COLLECTION PROCESSING RECORD
(ONE PER PROJECT IF APPLICABLE)

PROJECT NO. / NAME / DATE OF WORK ______________________________________

AGENCY / INSTITUTION / COMPANY _______________________________________

This form documents the processes and materials used in cleaning, labeling, preserving, conserving, and preparing specimens for curation. It must be submitted if a collection was made. Please attach additional documentation when needed (identify and explain procedures used).

1. Are any uncleaned/untreated specimens or samples 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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________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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? Paper labels used? Yes ______ No ______

If multiple agents were used, please explain what artifacts were treated differently and why.

Ink or Labeling Pen used ___________________________________________________
Coating agent __________________________________________________________
Coating agent solvent _____________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Were any consolidants applied to specimens? If so, please indicate trade name, type of consolidant and solvent used. How can the specimens be recognized in the collection?

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________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

TARL Curation Form 3 Collection Processing Record
4. If there are metal objects in the collection, were conservation treatments applied, what type and solvent and what is the current condition of the material?

5. Have any objects had conservation treatment not noted elsewhere on this form? If so, specify. Attach report(s)

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**Cleaning Details**

<table>
<thead>
<tr>
<th>Material</th>
<th>Washing (Kind of Water)*</th>
<th>Acid Bath Type of Acid &amp; %</th>
<th>Dry Brushing</th>
<th>Other Methods*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Water-Screen Water-Field</td>
<td>Washing Lab</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Bone
Shell
Lithic
Ceramic
Vegetal

Please use these abbreviations in completing the table above:
U = Unprocessed  T = Tap  DI = Deionized  D = Distilled  O = Other (specify)

*If baking soda or other surfactant treatments were used to break up clays, please explain below.

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