ambiguous description. The percentage, size and a brief description of inclusions may include such features as mineral content, angularity and how well sorted the material is. Fill in the inclusion chart as to the percentage each of Gravel, Pebbles, Cobbles and Boulders (sizes given below). You should also describe the soil in more general terms, such as humidity, texture, density and description of inclusions. You may need to refer to the inclusion charts or to Birkland, et al. *Soils as a Tool for Applied Quaternary Geology*, especially the appendix (pp. 55-63) as reference guides.

Sizes to remember for filling out the locus forms are:

Gravel:	**2-4 mm**
Pebbles:	**4-64 mm**
Cobbles:	**64-256 mm**
Boulders:	**>256 mm**

13) Photographic recording and log recording.

~~Next to the soil inclusions,~~ Note what pictures are taken of the locus ~~or items~~ within it. There is one black and white photo (***Relación de Fotos – B/N log***) and one color photo notebook (***Relación de Fotos – Color***), in which you will record each photo and when it was taken. This should be recorded on the locus form as well as in the photo logs. You should be sure to take one color slide and one B/W photo of each feature or locus. *Make sure to double check the writing on the menu board, so that all data are correct in the photo.* Make sure you check the ASA. If you feel uncomfortable taking photos, ask someone for assistance.

14) Bag recording.

Number of bags for each artifact type as well as general densities. This is the general recording of the types and amounts of artifacts coming out of the soil in the screen, e.g., 1/4, 1/2, or full medium or large bag. Especially if you find you have more than one bag per artifact type, please note 1 of _ *on the bag*, so the washer and sorter know to look to get the remaining bags (even if you do not know how many bags there will be). Plus this will be tallied finally in the artifact tally area on the locus form. At the end of the

excavation of the locus you should have a complete tally of the number of bags, complete or incomplete so that the analysts can look and see how many bags they must look for to complete their analysis.

15) Point provenience recording and description.
For specific items uncovered that need point proveniencing, you should assign them a *slash number*. These are unique within each locus. In other words, locus 56 can have slash numbers 1, 2, and 3, as item 56/1, 56/2 and 56/3. *Remember that every bulk flot soil sample collection receives a slash number, while every scatter sample does not.* Other slash numbered items might be a projectile point, an *in situ* ceramic bowl, etc. These are each recorded at the bottom of the form, numbered in sequence. Add an additional locus sheet to your locus if you have more than 10 slash-numbered items or other notes.

16) Description and observations. interpretations
This is where you write down your thoughts about the locus, its origin, purpose, mode of deposition, relation to other surrounding actions and events, what is contained in it, etc. You should include your changing ideas if this occurs during the excavation. I prefer more ongoing thoughts and not just a final summary from several days of excavating. This is much more helpful later when trying to interpret the archaeology. *It is very important that you include what loci this particular locus is equivalent to, above and below at the bottom of this section, that is the Harris Matrix relationships.* <u>*This section is very important and should always be filled in.*</u> This is critical information to allow us to uncover the sequence of events on the site.

This is the interpretive section where you must defend your ideas about what this area is, how the soil was deposited how it is different from the areas surrounding it, why you began it where you did, as well as what is deposited in it and how these things relate. Please do not be too brief, add your ideas about what might be going on, including your different hypotheses. Sometimes odd ideas that occurred to you earlier become important ones later on. You can mention that you are not sure about certain thoughts, documenting why you think these might be possible.

N. B. If you have more to say, or further descriptions that require another page, always use a new form. It must be a complete full-sized sheet of paper, to facilitate duplication. On this page, you must add the relevant provenience information and note page 3 of __ etc. on it so that we know to link it with its other pages in case of detachment. Please staple these together as you go through your notes.

not the locus information

17) ~~On~~ the back of the locus form.

On the other side of the locus form fill in the provenience information on the top so that when these forms are photocopied or scanned, they can always be reunited with their front page. You will also draw a plan of the excavated locus, including a scale, the north arrow and where the local datum is. On this plan you will draw in all important things found, including all point provenienced (slash numbers) with their elevations. Plus, the upper and lower measurements of the locus. There is a box provided for you to fill in these upper and lower elevations along the site. Also attached in the dig book are some graphics conventions that we would like to use to make the maps more understandable. *All elevations recorded on forms should be absolute elevations relative to the master site datum, not relative to the local datum.* The EDM ~~does this.~~ provides these readings and Shasta drawings.

18) After the locus is excavated, at some point you will return to the form and fill in the event, the level, and the final cultural context. All data should be typed onto a locus form on the computer. database

IV. STRATIGRAPHIC EVENT DEFINITION AND LOG

A stratigraphic event is defined as a single episode of deposition or erosion. There are two kinds of stratigraphic events, as encountered in excavation: deposits and cuts. For our purposes here, the two are treated in the same manner.

Deposits consist of one or more loci of matrix that resulted from the same depositional event. Depositional events are any relatively short-term process or action which results in the accumulation of a detectable volume of matrix. Examples here include wall construction, the filling of a pit, or throwing a basket of ash outside, forming a recognizable lens.

The second type of stratigraphic event is a cut. This refers to the removal of a certain amount of pre-existing matrix, forming a hollow, pit, trench, or similar feature. A cut is usually accompanied with a deposition elsewhere but deposition may take place outside of the area under excavation, and thus the depositional event corresponding to each and every cut will not always be evident in the area excavated.

Both depositional events and cuts are stratigraphic events. Each stratigraphic event receives a unique number. This unique designation has a binomial form, with the first component being a letter (from A to Z) and the second being a sequential number, beginning with 1 and going as high as necessary. Thus, A-1 is a ~~valid~~ stratigraphic event number, as is T-75. Assignments of letters will be according to excavation area. Thus, one excavation area will have stratigraphic events beginning with A, another with B, the

third with C, and so on until all excavation areas have a letter. Within each excavation area, stratigraphic events will be numbered sequentially. Thus, the first stratigraphic event in the first excavation area would be A-1, the second A-2 and so on until the excavation is finished. Each excavation area will be assigned a letter for this purpose at the time it is first opened.

Information relevant to each stratigraphic event is recorded on the ***Relación de Eventos Estratigráficos***. *Every stratigraphic event must have an entry on this form.* It is important to remember that, ideally, each locus will belong to one and only one stratigraphic event, though they may belong to more, owing to mistakes committed in excavation. If a locus is a mix of soil relating to more than one stratigraphic event, this fact should be noted both on the locus form and on the part of the ***Relación de Eventos Estratigráficos*** marked "Descripción:".

It is apparent, upon reflection, that since they *are* events, stratigraphic events occurred in the past in a particular and determinate sequence. One of the primary goals of our excavation is to reconstruct this sequence. Reconstruction of a detailed stratigraphic sequence allows us fine chronological control, as well as a more detailed understanding of the processes, both natural and cultural, that are responsible for the formation of the site as it exists today. The spaces on the ***Relación de Eventos Estratigráficos*** form marked "arriba de" and "debayo de" are meant to be filled in with a list of the events that transpired before and after the stratigraphic event in question. *These do not refer to elevations or to the sequence of archaeological excavation.* Rather, they refer to the sequence in which stratigraphic events took place in the past. Thus, the event of a cut for a pit always precedes the fill for that pit, and the fill into which the cut is made always precedes the cut itself.

While every locus must belong to at least one stratigraphic event, it is not the case that every stratigraphic event must contain loci. Cuts contain no loci, and our only record of them is in the ***Relación de Eventos Estratigráficos***. Therefore, it is imperative that care and proper effort be devoted to filling out this book. Otherwise, vital information will be lost. For all stratigraphic events which do contain sediment (i.e., that contain loci) a list of the component loci must be provided on the ***Relación de Eventos Estratigráficos***. This is to be placed in the space marked "Locuses".

V. THE LEVEL SUMMARY FORM (*RELACIÓN DE NIVEL*)

The determination of the end of a level is perhaps the hardest thing to define before the excavation is completed. A level is a vertical and horizontal block of excavated matrix (events and loci) on the site within your excavation area that are units in time. Optimally,

you will get a sense that there is a change or break in the sequence or type of activities that occurred in your excavation area. This is when you fill out one of these forms and define a number of loci included in the level. If such a depositional break in the site does not occur or you cannot see it while excavating, please fill out one of these forms every .5 m. Such a break is most clear between houses or floors built on top of each other. This form should include an overview of your excavation area by level. *This is the place where details of architecture should be described in detail, including ASDs.* You should summarize the depositional history as well as list the features, events, special artifacts, architecture and what other levels yours might be associated with. Start with level 1 at the surface and go down. You should make a profile as well as a Harris Matrix for all loci within your level. Any photographs that are taken should be listed on this form. There are a series of prompting questions that are listed on the first two pages, please address each one in turn, the third page is for the Harris Matrix and the fourth page is for a plan drawing of the important aspect of this level. Included is an example of the form filled out.

N.B. When you make plans or drawings that are in addition to the graphic paper on the forms, you should record these in the graphics notebook. These should be numbered consecutively and recorded also on the form that the profile or plan is associated.

Some general points about excavating:

There is a sheet of symbols that ~~is laminated for the field which~~ should be used on your plans and profiles and in your discussions, such as triangles for a locus (attached here). These symbols help you systematically communicate about the excavated area as well as the plans that you have made on the various forms. The cultural context codes are to be used and discussed amongst the excavators. We want to try to be as systematic as possible so please continue to compare soils and deposits between excavation units as well as your use of the definitions. New cultural contexts can be made if necessary. Add new contexts as needed.

When beginning a new locus, there should be a new bag for every item type, ceramics, lithics, bone, bots (a bag that will hold the bots within a piece of aluminum foil), goodies, etc. This means a new tag inside each of these bags as well.

All these forms together are the documentation of the excavations and must be in black ink and legible. You will eventually type this, but the real notes should be made while on the spot. It's OK to write one thing one day and write that you don't agree with that idea the following day and for what reason.

As you are going over your forms and organizing your material at the end of every dig day, you must fill in each locus on the cultural context volume summary form. This is very important. This will become the basis of the computer data set where the contexts and volumes are designated. This sheet is numbered consecutively, like the locus book, and we will hunt down those that do not put in their data. See the attached example. Please number the pages consecutively as well.

VI. LABORATORY PROCEDURES AND ARTIFACT ANALYSIS

At the end of the dig day, return all finished bags of artifacts to their designated spots in the laboratory. Lee Steadman is the director of the laboratory, so ask her if you need guidance as to where things should be placed.

*You must also record your excavated loci with all information on the cultural context log (**Relación de locuses**) at the end of every dig day.* This form should be on the wall in the dining room by excavator. It is critical to keep this form up to date.

Each artifact type will be processed slightly differently. What is most important while digging is to make sure that there is an inner tag to each bag and that the outside tag is also fully filled out. Both should be written in waterproof ink, in other words, *sharpies*. For the flot bags you will use the metal-rimmed tags for the outside of the bags, placing the plastic bag within the smaller cloth one.

The ceramics will be soaked and washed in the field, as will the lithics and the bone. The flots will be floated and processed at Chiripa. *If there is some black soot on the ceramics please do not wash them, but place them in a separate labeled plastic bag within the larger Tyveck white collection bags. These will be checked for organics and scraped before they are washed,* and therefore should be placed in a separate location. For particularly fragile items, bag them separately and mark on the white bag in large letters "Fragil." The field storage room will have charts for each artifact type in different areas of the room, so that when you arrive from the field at the end of the day you will place the bags there. Every artifact type should be in a different box: bots, animal bone, human bone, metal, sherds, lithics, sherds to be scraped, shell, pollen samples, flot bags, goodies, etc.

For large and well-protected ground stone, we will want to do a pollen wash before it is washed. If you uncover one of these stones upside down in situ, cover it in a large plastic bag immediately to keep it clean, with the tag outside. The technique is to use distilled water and a clean toothbrush, cleaning out every little pore and then pouring the water into the plastic container. Christine will probably be doing this procedure.

Computer recording in the laboratory.

We have two computers to eventually record the data. To begin to record counts and weights data type, use the computer coding form, that is organized by column, as seen on the attached example and the definitions of each phase. Everyone can use the catalog coding form for their own files, examples of past uses exist in the lab and can be referred to if needed. Each class of item (see term definitions) can make up its own definitions for columns 23-43, with weights after that. See the attached artifact classes list. This is important for the computer coding form for coordinating the data. The collection type also has codes that are attached. The first 22 columns should be based on the proveniences and codes of TAP.

Artifact Classes:

1 ceramics
2 lithics
3 bone
4 metal
5 botanicals
6 shell
7 glass
8 Hss bone
9 unknown

Collection types:

0 grab sample (unsystematic)
1 unscreened systematic
2 1/4" screened
3 1/8 screened
4 flotation
5 water screened
6 1/6" screened

TAP Term Definitions:

Site: A uniquely separate cultural space separated by diverse surface artifacts or architecture, with a unique survey number and/or name.

Arcdiv = architectural division: A culturally defined series of architectural features, such as a house compound that seems to be contemporaneous.

Arcsubdiv = a specific structure or open space, that an interconnected group of these will make up an architectural division.

Unit: approx. 2 x 2 m, an arbitrary square to begin excavating and recording.

Level: a series of loci and units, that make up a temporal-depositional phase, can be larger than an architectural division.

Locus: smallest excavated volume should not be arbitrary, always a unique number (Harris). This also includes cuts in the construction of a feature. *A locus represents a dipositional event.*

slash number: the identification of a point provenienced item, including bulk flotations, pollen samples, and special artifacts.

Field cultural context: Labeled in the field during excavation and writing up the locus form. Always be thinking of the other loci surrounding the one you are digging.

Final cultural context: after the arcdiv, asd or level is completed, rethink the loci, combine some and/or change some, as necessary to best interpret the excavations.

Feature: a culturally defined item, e.g., hearth, pit, wall, floor. Remember, features includes cuts. A cut is a creation of a boundary between two events, fill = 1 locus, pit cut = 1 locus, both are part of one feature.

Anaunit = analytical definitions for the excavation, such as phase, arcdiv (house compound), ASD (structure), and feature (pit, wall).