QAR 2013 Field Season Artifact Conservation & Documentation Operations Plan
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Personnel:
At least two people will be designated to the Conservation & Documentation (C&D) team for each day of field operations; normally one person from the QAR lab and one person to assist them from the QAR field team.

QAR Lab Based Team:

Sarah Watkins-Kenney (SWK)	QAR Lab Director/ UAB Chief Conservator/
Shanna Daniel (SLD)	QAR Conservator
Kim Kenyon (KK)	QAR Conservator
Terry Williams (TEW)	QAR Conservation Assistant
Courtney Page (CEP)	QAR Interim Lab Manager

ECU Graduate Assistants

Hannah Smith (HPS)	Department of Anthropology
Jeremy Borrelli (JRB)	Department of History/Program of Maritime Studies

I. ON SITE Equipment & Records

A. Artifact Labels/Tags

1. Tyvek tags are available from C&D team.
2. QAR# marked in industrial permanent black marker on both sides of the tag.
3. A tag with the QAR# is attached to each artifact with cable ties before it is brought to the surface. The tag/cable tie head will be positioned on the top surface of the artifact as *in situ*.
4. For ballast, one tag with QAR# and Unit #should be placed inside the bag and an identical tag tied to the outside of the bag. The tag should also indicate which bag it is of the total number of bags within the QAR# *i.e.* 1 of 3.
5. For dredge/sluice material – one tag with QAR# and Unit# should be placed inside the bucket and another should be placed on the out outside of the bucket with cable ties.

B. Bag and Container Labels

1. Each bag should have a tyvek tag with the QAR# marked inside the bag with the artifact.
   - If gold is recovered from dredge spoil then gold is placed in 2x3 inch bag and placed into another 3x5 inch or 4x6 inch bag with tyvek tag inside outer bag, not in 2x3 inch bag with gold.
2. Each container should have a tyvek tag inside and another attached to the outside with the QAR# and contents (i.e. Dredge Spoil).

C. Lists Associated with Artifact Processing

1. ARTIFACT FIELD LOG
   To be completed by C&D team during artifact recovery and artifact transfer situations to keep track of all artifact locations
   - Date Recovered, QAR#, Unit #, E & N exact provenience
   - Exact East & North provenience are taken to center of object or a range is obtained for large object.
   - Proveniences are obtained as soon as possible.
   - Short description of artifact & if needed no. of containers/bags per QAR#.
   - Photographed after placed on shore
   - Deposition (Received at Lab)

2. UNIT FORM – MAINLY ARCHAEOLOGIST JOB
   - Main field record of:
     - Unit #, E & N provenience, initials for sluice box & triage.
     - Diver initials for setup, excavation, documentation & recovery.
     - Miniature map for rough sketches.
   - Divers/Archaeologists complete this form as the unit is worked.
     - One person will be assigned the daily task of making sure the unit form is being filled out.
   - Conservators use the form to record any information associated with artifacts (noting QAR#s) during excavation.
   - If multiple boats are in use during excavation then ALL boats associated with working units need to have a unit form onboard.

3. BALLAST PROCESSING FORM
   - Main field record of:
     - QAR#, count of stones/bags, weight, location, comments & initials.
   - To be completed by C&D team during ballast processing.

4. DREDGE SPOIL PROCESSING FORM
   - Main field record of:
     - QAR#, location, step (i.e. transfer, panning or sorting lead shot), object/material type, bag count, & initials.
   - To be completed by C&D team during dredge spoil processing.

II. <u>Conservation and Documentation – Numbering:</u>

The following applies to all artifacts studied & recorded in situ and those for which recovery –i.e. removal from site is deemed to be the most appropriate step -see QAR Full Recovery Plan Fall 2007 (Southerly et al). For consistency, the C&D team will be responsible for assigning QAR# s and for maintaining inventory of artifacts transferred from boat to shore and then shore to QAR lab.

A. In situ

1. Artifacts/concretions being recorded in situ may be assigned **a general number** if tagging archaeologist is not available (e.g. Cannon – C1 etc; Anchors- A1 etc; Hoops - H1 etc).
2. Cannon/Large concretions to be staged at the south will be assigned a **QAR #** whilst in situ before moved from original position.
3. The concretion/artifact will be **tagged in situ** with a **TYVEK** tag, with **QAR#** (i.e. QAR3336.000) written on both sides with industrial permanent black marker. Tag to be tied to artifact/concretion with cable ties or line so that tag lies on top surface of object.
    - Objects that cannot be tagged with cable ties or line will be placed in a plastic bag with the tag.
    -

B. Diver/Archaeologist Responsibility

1. Dredging around artifacts and mapping each artifact in all units.
2. The mapping archaeologist is the **ONLY** person who gives the ok to remove an object from a unit.
3. Recovery of artifacts (bringing them to the surface) is the responsibility of diver/conservator/archaeologist.
4. Artifacts should be recovered from site in lift containers of appropriate size, material and strength for the item being recovered. C&D team will provide a range of options.
5. Mapping diver/archaeologist will correspond with the C&D team to provide exact provenience.

C. C&D Team Responsibilities

1. Documentation – including assigning QAR #, and logging all information including provenience, and recovery date.
2. First Aid Conservation Treatment.
3. Photograph of each concretion with QAR#.
4. Wet storage of finds.
5. Transfer of finds.
    - From boat to shore storage at end of each day.
    - From shore storage to QAR Conservation Lab in Greenville at the end of the week.
6. Keeping a Daily Field Log of conservation activities during field operation.

D. Dredge/Sluice

1. Stage and document artifacts recovered from dredge/sluice responsibility of C&D team.
2. Diver/archaeologist must let C&D team know provenience (Unit # and E &N) of area being dredged before start and when changed. Large unit labels with coordinates are placed on the top of each sluice box to clearly indicate which dredge hose corresponds to each sluice box.
3. Each unit will have a QAR# assigned to the dredge spoil recovered from the sluice. Artifacts will be assigned sequential sub numbers (e.g.

QAR601.001; 601.002; 601.003) once transferred to the QAR lab. If artifacts from same dredge area are separated, e.g. by material type for storage and transport, at site, each group will have the same QAR#. C&D Team will be responsible for maintaining record of number of containers per QAR#.

4. TAGS – each artifact or group of artifacts to have a TYVEK tag with: QAR# and Unit#.

E. Ballast Stones

1. Each unit will have a QAR # assigned to all ballast stones.
2. Individual ballast stones will not normally be given an individual QAR#. If they are unique they will be assigned a sequential sub number by the C&D Team (e.g. QAR601.001; 601.002; 601.003).

III. Recovery of Artifacts

A. Preliminary Documentation & First Aid Conservation—At Dive Platform:

1. Check that tag (marked with QAR#) securely attached to artifact.
2. Check off artifact QAR#s on the ARTIFACT FIELD LOG and write down short description. A more detailed description will be recorded once the artifact is at the QAR lab.
3. All artifacts (except ballast stones) to be kept wet at all times.
4. Place artifact in seawater, in container appropriate to size and fragility of the object.
    - Plastic bag, small plastic container, plastic bucket.
5. Concretions that fit into containers—Line container with foam, cover the object with wet cloths and pad with foam between other objects
    - Keep object wet at all times.
6. Large concretions—Cover with wet cloths, pad with foam and wrap in plastic
    - Keep object wet at all times.
    - Ensure that long and/or large concretions/artifacts are appropriately supported – if necessary, have a rigid support underneath when being lifted or transferred (i.e. from ship to dockside).
7. Artifacts should be kept covered, and as cool as possible—(i.e. not in direct sun if possible).
8. If possible keep metals, organics, and in-organics (ceramics, glass, bone) in separate overall containers.
9. Avoid any cleaning of artifacts. Any cleaning should be limited to gentle rinsing to remove loose sand or other non-artifact debris.
10. Check with recovery divers that all QAR#s assigned are accounted for before moving on to next unit or leaving for the day.

B. Transfer of Artifacts from Boat to Shore Storage

1. At the end of each day, the finds recovered will be transferred from boat to shore storage. No finds to be left on boat overnight, with exception of dredge spoil bucket if unit not complete.
2. All finds must have TAGS with QAR# assigned before they leave the boat.
3. Water in transfer containers should be at minimum possible to keep artifacts wet – less water – lighter container. Artifacts should be padded as appropriate to minimize physical damage during transfer from boat to dockside.
4. Digital field photos will be taken of each object in its *in situ* position (as close to it as possible) and the opposite side of artifact. Features (such as glass, ceramic, gun flint, etc…) on concretions will also be photographed close up. All artifacts will be photographed with a scale and QAR#, and different views will be photographed as appropriate. Note on ARTIFACT FIELD LOG that object has been photographed.
5. At storage venue: objects will be placed in a large plastic tank/s containing tap water. Metal artifacts to be placed in c. 2.5% sodium carbonate solution in tap water if deemed appropriate by conservator.
6. All containers to be kept sealed, covered, as cool and as dark as possible.

C. Transfer of Artifacts to QAR Conservation Lab in Greenville

1. At the end of each field week C&D team will transfer all finds (unless otherwise instructed by QAR Project Director) to the QAR Lab in Greenville.
2. C&D Team and/or other project members will transport the artifacts in a state vehicle.
3. Artifacts should be padded in containers with wet foam as appropriate to minimize physical damage during transfer.
4. Water in transfer containers should be at minimum possible to keep artifacts wet – less water – lighter container. Artifacts should be padded as appropriate to minimize physical damage during transfer from dockside to lab.
5. All conservation documentation to be completed before artifacts are transferred.
6. Each batch of artifacts transferred to the QAR Lab MUST have a copy of the appropriate pages of ARTIFACT FIELD LOG.
7. At the QAR Lab the ARTIFACT LAB ACTIVITY RECORD SHEET (dimensions, weights, photos as needed), LAB SHEETS and other post recovery documentation will be completed – as described in Appendix I – Artifact Field to Lab Protocol Fall 2013.

D. Documentation at QAR Conservation Lab

1. Additional information to be put on tag:
    - Unit number which will be done at the lab.
2. Make sure tag is attached securely before placed in storage.
3. Verify bag/container is labeled properly before placed in storage.

E. Lists Associated with Artifact Processing

1. ARTIFACT FIELD LOG
    - Used during receiving at lab to keep track of all artifact locations.
2. ARTIFACT LAB ACTIVITY RECORD SHEET
    - Used to record object, count, dimensions, weight, and conservator initials.
    - Consulted in FIELD LOG for LAB SHEETS.
3. BALLAST PROCESSING FORM
    - Consulted in documentation for LAB SHEETS.
4. DREDGE SPOIL PROCESSING FORM
    - Used to verify bag count during receiving.
    - Assign sub numbers to artifacts using a different dredge spoil processing form which will be used in the lab.
    - Consulted in documentation for LAB SHEETS.

F. Permanent Record

1. ARTIFACT LAB SHEETS
    - Record QAR#, recovery date, by whom, provenience, object, and basic dimensions and wet weights.
2. CONSERVATION DATABASE
    - LAB SHEET records to be entered on master artifact database after artifacts processing and storage.
        - On site conservator will have latest version of artifact database for reference.

Appendix I
QAR Lab – Post Recovery Artifact Documentation Protocol—2013 Field Season

Artifacts Arriving at Lab

- Check security of tag and any artifacts NOT labeled set aside for query.
- Place a date in the **RECEIVED** box on the ARTIFACT FIELD LOG once object has reached storage at the lab.
- Try to determine any missing tag situations with what is not checked.

Artifact Processing (Use ARTIFACT LAB ACTIVITY RECORD SHEET)

Tag Information

*Get info from Artifact Field Log—Write in Pencil on Tag.

- Put Unit # in **right** top corner of tag.

Weighing and Measuring

- Record all weights as kilograms (Kg) unless too small, then record in grams (g).
- Measurements are taken in tenths of inches, usually to the nearest ¼ inch (0.25").

Photographing

- Objects that DO NOT have a field photograph need to be photographed.
- Photograph objects on black background with cm/inches scale.
- Put the images in a folder on server and label it by QAR #.
- Record that the object was photographed in the Artifact Field Log
- Each week the photos taken in the field will be removed from the laptop and put on file at lab to consult if any number mix-ups occur.

Lab Sheets

- Complete lab sheet for all new 000#s—Put 'Y' in Artifact Lab Activity Record Sheet when lab sheet is completed.

Folders in Filing Cabinet

- Create folder for each new 000#.
- Place completed lab sheets in designated folder.

Database

- Complete all fields in the database for each record.
    - In *General Provenience* use this form— Unit 10/11 #208 E80 N90.
    - In *Exact Provenience* put artifact's precise coordinates—otherwise use unit coordinates.
    - In *Conservation Material*—if concretion with glass and ceramic visible on outside—in 1st field put concretion and which ever is more visible put glass and ceramics in the 2nd and 3rd consmat fields.
- Complete conservation steps/details for each record.