

## COLLECTION PROCESSING RECORD

*(ONE PER PROJECT IF APPLICABLE)*

Project/Company \_\_\_\_\_

Date of form \_\_\_\_\_

County (ies) \_\_\_\_\_

*This completed form must be submitted with each project if a collection was made. It documents the processes and materials used in cleaning, labeling, preserving, conserving, and preparing specimens for curation. Please continue on reverse side and/or attach additional documentation if additional space is needed or if some specimens received special processing (identify and explain procedures used).*

1. Are any uncleaned/untreated specimens reserved for future analysis? If so, how can they be recognized in the collection?  
Examples: dry brushed bone, organic residue samples, etc.

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2. If any specimens have been subjected to special treatment or analyses, how can they be recognized in the collection?

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3. What type(s) of ink was/were used in labeling, and what type of solvent and coating agent (i.e., PVA or B-72) was used to coat the surface and/or cover the label on the artifact?

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4. Were preservatives applied to any specimens? If so, what type of preservative and solvent were used, and how can the specimens be recognized in the collection?

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5. If there are metal objects in the collection, what conservation treatments have been applied, and what is the condition of the material at the time of submission?

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6. Have any objects had conservation treatment not noted elsewhere on this form? If so, specify.

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### Cleaning Details

Material	Washing (Kind of Water)*			Acid Bath	Dry Brushing	Other Methods
	Water-Screen		Washing	Type of Acid & % Concentration		
	Field	Lab	Lab			
Bone						
Shell						
Lithic						
Ceramic						
Vegetal						

\* U = Unprocessed

T = Tap

DI = Deionized

D = Distilled

O = Other (specify)