

**This document contains excerpts from TARL's
Collection Management Policy**

The full document is available at TARL

**Most users will find the information they need here, if not,
please contact a TARL staff member.**

GOVERNANCE, MISSION, AND PURPOSE

The Texas Archeological Research Laboratory (TARL) is an Organized Research Unit formally established in 1961 within the College of Liberal Arts at the University of Texas at Austin. As presently organized, TARL consolidates some of the functions and collections of the Anthropology Museum (formerly part of the Department of Anthropology and no longer in existence) and the Texas Memorial Museum.

The mission of the Texas Archeological Research Laboratory is to support the goals of The University of Texas at Austin and achieve excellence in education, research, and public support with regard to the archeology of Texas and adjacent regions.

More specifically, TARL has four primary purposes:

1. To educate and train students, researchers, and the public about the archeological record of Texas and archeological research methods;
2. To curate archeological collections and their supporting documentation and make these collections and records available to students and researchers;
3. To conduct archeological research primarily in Texas and adjacent regions; and
4. To disseminate information on the archeology of Texas and adjacent regions through scholarly and popular publications, presentations, and outreach.

1. SCOPE OF COLLECTIONS AND ACQUISITION POLICY

In its collection acquisition and management policies, the Texas Archeological Research Laboratory is guided by 36 CFR Part 79, **Curation of Federally Owned and Administered Archeological Collections**; Texas Administrative Code Title 13, Part II, Chapter 29, the Texas Historical Commission Collections Management Policy; and the Council of Texas Archeologists' (1985) **Guidelines for Curation Standards and Procedures**. The basic position on which these standards and procedures are based is indicated by the following quotation from the introduction in the **Guidelines for Curation Standards and Procedures**:

Archeological sites are by nature unique, destructible, and nonrenewable resources. The mode of investigation often results in the partial or total destruction of archeological sites. Once investigation has been completed, the only archeological remains of a site or portions thereof may be those artifacts or records produced by the investigation. They become the database, both present and future. Accordingly, the careful documentation, cleaning, labeling, inventorying, use, and permanent disposition of the records and collections should be of utmost concern and consideration to all members of the archeological community [CTA 1985: Curation-1].

TARL collects artifacts, natural objects, photographs, written and digital records, and both published and unpublished works and other materials which document, reflect, and aid in understanding and interpreting the cultures and cultural history of Texas and adjacent areas. TARL also collects other archeological and anthropological materials that provide educational support to the Department of Anthropology, The University of Texas at Austin. In addition, TARL collects material pertinent to its own history as well as to the history of archeological research in Texas and adjacent areas. Although most new collections are the result of cultural resource management projects or University-sponsored research, donations from avocational archeologists are accepted if they conform to specified standards. Collections are not purchased, though they may be acquired by exchange with comparable repositories. Potential acquisitions are evaluated in terms of TARL's mission statement and ability to provide adequate care. Responsibility for approving new acquisitions rests with the Accessions Committee. New collections must be: (1) systematic, (2) accompanied by all recovery records, and (3) transferred permanently to TARL, except in cases where permanent custody is not allowed by State or Federal law. In some cases, nonsystematic collections may be accepted if they are useful for educational purposes. TARL is under no obligation to accept all materials offered; those offering collections unsuitable for TARL will be directed to other potential repositories.

TARL may accept and act as repository for collections of archeological materials removed from public lands without permit in cases where doing so will help promote the following objectives which TARL considers to be in the public interest: (1) prevention of random disposal which could distort the archeological record; (2) preservation of archeological information; and (3) public education. Collections shall be accepted in such a way as to NOT encourage further collecting of archeological material. Collections from public lands will be accepted in consultation with the appropriate land-managing agency.

TARL will not accept for curation Native American human remains or associated or unassociated funerary objects without written proof of (1) right of possession by the party submitting the remains (as defined in the **Native American Graves Protection and Repatriation Act**, 1990), and (2) a transfer document giving TARL the right of possession (**Letter of Transfer/Ownership** and/or **Deed of Gift**). Remains thus transferred must have been analyzed and documented using **Standards for Data**

Collection from Human Skeletal Remains (University of Arkansas). A fee will be charged to cover the expense of such analysis and documentation for collections not analyzed and documented.

2. LEGAL TITLE AND POSSESSION

2.A. POLICY

TARL will accept a collection for curation only when appropriate transfer documents transfer legal title to The University of Texas at Austin or authorize curation on a Held-in-Trust basis for a separate State or Federal agency owning the collection.

2.B. PROCEDURES

Responsibility for approval of acquisitions rests with the Accessions Committee which consists of the Director, Head of Collections, Head of Records, and Registrar. The Accessions Committee will meet as necessary to consider collections for acquisition. Collections approved by the Accessions Committee and placed at TARL for curation generally fall into one of four categories:

1. Those given or willed to TARL by an individual,
2. Those generated from private land and given to TARL by the property owner,
3. Those coming from State land and generated under a Texas Antiquities Code (TAC) Permit, and
4. Those generated from Federal land, acquired under an ARPA permit or under Section 106 rules.

Transfer documents have been created for these categories and are available as indicated below.

2.B.(1). Collections Acquired from Individuals or Property Owners

Provided a collection from private land falls within TARL's Scope of Collections and conforms to the stipulations delineated in TARL's Acquisition Policy, the collection will only be accepted if accompanied by a signed **Deed of Gift** form from the rightful owner. No stipulations will be allowed. Clear title must transfer. Where a collection is willed to TARL, a copy of the appropriate portion of the will must accompany the collection.

Cultural Resource Management (CRM) project collections not generated under TAC permits must be accompanied by a **Letter of Transfer/Ownership** signed by the sponsor. This Letter transfers ownership of the collection to TARL. Where necessary, as when all or part of the collection was removed from private land under easement or other arrangement, a signed **Deed of Gift** must be provided to TARL for each landholder.

2.B.(2). Collections Acquired under a Texas Antiquities Code (TAC) Permit

Collections from State land and generated under TAC permits must be accompanied by a **Governmental Agency Curation Agreement**. This form states that, although the collection is being deposited at TARL for curation, control of the collection rests with the Texas Historical Commission (THC). As above, where any or all of the collection was removed from private land under easement or other arrangement, a signed **Deed of Gift** form from each landholder must be provided to TARL in addition to the **Letter of Transfer/Ownership**. For portions of the collection that came from State land, an **Agreement for State of Texas Held-in-Trust [HIT] Objects/Collections** must be signed by the Director of TARL, The University of Texas Liberal Arts Dean's Office and submitted to THC for signature with a copy of the specimen inventory provided by the CRM firm.

The State of Texas HIT Agreement form can be found on the TARL website at <http://www.utexas.edu/research/tarl/curation/THCTrustForm.pdf>. This form includes a list of HIT permit

objects or collections, by site trinomial number. This list of sites that are HIT (the trinomials of only the HIT sites, not necessarily all sites on the project) is to be completed by the entity submitting the collection for curation. A copy of each HIT site's lot-number-ordered inventory must be attached.

In order to determine accurately the HIT status of a site collection, it is imperative that ownership of the property on which the site is located be known. Submitting archeologists should already be aware of this need. TARL's Collection Management Policy and Procedures (and curation stipulations) specify that a **Deed of Gift** form must be submitted for collections from privately-owned property and that a **Governmental Agency Curation Agreement** form from publicly-owned property, as well as the **Letter of Transfer/Ownership**, be signed by the sponsor and submitting archeologist.

2.B.(2).(a). Definition of a State-Associated Held-in-Trust Collection

The following list clarifies the definition of a State of Texas HIT collection so that submitting archeologists should be able to decide which sites in their project fit this category. As a baseline statement, HIT materials come from permitted projects on non-Federally-owned public land; despite being acquired under TAC Permit projects, many collections come from private or Federal land and are NOT State HIT.

For TARL's purposes, a collection is State-Associated HIT if **all** of the following are true:

1. It is generated under a THC permit,
2. It is from land belonging to the State, a county, a city, or a political subdivision of the State **at the time of collection**,
3. The collection **contains objects** (a collection is not a State HIT if it is records only), and
4. It is placed in a curatorial facility (TARL) for care and management.

2.B.(3). Collections Acquired from Federal Lands

Collections from Federal lands generated under the Section 106 Review and Compliance section of the THC or acquired under an ARPA permit must be accompanied by a **Governmental Agency Curation Agreement**. This form states that, although the collection is being deposited at TARL for curation, title for the collection rests with the relevant Federal land-managing agency.

As noted in Section 1, TARL may accept and act as repository for collections of archeological materials removed from public lands without permit in cases where doing so will help promote the following objectives which TARL considers to be in the public interest: (1) prevention of random disposal which could distort the archeological record; (2) preservation of archeological information; and (3) public education. Collections shall be accepted in such a way as to NOT encourage further collecting of archeological material. Collections from public lands will be accepted in consultation with the appropriate land-managing agency and shall be formalized with documents authorizing curation at TARL.

3. ACCESSIONING

3.A. POLICY

TARL recognizes that the acceptance and care of archeological collections for permanent curation is a fundamental function. As such, all collections accepted for curation will be accessioned in a timely manner.

4. DEACCESSIONING

4.A. POLICY

In some cases, objects, entire collections, or records may be deaccessioned from TARL. Deaccessioning may occur if the Deaccessions Committee approves such action.

5. CATALOGUING

5.A. POLICY

All collections will be catalogued to make a physical record of their physical attributes and their location within TARL so that they can be readily accessed. Identifying catalogue numbers will be assigned and applied to objects. No object will be loaned unless and until it has been catalogued.

5.B. PROCEDURES

TARL's first collections were acquired more than 100 years ago and many different systems have been used over the years to catalogue them. Generally speaking, the original, diverse formats of these catalogues have been maintained intact. For the past 40 years, a standardized specimen inventory form has been used to catalogue materials generated in-house.

A specimen inventory details items recovered from one site during one project.

Lot numbers used in the specimen inventory are most often assigned to discrete provenience units, be it one level of a unit, a point-plotted artifact, or one soil sample from a column. The number of items and description of them, along with specific provenience information, date of recovery and who recovered it, are recorded on the specimen inventory. Consistency is expected in the terms and methods that are used in the specimen inventory to describe and categorize artifacts and provenience; especially important if there are a number of people preparing the inventory and assigning lot numbers.

Standard practice at TARL is to mark artifacts with site trinomial over lot number. Lot numbers should be unique, so their assignment is tracked and number starts assigned by the TARL Registrar. There should no longer be cases where lot numbers are duplicated for any individual site. For those rare projects where lot numbers were, in fact, duplicated, extreme care must be used to not mix artifacts from the separate projects.

For those submitting collections for curation, regardless of ownership, the **Stipulations and Procedures for the Preparation of Archeological Material Collections to be Curated at TARL and Separation of Collections for Housing at TARL** should be consulted for details on separation, marking, and packaging. With few exceptions (see Section 1, Scope of Collections and Acquisitions), collections not meeting these requirements will be declined.

6. LOANS

6.A. POLICY

TARL recognizes the need for loans of collections to facilitate research, education, and exhibitions. Loans may be outgoing or incoming and may be for the purpose of replication, exhibit, or research; research loans may include analytical samples whose analysis may leave no remnant. Collections are not loaned for commercial purposes.

A loan is a legal agreement between the owner and borrower and does not transfer ownership. TARL holds collections under the aegis of The University of Texas at Austin, the State of Texas, and various Federal agencies. Although TARL has the authority to arrange loans of materials for the State, legal responsibility for State Held-in-Trust collections resides with the Texas Historical Commission (THC). Federal collections may only be loaned with the written approval of the responsible agency.

TARL welcomes written loan inquiries from qualified researchers and institutions detailing materials of interest and research proposals. Qualified requestors might include curators, conservators, collection managers, exhibitors, researchers affiliated with a qualified institution, archeological contractors, and educators.

6.B. PROCEDURES

6.B.(1). Outgoing Loans for Replication, Exhibit, and Research

As a part of TARL's commitment to support research and education in archeology, TARL recognizes the need to respond to requests for loans.

TARL will consider only formal written requests submitted on letterhead. A written research proposal must be submitted and must include research goals and objectives, qualifications of researcher, and the specific samples or objects of interest (including any that may be destroyed during analysis). The decision to approve the loan is based on qualifications of researcher, uniqueness of the project, value of knowledge to be gained, size, condition, and importance of collection. It should be noted that in general, loans of entire collections will not be approved. Any and all questions concerning the qualifications of the borrower must be clarified before the loan process begins.

The Loan Review Committee, consisting of the following TARL staff members: Director, Head of Records, Head of Collections, and Registrar, will review each written loan request. The committee will also determine whether a loan fee shall apply to the process or whether the effort shall be *pro bono*.

Loans of original records are prohibited. Reasonable charges may be levied for copying of records.

6.B.(1).(a). Loans of Objects:

1. Loans shall be made to qualified institutions or corporations with which the exhibitor or researcher is affiliated, and that institution or corporation shall be responsible for the well-being of the objects. Objects that cannot withstand the rigors of being packed, moved, and handled/exhibited will not be loaned. Collections that are not accessioned and/or catalogued will not be loaned.
2. Conditions (environmental, fire protection, and security) at borrower's institution should mirror or be better than TARL's.
3. No objects will be loaned if there is any question that its condition would be imperiled.

4. Any conservation needed to stabilize an object prior to a loan is to be borne by the borrower.
5. A condition report and a complete inventory of all objects to be loaned will be completed at TARL prior to loan issuance.
6. Insurance is to be provided by the borrowing institution. All State-associated Held-in-Trust collections must be insured for the loan period. Loans are insured commensurate with the evaluation of the objects as determined by TARL staff.
7. An annual report of loan activities is made to the THC regarding State-associated Held-in-Trust collections.

A loan form should be completed, itemizing the materials being loaned, and specifying beginning and end dates. The loan information shall also be entered on the loan tracking table.

6.B.(1).(b). Outgoing Loans for Analytical Samples

If an analytical sample loan is approved, researchers will photodocument the object(s) prior to analysis and the photographs will be submitted to TARL as per TARL's policy and procedures for submitting photographs for curation. Researchers will submit copies of the raw data from the analysis, including an electronic version, where such exists, as well as two copies of any research publication subsequently generated. These data serve as a form of replacement for the object(s). Unused portions of objects/samples will be returned to TARL.

For State-associated Held-in-Trust analytical (destructive) loans, the following stipulations apply:

1. Decisions regarding the destructive analysis of State-associated Held-in-Trust collections are the legal responsibility of the THC;
2. Submission of a research proposal for evaluation is required;
3. The State does not relinquish title, nor is the object deaccessioned;
4. Unused portions of objects/samples are returned to TARL;
5. An annual report of analytical loan activities is made to the THC regarding State-associated Held-in-Trust collections.

6.B.(2). Incoming Loans

TARL may borrow objects or collections from individuals, government agencies, and museums, as well as other institutions and entities. In each case, the loan will be formalized by a loan agreement. Unless the lending entity requires that the loan agreement be one promulgated by that entity, the loan will be formalized by TARL's **Incoming Loan Agreement**.

The following conditions apply to incoming loans:

1. TARL will give the same care and protection to borrowed objects as it does to objects in its own collections. It is understood by the Lender and Borrower that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible. All objects formally on loan to TARL are covered by The University of Texas at Austin Fine Arts Insurance Policy.
2. Evidence of damage at the time of receipt or while in TARL's custody will be promptly reported to Lender.
3. TARL will not clean, repair, restore, or otherwise alter the objects without the Lender's written permission.
4. The Lender certifies that objects lent are in good condition and able to withstand the ordinary strains of packing, transportation, and handling.
5. Unless otherwise notified in writing, the objects lent may be photographed by TARL for record, educational, and publication purposes provided that credit be given to Lender in any publication. Copyright to photographs taken by TARL is owned by TARL.

6. By signing the Agreement, the Lender certifies that he/she is the legal owner or authorized agent of the legal owner of the described property. It is incumbent upon the Lender to notify TARL in writing of any change of address. In case of change of legal ownership during the period of the loan, the new owner is required to establish his/her legal right by proof satisfactory to TARL.
7. The loan agreement may be terminated by either party given reasonable notice in writing. Unless otherwise notified in writing, TARL will release the objects only to the Lender. If TARL's efforts to contact the Lender in writing within 30 days of the date of loan termination are unsuccessful, and no special arrangements have been made for the return of the loan, then TARL shall put into effect the Texas Abandoned Property Law. The objects can then be declared the property of TARL two years from the date of the first letter noted above, provided TARL has followed the procedures outlined by Texas law.

7. INVENTORY

7.A. POLICY

TARL shall have an inventory of its holdings. The inventory will list objects, samples, and records by type, provenience, and location at TARL. The basis of inventory shall be by archeological site or collection.

7.B. PROCEDURES

7.B.(1). Accessioning Inventories

During accessioning, summary inventories of records and of artifactual materials will be prepared for each collection unless it is submitted for curation with acceptable, previously-prepared inventories (see Accessioning Procedures, p. 3). The summary inventory of artifactual materials is based on the analytical categories presented in the publication describing the project and collection; the summary inventory shall contain the number of objects per analytical category. The summary inventory of associated records shall list the types of records and the quantity by linear feet or other appropriate measure. Each collection will also have a detailed Specimen Inventory of artifactual materials that includes the lot/catalogue number, provenience data, specimen inventory data, date of excavation, excavators, lab cataloguer, and date it was catalogued. Both inventories shall be on acid- and lignin-free paper, completed with pencil or archival ink (in the case of computer printers). Digital versions of both inventories are to be submitted for addition to TARL research databases.

In the case of CRM collections submitted for curation, the inventories will be randomly checked for accuracy and presence of listed items. At the discretion of the Registrar, specific categories of objects may be fully checked. If any items are determined to be missing, the accessioning process will be stopped and the submitting entity shall be responsible for locating the objects or correcting the inventory.

7.B.(1).(a). Periodic Inventories and Condition Surveys

On an annual schedule, spot-check inventories will be made to ensure that objects and collections are present and their locations accurately documented. The condition of objects and housing will be assessed at this time. Schedules for spot-check inventories and the number of objects checked, particularly those owned by government agencies, may differ. A list of collections and objects, by lot/catalogue number will be generated and spot-checked. Items not present where they are listed will be searched for with due diligence. If, after a diligent search, items are found to be missing, this will be reported immediately to the University police for investigation. All inventory documents will be filed with the appropriate collection records.

7.B.(1).(b). Relocation Inventories

If an object or collection is moved from one location to another within TARL, a basic relocation inventory will be made. Depending on the nature of the collection, this inventory may be by the object, category, or container (in the case of bulk samples). The condition of the objects and housing will be assessed. Items moved during a loan will be fully inventoried at the beginning of the loan and upon their return. The inventory will be filed with the appropriate collection records.

7.B.(1).(c). Annual Reports of Inventory Activity

For Federal and State-associated Held-in-Trust collections, the results of periodic spot-check inventories will be reported to the appropriate agency on an annual basis; but if items are found to be missing, this will be reported immediately to the agency. As appropriate, missing objects will be reported to the University police for investigation.

8. INSURANCE

8.A. POLICY

All artifacts, rare books, manuscripts, maps, paintings, and photographs curated at TARL, including those on loan (with formal written loan agreements), are insured under The University of Texas at Austin Fine Arts insurance policy. The policy covers on-premises collections as well as transportation off-campus. In addition, certain surveying instruments and geophysical sensing equipment shall be insured by an Equipment Insurance Policy.

9. APPRAISAL POLICY

The University of Texas at Austin Board of Regents explicitly prohibits any employee from providing appraisals of objects, including archeological records or collections, for individuals or other private entities. This is also prohibited on the basis of professional ethics. No employee of TARL may refer an individual to an appraiser or refer an appraiser to an individual. Internal professional assessments for the purposes of insurance, loans, etc., may be conducted.

10. ACCESS TO COLLECTIONS

10.A. POLICY

It is the policy of TARL to make its collections available for scholarly research to credentialed researchers upon approval by the Director and/or Division Heads. Division Heads will provide approved users with timely access to collections. The nature and conditions of such use must be consistent with TARL's responsibility for care and preservation of its collections. Access to some collections may require prior written permission from a controlling Federal or State agency or in some cases from affiliated Native American tribes. Some information, particularly site location, is restricted by State law and can be accessed only by authorized individuals.

10.B. PROCEDURES

The Heads of Records and Collections are responsible for providing and arranging access to the collections. In particular, first-time users of TARL resources should contact the appropriate Division Head to introduce themselves and arrange for their visit; references may be required, so sufficient advance notice is necessary. As a rule, returning users of TARL records and artifact collections are also expected to contact the appropriate Division Head in advance before making additional visits. An exception is made for users conducting routine file searches in the course of cultural resource management work. They may access TARL Records without making arrangements in advance if there is already an established relationship. Those with special layout space needs should contact the Head of Records to make advance arrangements.

Those wishing to conduct lengthy or detailed examinations of either records or objects will be asked to provide a proposal defining the scope and purpose of their research. All records users are asked to complete a **Work/Activities Record** form to document their visit, the materials accessed, and work done. All users of collections must complete a **Request for Access to Collections** form.

Users will be advised on proper use and handling of materials and Division Heads will exercise caution when determining level of user access and supervision. Division Heads will advise all users of collections of special security and safety policies and procedures. Division Heads may revoke access to collections if material appears to be in danger of damage or any other misuse. Users may be liable for any damage they cause to collections.

Access to culturally sensitive materials such as human remains and funerary objects is restricted. Requests for access are reviewed individually (see **Request for Access to Human Remains** form). Collection users will be responsible for securing copyrights when needed. TARL's policy on copyright issues may be found in **Copyright Law and What It Means** (found in TARL's Curation Packet). Citation of records curated at TARL must use the following format:

[Name of specific Record Group, manuscript, photograph, etc.], on file at the Texas Archeological Research Laboratory, The University of Texas at Austin.

Access to collections requires adherence to all applicable procedures listed and described herein, including:

1. Conformance to TARL security policy and procedures.
2. Observance of object handling procedures and restrictions.

3. No alterations, repairs, or cleaning of any kind may be attempted without permission of Head of Collections.
4. No artifacts, collection rooms, or photographic areas shall be left unattended.
5. No objects, samples, or records may be removed from the building except through a formal loan.
6. One copy of paper analysis notes whether paper or electronic, must be made prior to departure of visiting researcher. If samples are collected for analysis elsewhere, the raw data must be provided to TARL within 6 months of receipt by researcher; TARL will observe the professional rights to data and will not release these data to others until such time as the researcher publishes results, gives written permission for release, or sufficient time passes to indicate that rights to data have terminated.
7. Two copies of each publication that draws on data collected on objects or samples in TARL collections shall be provided to TARL within three months of publication.
8. Access to human remains or associated funerary objects is restricted and requires separate application. Access may also be dependent on permission from controlling government agency or Native American tribe.

Access to collections for purposes of photography carries more specific policies and procedures:

1. Since most photographic projects will require the presence of a staff member, photography will need to be done at the convenience of TARL staff. Therefore, it will be necessary to schedule access with the Head of Collections *at least two weeks in advance*.
2. Users must submit a completed **Request to Photograph Collection Items or to Order Photographs** form.
3. Depending on the type of access granted and the nature of the project, it may be necessary for the photographer/researcher to make initial artifact selection from collections. Selections by the photographer must be approved by the Head of Collections, and a staff member will accompany the photographer during the selection. For some short-term or very specific projects, the artifacts may be selected by TARL staff.
4. All photographers must read and comply with the following procedures and conditions for photography.
 - A. There is an hourly fee for photography for any commercial purpose (contact Head of Records for current fee). This is in addition to fees for reproduction/publication.
 - B. All photographers must be prepared to bring their own equipment, including lights, backdrops, extension cords, special props, and scales. Photographers are warned that, due to crowded conditions, there is little room for elaborate photographic set-ups.
 - C. TARL assumes no responsibility for photographic equipment and under normal conditions will not be able to store it.
 - D. Artifacts should be photographed with a minimal amount of handling.
 - E. Artifacts are not to be arranged in any manner detrimental to them: no stacking or precarious balancing. They may not be suspended without the approval of the Head of Collections.
 - F. No adhesives, including tape or labels, may be used on artifacts.
 - G. No nails, wires, or pins may be used in or on artifacts. No sewing on artifacts is permitted.
 - H. No waxy or oily substance may be used to prop artifacts.
 - I. No alterations, repairs, or cleaning of any kind may be attempted.
 - J. Floodlights, etc., should be on only during the initial set-up, reading of light meters, and actual photography. Unnecessary and prolonged exposure to the intense heat and rays of such lamps can cause serious drying, shrinkage, or other damage to artifacts.
 - K. Artifacts may not be taken from the designated photography area without specific permission of the Head of Collections.
 - L. If the photographic session requires more than one day, all artifacts will be returned to locked curation areas. No materials will be left in set-ups overnight.
 - M. No artifacts, storerooms, or photographic areas shall be left unattended.

5. Permission to photograph artifacts in no way implies permission to publish/reproduce such materials. Requests for permission to publish any material owned or held by TARL must be submitted in writing.
6. Written permission to reproduce or publish photographs must be secured from TARL and/or the copyright owner if other than TARL. Researchers and photographers are responsible for payment and compliance with all applicable fees and conditions for reproduction/publication.
7. The citation for any TARL photograph published must credit the Texas Archeological Research Laboratory, The University of Texas at Austin (see above). If there is a TARL photographic catalogue number, it must be part of any citation.
8. Fee per use per photograph applies to photographs made from TARL images as well as to photographs of objects in TARL Collections taken by others. For commercial books, this fee is assessed for each edition. The Head of Records should be consulted for current fees.

Visitors using TARL Records must leave their extraneous possessions in their cars or place their belongings (large purses, backpacks, briefcases, etc.) in a locker in the front hall prior to entering the library (Rooms 5 and 6A) or the Records Room (Room 2). The staff in Rooms 3, 4, or 9 will provide a key to one of the lockers, which users will return after completing their work in Records and before exiting the building.

Visitors using TARL Records may bring in only maps, notepads, project paperwork, pencils, etc. Visitors must pick up a **Work/Activities Record** form in Room 4 as they enter Records. This should be completed by student researchers as well as by professional researchers for library research as well as file searches.

Users of USGS topographic maps must complete the "Maps Reviewed" section of the Work/Activities Record form. TARL staff will pull and re-file ALL topographic maps for visitors.

Library books are not to be removed from TARL. Visitors shall confine library book review to the Records area. Please do NOT re-shelve publications; place them next to the computer in Room 6A so that the Librarian can ensure that proper publication information has been entered into the library database before the books are re-shelved. Personnel should keep books in their work area at TARL and return books to the library in a timely manner, particularly if other researchers have need of the material. Researchers are not to transfer the material to another individual; it must be returned to the library as noted above.

Before visitors leave the Records area, one of the staff will verify any maps to be re-filed. A completed **Work/Activities Record** form is to be placed in the Room 4 Work/Activities Record return bin.

11. RECORD KEEPING

11.A. POLICY

It is the goal of the Texas Archeological Research Laboratory to keep all records appropriately accessible and properly curated in an organized manner. The records generated by archeological investigations are of paramount importance to each project/collection whether they were made in the field or amassed through analytical work in the lab/office. Well-cared-for records provide the scientific documentation for the work undertaken.

11.B. PROCEDURES

11.B.(1). Records That May Be Curated at TARL

The majority of TARL's Records are housed in Room 2, Building 5, at The University of Texas at Austin's Pickle Research Campus. Most records reside in the "County" files, where documents are put in order according to their Smithsonian trinomial designation. [Smithsonian trinomials consist of: a "41" which indicates that Texas was the 41st state alphabetically when the system was devised; a two- or three-letter abbreviation that designates the county within the state; and a number that represents a unique site.]

Records that TARL curates include, but are not limited to:

1. Site Data Assessment/Update/Revisit form(s)
2. TexSite data/disks
3. Key site cards
4. Daily journals
5. Specimen inventories
6. Explanation of cataloguing system used
7. Field catalogue and/or laboratory inventories
8. Survey/excavation notes (analysis, special studies, etc.; this includes scholar's notes)
9. Photographic prints, regular and digital
10. Negatives
11. Aerial photographs
12. CD for digital images/program used
13. Slides
14. Photographic logs
15. General project records (copies of correspondence, antiquities permit, financial and budget records, etc.)
16. Maps (transit, plane table, floor plans, profiles, sketches)
17. Mapping notes
18. Computer data (CD/disk/program used?)
19. Oral/historical documentation (copies of historic documents, transcripts, tapes, videos)
20. Bibliographic records
21. Artwork/Illustrations
22. Drafted plates and illustrations in/on various media
23. Manuscript drafts
24. Copy of final report

Records will be housed in a manner appropriate to their size and need for accessibility (in archival folders or sleeves in document filing cabinets, flat file and roll file map cabinets, or in boxes on shelves).

Miscellaneous county information and county-specific general project notes are housed at the front of each county along with reports of projects. The projects are to be filed in early-to-late order. The site files follow in numerical order. Archival County file folders (1-inch full tab) are labeled in pencil with site number, site name, project name and field number, agency/company/institution/society producing the record and the month and year the record was made. The various record types in most cases will be separated by insert folders or dividers within the site files. The order of records is (1) site forms by date; (2) **Summary of Number Series Used** forms; (3) field catalogue/specimen inventories; (4) general notes, if sufficient to separate from the general project notes; and (5) photo logs. Within each segment, the records are placed in early-to-late order. Incoming records will be checked for completeness, legibility, proper identification, and to be sure they are of archival quality. A test for acid content is normally done with a chlorophenol red pH testing pen (Abbey pen). Curated projects are to follow the guidelines posted on the TARL website: **Stipulations and Procedures for the Preparation of Archeological Records and Photographs; Curation Supplies and Sources**. Guidelines for handling material collections are also on the TARL website: **Stipulations and Procedures for the Preparation of Archeological Material Collections to be Curated at TARL and Separation of Collections for Housing at TARL**. Accessions are logged into TARL's tracking database.

The majority of objects curated at TARL are catalogued by site number and lot number (levels of provenience units and features, etc., are assigned a lot number in a consecutive series; each site has its own sets of numbers – lot, feature, unit, slide series, print/negative series, test pit, etc. – which continue through projects/accessions and are documented on TARL's **Summary of Number Series Used** sheet and in part on the Numbers database). Records per se do not receive catalogue numbers, nor is there an across-the-board itemized inventory of what each record folder holds.

Original records are not to leave the facility except under certain extremely limited conditions. To balance this restriction, many records may be reproduced (photocopied, printed, or scanned). Guidelines for the reproduction of materials can be found in **Copyright Law and What It Means**. Photographs made of TARL collections will follow the requirements of the **Policy for Photographing Items from TARL Collections and for Reproduction and Publication of Photographs**. Site records will be cross-referenced to the physical collections they document in the Collections database. Each curated collection will have a document noting the types of records curated, as well as the types of collections (see **Transfer Inventory/Accession Record** and **Collections Inventory Worksheet**).

To track activities and materials, there will be records generated to document:

1. Researcher visits (file searches, library use, research in the material collections)
2. Location of collections (not an item-by-item location)
3. Cross-reference files (various site numbering systems, site names, projects/collections, etc.)
4. County files conservation table; map conservation table; table of camera-ready publications
5. Accessions and deaccessions
6. Loans (incoming and outgoing, etc.)
7. Ownership (**Deeds of Gift**, transfers from archeological firms, Held-in-Trust information)
8. Use of number series (**Summary of Number Series Used** sheet; one per site per accession if applicable)
9. Summary inventory of objects in a collection by type (**Collections Inventory Worksheet**; one per site per accession if applicable)
10. Explanation of how material collections were processed (**Collection Processing Record**; one per project/accession if applicable)
11. **Agreement for State of Texas Held-in-Trust Objects/Collections** (one per project if applicable)
12. Use of images
13. Sites by quad map (map inventory pages)

11.B.(2). Record Keeping of State-Associated Held-In-Trust Collections

1. An annual report is to be submitted to THC on accessioning, deaccessioning and disposals, site inventory, inventory and security issues, incoming and outgoing nondestructive loans, destructive analysis loans, and conservation actions;
2. Infestation report (as necessary);
3. A duplicate copy of the Held-in-Trust records is provided to THC for secure housing off-site and is updated on a scheduled basis.

11.B.(3). In House Records

In order to manage the records housed at TARL, various reference and cross-reference systems are used. TARL's primary cross-reference system is the Key Site Card file. As in the County files, this system uses the Smithsonian trinomial number in ordering the cards. The Key Site Cards indicate what sorts of records are curated (prints, slides, maps, drawings, etc.) and whether or not TARL holds collections from the site. If collections are known to be housed elsewhere, that location is noted. The Key Site Cards have evolved through the years, with most of them documenting multiple projects, if the site has been subject to more than one investigation. The current version of the Key Site Card is specific to a single project and is derived from the digital data that are provided through TexSite, the State's electronic site data form program. A new Key Site Card is generated for each site in a project.

At the front of each county in the Key Site Card files is a number card showing which trinomials have been assigned in that county. This trinomial number assignment card is followed by "reserve" cards that document to whom and for what project the trinomials have been assigned. The reserve cards are in ascending number order within each county. An additional set of reserve cards is organized by agency/company/institution/society. There is a supplemental set of cards, one or more per county as needed, that reflects only the sequence of assigned numbers by county, the entity requesting them, and whether or not we have been given the site form and USGS topographic plotting.

The individual Key Site Cards provide a short summary of each site with data derived from site forms and other sources of information (letters, notes, reports, etc.). They also show what sort of records were made for this site on this project, and provide cross-references to other sets of information (see below).

In addition to the County files and the Key Site Cards, TARL maintains other complementary subset files. Some of these are:

1. Name/Project card file (a look-up for names assigned to sites and sites affiliated with particular projects)
2. Reserve cards by county and by agency/company/institution/society (described above)
3. Quadrangle site number cross-reference and catalogue cards (an earlier site numbering system cross-referenced to trinomials; some sites have catalogue cards)
4. WPA and pre-WPA cross-references, field notebooks, catalogues and inventory cards (data from even older site numbering systems; WPA paperwork – survey and excavation – is housed separately from the County files, though some duplicates are in the County files)
5. Human Osteology accession information and documentation (card files by accession number and by county; additional documentation in folders housed separately from County files)
6. Map Inventory Sheets (pages, organized by quadrangle map name and county, that provide an inventory of sites by quad map)
7. USGS quadrangle maps with site locations ("permanent" reference file, primarily 7.5' quads)

8. Project map files (transit, plane table, floor plans, profiles, sketches, etc.; these are larger maps housed in flat files that document work on archeological sites)
9. Various maps for reference (geological atlas quads, county highway maps, soil survey reports, etc.)
10. "Camera-ready" report files (TARL series reports and the illustrations they use)
11. Collection files (documentation accompanying donated collections)
12. TMM accession books (notebooks that provide accession pages for archeological collections received at Texas Memorial Museum)
13. SMU X-number card file (essentially SMU Key Site Cards), cross-reference database (trinomials preceded by an "X" were assigned by Southern Methodist University to sites recorded by SMU personnel), and site forms (being integrated into the County files as time allows)
14. Photographic files: print/negative files (both color and black-and-white images, including digital) and slide files; see elaboration of these below
15. Administrative records: loan and ownership files, accession and deaccessions records, Held-in-Trust paperwork, billing information, etc.
16. Infestation reports (as necessary)

11.B.(4). Tracking Conservation in Records

The condition of maps, manuscripts, photographs, and site and project files is reviewed whenever they are accessed by staff. Two primary accounts of conservation efforts are maintained. One is for the records in the County files; the other is for the maps and larger items housed in the flat map file cabinets. The County files conservation table has basic information that includes county, project name and/or site numbers, condition of records, and data about conservation procedures. The map conservation table provides information about project name, project number (if used), project date, company name, site numbers, USGS maps that cover the project, a list of contents of the flat file folders, and data about conservation procedures. Large projects have a separate list of figures, maps, photos, and drawings.

11.B.(4).(a). Documents

It is desirable to keep original records because they ARE original and have intrinsic value; also, they often offer the best readability and avoid the occasional oversight of not copying the reverse side of a document. TARL's archives date to the early 1900's. Many records, particularly older ones, must be handled as little as possible. It is preferred to have copies on archival paper available for use by researchers, rather than delicate originals. These copies also help to achieve maximum longevity for a facsimile of the originals. Original non-archival materials frequently have a darkening background and fading information. Due to time and money constraints, conservation work is limited. Deteriorating documents should be placed in sleeves and/or interwoven with calcium carbonate-buffered sheets to neutralize the acidic content of the original. If the document is a treated-paper photocopy or fax, it may be discarded once a workable archival replacement has been made. If an item is so fragile that repairs may actually damage it, the item is placed immediately into a protective sleeve or, for larger items, encapsulated in Melinex. Delicate original files are moved to archive housing.

11.B.(4).(b). Maps and Flat Files

Larger maps in the flat files are organized by project, with the projects being grouped by agency/company/university/society when possible. When appropriate, map repairs are made with Japanese paper and wheat paste. Blue-line maps, blueprints, and x-rays are placed in Melinex or unbuffered folders to separate them from the other maps and figures that require buffered tissue and folders. Camera-ready maps and figures from TARL reports are foldered and kept separate from the

project data, though information is kept on the map conservation table. A separate list of TARL's camera-ready publications is also maintained.

11.B.(4).(c). Photographs

There are two numbered sequences for cataloguing photographs at TARL: a print/negative/digital series and a slide series. The catalogues (photographic logs) for the images may be found in the County files, or in some cases, in the project files. The physical housing and organization for each series has been modified through time as different, supposedly archival, materials were investigated and tried. As in the County files, the prints and slides are filed by site number, with a unique number for each negative and slide. In the original print/negative series, the print was mounted and documented on an envelope with the catalogued negative housed in a sleeve inside the envelope. That method was replaced by prints housed in sleeves by site with a copy of their catalogue; their corresponding negatives are filed separately by a negative strip accession number series that is cross-referenced in the **Summary of Number Series Used** form.

TARL's photographic collections are extensive and contain media that need particular care. Glass negatives are placed in an unbuffered, four-flap enclosure, (emulsion side down and centered in the enclosure), resting on a long side in an archival box within a locked cabinet. Nitrate negatives are individually packaged and then housed in a heat-sealed envelope in a locked freezer. Many prints are attached to acidic craft envelopes with rubber cement and are in need of remedial attention; not all negatives have been numbered and placed in protective sleeves. For specific details on preparing records for housing at TARL, including photographs, see **Stipulations and Procedures for the Preparation of Archeological Records and Photographs; Curation Supplies and Sources**.

11.B.(5). Access to and Use of Records

Because it serves as the primary paper repository for archeological records in Texas, access to or information from the records at TARL is frequently sought by outside entities: students (whether from The University of Texas at Austin or other schools), some avocational archeologists such as Texas Historical Commission Stewards, employees of State and Federal agencies, and individuals from various firms involved with cultural assessments required by law or handling cultural resource management investigations. Due to the sensitive nature of some material (locational details, in particular), not every record will be available to all [see **TARL Policy on Site Location Information**]. If their credentials are not already known to staff, outside researchers will be asked to provide documentation of their status and research needs.

Visitors and users of TARL records will follow the restrictions dealing with food and drink where records are housed or handled (see CMP Section 12). Visitors/researchers are not allowed to bring backpacks, briefcases, or purses into Records. Researchers will complete a **Work/Activities Record** documenting their activities in Records (including library research). County files may currently be accessed directly by outside researchers once they have been acknowledged by Records staff, though this policy in particular is subject to review and change. Topographic maps needed by outside researchers will be pulled and re-filed by Records staff. Other records (prints, slides, other maps, donated collection records, etc.) will be pulled and re-filed by TARL staff and/or access will be monitored by TARL staff. Use of personal equipment (laptops, scanners) may be allowed in Records if requested and approved in advance. A computer is available in the Records Room where researchers may access the TARL library database and the Internet (and may access the Texas Historical Commission Archeological Sites Atlas using their personal codes). The visitors' code limits the computer's abilities on the TARL network.

TARL has a use fee for accessing records by cultural resource management professionals that are working on for-profit projects. This fee is reviewed and adjusted as necessary, with new rates normally being implemented at the beginning of the University's fiscal year (September 1). A different fee is charged when TARL staff complete a file search for a requestor. The processing of site forms for the Atlas also entails a fee. These fees are also subject to review and adjustment at the beginning of the fiscal year.

11.B.(6). Collections Care – Records

11.B.(6).(a). General Housing Information

A wide variety of records are curated at TARL; the list may be found in section 11.B.(1). The different types of records are in containers and housing units that best fit their size, kind of material, and fragility. Most documents are a standard 8.5 × 11 inches; as they are curated, they are housed in acid-free, lignin-free folders in baked enamel filing cabinets. Older records already in the files that are neither archival nor in archival containers are re-folded, interwoven with archival paper and/or placed in protective sleeves on an ongoing basis by Records staff. Records that should not be handled are copied onto acid-free paper and the original protected and archived.

Larger maps and illustrations are housed in flat file cabinets. Items arriving for curation are placed in buffered or unbuffered paper folders or in Melinex folders. Items are separated by buffered or unbuffered tissue as appropriate. Their location is logged onto a database, which also indicates any conservation work that was performed on the item. Remedial work on already existing objects is also logged onto this database. Efforts are made to assure that identification/documentation of each item is accurate.

11.B.(6).(b). Handling Records

All records are to be handled as if they are unique and irreplaceable (true, in many cases). One's hands should always be clean and free of lotions when handling any record. Gloves should be used when sensitive materials or photographs are being handled. Materials should stay in protective housing unless there is a special need to remove them.

Make sure the record is well-supported. Stiff archival board may be used when handling and moving brittle paper objects and over-sized materials. Ask for assistance when moving large objects. Do not overcrowd records when filing or re-filing them.

Always use pencils to take/make notes; don't write on paper with records beneath them (which can leave an impression). Special equipment such as magnifying lenses or a light table may be necessary and can be found in the Records Room.

Records are placed in the archives in a particular order; if you are not Records staff, don't modify this. If you think something is misplaced, bring it to the attention of Records staff.

Records are not to leave the facility; in most cases, records are not to leave the Records Division.

11.B.(7). Library

TARL maintains a research library in the Records section that is not a part of the University's library system. Cataloguing does not follow usual library standards, but organizes the publications by criteria such as agency/company/institution/society producing the report (Texas Historical Commission, Prewitt

& Associates, Inc., Center for Archæological Research/The University of Texas at San Antonio, Southern Texas Archæological Association, etc.) and by topic (soil surveys, theses and dissertations, lithic studies, geology, etc.). Journals and a number of out-of-state publications are available, though the focus of the library is on Texas archeology and associated sciences. A number of the volumes document projects conducted under Texas Antiquities permits issued under the Texas Historical Commission (TARL serves as one of its depository libraries). Since these and other publications may have site locations, full access to the TARL library is restricted to those who have been approved for access to site location information. In order to have items available to researchers visiting the laboratory, publications are restricted to building use only. Users of library materials are to return them to the librarian, who will ensure that documentation is complete and any needed repairs are made before re-shelving the item.

An old set of card files by author, title main words, and publisher exists, but has largely been replaced by a computer database that is accessible to researchers from a computer in TARL's Records Room. An old bibliographic card reference file is also available.

12. FOOD AND DRINK

12.A. POLICY

Because food and drinks pose various threats to the overall security and condition of TARL and its collections, locations where food, drink, refrigerators, coffee makers, microwave ovens, and other food preparation appliances are allowed are strictly limited. Reasonable efforts to minimize threats are required under The University of Texas at Austin Fine Arts Insurance policy.

12.B. PROCEDURES

12.B.(1). Pest Management Considerations

As discussed more fully in Section 13 (Collections Care), pests need food, and some need additional water, to live. The goal of a responsible preventive maintenance plan is to remove or minimize the availability of both. As some of the collections TARL holds, as well as some of the packaging used, are attractants themselves, it is imperative that cleanliness be maintained in all areas of the building.

No food is allowed in any area housing objects or records. Similarly, no refrigerators, microwave ovens, coffee makers, or other food preparation appliances are allowed in any areas housing objects or records. This applies to rooms where records or collections are being analyzed, photographed, or used in any other way. A refrigerator, coffee maker, and microwave as well as food and drink vending machines are provided in the lunchroom. Eating will take place in the lunchroom or outside of the building. Drinks with lids may be taken into office areas but must be kept away from collections and records, preferably on the floor away from work areas. Empty cups and cans must be rinsed out and placed in refuse containers in restrooms or kitchen before the end of the day. Users of the lunchroom should thoroughly clean up after preparation or consumption of any food.

12.B.(2). Fire Prevention

Reasonable efforts to minimize the risk of fire are required under The University of Texas at Austin Fine Arts Insurance policy. As discussed more fully in Section 15 (Disaster Management), coffee makers, microwave ovens, and other electric food preparation appliances (as well as electric heaters) pose unacceptable risks for fire and are banned from all areas of TARL except for the lunchroom (this includes all four modular buildings). The coffee maker in the lunchroom should be unplugged when not in use and any cooking time on the microwave ovens cleared.

13. COLLECTIONS CARE

13.A. POLICY

Collections at TARL are held in perpetuity in the public trust for research purposes. Care of collections is therefore directed toward their long-term preservation and safety. Sound programs of collections care strike a balance between preventive maintenance (security, protection, and safe handling) and use. Collections care includes, but is not limited to, preventive maintenance and conservation, adequate housing, and appropriate handling and moving. All collections, including federal and State-associated Held-in-Trust collections require an environment that is regulated and monitored for temperature, relative humidity and atmospheric pollutants.

13.B. PROCEDURES

13.B.(1). Housing and Preventive Maintenance

The physical structures which house TARL are maintained by UT Physical Plant. Air handling systems are checked monthly and filters cleaned or changed. Water heaters are drained and checked quarterly. Fire systems are checked every six months and emergency exit lights every month. Fire extinguishers are checked annually. Problems that arise with the buildings or systems should be promptly reported to supervisors for immediate action.

The two primary curation spaces in Building 5, Rooms 2 and 19, are climate-controlled. Climate data is monitored and archived. UV sleeves are in place on all fluorescent lamp bulbs and sleeves are checked for deterioration when bulbs are replaced.

- Lighting, temperature, relative humidity, and atmospheric pollutants are monitored and regulated on an ongoing basis;
- Visible light levels are measured with a light meter and readings are documented;
- Light levels are:
 - no more than 50 lux/5 foot candles for light-sensitive organic objects;
 - 150 lux/15 foot candles for less light-sensitive objects;
 - no more than 300 lux/30 foot candles for more light-stable inorganic objects;
 - UV levels do not exceed 75 microwatts per lumen.
- Light levels are monitored / checked every time the lighting situation changes;
- Temperature and relative humidity are measured with hygrothermographs and dataloggers;
- The preferred relative humidity is 45% at 65 degrees with daily fluctuations of no more than 5%;
- Temperature and relative humidity are monitored on a regularly scheduled basis.
- Atmospheric pollutants are measured by a portable mass spectrometer/gas chromatograph;
- Particulate pollution (e.g., soot, dust) and gaseous pollution (e.g., SO₂, NO₂, O₃) is controlled by both of the following:
 - filters in HVAC systems;
 - filters in freestanding filter devices.
- Particulate pollution also is controlled by regular vacuum cleaning of the building.

Objects and records are kept in cabinetry that is baked enamel or powder-coated and are rust- and burr-free. Object cabinets are kept locked and compactor sections closed except when in use.

All materials used to package incoming collections are appropriate for the collections and archivally sound. Inappropriate materials used to house older collections are routinely replaced either when encountered in the Records or as part of scheduled projects in Collections.

13.B.(2). Preventive Conservation

13.B.(2).(a). Pest Management

The foundation of a good pest management plan is prevention. Attentive, regular housekeeping, monitoring and maintaining climate control equipment, and minimizing areas potentially exposed to food and drink act to discourage the presence of pests.

Pests need food, and some need additional water, to live. The goal of a responsible preventive maintenance plan is to remove or minimize the availability of both. As some of the collections TARL holds, as well as some of the packaging used, are attractants themselves, it is imperative that cleanliness be maintained in all areas of the building.

No food is allowed in any areas housing objects or records. Eating will take place in the lunchroom or outside of the building. Drinks with lids may be taken into office areas, but must be kept away from collections and records, and preferably on the floor away from work areas. Empty cups and cans must be rinsed out and placed in refuse containers in restrooms or kitchen before the end of the day.

Insect traps are set in various areas inside offices and collections areas (see maps). These should be checked monthly by staff members working in those areas, and will be inspected and replaced quarterly. A form is available to report and track the catches (see form); presence of pests in traps is to be reported verbally to the Director, Head of Records, or Head of Collections as well as reported on the forms. These forms are archived. At a minimum, pest infestation forms will be evaluated quarterly in an effort to assess the success of the pest management program; and the importance and implementation of the pest management program will be discussed at regular staff meetings. Staff who work in the first floor perimeter rooms should be especially vigilant for termites and other insect pests. Piles of dirt or sawdust-like substance that suddenly appear may be insect frass (waste material), which signal an active infestation. Any staff member noticing an infestation should promptly report this to the Head of Collections for immediate action.

A localized infestation should be approached first by cleaning of the collection and the space it is housed in. If necessary, records or objects will be isolated and monitored for further activity. Subsequent cleanings may be necessary.

UT Physical Plant has a pest control staff that responds promptly to requests via work order. Exterior fumigation is handled through PRC Physical Plant via work request. The exterior perimeters of both buildings are scheduled to be sprayed quarterly. No fumigation will take place INSIDE collections areas in Bldg. 5. Fumigation in Bldg. 33 is restricted to the interior perimeter and the floor. Under no circumstances are any boxes to be sprayed. Exterminators should be reminded of this each time they fumigate. Least-toxic chemical controls (general-use pesticides) and toxic chemicals (restricted-use pesticides) are used only as a last resort.

13.B.(2).(b). Handling and Moving

All specimens curated at TARL are being held in public trust. As such, it is TARL's responsibility to ensure that these objects are properly cared for. The most frequent causes of damage to artifacts are

careless handling and improper storage. As the re-housing of TARL's material collections is an ongoing process, the following guidelines are offered.

The primary rule of object handling is to never handle or move an object unless it is necessary. Examples of when to move or touch an artifact are:

1. When receiving a new collection (receiving, checking the inventory provided with the collection, housing in TARL collection areas),
2. When moving an object from its housing (for research, photography, loan, conservation, or re-housing).

Examples of when NOT to touch an object are:

1. Personal curiosity (wanting to see the other side, wanting to know what it feels like).
2. Where signage indicates that handling is prohibited ("Do Not Touch").

The rules for moving or touching an object are:

1. Ensure that you are wearing nothing that might come in contact with and harm the items to be handled (i.e., dangling eyeglasses, jewelry, belt buckles, etc.).
2. NEVER move or touch an artifact unless you have to. Even clean fingers leave behind a print of oil and moist salts that can corrode metal and stain organics. Unnecessary handling can result in brittle and fragile objects being broken and adds to the chance that a specimen might be bent, scratched, dented, soiled, corroded, or dropped.
3. Unless marking objects, keep work area free of ink and ink pens.
4. Where objects have obviously been treated with preservative or pesticides, do not handle and notify Head of Collections or project manager.
5. NEVER handle live ammunition or intact batteries. Vacate the area immediately and notify Head of Collections.
6. NEVER pick up an object by protruding parts or by rims or other fragile edges, even though these parts may have, at one time, been designed to hold the weight of the object.
7. ALWAYS use both hands to carry an object. If on the heavy side, use both hands underneath the object, otherwise use one under and one to steady the object.
8. Carry only one object or package unit at a time.
9. Before moving an object or package unit, have the new location ready to receive the item(s).
10. If the object or package unit is heavy, get help with loading and carrying.
11. If using a rolling cart, make sure the cart bed is lined and individual items are cushioned from each other.
12. Never be in a hurry; take your time and pay attention to what you are doing and where you are going at all times. Fifty years from now nobody will care how quickly the move was accomplished, only that it was done without injury to the items.
13. For boxes slated for curation in PRC 33, **please** remember that these are artifacts, not just boxes of rocks, and treat them as such.
14. Although it is **highly discouraged**, situations occasionally arise in which collections materials must be shipped.
 - Objects/samples/documents are evaluated individually to determine if they can withstand shipping;
 - Packaging and shipping methods are chosen based on the individual requirements of the objects/samples/documents;
 - Packaging materials protect the object/samples/documents from all reasonably anticipated risks associated with a particular shipping method;

- Clean cushioning material (foam, fabric, tissue paper) is used based on the individual needs of the object/samples/documents but materials that have direct contact with the objects/samples/documents are archival (see Cleaning, packaging and housing of collections section, pp. 55 - 56).
- The shipping method chosen provides best protection for the objects/samples/documents and shortest en route time.
- Objects must be wrapped with appropriate, archivally-correct covering, heavily padded, and shipped using the box-within-a-box method. Place a redundant shipping label inside the innermost box for address insurance. Place instructions for unpacking inside the outermost box.

You might need the following for handling objects:

1. Clean hands – wash hands frequently. This protects you and the artifacts.
2. Nitrile gloves
3. Cotton gloves
4. Heavy work gloves for moving boxes in Bldg. 33
5. Ethafoam for drawer lining
6. Acid-free tissue paper
7. Rolling carts and dollies
8. Trays, boxes, foam for support and padding; aluminum trays for supporting and carrying multiple items.

13.B.(2).(c). Repackaging Existing Collections

1. Absolutely no smoking. All buildings at UT are smoke-free. The only smoking area at TARL is at the south end of the east dock. Ensure all smoking material is properly extinguished before leaving the area.
2. No food is allowed in any area housing objects or records. Eating will take place in the lunchroom or outside of the building. Drinks with screw-tops may be taken into areas where collections are being re-packaged, but must be kept away from collections, preferably on the floor away from work space.
3. Protect self (dust masks, respirators, eye contact care, cotton or nitrile gloves).
4. Cover work surfaces with clean polyethylene foam to protect artifacts while processing. Brush off frequently and change out foam as needed.
5. Many of the artifact drawers are very heavy and/or differentially loaded. Decant a partial drawer of artifacts at a time or obtain assistance when moving whole drawers.
6. Boxes may have been overloaded when originally packed. Decant partial boxes, if necessary. Watch for slumping of box bottoms where boxes are stacked. Move a box slowly off the shelf, supporting the bottom of the box with both hands.
7. Take care on ladders in Bldg. 33. Never over-extend your reach or carrying ability. If at all possible, practice the ‘buddy system’ in Bldg. 33.
8. Clean artifacts, where appropriate (Swiffers, Dust Bunnies, vacuum with nozzle guard). Avoid any treatment or cleaning that alters the chemical or physical integrity of the artifact. Don’t risk losing valuable information or causing irreversible damage.
9. Check artifact markings. Over the years there has been some mixing of collections. Do all the artifacts, in fact, belong with the collection? Some older marks were not coated and are being worn off. Where this is noted, stop activity immediately and check with Head of Collections for instructions on re-marking and coating. String tags are available for use where appropriate. Check with Head of Collections for instruction on use of tags.
10. Keep old labels, or photocopy where retention is not possible (e.g. notes on cigar boxes).
11. Try to resolve any apparent labeling discrepancies at time of rehousing, as original placement within the collection may be of use.

12. Use only archivally-sound products in packaging materials. This includes inert, stable materials (polyethylene, acid- and lignin-free boards and papers), as well as those containing pro-active scavenger materials (alkaline papers and boards, boards containing zeolites and activated charcoal).
13. If not already so, package artifacts in meaningful groups. Ensure that bags are sized appropriately for contents. Do not use bags over 12×12 inches for Room 19 drawers. Use trays or enclosed boxes to contain especially fragile artifacts. Poly batting covered with soft lining materials or acid-free tissue paper may be used to cushion artifacts in trays and boxes.
14. Check artifacts against original inventories and note any missing items. Also note and report any active deterioration of a collection to Head of Collections.
15. Add a new tag to each bag. Tags should be written LEGIBLY in pencil. Tag sheets may be generated with common information from one of two tag templates available. Place tags face out, such that bags need not be opened unnecessarily. Use 2-mil zipless bags to bundle and hold tags where materials are organic. Use 4-mil zipper bags to hold tags where materials are heavy or abrasion might damage tag.
16. Where applicable, separate collections destined for Room 19, boxing the remainder for Bldg. 33.
17. Collections in Room 19 are roughly housed by area, so try to relocate incoming collections appropriately. TxDOT has cabinets that are to be used exclusively for their collections, as does NPS.
18. Line clean drawer with polyethylene foam sheet from roll.
19. Place bags in logical order in drawer, paying special attention where fragile specimens are involved.
20. Boxes destined for Bldg. 33 should not be overloaded. Generously hot-glue bottoms of boxes. Where needed, use poly foam as cushion or to separate parts of the collection.
21. Boxes destined for Bldg. 33 must be labeled properly. Print trinomial; contents; name, phase, and number of project; who generated materials; and date of collection CLEARLY and large enough to read.
22. Whole vessels will be housed in the Vessel Collection. Ethafoam pot rings must be used to stabilize vessels.
23. Human remains are to be housed in appropriate boxes in the Human Osteology Room.
24. Record collection information and new location and give to Head of Collections for entry on data table. If a location has changed, it is important to note both old and new information so the data table can be changed.
25. Especially when housing lithic material, do not overload drawers in Room 19, making them difficult for one person to carry.
26. NEVER handle live ammunition or intact batteries. When these are found, vacate the area immediately and notify Head of Collections [see Control of Firearms and Other Dangerous Items, Section 14.B.(6)].

13.B.(2).(d). Conservation Treatment

Conservation surveys of collections, including state-associated collections, requires that the following are examined on a regularly-scheduled basis and improvements made when necessary:

- collections management policies
- collections management procedures
- prevailing environmental conditions
- condition of objects is inspected and documented to prioritize conservation needs.

If conservation treatment is needed, appropriate action is to be decided upon and approved by the Director, Head of Records, and Head of Collections. If necessary, an outside conservator may be consulted for recommendations on appropriate treatment. In the case of federal or State Held-in-Trust collections, the appropriate agency must provide written authorization in advance of the proposed treatment. Regardless of collection ownership, conservation treatment is to be performed only by a trained conservator. All treatment must be reversible in nature and must be carried out with compatible materials. Treatment is documented prior to, during, and after completion. In the case of State Held-in-Trust collections, an annual report on conservation treatment is submitted to the THC.

13.B.(3). Housekeeping Plan

TARL developed this housekeeping plan in conjunction with PRC Physical Plant supervisors. It details which tasks are to be accomplished day-to-day by housekeeping staff.

DAILY:

Clean restrooms and kitchen. Remove garbage. Sweep and/or mop hallways and stairs.

MONDAY:

Clean first floor north and east ends of building. Sweep, mop as needed, dust all areas, rooms 1 through 11.

TUESDAY:

Clean Modulars 5C and 5D. Sweep, mop as needed, dust all areas.

WEDNESDAY:

Remove garbage and recycling from all areas of all buildings. Special projects day: Sweep, mop as needed areas outside of Room 19 every two weeks, wax floors as needed.

THURSDAY:

Clean Modulars 5A and 5B. Sweep, mop as needed, dust all areas.

FRIDAY:

Clean second floor north and east rooms. Sweep, mop or vacuum as needed, dust all areas rooms 100 through 106 and 110 through 116.

TARL STAFF:

Will clean rooms 19, the vault, Vessel Collection, and Human Osteology on a regular basis and as needed.

14. SECURITY

14.A. POLICY

TARL will utilize a security system to deter and detect intruders. This system will include a restricted access policy, lock and key control system, alarms, and appropriate systems and procedures for protecting sensitive archeological information in digital format as required by Texas state law.

15. EMERGENCY PREVENTION, PREPAREDNESS, RESPONSE AND DISASTER MITIGATION MANUAL

15.A. POLICY

TARL is responsible to all staff, volunteers, and visitors for providing personal safety, health, and welfare in the event of an emergency. TARL also holds a legal and ethical responsibility to the community in that its collections are held in public trust. TARL therefore adheres to the emergency preparedness standards itemized in this manual as the minimum acceptable standards to prevent or minimize the results of an emergency. TARL further adheres to the principle that emergency preparedness is the primary key to the safety and security of collections and that insurance has a supplementary role.

TARL staff plays an integral part in response to and recovery from emergencies. In situations which involve a threat to both collections and staff, personnel safety always takes precedence over collections security.

TARL's staff represents the human resource needed to implement an emergency preparedness plan. TARL staff must be available for service during emergencies and, barring personal emergencies, all employees who are physically able must report to work in such instances. TARL staff has as one of their prime duties the protection of the materials and cultural resources which comprise TARL's collections. One staff member is designated as the emergency coordinator.

TARL staff must participate in all emergency training sessions and drills. Staff is also encouraged to attend workshops and meetings which stress emergency preparedness, conservation, and other pertinent skills. Practice drills for emergencies are a regular part of TARL's schedule; consequently, all staff should know the procedures to follow and know all important locations, such as the nearest emergency shelters, exits, fire extinguishers, and pull stations.

TARL recognizes that it is a part of a wider university and city community. It shall work with community leaders in preparing, implementing, and following a community-wide emergency plan. TARL is also committed to assisting the community following a major disaster.

15.B. PROCEDURES

Although emergencies are defined as unexpected events or states of affairs requiring prompt action, preventive actions and attentiveness to health and safety protocols in day-to-day activities can often lessen the probability, frequency and severity of emergencies. Hence, the first part of this manual deals with PREVENTION.

The second part of the manual, EMERGENCY PREPAREDNESS, details steps that can be taken in the event a disaster is foreseen and time is allowed. It also lists available supplies and suggests techniques for loss prevention. The Emergency Preparedness plan will be tested and evaluated annually; this test and evaluation is to be conducted during the months of September-November.

A timely and appropriate response to an emergency will mitigate against greater danger and loss, and potentially lessen recovery time; hence the third part of the manual deals with DISASTER RESPONSE.

Finally, steps to be taken for DISASTER MITIGATION are discussed in the fourth section.

15.B.(1). Prevention

Staff, faculty, students, and volunteers are responsible for knowing and adhering to TARL's policies and procedures which have been designed to safeguard both personnel and the collections. UT policies regarding firearms, smoking, pets, and chemical safety are to be strictly observed at all times. Participation in any safety briefings, training, and drills is mandatory.

The UT Physical Plant is responsible for the routine upkeep of the buildings which house TARL. Maintenance of most of the systems is regularly scheduled; however, it is staff's responsibility to be vigilant and report any malfunction or other problem to the Director, the Head of Records, or the Head of Collections for resolution.

Although PRC isn't located in a flood zone and Buildings 5 and 33 both sit on elevated slabs, water events have been the most numerous types of emergencies in both buildings. Leakage during violent storms through windows, doors and the joints between the slab and wall structure has been addressed repeatedly and minimized, but warrants constant monitoring. Insofar as possible, nothing should be stored directly on the floor that could be harmed by water. Likewise, do not store items directly against outside walls; instead provide several inches of space to permit air movement and visual monitoring, and discourage mold growth and insect infestations. Be vigilant for water intrusions and report all to senior staff for remediation. The Leibert HVAC unit, which serves and is positioned over the Records Room, is prone to leakage for several reasons. Super Absorbent Polymer (SAP) socks, capable of absorbing up to 1.5 gallons of water-based liquids, have been deployed under and around the unit and Physical Plant staff service the unit monthly, but monitoring by TARL staff is necessary on a twice-daily basis. The window unit in the Vault is prone to freezing up in warm, humid weather and should be monitored closely by TARL staff. When below-freezing temperatures are forecast, doors to cabinets housing sinks in Room 6B and the lunchroom should be kept open overnight. During especially cold weather, drip faucets to prevent pipes from freezing.

Central Texas is prone to violent storm activity, especially during the summer months. Although historically hurricanes have penetrated the state as far as Austin, tornados and severe windstorms are the most common storm threat to the area. Staff should be aware of shelter procedures and areas and be familiar with locations of the emergency response carts.

Building 5 is equipped with a fire detection system throughout. Fire suppression systems serve some of the areas; others are served by fire extinguishers. Building 33 is served by extinguishers only. Extinguishers are inspected yearly; automatic systems semiannually. Staff must know the locations of all pull stations, fire extinguishers and be aware of at least two means of egress from all parts of the main buildings and the modulars (see appendices). Fire extinguisher training will be provided. Fire exits are marked with illuminated signs that contain battery backups. Staff is responsible for adhering to UT and TARL policies regarding chemical safety, smoking, and heat-generating appliance use. Staff will not store combustible materials in HVAC or other mechanical rooms. Staff will not stack combustible containers to ceiling height in offices or curation spaces. Staff will respect and comply with PRC safety personnel dictates regarding potential fire hazards and other safety issues.

Although great quantities of chemicals are not normally stored or used at TARL, it is staff's responsibility to follow UT policy on chemical safety. All chemicals, except small working amounts in active use, are to be stored in Room 6B in the fire-safe cabinet in original containers. Acids are to be stored in an appropriately-sized secondary container on top of the cabinet by the fume hood. Projects will purchase the smallest quantity needed, mark the project name on the container, add project name, chemical name, quantity, and date brought to TARL on the cabinet inventory list, add the MSDS obtained with the chemical to the folder, and arrange with the Environmental Health and Safety (EHS) Office at UT for

disposal of any leftover substances at the end of the project. All personnel, including volunteers, which use ANY quantity of any chemical, must take the Hazard Communication (H101) training available through EHS. The fume hood in Room 6B has a damper on the vent located over the hood which is to remain closed except during use. Use the rolling stepladder to access the damper lever.

Biopredation is minimized, in large part, through good housekeeping. Basic housekeeping is provided daily by the UT Physical Plant. Staff augments this by further cleaning personal and work spaces, removing large quantities of garbage generated during special projects, eating and drinking only in designated areas and disposing of food waste in appropriate receptacles. Mold outbreaks are controlled by minimizing water intrusion and providing appropriate levels of temperature and humidity in curation spaces.

The threat of theft is minimized at TARL by various security systems for both the buildings and the campus. Staff is responsible for following protocol in protecting codes and passwords. Key control is maintained at all times. Staff is vigilant at all times for unknown persons in or around the buildings and informing senior staff of suspicious activities. Workmen are monitored, and accompanied at all times when in curation spaces. Unoccupied spaces are kept locked and alarmed where appropriate. Criminal background checks are performed on prospective employees.

Accidental damage to both records and objects is minimized by handling only when there is direct need to do so. Aisles and corridors are kept free of obstacles. Movements of objects and records is carefully planned, ensuring an obstacle-free path and a prepared receiving space. Objects and records are supported from underneath, using trays or bins as necessary.

Bomb threats are to be taken seriously. Staff will keep a bomb threat checklist near phones. It is imperative that in the event of a threat, staff answering the phone remain calm and extract as much information from the caller as possible.

UT considers two of the main threats to the university to be Interstate 35 and the MoPac railroad. The latter is located approximately 100 yards west of Building 5. Current Federal legislation allows hazardous materials to be carried unregulated on rail lines in urban areas. In fact, incompatible chemicals may be carried on the same train. Staff should familiarize themselves with the appropriate actions they should take in the event of a train derailment.

15.B.(2). Emergency Preparedness

Emergencies can and will occur. No amount of precaution can reduce this risk to zero. Emergencies that are recognized as potential threats to TARL, in order of likelihood, are flooding (small-scale such as leakage from faulty HVAC system or large-scale such as effects of fire suppression), tornado or severe storm, fire, biopredation, theft, vandalism, bomb threat, and transportation hazards. Certain of these (storms) are often foreseeable and, if given enough time, mitigative steps can be taken in advance. It is stressed that human safety is of paramount importance and always takes precedence to mitigative actions.

15.B.(2).(a). Windstorms and Tornadoes

Monitor NOAA radio transmissions for updates on storms/tornadoes. Alert all personnel in both main building and modulars. Ensure no staff are working in Building 33. Ensure Physical Plant has tied down garbage cans and removed or secured outside benches, planters, etc. If it seems likely that the storm/tornado will directly affect PRC and there is time to do so, move or secure vital records and high priority items:

1. Power down and unplug computers and other non-essential electronic devices, ensuring cords are not left on the floor; cover computers with plastic.
2. Clear desks of working papers, especially any originals.
3. Deploy SAP absorbent socks beneath window and door openings.
4. Wrap library stacks with plastic and duct tape.
5. Wrap human remains shelving units with plastic and duct tape.
6. Wrap vessel collection shelving units with plastic and duct tape.
7. Collect at least one flashlight from one of the emergency response carts and ensure that batteries are viable.
8. Have Physical Plant board up windows nearest rooms 2 and 19, or tape up outside windows.

TARL maintains two emergency response carts. These contain many of the supplies that would be required to mitigate against and respond to emergencies. TARL staff is responsible for knowing the locations and contents of the carts. Under no circumstances should the contents be disturbed except during emergency preparation or response.

15.B.(3). Disaster Response

15.B.(3).(a). University- or Area-Wide

The University of Texas at Austin is a fully invested partner in the area-wide emergency preparedness and response consortium using the Incident Command System (ICS), a commonly accepted emergency management structure. It was designed for incidents that involve not only the university, but also city, State, and Federal agencies, under multiple political jurisdictions. The structure of the ICS organization chart allows considerable flexibility. Only those positions that are necessary to manage the incident need be filled.

UT has multiple Emergency Operations Centers that can service not only main campus, but also the remote centers such as PRC. The consortium maintains the Combined Emergency Transportation and Communication Center (CETEC), which has fully-developed capability for communications in the event of an area-wide emergency.

In the event of an area-wide emergency, PRC personnel will be notified, and, in turn, will notify appropriate personnel in individual labs as to what action is necessary.

The TARL Director, or his/her designee, will act as the Emergency Coordinator. The Emergency Coordinator is responsible for initiating emergency responses, writing damage assessments, handling media inquiries, coordinating any resource purchasing, and organizing practice drills. The Division Heads will organize and direct staff activities. The Registrar will track movement of objects and records, where necessary. TARL staff is responsible for following all instructions given for lab-level response.

15.B.(3).(b). TARL Emergency Response Procedures

IF THERE IS AN IMMEDIATE THREAT TO LIFE OR HEALTH: Call University of Texas Police Department (UTPD) at 911 (from a campus phone) or 471-4441 for assistance with injured individuals, or in case of fire, for performing rescues. Give the nature and the extent of the emergency; be as specific and detailed as possible. An ambulance, fire truck, or police vehicle will respond upon your request.

It is important to keep in mind that several of the events listed below could occur simultaneously.

15.B.(3).(b).(i). Fire

In case of small fire:

1. Call the University of Texas Police Department (UTPD) at 911.
2. If the fire appears controllable, try to extinguish it with the proper extinguisher. Aim charge at the base of the fire. Do not let fire come between you and an exit. **DO NOT JEOPARDIZE PERSONAL SAFETY.**
3. Get help, even if you feel the fire is small.
4. Even if you feel the fire has been successfully extinguished, call UTPD at 911 (campus phone), Environmental Health and Safety at 1-3511, and PRC Safety Office at 935-9043-911.

In case of larger fire:

1. If alarm has not yet sounded, go to nearest alarm station, break glass and pull handle down. Alarm stations are located near the TARL main door, the mid-building east and west doors, the southeast double door, and the door to the breezeway between TARL and VP. They are also located at both front and back doors in Rm. 19, and by all exits from Rm. 2.
2. If alarm is sounding, quickly shut down all electrical and hazardous equipment. Exit immediate work area, closing, but not locking, doors.
3. Do not attempt to save possessions.
4. Offer assistance to those less able.
5. If there are injuries involved and you feel competent to assist, do so to the best of your ability. Do not attempt to evacuate the unconscious unless absolutely necessary.
6. Do not break windows.
7. Do not attempt to open a hot door. (Before opening a door, touch it near the top with the back of your hand. If it is hot or if smoke is visible, do not open.)
8. Walk quickly to the nearest marked exit, closing, but not locking, doors behind you.
9. Personnel in the modulars will be notified of an alarm in the main building and are to evacuate as well.
10. Move away from the structure and go directly to one of the assembly areas. The primary assembly area is the field between Buildings 18A and 18B. Should that area be inappropriate because of the wind direction, the secondary assembly area is the field east of Ferguson Labs and south of PRC 30.
11. If incident occurs at night or on the weekend when alone in the building, you must call UTPD at 911 (campus phone) or 471-4441, give your name and describe the exact location (Pickle Research Campus, 10100 Burnet Road, Building 5, and room number) and the size and nature of the fire.
12. Report to the Emergency Coordinator for a headcount.
13. To the best of your ability and without reentering the building, be available to assist Austin Fire Department (AFD), UTPD, and EHS in their attempts to determine that everyone has been evacuated safely.
14. An Emergency Command Post may be set up near the emergency site by the emergency responders. Keep clear of the post unless you have important information to report.
15. Stay at the assembly area until instructed otherwise by AFD, UTPD, or EHS responders.

15.B.(3).(b).(ii). Tornadoes and Other Severe Storms

In case of a TORNADO WATCH in the area:

1. Monitor weather on radio/TV/Internet or NOAA Weather Radio. Listen for instructions.
2. Prepare to take immediate precautionary actions.
3. If there is time, turn off computers, cover library shelves, human remains shelving, vessel collection shelving, and any computers near windows with plastic and duct tape. Disconnect electrical equipment and appliances not required for emergency use.
4. Do not use the telephone except for an emergency.

In case of a TORNADO WARNING in the area:

1. Prepare to evacuate or shelter in place upon direction.
2. If directed to, proceed to the PRC Commons gymnasium or the changing rooms associated with it.
3. If there is not time to do this, the safest area in Bldg. 5 is the Records Room (Room 2). Take shelter behind the filing cabinets away from windows and doors.

15.B.(3).(b).(iii). Flood

In case of a FLOOD WATCH in the area:

1. Monitor weather conditions on radio/TV/Internet or NOAA Weather Radio. Listen for instructions.
2. Prepare to take immediate precautionary actions.

In case of a FLOOD WARNING in the area:

1. Monitor weather conditions on radio/TV/Internet or NOAA Weather Radio.
2. Prepare to evacuate upon direction.
3. Assist with covering, moving, and protecting records and objects.
4. Disconnect utilities that are not absolutely necessary.
5. If evacuation is necessary, proceed as above under FIRE.
6. Do not re-enter the building until directed to by emergency personnel.
7. Never step into standing water without appropriate footwear due to the possibility of electrocution.

15.B.(3).(b).(iv). Civil Disorder, Terrorism and Demonstrations

1. Notify UTPD at 911 of any information received, factual or rumored, of a demonstration or other form of civil disorder that is planned or in progress in the vicinity of the facility.
2. Follow the instructions of UTPD, APD, and other emergency preparedness personnel.
3. Alert all employees in the area to the situation.
4. Lock all doors; secure all files, documents, and equipment.
5. Assist with protecting objects, as appropriate.
6. If an explosion occurs, take cover and anticipate that there may be others.
7. Notify authorities of any potential/actual hazards (e.g., fire, bomb threat) during a threatening situation.
8. Stay indoors away from windows unless directed to evacuate by emergency preparedness personnel.
9. Evacuate when directed and follow evacuation procedures included above under FIRE.
10. If released from work early, follow the directions of local authorities. Do not remain in the area.

15.B.(3).(b).(v). Bomb Threat

Over 90% of bomb threats are hoaxes, but they should always be taken seriously. If you receive a bomb threat telephone call:

1. **Remain calm.**
2. Listen carefully. Be polite and show interest. Legitimate callers usually wish to avoid injury or death. Request more information by expressing a desire to save lives.
3. Any person receiving a call that a bomb or other explosive device has been placed on campus is to ask the caller:
 - A. When is the bomb going to explode?
 - B. Exactly where is the bomb located?
 - C. What kind of bomb is it?
 - D. What does it look like?
 - E. What is it made of?

- F. Why did you place the bomb?
- 4. Try to keep the caller talking to learn more information, and record the following:
 - A. Time of call
 - B. Age and sex of caller
 - C. Speech characteristics (slow, excited, accent, disguised accent, rapid, loud, broken, normal, intoxicated, sincere)
 - D. Background noises
- 5. If possible, write a note while on the phone to a colleague to call 911, or, as soon as the caller hangs up, immediately notify them yourself.
- 6. Immediately write down as much information and detail as you can remember.
- 7. DO NOT DISCUSS THE CALL WITH OTHER EMPLOYEES.

If the bomb threat is received by mail:

- 1. Do not further handle the letter, envelope or package. Vacate the area at once, report to your supervisor and call the UTPD at 911.
- 2. The police will conduct a detailed bomb search. If evacuation is warranted, the police will activate the building alarm. Evacuate as above under FIRE.

Employees noting suspicious objects should:

- 1. NOT TOUCH THE OBJECT.
- 2. Vacate the area at once.
- 3. Call the UTPD at 911.
- 4. Evacuate the building as above under FIRE, if instructed to do so by emergency personnel.
- 5. Follow directions of the authorities.
- 6. DO NOT DISCUSS THE THREAT WITH OTHER EMPLOYEES.

(A checklist is attached at the end of this document. It is suggested that, if following the list, one should act focused on the caller rather than the list – most callers crave this kind of attention.)

15.B.(3).(b).(vi). Explosion

In case of an explosion in your area:

- 1. **Remain calm.**
- 2. Take cover under a table or desk or other such object that will give protection against flying glass or debris.
- 3. Be prepared for possible further explosions.
- 4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, etc.
- 5. Follow the instructions of security and emergency personnel.
- 6. When directed, evacuate to the assembly area, assisting the less able, and remember:
 - A. Open doors carefully.
 - B. Watch for falling objects.
 - C. Do not touch or move any suspicious object.
 - D. Avoid using the telephone, except in a life-threatening situation.
 - E. Do not use matches or lighters.
- 7. Do not re-enter the affected area until directed to do so by authorities.

15.B.(3).(b).(vii). Train Derailment

In the event of a train derailment or other air-polluting emergency, take note of wind direction and evacuate crosswind, if at all possible. Cover mouth and nose with damp cloth or paper toweling to slow respiration of potentially harmful chemicals. TARL's default reassembly points are in the field between

buildings 18A and 18B, and south of building 30. It is very important that everyone gather there in order to determine that all have evacuated successfully.

15.B.(4). Disaster Mitigation

15.B.(4).(a). Emergency Response Plan – Records Collection

15.B.(4).(a).(i). Water Damage

In the event that the records archive at TARL suffers damage by water, priority will be given to items in the following order depending on the severity of the water damage affecting them:

1. Photographic collection
 - A. Gelatin dry plate negatives
 - B. Prints
 - C. Nitrate negatives
 - D. Slides
 - E. Negatives
2. Audio tapes
3. Historic project maps and plans
4. Watercolors
5. Rare books
6. Site Records Archive
7. Microfilm (record of photographic collection)
8. CD/diskette collection
9. Video collection

If the damage is minor, TARL staff will consult with local conservators and address the problem following the guidelines below. If the damage is major and the freezing of material is necessary, more stringent protocols will be followed and Blackmon Mooring Steamatic Catastrophe (BMS Cat), Ft. Worth, Texas, will be contacted for assistance.

Do not enter the affected area until it is declared safe. Confer with fire and police departments and PRC staff if necessary.

TARL Division Heads will assess the damage.

1. Where is it?
2. What and how many records are damaged?
3. How long have the records been wet?
4. Is the water dirty?
5. Is there mold present?
6. Are the records wet, partially wet, or damp?
7. Photograph the damage

If the Division Heads determine that the damage is beyond the abilities of TARL personnel to handle, a BMS Catastrophe disaster recovery team will be contacted.

If damage has occurred during off hours, the Director, Head of Records, and/or Head of Collections will call key TARL staff to assist.

Contact PRC cleaning crews to clean up water as much as possible. In the meantime, TARL staff will start clean-up immediately.

As water is being cleaned up, the Head of Records will arrange for extra services if needed such as cold storage as well as supplies (extra boxes, newsprint, etc.).

The Head of Records and Head of Collections will supervise the packing of damaged material.

The Head of Records will maintain records regarding the location of the materials moved.

Reduce the temperature to less than 65°F.

Lower relative humidity and install dehumidifiers.

Circulate air with fans.

Open doors if security is available.

If there is no power, install generators. Make sure all cords are safely grounded and waterproof.

Prepare packing materials (cutting freezer paper, assembling cardboard boxes, etc.).

Move wet records to the packing area, being extremely careful. Wet materials are very fragile and heavy.

Pack damaged material. Begin with the wettest material. See instructions below.

Number the boxes and containers. Label with waterproof pens. Head of Records or other designated TARL staff member will catalog condition of the contents as wet, partially wet, or damp.

Move the boxes and crates by dolly or pallet-movers to a safe location to be determined by TARL director and Division Heads.

Photographic Collection

Make absolutely sure that all identifying information remains with all photographic material.

- **Gelatin Dry Plate Negatives**

If the water damage is minor and only a few of the glass plates are affected, soak the negatives in clean cool water for 30 minutes. If there are particulates on the film, rinse for 10-15 minutes while gently brushing surfaces under water with a soft bristle brush, then continue washing for an additional 15 minutes. Rinse with Kodak Photo Flo solution (1/2 ounce per one gallon of water). Air dry the negatives by propping them up vertically along their long sides or place them in drying racks. If this method cannot be used, lay the negatives out flat on absorbent paper (e.g. blotter paper or unprinted newsprint) and allow to dry.

If the damage is more severe, freeze the glass plate negatives within 48 hours. Prior to freezing, keep the plates wet and pack them in plastic bags. Then pack the negatives vertically in padded containers for the freezing process.

- **Prints**

Envelope-mounted prints: Allow excess water to drain off prints and spread the prints out flat on absorbent paper and allow to dry face up. If mounted prints have separated from their envelopes, allow both to dry side-by-side in order to maintain identifying information. If the print is not coming off the envelope leave as is and allow to dry.

Black and White Prints: If the damage is minor and does not affect many of the prints, place prints in a tray and fill with cool water (60 to 70 degrees). Agitate the tray and change the water several times. After 15 minutes, drain the water and air dry. Reduce washing time for deteriorated prints. The water temperature should not change radically from hot or cold because of reticulation.

Color prints: Use the same procedure as for black and white prints, but reduce the washing time to 10 minutes.

Allow all prints to dry flat on clean absorbent paper.

If immediate air drying is not possible, or if the photographs are stuck together, place the prints in small plastic bags (several to a bag) and freeze within 48 hours. If possible interleave the photographs with wax paper or non-woven polyester material to make it easier to separate them for the drying process.

- **Nitrate Negatives**

Recovery of nitrate negatives from a wet environment is difficult and less likely to be successful. **Do not blot wet nitrate negatives.** If possible, immediately air dry nitrate negatives by either lying them emulsion side up on blotters or by hanging them with plastic clips on a line. **Do not let the negatives touch each other.** The emulsion side of a nitrate negative can be identified by the notch code on the negative. If the notch is in the upper right hand corner, the emulsion side is facing you.

- **Slides**

Remove slides from their plastic sleeves. Remove slides from their mounts.

Kodachrome: If the water damage is minor and only a few slides are affected, soak the unmounted slides in clean cool water for 30 minutes. If there are particulates on the film, rinse for 10-15 minutes while gently brushing surfaces under water with a soft bristle brush, then continue washing for an additional 15 minutes. Rinse with Kodak Photo Flo solution (1/2 ounce per one gallon of water).

Ektachrome: Wash as described above for Kodachrome slides, but **do not rinse in Kodak Photo Flo solution.** Some slides may need stabilization after drying. Consult a photo conservator.

Air dry slides by hanging film chips on a line using extended paper clips, or dry emulsion side up on absorbent material.

If there are too many slides damaged and they cannot be air dried within 24 hours, keep the slides wet and pack them in plastic bags inside boxes for freezing within 48 hours.

- **Negatives**

Hang negatives with plastic clips on a line to dry. If clips are not available, dry film, emulsion side up, on polyester web-covered blotters.

If damage is extensive and negatives cannot be air dried, keep them wet and pack them in plastic bags and place them in boxes for freezing.

Audio Tapes

Do Not Freeze. Do not touch magnetic media with bare hands.

Separate tapes into the following – dry tapes, wet boxes only, and wet tapes. If water has condensed inside a cassette, treat the tape as wet. Immediately rinse tapes off with clean water if they have been damaged by mud or sewage. Dismantle the cassette and air dry by hanging the tape vertically or by laying it on sheets of absorbent paper. Cassettes without mounting screws may have to be broken open, and the case replaced. Re-record the tape after drying. Dry paper boxes and labels within 48 hours.

Historic Project Maps and Plans

If only a few maps have been damaged, they can be air dried. Spread maps out over blotters, paper towels, or unprinted newsprint. Change the absorbent materials when they become wet.

Drafting cloths. Dry by interleaving with waxed paper, freezer paper, or polyester web covered blotters.

Blueprints. **Do not blot surface.** Air dry or freeze.

Maps and plans on Mylar/Melinex. **Do not blot if the inks are soluble.** Air dry.

If the maps have been seriously damaged, sponge standing water out of the map drawers. Remove the drawers from the cabinet. Examine contents and determine if there are any coated papers or drafting linens in the contents.

Any coated papers or drafting linens should be interleaved with waxed or freezer paper.

Stack the drawers with up to 1 inch × 2 inch strips of wood between each drawer. Freeze the entire drawer.

Pack loose, flat maps in bread trays, flat boxes or plywood sheets covered in polyethylene. Bundle rolled maps loosely to go in small numbers to the freezer.

Watercolors

Do not blot the surface. Carefully remove any mats that may be attached. If the water damage is minor, set up a flat surface with blotters covered with plastic, and allow artwork to air dry.

If the damage is more extensive, interleave the drawings between folders and freeze as soon as possible.

Rare Books and General Library Books

Do not open or close wet books or remove book covers. If only a few books are affected, they should be air dried immediately (see Recovery Methods). If this is not possible they should be frozen within 48 hours.

If time and circumstances permit, books that are very dirty should be washed before freezing. Do not wash open books or books with water-soluble media.

Wash closed books in tubs of cold running water and dab away mud with a sponge. **DO NOT RUB.**

Books with coated papers will stick together. Keep them wet in cold water until they can be either air dried or frozen.

Packing: Lay a sheet of freezer paper around the cover and pack books spine down in milk crates or cardboard boxes. Pack only one layer deep to avoid distortion of bindings. Pack oversize volumes flat in cartons or bread trays.

If books have fallen open, pack them as they are in cartons or trays. Stack them in between sheets of freezer paper and foam.

Freeze books within 48 hours.

Site Records Archive

Make absolutely sure that all identifying documentation is retained with all affected records.

If water damage is minor and only a few records have been affected, lay out the document on a clean flat surface on top of blotting paper and air dry.

If the damage is more extensive, do not try to separate single sheets of paper or un-crumple them. Pick up files by their folders, supporting them well from the bottom, and interleave the folders every two inches with freezer paper. If the records are to be freeze-dried, there is no need to interleave the folders.

Pack files in order and retain documentary information. If a label is loose or lost, pencil identifying information and location on a piece of paper and insert it in the folder or box. **Do not mark wet paper.** Fill cartons and crates three quarters full.

Do not stack containers more than 3 boxes high.

If multiple filing cabinets of records have been affected, the entire cabinet will be freeze dried as is.

Microfilm

Do not remove the films from their boxes. Hold the cardboard boxes and their labels together with rubber bands. Wrap 5 cartons of film into a block with plastic wrap. Pack the blocks into heavy duty cardboard cartons lined with garbage bags and tie each bag separately. Label the box as wet film for rewashing and drying and ship to microfilm processor for treatment.

Compact Disc/Diskette Collection

Almost all data in the TARL CD and diskette collection has been downloaded to the TARL servers which are backed up on a regular basis.

Compact discs: If discs were exposed to sewage or mud, wash in a mild detergent solution. **Do not rub the disc.** After this procedure, rinse with distilled water at room temperature.

Dry the discs vertically in a rack. If blotting is necessary, avoid scratching the surface. Use a soft lint free cloth and blot. **Do not rub discs.**

Dry CD cases and enclosed paper labels. If it is necessary, the cases and paper labels can be freeze dried. **Do not freeze dry CD's.**

While the cases and labels are being dried, store the discs in new cases or stack the CD's interleaved with polyester web.

Floppy disks: Pack wet disks in plastic bags and ship overnight to a computer media recovery service for data recovery. Do not dry disks first because dried impurities can etch the magnetic coating.

If a backup copy of the data is available, it is better to discard the water-damaged original.

Video Collection

Do Not Freeze.

If only the outside of the cassette is wet, air dry it on absorbent materials. If the tape has become wet on the inside, dismantle the cassette and, while it is still wound on its reels, rinse with distilled water. Support the tape vertically and air dry it, or dry by laying it on sheets of newsprint spread over plastic covered tables.

Do not touch magnetic media with bare hands.

Examine the cassette spindles and springs for rust.

Tapes can stay wet for several days. Keep tapes wet in plastic bags until able to air dry.

15.B.(4).(a).(ii). Recovery Methods

Drying methods should be selected after careful assessment of the damaged records.

Air drying: Dry records in a work space where the room temperature and humidity are as low as possible in order to discourage mold growth. Fans should be used to keep the air circulating, but should not be blowing directly on the documents. Spread material out on absorbent paper and interleave coated papers as needed. Use dehumidifiers throughout the area to maintain acceptable humidity levels, preferably as close to 50% as possible.

Freeze drying (vacuum freeze drying): Frozen records are dried in a vacuum chamber. The water passes from ice to vapor without becoming liquid, even though heat may be applied to the shelves to speed the process. Freeze drying prevents additional bleeding or feathering of soluble media, distortion of bindings, and the sticking together of coated papers.

Vacuum drying (vacuum thermal drying): Frozen or thawed records are dried as a vacuum is drawn in a chamber, heated air is put into the chamber, and a vacuum is applied again to pull out moisture. This process may be repeated. Coated papers or drafting linens should not be vacuum dried because the pages will stick together.

Freezer drying: Records are packed in permeable containers and kept in a cold storage vault for months. Over time, moisture sublimates out of the records. This method should only be used with damp or partially wet records.

Paper

Air dry when drying small quantities of damp or partially wet records.

Freeze dry records when there are large quantities of water-damaged material. Freeze drying is the best way to deal with water-soluble media, coated papers, and drafting linens.

Vacuum drying is not suitable for archival materials because they have water-soluble inks that could bleed. Also, coated papers and drafting linens will stick together. Only use vacuum drying for wet records with no intrinsic value. Vacuum drying will distort books more than freeze drying.

Books

Air drying: Drain wet books of water. Stand book upright, on its head, on absorbent paper. Support book by opening the covers slightly, but not the pages. When the pages begin to dry and separate on their own, interleave them.

Interleaves: use unprinted newsprints, paper towels or thin blotters. Cut interleaves that are larger than the book pages.

Insert interleaves into the gutter margin of the book. The sheet should project above the head and fore-edges of the book, but not on the lower edge where the book will stand.

Beginning at the back of the book, interleave at intervals.

The sheets should not equal more than one-third of the thickness of the volume, to avoid straining the binding.

Separate the covers from the text block with absorbent paper or sheet of plastic.

Change the interleaves as they become wet – every 2 to 3 hours.

Position new interleaves in different places in the book.

Change the paper underneath the book when wet, and turn the book on its other end to avoid straining the binding.

Remove used interleaves from the drying area.

After the book is dry to the touch, remove the interleaves and reshape the bindings. Flatten each book under a sheet of plastic or covered board with a light weight on top. Do not pile books on top of each other because they could distort.

Slightly damp books can be dried by standing upside down and fanning open. Support damaged covers with weights or bookends. Re-fan the pages every few hours. In the final stages turn the book over to dry the page tops.

When the book feels dry, flatten under weight as described above.

Books with coated papers are best freeze-dried. Partially wet coated paper books can be air dried by fanning open the pages and interleaving between every page with waxed paper. Stand books on their heads and fan through pages frequently.

15.B.(4).(b). Emergency Response Plan – Objects Collection

15.B.(4).(b).(i). General Guidelines

Water damage can occur from flood, rainfall, leaking or broken pipes, or sprinkler release. It can cause adhesives to weaken, dyes to run, and fibers to swell and weaken. It can cause staining, corrosion, warping and buckling, and mold over time if humidity is present. If mold is present, treat the objects for water damage while following precautions for mold.

The order of priority of the salvage treatment will vary according to the nature of the disaster, the material, and the specific object. In general, organic materials should be moved and treated first (preferably within 24 hours of contact with water). The order of priority should be: human remains; botanical and plant materials; leather and skin; non-glazed ceramics; bone, antler, teeth, shell; historic ceramics and glass; metal and lithics.

Move objects only after a place has been prepared to receive them. Allow inorganic objects to air dry. When air drying objects: lay out objects to allow for even drying, raise objects off the ground or place on tables with screens to allow air circulation, and use fans to circulate air, making sure they do not blow directly on objects. Use caution when handling reconstructed objects because those mended with a water-soluble adhesive may become unstable.

It is important to note that when salvaging collections, it is imperative to keep labels and tags with the objects so that identification information is not lost. If objects are broken or begin to fall apart, place all broken pieces and detached parts in clearly-labeled open containers or bags. Do not attempt to repair objects until they are completely dry or until after consultation with a professional conservator.

In the event of a large-scale disaster a conservator will be called upon to consult and assist in the treatment of affected collections. TARL has the names of conservators on file. In the case of a small-scale event, in-house procedures to be followed by TARL staff are described below.

15.B.(4).(b).(ii). Human Remains and Desiccated Remains

These materials are susceptible to water damage if allowed to be wet for extended periods of time. Treat within 24 hours, if possible. Mold growth will occur in packages that contain excess moisture. Desiccated skin can be irreversibly stiffened, shrunken, and darkened by prolonged exposure to water if not treated quickly.

- Desiccated remains should be freeze-dried immediately, if possible.
- If freezer facilities are not available, follow the procedures listed under Leather, Skin, and Fur for desiccated remains.
- Empty bags and containers of excess water and debris before moving.
- Sponge off mud and debris or blot objects if they are stable and non-fragile. If unstable or fragile, rinse off mud and debris in a gentle stream of water. Do not immerse in water.
- Be careful to preserve provenience information, especially where the labels on the objects have been dissolved off.
- Keep the objects moist by wrapping in absorbent materials such as acid-free tissues or paper towels then place in a perforated polyethylene bag until controlled drying procedures are begun.
- Individually wrap or place in polyethylene bags since these materials tend to split and fragment into small pieces when wet or damp.
- When drying, sponges and clean towels may be used to absorb excess moisture. Exchange wet for dry blotting material at least daily until items are dry.
- Check daily for mold growth.
- Air dry, slowly, using fans to keep air flowing without blowing directly on the objects. Allowing air to circulate on all sides of the objects is important, so drying racks or screens are recommended.
- Use portable dehumidifiers to slowly remove moisture from the area and objects. Bring relative humidity down to 50%.

15.B.(4).(b).(iii). Wood and Other Plant Material

When treating water-damaged wood objects it is important to NOT let them undergo a rapid loss of moisture from evaporation. Drying too quickly can cause warping and cracking. Begin drying within 48 hours to prevent mold growth.

- Seal objects in a clean, perforated polyethylene bag wrapped in dry blotting materials such as clean towels or paper towels. Prevent the bag from touching the materials until drying process has begun.
- Rinse or sponge with clear water to remove mud or debris before drying.
- Absorb excess moisture with sponges or clean towels.
- Blot, but do not wipe, to avoid scratching the surface.
- Air dry, using fans to keep air flowing without blowing directly on the objects, allowing the air to circulate on all sides.
- Use portable dehumidifiers to slowly remove moisture from the area and the objects.
- Bring relative humidity down to 50-55%.

15.B.(4).(b).(iv). Leather, Skin, and Fur

Begin drying within 48 hours to prevent mold growth. Wet leather, skin, and fur can be irreversibly stiffened, shrunken, and darkened by prolonged exposure to water if not treated quickly.

- Freeze objects immediately, if possible.
- If freezer facilities are not available, place wet objects in a cool, well-ventilated room.
- Wrap items with freezer paper to prevent objects from coming in contact with and soiling adjacent objects and to keep them from drying before treatment. Do not bag.
- Rinse or sponge with clear water to remove mud and debris before drying.
- Sponges, clean towels, or paper towels can be used to absorb excess moisture.
- Use padding material to lightly weigh down the outer edges to avoid distortion while drying. Change padding material as it becomes saturated.
- Do not squeeze or wring objects.
- Air dry, using fans to keep air moving without blowing directly on the objects while making sure air circulates on all sides.
- Turn objects every few hours to promote even drying.
- Watch for signs of mold growth daily.
- Use portable dehumidifiers to slowly remove moisture from the area and objects.
- Bring relative humidity down to as close to 50% as is practical.

15.B.(4).(b).(v). Bone, Ivory, Shell, Antler, and Hair

These materials are susceptible to water damage if allowed to be wet for extended periods of time. Treat within 24 hours, if possible. Mold growth will occur in packages that contain excess moisture. Shells with powdery surfaces will be affected by water.

- Empty bags and containers of excess water and debris before moving.
- Sponge off mud and debris or blot objects if they are stable and non-fragile. If unstable or fragile, rinse off mud and debris in a gentle stream of water. Do not immerse in water.
- Be careful to preserve provenience information, especially where the labels on the objects have been dissolved off.
- Keep the objects moist by wrapping in absorbent materials such as acid-free tissues or paper towels then place in a perforated polyethylene bag until controlled drying procedures are begun.
- Individually wrap or place in polyethylene bags since these materials tend to split and fragment into small pieces when wet or damp.
- When drying, sponges and clean towels may be used to absorb excess moisture. Exchange wet for dry blotting material at least daily until items are dry.
- Check daily for mold growth.
- Air dry, slowly, using fans to keep air flowing without blowing directly on the objects. Allowing air to circulate on all sides of the objects is important, so drying racks or screens are recommended.
- Use portable dehumidifiers to slowly remove moisture from the area and objects.
- Bring relative humidity down to 50%.

15.B.(4).(b).(vi). Ceramics

Low-fired ceramics should be treated within 24 hours. High-fired ceramics, such as historic ceramics, can be treated after less stable materials. Begin drying of any ceramics within 48 hours to prevent mold growth and softening if objects have been saturated.

- Reconstructed vessels may become unstable (cracks, breaks, loose potsherds) when wet, especially if water-permeable adhesives were used (e.g., Elmer's Glue-all). Keep pieces in a plastic bag or box. Be very careful to retain provenience information.

- If objects are stable and can be air-dried, carefully blot objects to absorb excess moisture.
- Gently brush off excess mud and dirt if it can be distinguished from the object.
- Have a place set up where pieces can be laid out for maximum air flow to allow for even drying.
- Place objects on raised surfaces and screens to distribute air flow.
- Dry slowly with fans blowing above the surface of the objects.
- Monitor for mold growth.
- Portable dehumidifiers should be used to slowly bring the humidity down to 50% in the area.

15.B.(4).(b).(vii). Historic Ceramics and Glass

These materials can be dealt with last since they generally will suffer little damage from short-term exposure to water. The methods of handling and drying will vary with the fragility of the material.

- Rinse or sponge with clear water to remove mud or debris before drying.
- Be careful to preserve provenience information, especially where the labels on the objects have been dissolved off.
- Sponges and clean towels can be used to absorb excess moisture.
- Check daily for mold growth.
- Air dry, using fans to keep air moving without blowing directly on the pieces. Allowing air to circulate on all sides of the objects is important, so drying racks or screens are recommended.
- Use portable dehumidifiers to slowly remove moisture from the area and the objects. Bring relative humidity down to 50%.

15.B.(4).(b).(viii). Metal

Unstable metals (actively corroding, heavily mineralized, and copper chloride containing objects) should be treated within 48 hours since they can suffer damage from long-term exposure to water. Stable artifacts can be dealt with last.

- Metal artifacts with organic material or leather remnants must be wrapped quickly to retain the moisture.
- If stable, rinse them with clean water and blot them dry carefully. DO NOT rinse or blot objects with applied finishes.
- For most metal artifacts that have become wet, the mud or debris can be gently removed with clear water and a soft brush.
- Blotting material can be used to absorb excess moisture. Exchange wet for dry blotting material at least once daily until artifacts are dry.
- Check daily for corrosion and fragmentation.
- Air dry, using fans to keep air moving without blowing directly on the artifacts. Allow air to circulate underneath the items. Smaller artifacts, such as nails, can be placed on screens to dry faster.
- Stable metal objects can be dried with moderate heat in an oven or using a heater or hair dryer.
- Use portable dehumidifiers to slowly remove moisture from the objects and area.
- Bring relative humidity down to 50%, although the optimal range for uniformly metal objects is 30-35%.

15.B.(4).(b).(ix). Lithic Material

These materials can be dealt with last, since they generally will suffer little damage from short-term exposure to water.

- Rinse or sponge with clear water to remove any mud or debris before drying.
- Be careful to preserve provenience information, especially where the labels on the objects have been dissolved off.
- If objects are smooth-surfaced, blotting materials can be used to absorb excess moisture. Exchange wet for dry blotting material at least daily until items are dry.
- If objects are rough-surfaced or have applied finishes, do not blot.
- Check daily for mold growth.
- Air dry, using fans to keep air moving without blowing directly on the pieces.
- Use screens to allow air to circulate underneath the objects.
- Use portable dehumidifiers to slowly remove moisture from the area and objects.
- Bring relative humidity down to 50%.