

**THE UNIVERSITY OF WYOMING  
ARCHAEOLOGICAL REPOSITORY**

**GUIDELINES AND STANDARDS**

[Available Online through wyoarchaeo.state.wy.us](http://wyoarchaeo.state.wy.us)

University of Wyoming Archaeological Repository  
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Effective For Collections Gathered After:  
June 1, 2017  
v. 5.1

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## GENERAL INFORMATION

### CONTACT INFORMATION

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### MISSION STATEMENT

The mission of the University of Wyoming Archaeological Repository (UWAR) is to curate and manage the archaeological research collections of the University of Wyoming Department of Anthropology and other archaeological collections from public lands in Wyoming obtained in the course of cultural resource management (CRM) and other projects. The collections are maintained in perpetuity so they are available to researchers, university students, and qualified museum institutions interested in Wyoming prehistory and early history. The material culture is made available to the general public through displays and loans to museum institutions.

The Wyoming Department of State Parks and Cultural Resources maintains a Memorandum of Understanding with the University of Wyoming to ensure that Wyoming has a centralized repository for archaeological collections. To this end, UWAR is staffed by the Wyoming Office of the State Archaeologist in a facility owned by the University of Wyoming to curate artifacts found across the state and their associated site records.

### SCOPE OF COLLECTIONS

The UWAR houses archaeological materials from Wyoming public lands and private lands where the materials have been donated to UWAR. These materials have been collected by university researchers, and public and private archaeologists in the course of Cultural Resource Management (CRM) or other projects. Most artifacts are provenienced and curated with associated documentation. Some unprovenienced artifacts, replicas, and casts are available for education and display. UWAR does not accept artifacts from out of state except when collected by researchers directly associated with the Department of Anthropology at the University of Wyoming and there is no option for curation in those states.

### UWAR FEDERAL RESPONSIBILITY

UWAR is subject to the stipulations of 36CFR79, the Curation of Federally Owned and Administered Collections, in order to retain its listing as a federal repository. As a federal repository, UWAR is accountable for long-term storage of the collected items, and must maintain its accessibility to qualified researchers in the present and future. UWAR interprets the definition of long-term accessibility to mean maintaining and securing a storage building so collections are always physically accessible, maintaining environmental controls so collections are not unnecessarily deteriorated by detrimental conditions, and maintaining collection housing using modern and professional archival practices. Also, UWAR believes long-term accessibility refers to the practice

of cataloging and inventorying collections in a manner that helps facilitate the replication and reproduction of scientific archaeological investigations so the research and results are available to future investigators.

As a federal repository, UWAR is also subject to periodic inventories of the collection by accession, lot, or cataloged record for the purposes of verifying the location of the material remains by the federal entity. During the inspection, the federal agency will also assess the security, environmental controls, artifact housing and collection accessibility for researchers.

Therefore, UWAR has developed the collections standards and cataloging procedures set forth in this document in order to fulfill our compliance and accountability to federal agencies, while also retaining scientific responsibility and integrity.

It is imperative contractors submit new collections in accordance with UWAR processing and documentation guidelines. This enables the repository to remain federally compliant by passing the federal inspection and also retaining its long-term accessibility. UWAR does not possess the monetary resources necessary to fix, re-house, or re-catalog collections if submitted improperly without charging contractors for the time spent and resources used.

## **AGREEMENTS**

The repository must have on file a signed Collection Curation Agreement from an individual, archaeological firm or other institution before they may curate collections at UWAR. The agreement will remain in effect until there is a change in name, company ownership, or individual authorized to sign the agreement. The repository must be notified of these changes. Paper copies with original signature of the Collection Curation Agreement are highly preferred. UWAR may accept a digital copy under certain circumstances.

Besides the UWAR Collection Curation Agreement, a curation Memorandum of Understanding (MOU) between the archaeological contractor, UWAR, and the Bureau of Land Management (BLM) is required by the BLM for a BLM Cultural Resource Permit. The permittee is responsible for contacting the appropriate Federal or State agencies to obtain and/or renew an MOU between the parties.

A signed copy of the BLM MOU and the UWAR Collection Agreement will be stored at the repository. Failure to comply with these standards or to pay curation fees will negate the agreement.

## **BOX AND ACCESSIONING FEES**

Box Fees are a one-time fee for each contractor field project submitted for curation with the amount based on the size and number of boxes filled. Box fees include housing costs for both artifacts and paperwork. ***Contractors should expect a minimum box fee of \$250.00 per field project submitted for accessioning.***

- A. Full Box Fee: \$1000.00 per box (1.08 cu ft/30 lb.)
- B. Half Box Fee: \$500.00 (0.25 - 0.50 cu ft)
- C. Quarter Box Fee: \$250.00 (less than 0.25 cu ft)

An Accessioning Fee of \$40.00 per hour will be charged for verifying the catalog inventory and site information are correct, that the collection meets UWAR Guidelines and Standards (G&S) requirements, and entering data into the digital database.

***Contractors should expect a minimum of \$40.00, or one (1) hour, charged per site.***

Additional accessioning fees can be minimized by paying strict attention to the G&S, and editing and verifying all collections before submitting them to the repository.

Collections which do not meet the current Guidelines and Standards will be returned to the contractor, or the contractor may have the UWAR staff make necessary corrections for a \$40.00 per hour fee plus the cost of supplies.

New box and accessioning fees will be billed for each accession or project submitted to UWAR. UWAR will not “save” space in a box for future submission of artifacts from a project that has already been submitted once.

## **PROJECT BILLING AND PAYMENT**

Box fees and Accessioning (labor) fees will be billed separately on the same invoice. All invoices must be paid within 60 days of receipt. Failure to do so may result in revocation of any curation agreements. Fees are payable to the Department of Anthropology, University of Wyoming.

Contractors will be assigned a UWAR Accessioning Number and an Invoice Number. These are specific to a company’s number of submissions for a calendar year. UWAR accessioning numbers begin UWAR-..., for example UWAR-1-2012-1, and Invoice Numbers begin C-..., for example C-1-1. Please include the Invoice Number(s) on the payment check(s).

UWAR will default to consolidating all billing information from multiple projects into one invoice if the artifacts are brought in for accessioning at the same time by the same company. Contractors needing separate invoices for separate projects should note how they want their invoices structured in the cover letter they submit when delivering the artifacts for curation. UWAR can supply multiple invoices when asked. If contractors prefer to have one invoice for an entire project, then all artifacts and materials for the whole project should be submitted together.

## **CONFIRMATION OF CURATION**

All contractors must submit two **paper** copies of each Catalog Inventory Form and Catalog Continuation Form for each site collection. Firms will be billed for duplication costs if only one copy is sent with the collections. One copy will be kept for permanent record at UWAR; the second will be stamped and returned to the contractor as Proof of Curation. Proof of Curation forms are returned to the contractor after UWAR receives invoice payment and any additional information or materials necessary to comply with UWAR accessioning policies. Any additional items needed to complete curation will be noted in the invoice cover letter.

For BLM projects, Proof of Curation will be entered on CRM Tracker when the collection has been verified as complete, all errors corrected, and payment has been made. Contractors are responsible for sending federal agencies copies of the catalog inventories if required by the lead federal agency.

## **DOCUMENTATION, FIELDNOTES, AND PHOTOGRAPHIC RECORD**

A cover letter including appropriate information about the collection and the firm’s project identification number and project name if applicable must be submitted with the catalog inventory form(s).

Contractors curating with UWAR under federal permits must include **all pertinent supporting documentation, i.e. original field forms, site maps, site and tool photographs, excavation notes, and field notes. This is a standard stipulation on federal permits, regardless of agency and required by 36CFR79.**

As the field of archaeology goes digital, original field notes are no longer being taken with pencil and paper, but are recorded electronically in the field. 36CFR79 requires archiving of those original field notes, regardless of the original being collected as paper or electronic records. Original field forms, notes, maps, etc. can be submitted digitally on a compact disk or USB. Alternatively, UWAR will accept printed *original* electronic files. Those printed copies will then suffice for meeting the 36CFR79 requirement of archiving original documents and site maps and will provide an archival record without the problem of archiving electronic media in unsupported formats. Highly legible photocopies of field notes, etc. will be accepted in lieu of originals. If a site has a large quantity of field notes, order them by excavation unit.

If no field notes are available, summarize the above information in the cover letter. The lack of field notes must be noted in the cover letter.

Please follow the Wyoming SHPO Photographic Standards for paper copies of photographic prints (<http://wyoshpo.state.wy.us/pdf/PhotoStandardsFinal.pdf>). UWAR will accept original paper photographic prints of sites and artifacts or digital photographs burned onto a compact disk (CD-ROM or DVD) or included on a USB. UWAR will not return disks or USBs submitted in place of paper copies. It is also fine to email site and artifacts photographs to the curation facility if necessary. UWAR prefers .pdf, .jpg, or .tiff file formats for digital images. UWAR also accepts color slides and negatives associated with the submitted original prints. Negatives, slides, and prints must be placed in archival quality polyethylene or acid-free paper sleeves. If this is not done by the contractor, UWAR will do this for the cost of labor and supplies.

A photographic record form must be submitted for each site and linked to the prints, digital photos, or slides by using the same frame reference. A sample Photolog is provided in Appendix A. Do not send Wyoming Cultural Property or Isolated Resource forms to UWAR. Also, do not send paperwork, site information, or records for sites that do not have artifacts to be curated, even if they were part of the same project. Only send in associated records for sites with artifacts that will be curated at UWAR.

Please do not staple papers together. UWAR must remove staples due to preservation issues surrounding rusting of metal. Please do not fold papers unless necessary. Folding introduces points of weakness into the paper surface that are more likely to tear in the future. Do not use tape on documents, as they damage the paper and fail over time. Do not use white-out of any type on paper documents. If mistakes are made on paperwork, either cross out the mistake or replace the document with a new one.

### **ARTIFACT PHOTOGRAPHS AND ILLUSTRATIONS**

Include drawings or photographs of all prehistoric tools and fragments of tools. This includes bone tools such as awls or abraders, and chipped stone tools such as projectile points, knives, bifaces, scrapers, utilized flakes, retouched flakes, drills, graters, etc. Photographs or drawings should also be provided for any other diagnostic, especially interesting, or rarely encountered items like ceramic

rimsherds or catlinite pipes. Photographs are not required for manos, metates, mauls, hammerstones, or cores. Historic artifacts that are diagnostic or rare should be photographed. This includes but is not limited to military buttons, ceramics or other items with maker's marks, etc. Multiple artifacts from a single site may be grouped into one photo, but photos must not mix artifacts from different sites.

Artifact illustrations do not have to be done in great detail but should be done in ink on 8 1/2 x 11 paper. Label each illustration with the catalog number in a manner which makes it clear which number applies to which artifact; i.e., if white background, use black lettering; if black background, use white lettering. Multiple artifact illustrations from a single site may be grouped on a single page, but illustrations must be limited to one site per page. Please provide a photo log for artifact illustration as one would for site overview photos. Photos can be submitted as paper copies, original photographs, or digital files. See the previous section for more information on submission of photographs.

## **DONATIONS**

UWAR will **not** accept any archaeological material from private lands without a Donation Agreement filled out and signed by the legal landowner(s) and accompanied with a list (Attachment A) of all artifacts being donated. Donations are considered outright, unrestricted, and permanent. Donation Forms are available on the Curation webpage (<http://wyoarchaeo.state.wy.us/pdf/UWARDonationForms.pdf>). Submitted materials will be returned to the contractor if legal donation forms are not included.

## **LOANS**

Specimens stored at UWAR may be made available to qualified organizations or other public agencies, schools, museums, researchers, etc., for the purpose of exhibit or education. UWAR material is usually loaned for a one year period with a loan renewal letter mailed annually. See the UWAR Collection Use Policy available on the webpage (<http://wyoarchaeo.state.wy.us/pdf/UWARCollectionsUsePolicy.pdf>). Please contact UWAR in writing if you wish to request a loan, or call the Collections Manager to discuss loan possibilities. It is important to remember that such requests take time to process so plan accordingly. The loan agreement consists of a Loan Form signed by both the Collections Manager and Lendee, a list of items being loaned (Attachment A), and terms and conditions of the loan (Attachment B). Two copies of the loan agreement are sent. The lendee shall sign both copies of the loan form and return one copy to UWAR. Failure to do so may result in the termination of current and future loans with the organization.

## **HAZARDOUS MATERIALS**

Do not submit materials collected from environmentally contaminated sites. Do not submit live ammunition or gunpowder, toxic or radioactive materials, asbestos, and other hazardous substances. Please remove these items from your collection before curation. Contact the Collections Manager with questions pertaining to hazardous materials.

## **RESEARCH ACCESS AND DESTRUCTIVE TESTING**

UWAR commits itself to the use of its collections by researchers whether they are university faculty, students, archaeological contractors, or other qualified personnel. Please see the UWAR Collections Use Policy for details on procedures

(<http://wyoarchaeo.state.wy.us/pdf/UWARCollectionsUsePolicy.pdf>). Persons requesting research access to UWAR material will be charged a fee of \$40.00 per hour, per staff member assigned to process the request. These administrative fees cover the costs of locating collections, reviewing their collection status by staff, registrarial oversight and monitoring, and returning collections to storage. This fee may be waived in special circumstances with review of the Repository Supervisor and Collections Manager.

Researchers should request access to UWAR at least one (1) month before they wish to visit to complete their research. UWAR will make every effort to accommodate research schedules, but it may not be possible to fit the researcher into the UWAR timetable even within one month. Prospective researchers should submit a copy of their research proposal and agenda that includes contact information at the time of their access request. Graduate students must submit a copy approved and signed by their major advisor and that also includes the advisor's contact information. Submission of a Destructive Sampling form is required when asking permission to perform any type of analysis modifying the specimen in appearance or substance. Return a copy of this form to UWAR and the repository will forward your request to the appropriate federal agency. UWAR will work in tandem with the federal agency to consider the request. Destructive sampling must be approved by both the land management agency and UWAR. Proof of the land management agency approval must be supplied in writing to UWAR.

Any new samples generated during the destructive analysis, like petrographic thin-sections, are property of the original collecting agency and/or landowners. As such, the new samples must be returned to and curated at UWAR with the other artifacts from the site(s). See the Destructive Sampling section of the UWAR Collections Use Policy and the Destructive Testing form available at <http://wyoarchaeo.state.wy.us/pdf/UWARDestructiveTestingForm.pdf>.

#### **UNIVERSITY OR NON-PROFIT ORGANIZATION CURATION**

Curation costs may be waived for university or non-profit institution research projects. The repository will require proof of non-profit 501(c)3 status. Requests for fee waiver by non-profit organizations will be reviewed by the Collections Manager and Repository Supervisor. An official Collection Curation Agreement will still be required following approval.



## HANDLING AND SHIPMENT

### FRAGILE MATERIAL AND SPECIAL HANDLING

Fragile items submitted for curation should be separated and placed in containers to minimize possible damage. Do not place heavy objects with lighter ones. While UWAR prefers to have multiple artifacts from a site grouped by provenience (e.g. by unit or by level), protecting the integrity of artifacts takes priority. For example, if a metate, lithic debitage, and several delicate bones are recovered from the same level in a unit, **DO NOT** package the metate with the debitage and bones even though they have the same provenience. Artifacts need to be protected from one another to eliminate bag wear and removal of catalog numbers as. Do not over-fill bags or artifact boxes as this may cause unnecessary damage, crushing of artifacts, or the bags to tear. If some artifacts need extra protection, make sure the packing material is archival quality (see below). UWAR requires boxes to not weigh over 30 lbs.

Containers can include archival quality polyethylene bags (minimum thickness 4 mil), vials, gelatin capsules, or boxes. Film canisters are unacceptable packaging containers for any artifact category. The fragile items may be packed with acid-free tissue, and packaged in a separate bag or box that clearly notes fragile contents. Do not use cotton, paper towels, toilet paper, or cotton or polyester batting to wrap fragile items. Contractors should check with manufactures to determine if their artifact housing is archival. Polypropylene, for instance, may not always be of archival quality. UWAR can provide information regarding vendors of archival-quality materials if contractors are uncertain where to procure the proper supplies. Foil may be used to protect artifacts **during field collection and shipment only**, but should not be depended on to retain written information and is not acceptable for final curation. Alternatively, samples such as charcoal may be double-bagged (e.g., sample in an inner bag with artifact tag in an outer bag) or put in archival-quality vials instead of being submitted in foil packets.

### ARTIFACT SHIPMENT

All material delivered through the mail should be insured and certified. If hand delivering artifacts to UWAR, call (307) 766-3671 to make arrangements for delivery directly to the Repository.

### CARBON AND SOIL SAMPLES

Unprocessed carbon samples must be kept to a minimum because of limited available space in the repository. Charcoal samples must be processed as much as possible before submission to remove excess matrix and leave only the charcoal sample. A statement justifying the reason for not processing a large sample at your facility will be required if this is not completed. Carbon samples do not need to be housed in foil, but may be double bagged in 4 mil polyethylene bags based on catalog number or place into archival-quality vials or other suitable housing.

As with carbon samples, soil samples must be processed before submission and a statement justifying the reason for not processing will be required if this is not completed. No soil samples will be accepted without the prior approval of the Collections Manager or Repository Supervisor. Soil samples should be thoroughly dried and double bagged.

### FLOTATION SAMPLES

UWAR will not house unprocessed flotation samples. All flotation samples must be **fully processed** and the contents sorted out by material type (e.g., botanical, stone, or bone) with each type given a separate catalog number and placed in separate bags. UWAR does not curate roots or other light

fraction, with the exception of seeds, nuts, or other botanicals that are not modern additions to the sample.

**FIRE CRACKED ROCK (FCR) AND LITHIC RAW MATERIAL SAMPLES**

Fire cracked rock that is not modified in any other way will not be accepted under any circumstances. If the FCR is actually a tool, such as a mano, metate, or other grinding stone, then it should be catalogued as such. UWAR does not accept lithic raw material samples or quarry samples.

## BASIC CURATION PROCEDURES

### ARTIFACT PREPARATION

Clean all artifacts to the best of your ability. Do not leave dirt on artifacts or in bags. Do not clean with tools or materials that will cause artifact damage. A soft, dry brush is the preferred cleaning method for all material classes. A soft brush and water is acceptable for items that are heavily soiled. If an artifact is not cleaned in anticipation of further analysis, such as pollen washes, then state in detail how it was handled in the field and lab and the purpose for such treatment. Note the special handling on the Catalog Inventory Form, and double-bag these artifacts so that the item is isolated from the tag and can be handled without possible contamination.

Wash only bone in good condition. Dry clean all other bone with a soft brush like a toothbrush or paintbrush. Bone in danger of disintegrating should be stabilized using standard materials acceptable to the paleontological field (see Society for Preservation of Natural History Collections: <http://www.spnhc.org/> and go to Newsletters or contact UWAR for more information on bone stabilization).

If it is necessary to restore artifacts or bones by gluing, use only glue which can be dissolved in acetone, such as B72, when preserving or refitting materials. Do not use "Duco" or White glues (polyvinyl acetates), such as "Elmer's." If items are glued, do not unglue before submission. These glues degrade with time and harm the artifacts. Please contact the Collections Manager if there are any questions on adhesive products or procedures. UWAR prefers items, like ceramic vessels, not to be reconstructed before curation but will accept reconstructed items. Also, do not leave tape of any kind on artifacts.

### ARTIFACT LABELING

Artifacts are labeled using the site number followed by the catalog number and separated by a dash, e.g. SW9999-1, SW99999-2, etc. The State of Wyoming site numerical prefix "48" is not necessary. Do not use a "period" between the site and catalog numbers; only use a dash. Do not label the artifact with the field specimen or map number. Orient artifacts in bags with the label facing out whenever possible so the writing is visible to UWAR staff.

UWAR recommends Sakura Pigma Micron or Staedtler pigment liner pens for labeling as they contain archival ink. A 0.005 or 0.01 tip is best on most artifacts, but a 0.03 - 0.08 sometimes works better on bone or other porous materials. Make the written label as small as possible while maintaining legibility. Use permanent black ink on artifacts whenever possible. Use white permanent ink for dark colored artifacts, or apply a coat of Titanium White acrylic paint on top of a B-72 base coat before labeling with black ink.

Do not write catalog number labels directly onto artifact surfaces. Instead, "sandwich" the label between a base and top coat layer. The base coat should be a solution of B-72 in either acetone, ethanol/ethyl alcohol, or a mixture of these two solvents. A 25% concentration of B-72 is ideal. Apply a base coat to the area to be labeled. This is especially important for porous artifacts, like bone, slate, and groundstone where the pen ink can seep into the artifact surface. Never use "white out" or "liquid paper" for base coats. Let the base coat dry completely (overnight is best), then write the label on top of the base coat. If necessary, a layer of Titanium white can applied OVER the B-72 base before labeling. After the label ink has dried completely, apply a top coat of clear Soluvar over

the label to protect the artifact number. Do not put artifacts into bags until the labels have dried completely.

The size and condition of artifacts will determine if they can be feasibly labeled. Generally, UWAR has found artifacts can be labeled if they are larger than 1.0 cm. Label all point plotted artifacts when possible. Approximately 10% of material in each screen or bulk bag should be labeled when size and condition permit. For example, a bag with 37 flakes in it should have about 3-4 of the individual flakes labeled with the bulk catalog number.

Artifacts of leather or wood should NEVER be labeled directly. Instead, use indirect labeling by writing the catalog number on a tag of archival-quality paper and attach this tag to the artifact with a plain cotton string before putting the artifact in a bag with an artifact tag. Any artifact without good surface integrity (e.g., very rusty metal, disintegrating bones, etc.) should not be labeled directly either, as the label may flake off or the act of labeling may cause further damage to the object. Indirect labeling (catalog number tags) may also be used for items that are too small to label or where a direct label would obscure important features of the item.

Place the catalog number away from working or utilized edges and in an inconspicuous place. Flake tools and debitage should be labeled on the ventral surface. Bifaces and projectile points should be labeled on the blade rather than the base. Do not write on broken surfaces or edges of lithics. Label prehistoric ceramic sherds on the interior surface, but avoiding carbon or other residues on the surface. Do not write on the utilized surface of groundstone. Place bone labels in a location that will not cover any cutmarks or conspicuous anatomical landmarks like articular surfaces, foramina, etc. It is preferred that labels be written in one line format, for example: SW9999-1001. However, it is permissible to write labels in two lines if the label will not fit on the artifact otherwise. For example: SW9999-1001

All labeling materials recommended by UWAR can be removed with acetone. It is fine to use clear nail polish remover to remove labels in order to fix labeling mistakes. It is always better to start a label over rather than try to fix a labeling mistake by writing over it. Wet a cotton ball or cotton swab with the acetone and gently wipe or rub the label until it is no longer visible. Do not inundate the artifact in acetone. Limit the artifact's acetone exposure to the labeled area. If there are any questions regarding UWAR's preferred labeling materials or procedures, contact the Collections Manager or Curation Assistant.

## **CATALOG NUMBERS**

All materials submitted for accessioning at UWAR are cataloged based on the site number and a running tally catalog number sequence. All accessions are started at the next available catalog number for that site. **Contractors or researchers must submit a written request (via email is fine) to the Collections Manager for a starting catalog number for every site submitted**, even if it is the first time a site is being recorded, to prevent duplication of catalog numbers at the same site. UWAR requests that contractors inform the repository if they request a starting number, but then later find they will *not* be curating artifacts from that site so the curator can remove their request from the next new catalog number request list.

Artifacts will be returned to the firm for corrections if catalog duplication occurs and it is not the fault of UWAR. Contractors may not choose their own starting catalog number based on their

individual company lab procedures. Catalog numbers must follow UWAR's format. There is a column on the catalog inventory form to indicate field specimen numbers, map numbers, etc. so this information can be retained, but the artifacts must be labeled and cataloged according to the UWAR format.

UWAR can only assign catalog numbers to individually numbered sites, e.g. FR100, and not to combined site numbers, e.g. FR100/101. Contractors must contact SHPO if they want to combine sites and to determine which site number to retain for their report. Contractors can contact UWAR for the next new catalog number for that individual site number after SHPO has decided which site number to retain.

### **ASSIGNING CATALOG NUMBERS**

Cataloging artifacts from sites should proceed based on site number, then provenience within that site, then material culture type within that provenience. For example, catalog all the lithics from a unit, then all the bone from that unit, etc., before moving on to the next unit. Different types of material culture should be given separate catalog numbers even if they are from the same provenience. For example, Test Unit 99, Level 99, at site HO9999 has lithic debitage, a utilized flake, a carbon sample, two (2) bison ribs, a bison femur, and unidentifiable bone fragments. Each of these items should be given a separate catalog number, but the two bison ribs can be treated as one catalog entry if they were not collected as separate piece plots.

Every point plotted artifact should be given its own catalog number. Each separate carbon sample should be given different catalog numbers if more than one sample is present in a particular provenience. Charred seeds, flakes, bone, etc., removed from processed flotation should be cataloged in the same manner as materials from excavation. Every item designated as a tool or utilized, like a graver, shell hoe, or utilized core, should have its own catalog number. It is permissible to group non-utilized cores from the same provenience into one catalog number. All catalog numbers used by the contractor must have corresponding artifacts. It is acceptable to say a number was not used, accidentally skipped, or an artifact is missing on the Catalog Inventory Form. However, the numbers **MUST** be listed on the Catalog Inventory Form in consecutive order, with no gaps, listing the artifact catalog number as skipped or missing in the description column. It is acceptable to have non-sequential or out-of-sequence catalog numbers within a particular provenience. This happens in cases where a tool is identified at the end of the inventory process, for instance, or where already cataloged faunal materials are split into more refined categories during a subsequent faunal analysis. Simply give the tool or new faunal category bag the next catalog number available, but keep it bagged with the other artifacts from its provenience.

*Please see the Isolate Inventory Form information section for how to designate catalog numbers for isolates.*

### **ASSIGNING CATALOG NUMBERS TO FAUNAL REMAINS**

While many faunal analysts argue that every bone from a site should have its own unique catalog number, UWAR does not require this level of specificity. However, the repository does require that bone be split into minimal analytic groupings or the closest specificity whenever possible. This is similar to the standard process of separating different types of lithics, like flakes and utilized flakes, under different catalog numbers.

The minimum analytic grouping will depend on the ability of the researcher, but UWAR has developed multiple levels of database codes in order to accommodate contractors without faunal

specialists on their staff. For instance, one researcher may be able to determine a bone is a femur, but another can only say it is a long bone. This is acceptable to UWAR as long as the contractor has made an attempt to separate a provenienced bone bag to elemental groupings when it is possible to do so and it is done to the best of their ability.

The reasons for this faunal standard include replication and reproduction of scientific studies completed by a contractor or other researcher on remains housed at UWAR, and also issues of collections management. Faunal results produced by an original researcher are impossible to replicate if the assemblage is not stored in a manner where future researchers can identify specific bones used in the original study. Keeping the divisions used by the faunal analyst in the cataloging process means the research is replicable by future investigators because the individual bones can be identified, and ensures UWAR will be able to match the site report categories to bags housed in the repository.

Also, storing by minimal analytic grouping helps preserve the collection by limiting unnecessary handling and movement of non-essential bones by repository staff in order to reach requested elements. It reduces the amount of time needed by UWAR personnel to find requested items since it is not necessary to sift through bags with multiple elements in order to locate a specifically requested element and therefore increases the accessibility of the collections. These stipulations will save contractors money when they ask for older site information from UWAR as the repository charges by the hour to fill these requests.

In order to fulfill the mission of scientific study reproduction and minimal impact to the collection, UWAR has implemented the following guidelines for faunal remains:

Do not combine all bone found in the same provenience together under the same catalog number if they represent different elements. Separate different faunal elements into separate catalog numbers, but keep similar elements together under the same catalog number. For example, separate all bison ulnae from all bison vertebrae found in TU 99, Feature 99. Then assign one catalog number to the bison ulnae and a second number to the bison vertebrae, even though they are from the same species or other taxonomic grouping. Likewise, separate bison vertebrae from other small mammal vertebrae if found in the same provenience and also assign these separate catalog numbers. Some contractors send already cataloged bone to a faunal specialist after they have assigned cataloged numbers to those specimens. The faunal specialist will then split these cataloged bags into even more refined categories. The contractors should keep the categories defined by the faunal researcher and assign new catalog numbers to the bags separated by the faunal analyst. That is, do not regroup/rebag bone after it has been separated into more refined categories by a faunal analyst. Submit the faunal materials to UWAR so that the faunal categories will match any categories used in the site report. **This is acceptable practice even if this causes the catalog numbers to be out of sequence for a provenience.** The separated bags should all have new, separate catalog number entry lines completed on the UWAR Catalog Inventory Form.

Instead of assigning new catalog numbers to the bags separated by a faunal analyst, it is also acceptable to append Alpha or numeric suffixes to the original faunal catalog number **as long as the number of Alpha suffixes does not pass 'z.'** For example, where the original bag sent to a faunal researcher was catalog number NA83-47, but the faunal analyst separated the original bag into three bags, then the catalog numbers submitted to UWAR would be NA83-47a, NA83-47b, and

NA83-47c. In the case of secondary numeric suffixes, the catalog numbers would be NA83-47-1, NA83-47-2, and NA83-47-3. Do **not** use a period to separate the secondary numeric suffix from the original catalog number- only use a dash. While the Alpha or numeric suffix method is acceptable practice, UWAR prefers the method outlined in the previous paragraph of assigning new catalog numbers to the separated bags.

Grouping of faunal elements should be by the smallest taxonomic group possible, for instance Mammal, Avian or even Pronghorn depending on the capability of the researcher. However, many bones will be too small to be identified, so it is acceptable to have an “Unidentified” bone bag from a particular provenience that probably mixes many different elements, but which cannot be definitely separated into elemental categories.

Also, it is not necessary to separate bones found in an intrusive provenience to element if the researcher is positive the bones are not connected to the original site activity. Intrusive bone from a particular provenience may be grouped in the same bag and labeled as “Intrusive” without further separation into element or genus codes. Furthermore, it is not necessary to curate modern rodent bones from krotovina or any other intrusive feature.

### **UWAR DATABASE INFORMATION**

UWAR manually enters data from the Catalog Inventory Forms into an Access database. This database has been structured and designed to handle the most common types of material culture encountered during archaeological work, and also to store the site provenience information required by federal agencies. To this end, UWAR has developed a series of codes that enable quick database entry and information retrieval. These codes are supplied in Appendix C. The supplied codes are not exhaustive lists, but rather represent the most commonly encountered items at sites. Contractors are encouraged to contact UWAR to discuss adding a code category to the code list(s) or if they are uncertain how to code specific types of artifacts.

The codes are hierarchical orders of information: Class-Genus-Element-Portion. UWAR will enter data for as many levels as possible, but all levels do not need to be filled. For instance, a projectile point base may be coded: CS-PP-BAS for Class:Chipped Stone-Genus:Projectile Point-Portion:Base. A proximal portion of a bird femur may be coded: BO-AV-FE-PR for Class:Bone-Genus:Avian-Element:Femur-Portion:Proximal.

Some common code combinations include SM-CA (sample-charcoal) for the class and genus of charcoal samples. Retouched and utilized flakes should be coded CS-TO-RTF or UT-portion (Chipped Stone-Tool-Retouched or Utilized Flake-portion) instead of using DB (debitage) for the genus. Portion codes are not necessary for debitage. Do not put more than one code down for each order of information.

The codes supplied in Appendix C are the only ways UWAR can enter information into the database. Contractors should check the codes to ascertain if their items submitted for curation can be properly entered into the database by UWAR staff. It is noted, for example, there is no database entry code for ‘Femur and Fragments’. These elements should be separated into different catalog numbers so staff can enter the information using the ‘Femur’ and ‘Fragment’ Element codes. Contractors may supply the codes they wish to use for artifacts by writing the codes into the Comments and Description section of the Catalog Inventory Form or by including codes in the

proper columns of the Digital Catalog Inventory submission. See the Catalog Inventory Form example in Appendix B and Appendix D for digital submission guidelines, discussed further below.

### **DIGITAL SUBMISSION**

Contractors may request to submit their catalog information already entered into an Excel database. Digital submission is best applied to sites that produced large quantities of material culture (e.g., more than 20 catalog numbers used) but is highly encouraged for all submissions.

Digital submission is in addition to, *and not in substitution for*, two paper hard copies of the Catalog Inventory form(s). However, including a digital submission will reduce time needed for UWAR data entry. Copies of the Catalog Inventory Forms, and all documentation required during regular artifact submission, are needed due to copying costs and the need to retain a hard copy for archival storage. Contractors can provide their Excel digital submission burned onto a compact disk or USB drive, which may be the same medium used to submit site photographs. At this time we do not accept emailed, cloud-shared, or other electronic submissions.

Contractors interested in digital submission should discuss the digital submission option and its procedures with the Collections Manager before they catalog or submit their artifacts. To start a digital submission, contractors should contact the Collections Manager to obtain a copy of the UWAR Excel database template. The numbers of columns, column headers, and column cell text formatting in the Excel CANNOT be modified by the contractor. Also, contractors MUST use the UWAR database codes found in Appendix C to complete their artifact coding. The data will not import properly with a modified Excel structure or different data codes. Contractors MUST follow the guidelines and formats given in Appendix D or the data will not import properly. Return a copy of the Excel file to UWAR with completed data entry for all catalog numbers when submitting artifacts for curation.



## CURATION PROCEDURES FOR ARTIFACT BAGS AND TAGS

Artifacts submitted to the UWAR must be organized and bagged according to the following instructions. No exceptions will be allowed unless approved by the UWAR Collections Manager or Repository Supervisor before collections are submitted for final curation. These guidelines will help ensure the archaeological information collected throughout the State is accurately processed in a standardized manner and readily available for future research. Examples are provided in the Appendices.

Digital Microsoft Word versions of all Form and Tag templates are available for use so contractors can type catalog information instead of writing by hand for every entry. Contact the Collections Manager to obtain copies of these Word document templates.

### ARTIFACT BAGS

UWAR requires artifacts to be housed in 4 mil polyethylene bags for every bag size. The preferred minimum size of artifact bags accepted by UWAR is 3 x 4 inches. UWAR does not prefer smaller bags because our standard sized artifact tag cannot fit in the smaller bag without folding and the text becomes too small to read on the smaller tags. If desired, 2 x 3 inch 4 mil bags can be used, but the artifact tags must be shrunk to be able to fit into the bag without folding while the text must be large enough to remain legible and all information included on a standard UWAR artifact tag must be retained on the shrunken tags.

Artifact bags should be clear polyethylene and of archival quality. Paper bags, coin envelopes, cloth bags, rubber bands, tape, film canisters, prescription bottles, stick on labels, tape, foil, and paper clips are not acceptable artifact housing.

Each cataloged item that was separated by provenience or artifact class should be placed into its own inert polyethylene bag. Contractors must indicate if artifacts under one catalog number are separated into more than one bag by placing a tag in each bag noting Bag 1 of 2, Bag 2 of 2, etc.

### ARTIFACT TAGS

Labeling the outside (or exterior) of artifact bags with information (such as, item, level, unit, site, and isolate) is not acceptable. Instead, **acid free** paper tags with appropriate information must be included in each bag. The following are the **only** types of paper tags accepted at UWAR. Samples are included in Appendix B.

1. **Artifact tags:** Use one tag per bag for every assigned **site** catalog number.
2. **Isolate tags:** Use one tag per bag for every assigned **Isolated Find** catalog number. Do not use Isolate tags for artifacts found at sites.
3. **Unit, Level, and Feature tags:** Use to group catalog numbers by provenience. Include one tag for every unit, level, or feature bag that houses the multiple catalog numbers found in that provenience. Remember that it is acceptable to separate material classes for the protection of artifacts (e.g., separate ground stone from lithic debitage); in that case, fill out additional provenience grouping tags for each material class.
4. **Site tags:** These tags indicate how many large bags were used to store artifacts from the same site. Site bags can contain many individual artifact bags or many unit, level, or feature grouping bags.

Use one site tag per site bag. Use a site tag even if only one artifact was found from that site. The site tag (and other provenience grouping tags) can be placed within the same bag as the artifact and the artifact tag in this case. It is not necessary to nest several bags for a single artifact.

Label site tags with the site number and an indication of the total number of site bag(s). For example, NA167 Bag 1 of 3, NA167 Bag 2 of 3, etc. Never mix different sites in the same bag. Tags can be computer generated and the font can be resized. Tags can also be enlarged or reduced to accommodate bag size, but may not be smaller than 2 x 3 inches and preferably not less than 3 x 4 inches. However, tags generated by the contract company must be exact duplicates of the tag templates provided in the G & S document with no reordering of tag lines or line omissions. Simply leave a tag line blank if there is no information to place on a line.

Paper tags should be placed in bags so the written data is readily visible, i.e. facing outwards. All tags and paperwork must be written in permanent black ink or printed on a laser printer. Do not use an ink-jet printer with water soluble ink to generate tags.

## CURATION PROCEDURES FOR CATALOG FORMS

### CATALOG INVENTORY FORM (Appendix B and C)

A collection inventory form shall accompany each collection submitted to UWAR. Computer generated forms are preferred and should be printed on a laser printer; otherwise use only permanent black ink on the forms. Forms can be on letter or legal size paper. Use as many pages as necessary for a site, but *never* more than one site on a page. Make sure to fill in the bottom right of the Catalog Inventory Form and Catalog Inventory Form Continuation pages with the total number of pages and current page number for each site.

Site information at the top of the Catalog Inventory form need only be entered on the first page if the site inventory covers multiple pages, but the following pages should be numbered and entered on a Catalog Continuation form. A printout of a computer database is acceptable as long as the required information is included on the first page.

If submitting a site for curation that was collected under more than one project number or for multiple federal field offices, then a new Catalog Inventory Form should be filled out for each project number or field office or landowner and their respective artifacts.

Contractors should not fill out the lines on the top of the Catalog Inventory Form. These include: Box, Accession Date, UWAR Accession Number, Curator, Entered, Verified, Name, and Date lines. Do not change what information is included in each column from the template provided by UWAR. If contractors wish to include information that there is not a column for (such as flake size class), include this information in the "Description" column.

### BASIC SITE INFORMATION REQUIRED ON CATALOG INVENTORY FORM

1. **Smithsonian site number:** The Cultural Records Office (SHPO) issues this number.  
*List only one site per Catalog Inventory Form.*
2. **Site/Field Name:** Name of site if one was given.
3. **Organization-Collector:** Firm or person(s) collecting from the site.
4. **Project Number and Project Name:** Project number and name given to the site by the contracting firm. This should match the information provided in the cover letter accompanying the submission.
5. **UTMs:** Example: 13 = Zone, 4642000 = N, and 404000 = E. Contractors must provide the site location both in UTM's and by legal location.
6. **Date Collected:** Dates artifacts were collected from the site. Be as specific as possible: give an actual day of collection. If this information is not provided, UWAR will assign the first day of a month given as the collection date. If no month is provided, UWAR will assign as collection date of June 1<sup>st</sup> of the given year. If the artifacts were collected over several days/months/years, indicate the collection date for specific artifacts in the appropriate column on the Importable Catalog Inventory Template or in the Description column of the paper inventory form.

7. **Legal Location:** Township, Range, Section, and the quarter sections. This must duplicate the site locality information on file at the Wyoming SHPO office. Again, contractors must provide both legal location and UTM location of a site.
8. **Landowner/Federal Office:** The individual, company, or managing agency who owns the property where the artifacts were located. **It is extremely important to be sure of ownership.** The various public agencies require the repository to track collections from lands they manage by office. Examples: Bureau of Land Management (BLM), Pinedale Field Office; Bureau of Reclamation (BOR) WYAO; US Forest Service, Shoshone NF; Private- John Smith; Private- Exxon Corp.; State of Wyoming. Projects submitted for the Wyoming Department of Transportation should be listed as WYDOT, not as State of Wyoming.
  - a. Remember to include the name of the individual or company when submitting items from private property and to check the “Private” box. Also, UWAR will not accession collections from private property without a Donation Form signed by the landowner. Donation Forms are available at the UWAR webpage, <http://wyoarchaeo.state.wy.us/Curation/Index.aspx>.
  - b. It is incumbent upon the contractor to *specify which artifacts belong to which landowner in cases where a site location falls across parcel boundaries and artifacts therefore belong to different landowners*. Contractors should submit multiple Catalog Inventory Forms separated by landowner status for the same site accession that also then groups the artifacts based on land ownership. It is not necessary to list multiple landowners if contractors are submitting artifacts from a section of a site which belongs only to one landowner. Only list the landowner of the property where the submitted artifacts were found.
9. **Permit Number:** The federal or state permit number under which the work was performed.
10. **Number of Picture Sheets Attached:** Indicate number of hard/paper copy Artifact Picture Sheets provided for the site. Never place more than one site on a page of artifact pictures. Attach the artifact picture sheets to the site Catalog Inventory Form to which they correspond. If artifact photos were submitted digitally, specify “digital” on this line of the form.
11. **Catalog Numbers Used:** List the starting and ending numbers used by your firm to catalog the site materials.
12. **Datum used to calculate:** Check the UTM datum used.
13. **Name of Cataloger:** Person(s) cataloging artifacts for final curation

## INFORMATION NEEDED FOR EACH ARTIFACT ON CATALOG INVENTORY FORM

For paper submissions, artifact codes, temporality assignments, like Late Archaic or Paleoindian, and diagnostic information, like point names or ceramic types, should be noted in the Description section.

For digital submissions in Excel format, the artifact, temporality, or diagnostic codes should be listed in the appropriate Class-Genus-Element, Diagnostic, or Time Period columns, instead of the Description column.

1. **Catalog Number:** Number assigned to an artifact(s) from a particular provenience. Each point plotted artifact gets its own catalog number, as does each excavation screen bag sorted by material type (one number for ceramics, one for lithic debitage, one for bison ribs, one for rabbit ulnae, one for unidentifiable bone, etc.). If a cataloged artifact was misplaced or lost, state this in "description" (i.e. artifact missing). Do not skip catalog numbers without explaining why on the inventory form.
2. **FS #/ Map #:** Add the Field Specimen (FS) number or Mapping number if one was used.
3. **Block/Unit:** Test unit or excavation unit number.
4. **North/East:** Coordinates of test unit of excavation unit.
5. **Point Plot/Other Provenience:** Point plotted artifact coordinates or other provenience information that is not encompassed by the catalog inventory columns.
6. **Level:** Surface or excavation level information.
7. **Elevation:** Depth or depth range in cmbd or cmbs, contractor must specify which.
8. **Feature:** Number of feature where artifact was found.
9. **Screen Size:** Mesh screen size.
10. **Shovel/Auger:** Shovel Test Pit or Auger Test number.
11. **Count:** The number of artifacts being curated with that particular catalog number only.
12. **Description:** Include enough information so that the object may be distinguished from other items in a site. This is not an analysis section. A basic description consisting of a few words is often sufficient. Description may include: artifact type, color, material type, fragment, heat-spalled, corner-notched, unidentifiable, size, secondary flake, etc. For historic artifacts, you may want to state item condition, maker's mark, glass color, thickness, tin can manufacturing techniques, etc. Note if an artifact refits to another artifact with a different catalog number.

## **ISOLATE INVENTORY FORM (Appendix B and C)**

Contact the UWAR Collections Manager for finds from localities that do not have Township, Range, and Section. Bagging and labeling procedures and guidelines are the same for isolates as for sites. Limit entries on an Isolate Inventory Sheet to one county and one landowner. You may have several sheets for one county or one sheet with one isolate on it. If there are two isolates from the same county but with different landowners, two separate Isolate Inventory Forms are required. Attach labeled drawings or photographs of ALL isolated finds to the inventory sheet. Site notes pertaining to the isolate and a map which plots the location of the isolated find are also required. Send **two** copies of each sheet, and one will be returned to the Firm as proof of curation.

## **BASIC INFORMATION REQUIRED ON ISOLATE INVENTORY FORM**

1. **County:** County within the State of Wyoming from which the artifact was collected.
2. **Organization-Collector:** Firm or person(s) collecting the artifact(s).
3. **Project Number and Project Name:** Project number and name given by the contracting firm.
4. **Datum used to calculate:** Check the UTM datum used.
5. **Number of Picture Sheets Attached:** Indicate number of Artifact Picture Sheets provided. Clearly identify which isolate is being illustrated on the Artifact Picture Sheet

by writing the catalog number by the artifact. **NEVER** put isolates from more than one county on a single artifact picture sheet. Attach the artifact picture sheets to the site Isolate Inventory Form to which they correspond.

6. **Landowner/Federal Office:** The individual, company, or managing agency who owns the property where the artifacts were located. **It is extremely important you are sure of ownership.** The various public agencies require the repository to track collections from lands they manage by office. Examples: Bureau of Land Management (BLM), Pinedale Field Office; Bureau of Reclamation (BOR) WYAO; US Forest Service, Shoshone NF; Private- John Smith; Private- Exxon Corp.; State of Wyoming. Projects submitted for the Wyoming Department of Transportation should be listed as WYDOT, not as State of Wyoming. Separate Isolate Inventory Forms are required for each different landowner on a project.
  - a. Remember to include the name of the individual or company when submitting items from private property and to check the “Private” box. Also, UWAR will not accession collections from private property without a Donation Form signed by the landowner. Donation Forms are available at the UWAR webpage.
7. **Permit Number:** The federal or state permit number under which the work was performed.

## INFORMATION NEEDED FOR EACH ARTIFACT ON ISOLATE INVENTORY FORM

For paper submissions, artifact codes, temporality assignments, like Late Archaic or Paleoindian, and diagnostic information, like point names or ceramic types, should be noted in the Description section.

For digital submissions in Excel format, the artifact, temporality, or diagnostic codes should be listed in the appropriate Class-Genus-Element, Diagnostic, or Time Period columns, instead of the Description column.

1. **Catalog Number:** Catalog numbers consist of the legal location of the artifact. Do not put a dash between the county code and township number. Start with the standard county abbreviation, then township number, range number, and section number. **Do not** add any other designation to the isolate catalog number.
  8. Example: Washakie County, T54N, R89W, Section 3
  9. Catalog Number is: WA54-89-3
2. **UTM Location:** Example: Zone=13, N=4642000 and E=404000 if a UTM is used.
3. **Legal Location:** Township/Range Quarter sections. Example: NE/SW/SW/NW.
4. **Date:** Date artifact(s) were collected. Be as specific as possible: give an actual day of collection. If this information is not provided, UWAR will assign the first day of a month given as the collection date. If no month is provided, UWAR will assign as collection date of June 1<sup>st</sup> of the given year.
5. **Isolated Find #:** The Isolated Find (IF) or field number assigned by the contract firm during fieldwork if one was designated.
6. **Count:** The number of artifacts being curated with that particular catalog number only.

7. **Description:** Include enough descriptive information so that the object may be distinguished from other items in a site. This is not an analysis section. Description may include: artifact type, color, material types, fragment, heat-spalled, corner-notched, unidentifiable, size, secondary flake, etc. For historic artifacts, you may want to state item condition, maker's mark, glass color, thickness, tin can manufacturing techniques, etc. Note if an artifact refits to another artifact with a different catalog number.
8. **ISO ID:** The Isolate ID number is assigned by UWAR based on the number of previously curated isolates having the same provenience. Leave this column blank. Also leave this field blank on the Isolated Artifact bag tag. It will be filled in by UWAR staff when processed for curation. The contractor is notified of the ISO ID on the returned Proof of Curation forms.

## COLLECTION AND CURATION POLICY

1. UWAR reserves the right to refuse any materials demanding excessive attention, technical expertise, facilities, space, or are inappropriate to the scope of collections.
2. UWAR reserves the right to make changes to the Curation guidelines, and will notify all concerned parties before they go into effect.
3. UWAR reserves the right to use measures necessary to preserve or restore materials in its care.
4. UWAR reserves the right to refuse any collection that does not comply with the G&S requirements. The Collection Curation Agreement, and thus the MOU with the Federal agency, may be revoked if materials are not received in an acceptable fashion.
5. The intent of UWAR is to curate archaeological collections under these guidelines as long as it is an active repository with available space.
6. Comments and suggestions from archaeological consultants are encouraged to aid the UWAR in improving these guidelines and standards.

Send to: UWAR, Attention Collections Manager  
Dept. 3431  
1000 East University Avenue  
Laramie, WY 82071



## **APPENDIX A: UWAR FORM AND TAG TEMPLATES**

\*Note: The UWAR Collection Curation Agreement, UWAR Donation Forms, and BLM MOU are available on the UWAR website: <http://wyoarchaeo.state.wy.us/index.php/learn/curation/curation-guidelines-and-fee-info>

**PHOTOGRAPHIC LOG**

Site Number: \_\_\_\_\_ Site Name: \_\_\_\_\_

Contracting Firm: \_\_\_\_\_

UWAR Billing Number: \_\_\_\_\_

Color Prints: YES / NO

Black & White Prints: YES / NO

Color Slides: YES / NO

Black & White Slides: YES / NO

Negatives: YES / NO

Other: YES / NO Description: \_\_\_\_\_

| Roll #:    | # Frames:    |                       |      |
|------------|--------------|-----------------------|------|
| Frame/DSCN | Site/Isolate | Subject & Description | Date |
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**UWAR  
CATALOG INVENTORY FORM**

Box \_\_\_\_\_ Accession Date \_\_\_\_\_  
UWAR Accession Number: \_\_\_\_\_

Curator \_\_\_\_\_  
Entered \_\_\_\_\_ Verified \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Smithsonian Site Number: hsgsdhgsdfgsdgsdfg \_\_\_\_\_

Landowner/Federal Office: \_\_\_\_\_ Private:

Site/Field Name: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Organization-Collector: \_\_\_\_\_

Number of Picture Sheets Attached: \_\_\_\_\_

Project Number: \_\_\_\_\_

Catalog Numbers Used: \_\_\_\_\_

Project Name: \_\_\_\_\_

UTMs: Zone \_\_\_\_\_ E \_\_\_\_\_ N \_\_\_\_\_

Datum used to calculate:  NAD27  NAD83

Date Collected: \_\_\_\_\_

Name of Cataloger: \_\_\_\_\_

Legal Location: T \_\_\_\_\_ R \_\_\_\_\_ Section: 35 Quarters: \_\_\_\_\_<sup>1</sup>/<sub>4</sub> \_\_\_\_\_<sup>1</sup>/<sub>4</sub> \_\_\_\_\_<sup>1</sup>/<sub>4</sub> \_\_\_\_\_<sup>1</sup>/<sub>4</sub> \_\_\_\_\_<sup>1</sup>/<sub>4</sub>; Section 26: S/SE/SW/SW, SW/SW/SE/SW

| Catalog Number | FS# / Map# | Block / Unit | North | East | Point Plot / Other Prov. | Level | Elevation (bd / bs) | Feature | Screen Size | Shovel / Auger | Count | DESCRIPTION |
|----------------|------------|--------------|-------|------|--------------------------|-------|---------------------|---------|-------------|----------------|-------|-------------|
|                |            |              |       |      |                          |       |                     |         |             |                |       |             |
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**UWAR  
CATALOG INVENTORY FORM**

| <b>Catalog<br/>Number</b> | <b>FS# /<br/>Map#</b> | <b>Block<br/>/ Unit</b> | <b>North</b> | <b>East</b> | <b>Point Plot /<br/>Other Prov.</b> | <b>Level</b> | <b>Elevation<br/>(bd / bs)</b> | <b>Feature</b> | <b>Screen<br/>Size</b> | <b>Shovel /<br/>Auger</b> | <b>Count</b> | <b>DESCRIPTION</b> |
|---------------------------|-----------------------|-------------------------|--------------|-------------|-------------------------------------|--------------|--------------------------------|----------------|------------------------|---------------------------|--------------|--------------------|
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## UWAR UNIT TAGS

|  |  |  |
|--|--|--|
| <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ |
| <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ |
| <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ |
| <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ |
| <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ |
| <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ |
| <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ |
| <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ |
| <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ |
| <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ |
| <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ | <b>SITE:</b> _____<br><b>UNIT:</b> _____<br><b>LEVELS:</b> _____ |





## UWAR ARTIFACT TAGS

| UWAR                                  | UWAR                                 | UWAR                                 | UWAR                                 |
|---------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Site: _____                           | Site: _____                          | Site: _____                          | Site: _____                          |
| Cat.#: _____                          | Cat.#: _____                         | Cat.#: _____                         | Cat.#: _____                         |
| FS/Map# _____                         | FS/Map# _____                        | FS/Map# _____                        | FS/Map# _____                        |
| Block: _____ Unit: _____              | Block: _____ Unit: _____             | Block: _____ Unit: _____             | Block: _____ Unit: _____             |
| Point Plot/Other Prov.: _____         | Point Plot/Other Prov.: _____        | Point Plot/Other Prov.: _____        | Point Plot/Other Prov.: _____        |
| _____                                 | _____                                | _____                                | _____                                |
| Level: _____ Elev.: _____             | Level: _____ Elev.: _____            | Level: _____ Elev.: _____            | Level: _____ Elev.: _____            |
| Feature: _____ Screen: _____          | Feature: _____ Screen: _____         | Feature: _____ Screen: _____         | Feature: _____ Screen: _____         |
| Shovel: _____ Auger: _____            | Shovel: _____ Auger: _____           | Shovel: _____ Auger: _____           | Shovel: _____ Auger: _____           |
| Description :            Count: _____ | Description:            Count: _____ | Description:            Count: _____ | Description:            Count: _____ |
| _____                                 | _____                                | _____                                | _____                                |
| _____                                 | _____                                | _____                                | _____                                |
| _____                                 | _____                                | _____                                | _____                                |
| Date: _____ Rec.: _____               | Date: _____ Rec.: _____              | Date: _____ Rec.: _____              | Date: _____ Rec.: _____              |



| UWAR                            | UWAR                            | UWAR                            | UWAR                            |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Site: _____                     | Site: _____                     | Site: _____                     | Site: _____                     |
| Cat.#: _____                    | Cat.#: _____                    | Cat.#: _____                    | Cat.#: _____                    |
| FS/Map# _____                   | FS/Map# _____                   | FS/Map# _____                   | FS/Map# _____                   |
| Block: _____ Unit: _____        | Block: _____ Unit: _____        | Block: _____ Unit: _____        | Block: _____ Unit: _____        |
| Point Plot/Other Prov.: _____   | Point Plot/Other Prov.: _____   | Point Plot/Other Prov.: _____   | Point Plot/Other Prov.: _____   |
| _____                           | _____                           | _____                           | _____                           |
| Level: _____ Elev.: _____       | Level: _____ Elev.: _____       | Level: _____ Elev.: _____       | Level: _____ Elev.: _____       |
| Feature: _____ Screen: _____    | Feature: _____ Screen: _____    | Feature: _____ Screen: _____    | Feature: _____ Screen: _____    |
| Shovel: _____ Auger: _____      | Shovel: _____ Auger: _____      | Shovel: _____ Auger: _____      | Shovel: _____ Auger: _____      |
| Description: _____ Count: _____ | Description: _____ Count: _____ | Description: _____ Count: _____ | Description: _____ Count: _____ |
| _____                           | _____                           | _____                           | _____                           |
| _____                           | _____                           | _____                           | _____                           |
| _____                           | _____                           | _____                           | _____                           |
| Date: _____ Rec.: _____         | Date: _____ Rec.: _____         | Date: _____ Rec.: _____         | Date: _____ Rec.: _____         |







**UWAR ISOLATE TAGS**

|   |   |   |
|---|---|---|
| <p><b>UWAR ISOLATE</b><br/> <b>ISO ID:</b><br/> <b>County:</b><br/> <b>Cat. #:</b><br/> <b>Location:</b><br/> <b>Date:</b>           <b>IF #:</b><br/> <b>Description:</b><br/> <b>Count:</b><br/> <b>Recorder:</b></p> | <p><b>UWAR ISOLATE</b><br/> <b>ISO ID:</b><br/> <b>County:</b><br/> <b>Cat. #:</b><br/> <b>Location:</b><br/> <b>Date:</b>           <b>IF #:</b><br/> <b>Description:</b><br/> <b>Count:</b><br/> <b>Recorder:</b></p> | <p><b>UWAR ISOLATE</b><br/> <b>ISO ID:</b><br/> <b>County:</b><br/> <b>Cat. #:</b><br/> <b>Location:</b><br/> <b>Date:</b>           <b>IF #:</b><br/> <b>Description:</b><br/> <b>Count:</b><br/> <b>Recorder:</b></p> |
| <p><b>UWAR ISOLATE</b><br/> <b>ISO ID:</b><br/> <b>County:</b><br/> <b>Cat. #:</b><br/> <b>Location:</b><br/> <b>Date:</b>           <b>IF #:</b><br/> <b>Description:</b><br/> <b>Count:</b><br/> <b>Recorder:</b></p> | <p><b>UWAR ISOLATE</b><br/> <b>ISO ID:</b><br/> <b>County:</b><br/> <b>Cat. #:</b><br/> <b>Location:</b><br/> <b>Date:</b>           <b>IF #:</b><br/> <b>Description:</b><br/> <b>Count:</b><br/> <b>Recorder:</b></p> | <p><b>UWAR ISOLATE</b><br/> <b>ISO ID:</b><br/> <b>County:</b><br/> <b>Cat. #:</b><br/> <b>Location:</b><br/> <b>Date:</b>           <b>IF #:</b><br/> <b>Description:</b><br/> <b>Count:</b><br/> <b>Recorder:</b></p> |
| <p><b>UWAR ISOLATE</b><br/> <b>ISO ID:</b><br/> <b>County:</b><br/> <b>Cat. #:</b><br/> <b>Location:</b><br/> <b>Date:</b>           <b>IF #:</b><br/> <b>Description:</b><br/> <b>Count:</b><br/> <b>Recorder:</b></p> | <p><b>UWAR ISOLATE</b><br/> <b>ISO ID:</b><br/> <b>County:</b><br/> <b>Cat. #:</b><br/> <b>Location:</b><br/> <b>Date:</b>           <b>IF #:</b><br/> <b>Description:</b><br/> <b>Count:</b><br/> <b>Recorder:</b></p> | <p><b>UWAR ISOLATE</b><br/> <b>ISO ID:</b><br/> <b>County:</b><br/> <b>Cat. #:</b><br/> <b>Location:</b><br/> <b>Date:</b>           <b>IF #:</b><br/> <b>Description:</b><br/> <b>Count:</b><br/> <b>Recorder:</b></p> |
| <p><b>UWAR ISOLATE</b><br/> <b>ISO ID:</b><br/> <b>County:</b><br/> <b>Cat. #:</b><br/> <b>Location:</b><br/> <b>Date:</b>           <b>IF #:</b><br/> <b>Description:</b><br/> <b>Count:</b><br/> <b>Recorder:</b></p> | <p><b>UWAR ISOLATE</b><br/> <b>ISO ID:</b><br/> <b>County:</b><br/> <b>Cat. #:</b><br/> <b>Location:</b><br/> <b>Date:</b>           <b>IF #:</b><br/> <b>Description:</b><br/> <b>Count:</b><br/> <b>Recorder:</b></p> | <p><b>UWAR ISOLATE</b><br/> <b>ISO ID:</b><br/> <b>County:</b><br/> <b>Cat. #:</b><br/> <b>Location:</b><br/> <b>Date:</b>           <b>IF #:</b><br/> <b>Description:</b><br/> <b>Count:</b><br/> <b>Recorder:</b></p> |
| <p><b>UWAR ISOLATE</b><br/> <b>ISO ID:</b><br/> <b>County:</b><br/> <b>Cat. #:</b><br/> <b>Location:</b><br/> <b>Date:</b>           <b>IF #:</b><br/> <b>Description:</b><br/> <b>Count:</b><br/> <b>Recorder:</b></p> | <p><b>UWAR ISOLATE</b><br/> <b>ISO ID:</b><br/> <b>County:</b><br/> <b>Cat. #:</b><br/> <b>Location:</b><br/> <b>Date:</b>           <b>IF #:</b><br/> <b>Description:</b><br/> <b>Count:</b><br/> <b>Recorder:</b></p> | <p><b>UWAR ISOLATE</b><br/> <b>ISO ID:</b><br/> <b>County:</b><br/> <b>Cat. #:</b><br/> <b>Location:</b><br/> <b>Date:</b>           <b>IF #:</b><br/> <b>Description:</b><br/> <b>Count:</b><br/> <b>Recorder:</b></p> |

## APPENDIX B: EXAMPLES OF FORMS AND TAGS

### ARTIFACT TAG EXAMPLES

#### Surface Collection: Mapped Artifact

| UWAR                                      |                            |
|---|----------------------------|
| Site: _____                               | CR12345 _____              |
| Cat.#: _____                              | 1 _____                    |
| FS/Map# _____                             | 6 _____                    |
| Block: _____                              | Unit: _____                |
| Point Plot/Other Prov.: _____             |                            |
| _____ 87° at 60 m from Datum 1 _____      |                            |
| Level: _____                              | Elev.: _____ Surface _____ |
| Feature: _____                            | Screen: _____              |
| Shovel: _____                             | Auger: _____               |
| Description: _____                        | Count: _____ 12 _____      |
| _____ Lithic debitage. White Chert. _____ |                            |
| _____                                     |                            |
| _____                                     |                            |
| Date: _____ 6/12/12 _____                 | Rec.: _____ ArchRe _____   |

#### Surface Collection: Transect

| UWAR                                      |                            |
|---|----------------------------|
| Site: _____                               | CR12345 _____              |
| Cat.#: _____                              | 1 _____                    |
| FS/Map# _____                             | 6 _____                    |
| Block: _____                              | Unit: _____                |
| Point Plot/Other Prov.: _____             |                            |
| _____ Transect 1, Collection 3 _____      |                            |
| Level: _____                              | Elev.: _____ Surface _____ |
| Feature: _____                            | Screen: _____              |
| Shovel: _____                             | Auger: _____               |
| Description: _____                        | Count: _____ 12 _____      |
| _____ Lithic debitage. White chert. _____ |                            |
| _____                                     |                            |
| _____                                     |                            |
| Date: _____ 6/12/12 _____                 | Rec.: _____ J. Smith _____ |

#### Shovel Test

| UWAR                                      |                               |
|---|-------------------------------|
| Site: _____                               | CR12345 _____                 |
| Cat.#: _____                              | 1 _____                       |
| FS/Map# _____                             | 6 _____                       |
| Block: _____                              | Unit: _____                   |
| Point Plot/Other Prov.: _____             |                               |
| _____                                     |                               |
| Level: _____                              | Elev.: _____ 30-40 cmbs _____ |
| Feature: _____                            | Screen: _____ 1/4 " _____     |
| Shovel: _____ TP 5 _____                  | Auger: _____                  |
| Description: _____                        | Count: _____ 12 _____         |
| _____ Lithic debitage. White chert. _____ |                               |
| _____                                     |                               |
| _____                                     |                               |
| Date: _____ 6/12/12 _____                 | Rec.: _____ J. Smith _____    |

#### Auger Probe

| UWAR                                     |                                |
|--|--------------------------------|
| Site: _____                              | CR12345 _____                  |
| Cat.#: _____                             | 1 _____                        |
| FS/Map# _____                            | Map # 6 _____                  |
| Block: _____                             | Unit: _____                    |
| Point Plot/Other Prov.: _____            |                                |
| _____                                    |                                |
| Level: _____                             | Elev.: _____ 60-100 cmbs _____ |
| Feature: _____                           | Screen: _____ 1/4 " _____      |
| Shovel: _____                            | Auger: _____ 10 _____          |
| Description: _____                       | Count: _____ 12 _____          |
| _____ Lithic debitage. White Chert _____ |                                |
| _____                                    |                                |
| _____                                    |                                |
| Date: _____ 6/12/12 _____                | Rec.: _____ ArchRe _____       |

**Excavation Unit: Screened Material**

| UWAR  |                               |
|---|-------------------------------|
| Site: _____                                 | CR12345 _____                 |
| Cat.#: _____                                | 21 _____                      |
| FS/Map# _____                               | 13 _____                      |
| Block: _____                                | Unit: _____ 3 _____           |
| Point Plot/Other Prov.: _____ SW Quad _____ |                               |
| _____                                       |                               |
| Level: _____ 2 _____                        | Elev.: _____ 10-20 cmbd _____ |
| Feature: _____                              | Screen: _____ 1/4 " _____     |
| Shovel: _____                               | Auger: _____                  |
| Description: _____                          | Count: _____ 12 _____         |
| _____ Lithic debitage. White chert _____    |                               |
| _____                                       |                               |
| Date: _____ 6/12/12 _____                   | Rec.: _____ ArchRe _____      |

**Excavation Unit: Point Plot**

| UWAR   |                             |
|--|-----------------------------|
| Site: _____                                    | CR12345 _____               |
| Cat.#: _____                                   | 21 _____                    |
| FS/Map# _____                                  | 13 _____                    |
| Block: _____                                   | Unit: _____ N120 E100 _____ |
| Point Plot/Other Prov.: _____ 24 N, 46 E _____ |                             |
| _____  |                             |
| Level: _____ 2 _____                           | Elev.: _____ 15 cmbd _____  |
| Feature: _____                                 | Screen: _____ 1/4 " _____   |
| Shovel: _____                                  | Auger: _____                |
| Description: _____                             | Count: _____ 1 _____        |
| _____ Bison tibia, distal fragment _____       |                             |
| _____  |                             |
| Date: _____ 6/12/12 _____                      | Rec.: _____ J. Smith _____  |

**Excavation Unit: Feature**

| UWAR                                    |                                     |
|---|-------------------------------------|
| Site: _____                             | CR12345 _____                       |
| Cat.#: _____                            | 9 _____                             |
| FS/Map# _____                           | _____                               |
| Block: _____ B _____                    | Unit: _____ N120 E100 _____         |
| Point Plot/Other Prov.: _____           |                                     |
| _____                                   |                                     |
| Level: _____ 2 _____                    | Elev.: _____ 10.38-19.01 cmbs _____ |
| Feature: _____ 3 _____                  | Screen: _____ 1/8 " _____           |
| Shovel: _____                           | Auger: _____                        |
| Description: _____                      | Count: _____ 21 _____               |
| _____ Unidentified bone fragments _____ |                                     |
| _____                                   |                                     |
| Date: _____ 6/12/12 _____               | Rec.: _____ J. Smith _____          |

### ISOLATE TAG EXAMPLES

| UWAR ISOLATE   | UWAR ISOLATE   |
|--|--|
| ISO ID:<br>County: Bighorn<br>Cat. #: BH104-94-12<br>Location: Zone 13 N4787470 E51850<br>Date: 07/04/2012 IF #: 9<br>Description: biface<br>Count: 1<br>Recorder: | ISO ID:<br>County: Bighorn<br>Cat. #: BH104-94-12<br>Location: SW/SW/NE/NE<br>Date: 07/04/2012 IF #: 9<br>Description: biface<br>Count: 1<br>Recorder: |

### UNIT TAG EXAMPLES

|  |  |
|--|--|
| SITE: ___BH10000___<br>UNIT: ___TU 2___<br>LEVELS: ___1___ | SITE: ___BH10000___<br>UNIT: ___N120 E100___<br>LEVELS: ___1-6, 8___ |
|--|--|

### LEVEL TAG EXAMPLES

|  |  |
|--|--|
| SITE: ___BH10000___<br>UNIT: ___N120 E100___<br>LEVEL: ___3___<br>ELEV: ___120.0-110.0_cm___ | SITE: ___BH10000___<br>UNIT: ___TU 2___<br>LEVEL: ___4___<br>ELEV: ___30-40 cmb_s___ |
|--|--|

### FEATURE TAG EXAMPLES

|  |  |
|--|--|
| SITE: ___BH10000___<br>UNIT: ___14___<br>FEATURE: ___5___<br>Level/Elev: ___10.05-15.65 cmb_s___ | SITE: ___BH10000___<br>UNIT: ___N100 E250___<br>FEATURE: ___15___<br>Level/Elev: ___Level 2___ |
|--|--|

### SITE TAG EXAMPLE

|   |
|---|
| SITE #: ___BH10000___<br><br>BAG ___1___ of ___3___ |
|---|



Box \_\_\_\_\_ Accession Date \_\_\_\_\_  
 UWAR Accession Number: \_\_\_\_\_

Curator \_\_\_\_\_  
 Entered \_\_\_\_\_ Verified \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

**UWAR CURATORIAL FACILITY  
 CATALOG INVENTORY FORM**

Smithsonian Site Number: 48BH10000 Landowner/Federal Office: BLM, Rock Springs Private:   
 Site/Field Name: Example Site Permit Number: 022-WY-AB08  
 Organization-Collector: ArchRe Number of Picture Sheets Attached: 3  
 Project Number: 2012-16 Catalog Numbers Used: 1-8  
 Project Name: Wild Dog Wells Access Road  
 UTM's: Zone 13 E 404000 N 4624000 Datum used to calculate: X NAD27 NAD83  
 Date Collected: 07/10/2012 Name of Cataloger: J. Smith  
 Legal Location: T 21 R 104 Section: 12 Quarters: NE 1/4 NE 1/4 SW 1/4 SE 1/4

| Catalog Number | FS# / Map# | Block / Unit | North | East  | Point Plot / Other Prov.   | Level   | Elevation (bd / bs) | Feature | Screen Size | Shovel / Auger | Count | DESCRIPTION  |
|----------------|------------|--------------|-------|-------|----------------------------|---------|---------------------|---------|-------------|----------------|-------|--|
| BH10000-1      | 1          |              |       |       | 42° at 15 m from Datum 1   | surface |                     |         |             |                | 1     | Projectile Point. Brown chert, Corner notched; Late Archaic (CS-PP-CO) |
| BH10000-2      | 2          |              |       |       | 328° at 129 m from Datum 1 | surface |                     |         |             |                | 2     | End Scrapers, Morrison Quartzite (CS-TO-SC-CO)                         |
| BH10000-3      | 7          | TU 2         |       |       |                            | 2       | 10-20 cmb           |         | 1/4 "       |                | 23    | Lithic debitage. 11 chert, 12 quartzite. (CS-DB)                       |
| BH10000-4      | 12         | TU3          |       |       | 28 N 18 E                  | 1       | 3 cmbd              |         |             |                | 3     | Glass. Aqua window glass fragments.                                    |
| BH10000-5      | 14         | TU 5         | 120   | 100   | SW Quad                    | 6       | 98.80-98.90 cmb     |         |             |                | 2     | Bone. Unidentified fragments   |
| BH10000-6      | 14         | TU 5         | 120   | 100   | SW Quad                    | 6       | 98.80-98.90 cmb     |         |             |                | 1     | Bone. Medium Artiodactyl proximal Tibia fragment                       |
| BH10000-7      | 10         | TU 7         | 60-62 | 20-22 | N35.60 E40.40              | 12      | 100-110 cmb         | 6       |             |                | 1     | Projectile Point. Clovis. Paleoindian. Grey chert.                     |
| BH10000-8      |            | TU 8         |       |       |                            | 4       | 27 cmbd             | 14      |             |                | 10    | Charcoal sample.   |

Box \_\_\_\_\_ Accession Date \_\_\_\_\_  
 UWAR Accession Number \_\_\_\_\_

Curator \_\_\_\_\_  
 Entered \_\_\_\_\_ Verified \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

**UWAR CURATORIAL FACILITY  
 ISOLATE INVENTORY FORM**

County: Bighorn  
 Organization-Collector: ArchRe  
 Project Number: 2012-16  
 Datum used to calculate: X NAD27    NAD83

Number of Picture Sheets Attached: 1  
 Landowner/Federal Office: Private, Big Deal Oil Company Private:   
 Project Name: Big Deal Oil Field Survey  
 Permit Number: 022-WY-BH143

| Catalog Number | UTM Location |        |         | Legal Location | Date       | Isolated Find # | Count | Description                                      | ISO ID |
|----------------|--------------|--------|---------|----------------|------------|-----------------|-------|--|--------|
|                | ZONE         | EAST   | NORTH   |                |            |                 |       |  |        |
| BH23-78-34     | 13           | 404000 | 4624000 | NW/SW/SE       | 07/10/12   | IF# 38          | 1     | Hafted Biface Base, Side-notched, Early Archaic  |        |
| BH23-78-33     | 13           | 404968 | 4641780 | SW/SW/SWNE     | 07/14/2012 | IF# 2           | 1     | Projectile Point, Late Prehistoric, McKean Point |        |
|                |              |        |         |                |            |                 |       |  |        |
|                |              |        |         |                |            |                 |       |  |        |
|                |              |        |         |                |            |                 |       |  |        |
|                |              |        |         |                |            |                 |       |  |        |
|                |              |        |         |                |            |                 |       |  |        |
|                |              |        |         |                |            |                 |       |  |        |
|                |              |        |         |                |            |                 |       |  |        |
|                |              |        |         |                |            |                 |       |  |        |

## APPENDIX C: UWAR CODES

### UWAR Class Codes

| Class Code | Class                  |
|------------|------------------------|
| .          | NO INFORMATION         |
| BO         | BONE                   |
| BT         | BOTANICAL              |
| CR         | CERAMIC                |
| CS         | CHIPPED STONE          |
| GS         | GROUND STONE           |
| HA         | HISTORIC ARTIFACT      |
| MS         | MISCELLANEOUS          |
| OC         | OCHRE                  |
| OR         | ORGANIC                |
| OT         | OTHER                  |
| PH         | PROTOHISTORIC ARTIFACT |
| RK         | ROCK                   |
| SM         | SAMPLE                 |
| ST         | STEATITE               |
| UN         | UNSPECIFIED            |

### UWAR Genus Codes

| Genus Code | Genus              | Genus Code | Genus                      |
|------------|--------------------|------------|----------------------------|
| .          | NO INFORMATION     | MO         | MOOSE                      |
| AM         | AMPHIBIAN          | OT         | OTHER                      |
| AS         | ARROW SHAFT        | PA         | PAPER                      |
| AV         | AVIAN              | PIG        | PIG                        |
| UR         | BEAR               | PO         | PORCUPINE                  |
| ABV        | BEAVER             | PH         | PREHISTORIC CERAMIC        |
| BF         | BIFACE             | PP         | PROJECTILE POINT           |
| BI         | BISON              | SHP        | SHEEP                      |
| CN         | CANID              | SH         | SHELL                      |
| CV         | CARNIVORE          | SO         | SOIL                       |
| CA         | CHARCOAL           | TO         | TOOL                       |
| CB         | COBBLE             | UN         | UNIDENTIFIED               |
| CR         | CORE               | AD         | UNSPECIFIED<br>ARTIODACTYL |
| COW        | COW                | WO         | WOOD                       |
| DB         | DEBITAGE           |            |                            |
| DE         | DEER               |            |                            |
| DM         | DOMESTIC ANIMAL    |            |                            |
| EK         | ELK                |            |                            |
| FL         | FELIDAE            |            |                            |
| FB         | FIBER              |            |                            |
| FS         | FISH               |            |                            |
| FLT        | FLOT               |            |                            |
| GL         | GLASS              |            |                            |
| GM         | GROOVED MAUL       |            |                            |
| HB         | HAFTED BIFACE      |            |                            |
| HC         | HISTORIC CERAMIC   |            |                            |
| HOR        | HORSE              |            |                            |
| IN         | INSECT             |            |                            |
| UL         | LARGE ARTIODACTYL  |            |                            |
| LE         | LEATHER            |            |                            |
| MA         | MAMMAL             |            |                            |
| MAM        | MAMMOTH            |            |                            |
| MN         | MANO               |            |                            |
| MP         | MANUPORT           |            |                            |
| MAS        | MASTODON           |            |                            |
| UD         | MEDIUM ARTIODACTYL |            |                            |
| ME         | METAL              |            |                            |
| MT         | METATE             |            |                            |

## UWAR ELEMENT CODES

| Element code | Element                  | Element code | Element (continued) |
|--------------|--------------------------|--------------|---------------------|
| .            | NO INFORMATION           | FR           | FRAGMENT            |
| AB           | ABRADER                  | FU           | FURCULUM            |
| AG           | AGRICULTURAL             | GRV          | GRAVER              |
| AN           | ANTLER                   | GS           | GASTROPOD           |
| AS           | ASTRAGALUS               | HC           | HORN CORE           |
| AT           | ATLAS VERTEBRA           | HF           | HOOF COVER          |
| ATL          | ATLATL                   | HH           | GENERAL HOUSEHOLD   |
| AWL          | AWL                      | HM           | HAMMER STONE        |
| AX           | AXIS VERTEBRA            | HS           | HORN SHEATH         |
| BE           | BEAD                     | HU           | HUMERUS             |
| BO           | BOTTLE                   | HY           | HYOID               |
| BR           | BURRIN                   | IM           | INNOMINATE          |
| BS           | BODY SHERD               | INV          | INTRUSIVE           |
| BT           | BUTTON                   | JR           | JAR                 |
| BU           | BULLET                   | KN           | KNIFE               |
| BV           | BIVALVE                  | LB           | LONG BONE           |
| CA           | CALCANEUS                | LCT          | LID CAP TOP         |
| CB           | CANCELLOUS BONE          | LM           | LUMBAR VERTEBRA     |
| CC           | CARTRIDGE CASE           | LTM          | LATERAL MALLEOLUS   |
| CCD          | CORACOID                 | MC           | METACARPAL          |
| CD           | CAUDAL VERTEBRA          | MCF          | FIFTH METACARPAL    |
| CE           | CERVICAL VERTEBRA        | MN           | MANUBRIUM           |
| CH           | CHOPPER                  | MP           | METAPODIAL          |
| CN           | CAN                      | MR           | MANDIBLE            |
| CP           | CARPAL                   | MS           | MISCELLANEOUS       |
| CPF          | FOURTH CARPAL            | MT           | METATARSAL          |
| CPI          | INTERMEDIATE CARPAL      | MX           | MAXILLA             |
| CPR          | FUSED 2ND AND 3RD CARPAL | NA           | NAIL                |
| CPU          | ULNA CARPAL              | OT           | OTHER               |
| CR           | CROCKERY                 | PE           | PETROUS             |
| CRN          | CRANIUM                  | PH           | PHALANGE            |
| CS           | COSTAL CARTILAGE         | PHF          | FIRST PHALANGE      |
| CT           | CARTRIDGE                | PHS          | SECOND PHALANGE     |
| DEW          | ACCESSORY PHALANGE       | PHT          | THIRD PHALANGE      |
| DR           | DRILL                    | PIP          | PIPE                |
| FB           | FIBULA                   | PMX          | PREMAXILLA          |
| FE           | FEMUR                    | PP           | PROJECTILE POINT    |
| FKE          | EDGE DAMAGED FLAKE       | PT           | PATELLA             |

| Element code | Element (continued)           |
|--------------|-------------------------------|
| RB           | RIB                           |
| RD           | RADIUS                        |
| RDU          | RADIUS ULNA                   |
| RS           | RIM SHERD                     |
| RTF          | RETOUCHED FLAKE               |
| SA           | SACRUM VERTEBRA               |
| SAB          | SHAFT ABRADER                 |
| SAC          | SACRUM                        |
| SC           | SCAPULA                       |
| SCR          | SCRAPER                       |
| SE           | SESAMOID                      |
| SED          | DISTAL SESAMOID               |
| SEP          | PROXIMAL SESAMOID             |
| SN           | STERNAL ELEMENT               |
| SP           | SPOKESHAVE                    |
| SV           | STOVE                         |
| TA           | TIBIA                         |
| TC           | TESTED COBBLE                 |
| TH           | TOOTH                         |
| TR           | TARSAL                        |
| TRC          | FUSED CENTRAL AND 4TH TARSAL  |
| TRF          | FIRST TARSAL                  |
| TRS          | FUSED SECOND AND THIRD TARSAL |
| TTS          | TIBIOTARSUS                   |
| TV           | THORACIC VERTEBRA             |
| UL           | ULNA                          |
| UN           | UNKNOWN                       |
| UT           | UTILIZED FLAKE                |
| VT           | VERTEBRA                      |
| WD           | WINDOW                        |
| WI           | WIRE                          |

## UWAR PORTION CODES

| Portion code | Portion             |
|--------------|---------------------|
| .            | NO INFORMATION      |
| BAS          | BASE                |
| BSM          | BASE AND MIDSECTION |
| CA           | CAUDAL              |
| CO           | COMPLETE            |
| CR           | CRANIAL             |
| DS           | DISTAL              |
| EAR          | EAR                 |
| EN           | ENAMEL              |
| FR           | FRAGMENT            |
| LT           | LATERAL             |
| MD           | MEDIAL              |
| MI           | MIDSECTION          |
| NK           | NECK                |
| PR           | PROXIMAL            |
| RM           | RIM                 |
| SH           | SHAFT               |
| TP           | TIP                 |
| TR           | TOOTH ROOT          |
| TW           | TOOTH ROW           |

## UWAR DIAGNOSTIC TYPE CODES

| DIAGNOSTIC CODE | DIAGNOSTIC NAME          | DIAGNOSTIC CODE | DIAGNOSTIC NAME      |
|-----------------|--------------------------|-----------------|----------------------|
| AB              | AGATE BASIN              | LN              | LIND COULEE          |
| AC              | ALBERTA/CODY             | LP              | LATE PALEO M/F       |
| AL              | ALBERTA                  | MA              | MALLORY              |
| ANG             | ANGOSTURA                | MC              | MCKEAN LANCEOLATE    |
| AV              | AVONLEA                  | MID             | MIDLAND              |
| BC              | BIRCH CREEK              | OT              | OTHER                |
| BE              | BESANT                   | OX              | OXBOW                |
| BR              | BLACK ROCK               | PH              | PAHASKA SIDE-NOTCHED |
| BT              | BITTERROOT               | PL              | PELICAN LAKE         |
| BW              | BLACKWATER SIDE-NOTCHED  | PLS             | PLAINS SIDE-NOTCHED  |
| CL              | CLOVIS                   | PR              | PRAIRIE SIDE-NOTCHED |
| CN              | CORNER-NOTCHED           | PS              | PRYOR STEMMED        |
| CPT             | CENTRAL PLAINS TRADITION | PT              | PINTO                |
| CRW             | CROW                     | RS              | ROSE SPRING          |
| CS              | CASCADE                  | SC              | SCOTTSBLUFF          |
| CY              | CODY                     | SCII            | SCOTTSBLUFF II       |
| DH              | DUNCAN/HANNA             | SN              | SIDE-NOTCHED         |
| DR              | DISMAL RIVER             | ST              | STEMMED              |
| DU              | DUNCAN                   | TN              | TRI-NOTCHED          |
| EC              | ELKO CORNER-NOTCHED      | TR              | TRIANGULAR           |
| ED              | EDEN                     | UCG             | UNCOMPAGHRE          |
| EG              | EASTGATE                 | UP              | UPPER REPUBLICAN     |
| ELK             | ELKO                     | WI              | WINDUST              |
| ES              | ELKO SIDE-NOTCHED        | WO              | WOODLAND             |
| FO              | FOLSOM                   | YK              | YONKEE               |
| FR              | FREDERICK                |                 |                      |
| FT              | FREMONT                  |                 |                      |
| GO              | GOSHEN                   |                 |                      |
| HA              | HANNA                    |                 |                      |
| HG              | HELL GAP                 |                 |                      |
| HK              | HASKETT                  |                 |                      |
| HU              | HUMBOLDT                 |                 |                      |
| HWK             | HAWKEN                   |                 |                      |
| INT             | INTERMOUNTAIN            |                 |                      |
| JA              | JAMES ALLEN              |                 |                      |
| LC              | LOVELL CONSTRICTED       |                 |                      |
| LK              | LUSK                     |                 |                      |



### UWAR TIME PERIOD CODES

| Time Code | Time Periods        |
|-----------|---------------------|
| .         | NO INFORMATION      |
| CT        | CONTEMPORARY        |
| EA        | EARLY ARCHAIC       |
| GA        | GENERAL ARCHAIC     |
| HA        | HISTORIC ARTIFACT   |
| LA        | LATE ARCHAIC        |
| LOP       | LOWER PALEOLITHIC   |
| LP        | LATE PREHISTORIC    |
| MA        | MIDDLE ARCHAIC      |
| MP        | MIDDLE PALEOLITHIC  |
| NL        | NEOLITHIC           |
| PA        | PALEOINDIAN         |
| PH        | PREHISTORIC UNKNOWN |
| PR        | PROTOHISTORIC       |
| UP        | UPPER PALEOLITHIC   |

### UWAR CONDITION CODES

| Condition Code | Condition |
|----------------|-----------|
| GOOD           | Good      |
| FAIR           | Fair      |
| POOR           | Poor      |

## APPENDIX D: UWAR IMPORTABLE CATALOG TEMPLATE GUIDELINES

### UWAR IMPORTABLE CATALOG TEMPLATE GUIDELINES

Updated 10/7/2016

#### Basic Guidelines

1. See page 13 in the UWAR “Guidelines and Standards” for instructions on submission of importable catalogs [http://wyoarchaeo.state.wy.us/pdf/repository\\_guidelines.pdf](http://wyoarchaeo.state.wy.us/pdf/repository_guidelines.pdf)
2. Do not add or delete columns from the template
3. Do not change the column headings
4. Leave in Excel file format
5. Use codes rather than full words for columns E, F, G, H, I, and X; see Appendix C in the UWAR “Guidelines and Standards”
6. If there is no information available for a cell, leave it blank

#### Column Guidelines

**A. Site Number:** this is the complete Smithsonian site number as issued by the Cultural Records Office/SHPO (must follow format 48PL720)

**B. Artifact Catalog Number:** the unique catalog number of the artifact(s); see UWAR’s “Guidelines and Standards” pgs. 9-11 for details; note that while the entire catalog number includes the site number (e.g., PL720-12) only the suffix should be entered into the column (e.g., 12)

**C. FS/Map:** field specimen or map specimen numbers (if applicable); can be alpha, numeric, or alphanumeric (e.g., FS1 or 99, etc.)

**D. Condition:** state of the artifact; options are Good, Fair, Poor (enter as shown here); lithics are generally considered Good while other materials may be in Fair or Poor conditions

**E. Class:** use codes only; see UWAR “Guidelines and Standards”

**F. Genus:** use codes only; see UWAR “Guidelines and Standards”

**G. Element:** use codes only; see UWAR “Guidelines and Standards”

**H. Portion:** use codes only; see UWAR “Guidelines and Standards”

**I. Diagnostic Code:** for projectile point (both specific such as Pelican Lake and general such as corner notched) or ceramic types; use codes only; see UWAR “Guidelines and Standards”

**J. Artifact Count:** number of objects associated with that catalog number; must be a numeral (e.g., 2)

**K. Artifact Plot UTM East Coordinates:** this is the easting UTM coordinates of the artifact’s recovery location; must be numeric/format as 111111 (make sure to indicate datum used on the paper Catalog Entry Form)

**L. Artifact Plot UTM North Coordinates:** this is the northing UTM coordinates of the artifact’s recovery location; must be numeric/format as 111111 (make sure to indicate datum used on the paper Catalog Entry Form)

**M. Block:** the excavation block or area, if applicable; can be alpha, numeric, or alphanumeric (e.g., EB1 or Block A, etc.)

**N. Unit:** the unit designation (however your company does that), if applicable; can be alpha, numeric, or alphanumeric (e.g., TU1 or 10, etc.)

**O. Unit Coordinate Provenience:** the UTM or grid coordinates of the unit’s location, if applicable (formatted something like: 111111N 111111E or 100S 100W, etc.)

**P. Level:** the designation of the level, if applicable; can be alpha, numeric, or alphanumeric (e.g., 1, A, L2, etc.)

**Q. Elevation:** the specific elevation of an artifact(s) recovery location (e.g., 32 cmbs) or the elevation span of a level (e.g., 10-20 cmbs); include cmbs or cmbd or other appropriate units (e.g., cmbgs for centimeters below graded surface)

**R. Feature:** feature the artifact(s) was recovered from, if applicable; can be alpha, numeric, or alphanumeric (e.g., FA-1 or 23, etc.)

**S. Shove Test Identifier:** shovel test the artifact(s) was recovered from, if applicable; can be alpha, numeric, or alphanumeric (e.g., ST1 or 34, etc.)

**T. Auger Probe Identifier:** auger test the artifact(s) was recovered from, if applicable; can be alpha, numeric, or alphanumeric (e.g., AT1 or 17, etc.)

**U. Unit/Grid Point Plot:** locational provenience of an artifact(s) IF NOT TAKEN AS UTM COORDINATES: within-unit or within-site point provenience (e.g., 41cm E 16cm N)

**V. Screen Size:** options are 1/16, 1/4, 1/8, OTHER, UNSPECIFIED; if applicable

**W. Other Provenience Information:** this is for other *provenience* information; e.g. “from backdirt, from stain, wall clean-up” etc.; can be alpha, numeric, or alphanumeric

**X. Time Period:** use codes only; use “PH” (general prehistoric) for undated prehistoric sites; see UWAR “Guidelines and Standards” as well as updated code list

**Y. Additional Information Related to this Artifact:** this is any other *descriptive* information about the artifact(s) that does not fit into other columns; including but not limited to material type, species, color, dimensions, size class, details about the type/object/portion, etc.

**Z. Contract or Company Name:** this is you/the collecting organization, contractor, or company; contact UWAR to learn your group’s unique code

**AA. Excavation Date:** date the artifact(s) was recovered; the format is “7/1/2013” and the day itself must be included; if this information was not recorded at recovery, use “1” for the day

**AB. Landowner:** owner of the materials being submitted; e.g., “BLM” for the Bureau of Land Management or “WYO” for the State of Wyoming

**AC. Area or Field Office:** more specific landowner info; e.g., “Wyoming Military Department” or “Rawlins Field Office” etc.

**AD. Box Number:** for UWAR use only; leave blank

**AE. CatType:** for UWAR use only; leave blank

### UWAR IMPORTABLE CATALOG EXAMPLE

| A           | B   | C       | D                               | E     | F     | G       | H       | I               | J              | K                                  | L                                   | M                      | N     | O    | P                           | Q     | R          | S       | T                      | U                      |
|-------------|---|---------|---------------------------------|-------|-------|---------|---------|-----------------|----------------|------------------------------------|-------------------------------------|------------------------|-------|------|-----------------------------|-------|------------|---------|------------------------|------------------------|
| Site Number | Artifact Catalog Number (no state/site code prefix) | FS/M ap | Condition (GOOD, FAIR, or POOR) | Class | Genus | Element | Portion | Diagnostic Code | Artifact Count | Artifact plot UTM East Coordinates | Artifact plot UTM North Coordinates | Artifact plot UTM Zone | Block | Unit | Unit Coordinate Provenience | Level | Elevation  | Feature | Shovel Test Identifier | Auger Probe Identifier |
| 48BH10000   | 1   | 1       | Good                            | CS    | DB    |         |         |                 | 15             |                                    |                                     | 13                     | A     | TU3  | 100N 25E                    | 2     | 10-20 cmbd | 5       |                        |                        |
| 48BH10000   | 2   | 4       | Poor                            | BO    | MA    | TA      | FR      |                 | 1              |                                    |                                     |                        | B     |      | 50N 21E                     | 3     | 25 cmbd    |         |                        |                        |
| 48BH10000   | 3   | 5       | Fair                            | CS    | PP    | FR      | BAS     | MC              | 1              | 265062                             | 4958371                             | 13                     |       |      |                             |       | Surface    |         |                        |                        |
| 48BH10000   | 4   | 2       | Good                            | CS    | TO    | RTF     |         |                 | 1              |                                    |                                     |                        | C     |      | 25N 30E                     | 1     | 0-10 cmbd  |         |                        |                        |
| 48BH10000   | 5   | 3       | Poor                            | GS    | MN    |         | FR      |                 | 1              |                                    |                                     |                        |       | 7    |                             | 2     | 10-20 cmbd | 2       |                        |                        |
| 48BH10000   | 6   | 6       | Good                            | OT    | SH    | BE      | CO      |                 | 1              | 265071                             | 4958358                             | 13                     |       |      |                             | 3     | 20-30 cmbs |         | ST 1                   |                        |
| 48BH10000   | 7   | 7       | Poor                            | BO    | UN    | UN      | FR      |                 | 10             |                                    |                                     |                        |       |      | 15N 10E                     | 4     | 30-40 cmbd |         |                        |                        |

| V                              | W           | X  | Y           | Z  | AA                      | AB              | AC         | AD                   | AE                         | AF                      |
|--------------------------------|-------------|--|-------------|--|-------------------------|-----------------|------------|----------------------|----------------------------|-------------------------|
| Unit/Grid Point Plot (no UTMs) | Screen Size | Other Provenience Information (ex., compass/distance, or general locations like 'Floor Cleanup') | Time Period | Additional Information Related to this Artifact (ex., color and material, haft type, etc.) | Contractor Company Name | Excavation Date | Land-owner | Area or Field Office | Box Number (UWAR Use Only) | CatType (UWAR Use Only) |
|                                | 1/8"        | From ash concentration in feature  | PH          | Quartzite debitage   | XYZ, Inc.               | 05/24/14        | BLM        | Cody FO              |                            |                         |
| 50.10N<br>21.42E               |             | From rodent disturbed area   | PH          | Bone. Badly eroded tibia fragment with rodent gnawing.                                     | XYZ, Inc.               | 06/24/14        | BLM        | Cody FO              |                            |                         |
|                                |             | Found on surface near rodent hole  | MA          | Projectile point base. McKean lanceolate. Grey chert.                                      | XYZ, Inc.               | 03/16/14        | BLM        | Cody FO              |                            |                         |
|                                | 1/4"        |  | PH          | Retouched secondary flake of yellow chert.   | XYZ, Inc.               | 06/27/14        | BLM        | Cody FO              |                            |                         |
|                                | 1/4"        | From feature fill  | PH          | Mano fragment. Coarse grained yellow/brown sandstone, extremely crumbly.                   | XYZ, Inc.               | 06/16/14        | BLM        | Cody FO              |                            |                         |
|                                | 1/8"        | From dark fill, possibly a feature   | PH          | Shell bead. Circular shell disk 3mm thick, 1/2cm wide with hole in center.                 | XYZ, Inc.               | 06/05/14        | BLM        | Cody FO              |                            |                         |
|                                | 1/4"        |  | PH          | Unidentified bone fragments. Extremely small and fragmentary.                              | XYZ, Inc.               | 06/10/14        | BLM        | Cody FO              |                            |                         |