SITE PROCEDURES

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by
University of York

1988

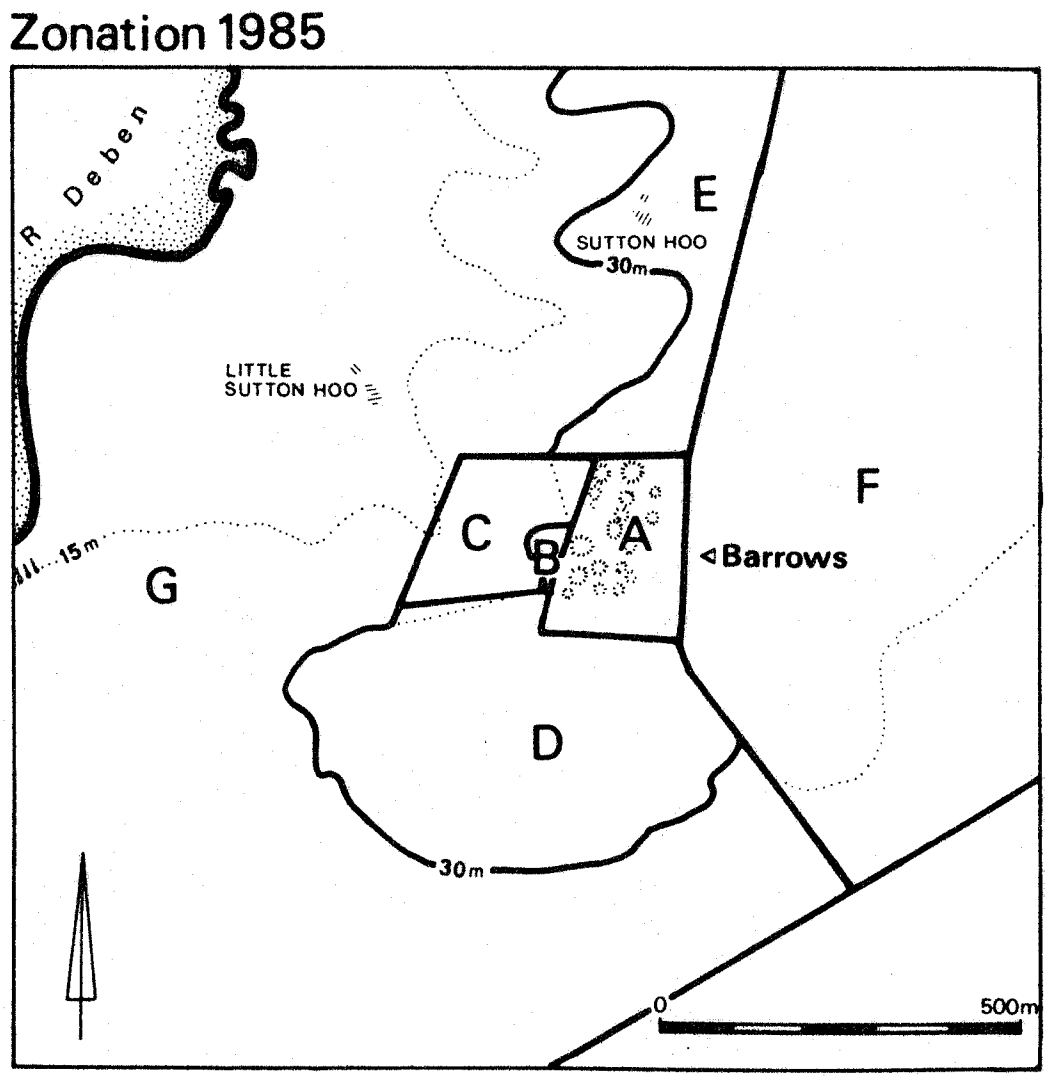


Fig. 2: Zones for archaeological study (Birkeland)

Table 5 Recovery template for the Sutton Hoo site (Zone D). Along the left hand margin are the techniques which had been applied, and across the top the size of feature and find. A cross marks where finds and features were successfully detected in the evaluation stage. Features larger than 1.5m across included the early Bronze Age ditch system. Finds includes artefact and macroscopic biological remains (eg nutshells and bones of small mammals).

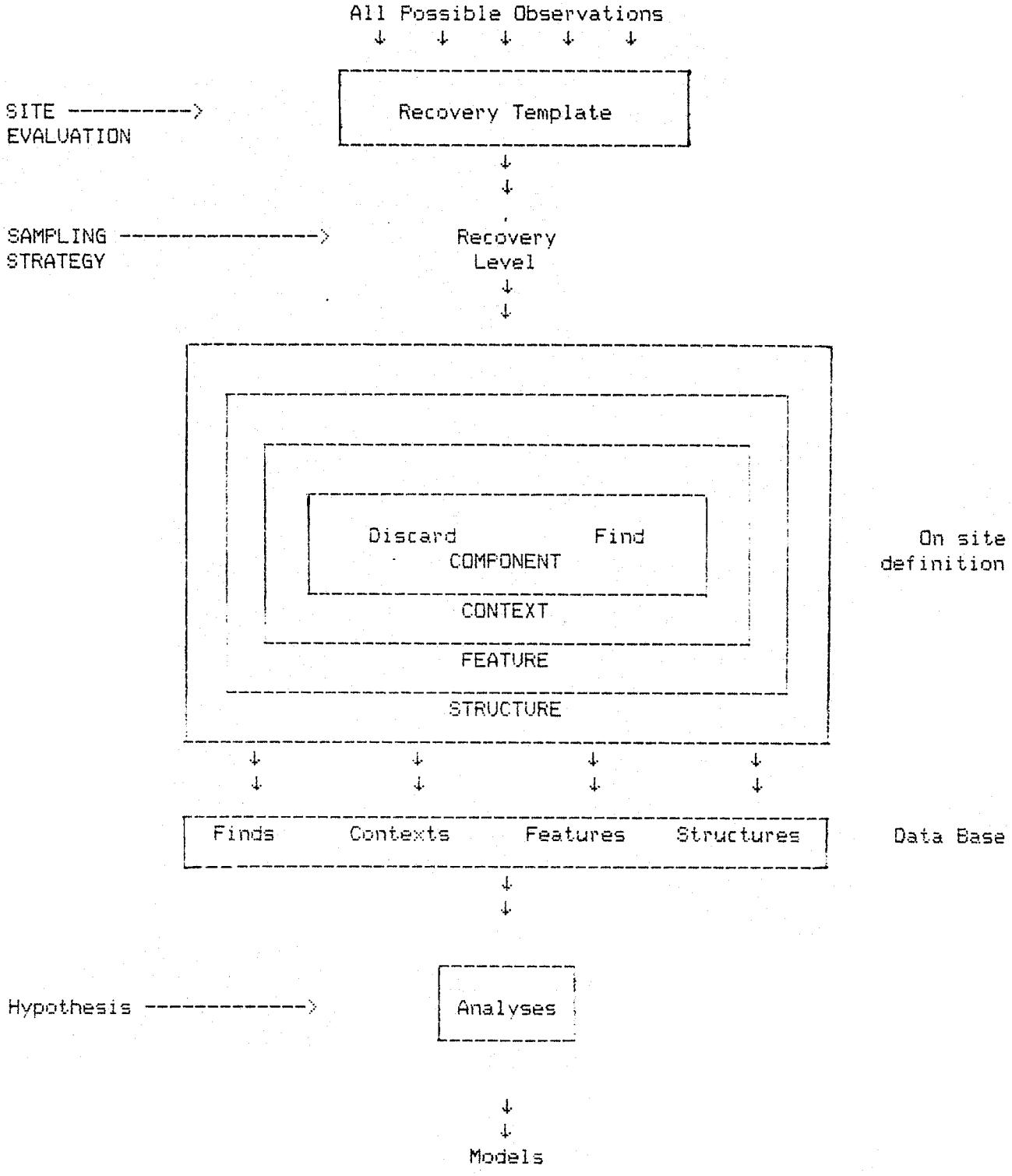
Technique	***Features >1.5m across***	***Features >1.0m across***	***Features >0.5m across***	***Graves >0.4m across***	***Finds >20mm across***	***Finds >10mm across***	***Finds >1mm across***
Survey							
Aerial photos	X						
Contour	X						
Surface mapping	X						
Magnetometer	X						
Radar	X						
Fluxgate	X	X					
Resistivity	X	X	X				
Field walking					X	X	
Metal detector					X	X	
Phosphate							
Excavation							
Level A	X				X		
Level B	X	X			X		
Level C	X	X	X		X	X	
Level D	X	X	X	X	X	X	X
Level E	X	X	X	X	X	X	X

DATA ACQUISITION LEVELS: SUTTON HOO

DAL	Excavation Procedure	Component	Find	Context	Feature	Applications (example)
A	machine removed	not recorded	1/10 m in m	not recorded	>1m	Topsoil
B	removed by shovel by m in quadrants	monolith	>2 cm in m 2-D	perimeter only	perimeter only	Turf
C	shovel scrape or coarse trowel metal detection	monolith flotation 1/10m sieve 1/10m	>1 cm in m 3-D	location and description Cat. 4 phot.	shape, location and description; remote plotting Cat. 4 phot.	Barrow make-up Barrow ditches
D	trowel or shovel/sieve metal detection enhancement	monolith; flotation 1/10m (sieve 1/10m); kubiena box pH	>1mm in 1cm 3-D	Shape, location and description remote plotting Cat. 2 phot.	Shape, location and description remote plotting Cat. 2 phot.	Horizons Prehistoric features Buried soil
E	metal detection trowel enhancement	monolith; flotation all; sieve all; kubiena box; chemical mapping 1/100cm ; pH	>1mm in 1mm 3-D Finds Location Record	Shape, location and description remote plotting planning Cat. 2 phot.	Shape, location and description remote plotting planning Cat. 2 phot.	Graves Burial chambers Boats
F	removal of soil block located in space to nearest mm	Laboratory dissection	>1mm in 1mm 3-D within block Finds location record	(within context)	(within feature)	Part of body, boat, find complex

Table 6 Intervention strategy at Sutton Hoo. The range of effective techniques is listed on the left hand side and their application within each zone, and to specific types of anticipated strata (along the top), is marked with a cross.

Technique	***Zone A***	***Zone B/C***	***Zone D/F***	***Zone E***	***Tops oil***	***Subsoil surface***	***Features***	***Graves***	***Mounds***
Survey									
Aerial photos			X						
Surface mapping	X								
Radar	X								X
Resistivity	X	X	X	X					
Field walking			X						
Metal detector	X				X			X	X
Excavation									
Level A					X				
Level B					X				
Level C									
Level D						X	X		
Level E								X	X


All Possible Observations
SITE EVALUATION
Recovery Template
SAMPLING STRATEGY
Recovery Level
Discard
Find
COMPONENT
CONTEXT
FEATURE
STRUCTURE
On site definition
Finds
Contexts
Features
Structures
Data Base
Hypothesis
Analyses
Models

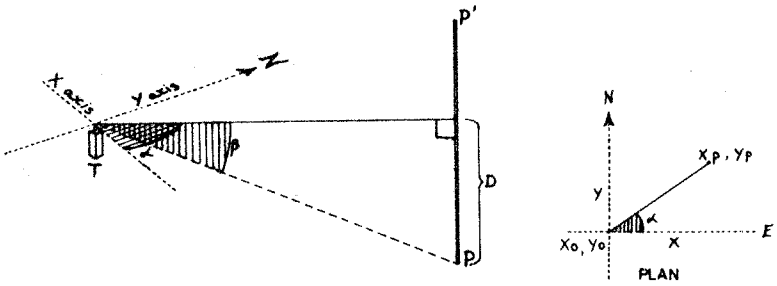
ANALYTICAL ITINERARIES

DATA FILES	OPERATIONS	PRINT OUT	INTERPRETATION
1. Co-ordinates Y051 --→	graphics package --→	context plans (2D) contour plans feature plans (3D) body plans (3D)	(archive)
2. Finds Index Y07 --→	search for type --→ plotting routine --→	map by type (2D)	area occupied (by date)
3. Co-ordinates Y051 --→	retrieve graves --→ select parameters (length and width) --→ cluster --→ select groups by size --→	graph of ratios plot by size	map of 'special effect' graves
4. Co-ordinates Y051 --→	retrieve bodies --→ measure length (store) --→ ratio length/depth --→ retrieve graves --→ measure depth (store)	average ratio and variation	depth of grave related/ not related to height of individual.
5. Context Index Y02 --→	retrieve selected type-find --→ cluster components --→ define context type	map of type contexts	map of period activity
Finds Index Y07 --→	retrieve relevant contexts		
Context Index Y02 --→	retrieve type contexts --→ map	map of control find-type	
Finds Index Y07 --→	retrieve control type-find --→ map		
6. Context Index Y02 --→	stratify --→	stratification diagram (3D)	sequence
Finds Index Y07 --→	retrieve type-finds --→ label type-finds by period	period distribution	context derivation
7. Co-ordinates Y051 --→ analysis 6 --→	graphics package --→	phased model of barrow burial (3D)	(publication)
8. Finds Location Y071 --→	graphics package --→	finds array (3D)	(publication)
--→	spatial transform simulation --→	collapse model	original layout
9. Finds Inventories Y72 --→	typology --→	type-finds --→	(finds index)

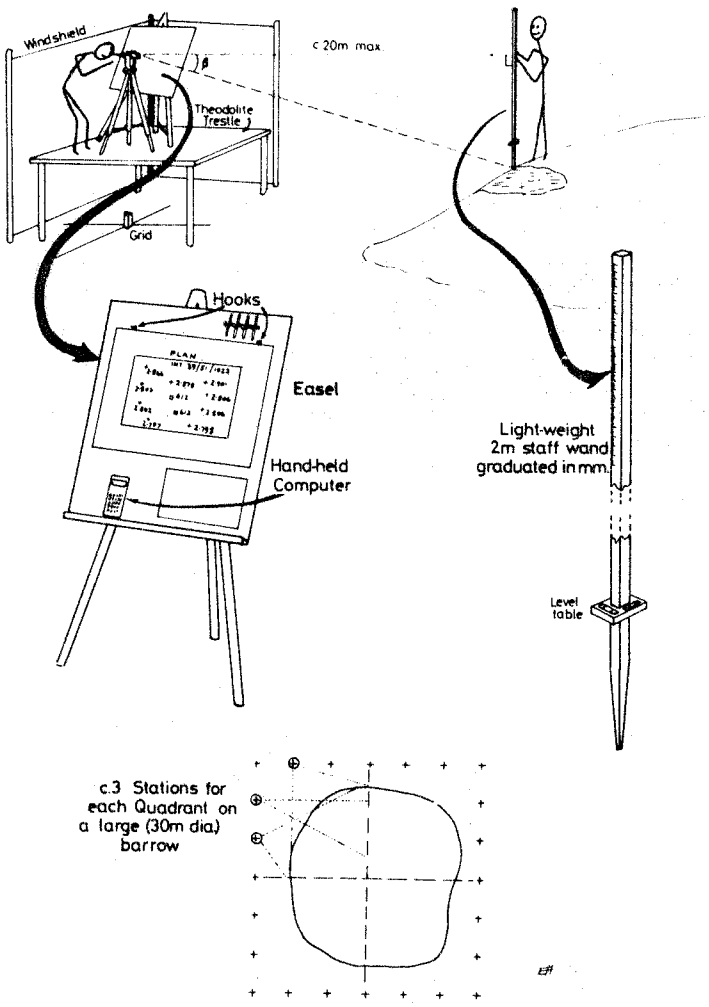
Structure for Programme;

- enter Xo, Yo, Zo
- enter context no,
- enter find no, or 000 for surface
- enter α → store
- enter β → cot β → store
- enter D → D cot β → store
- Xp = Xo + D cot β cos α ,, print and log
- Yp = Yo + D cot β sin α ,, print and log
- Zp = Zo − D ,,,,, print and log
- return,

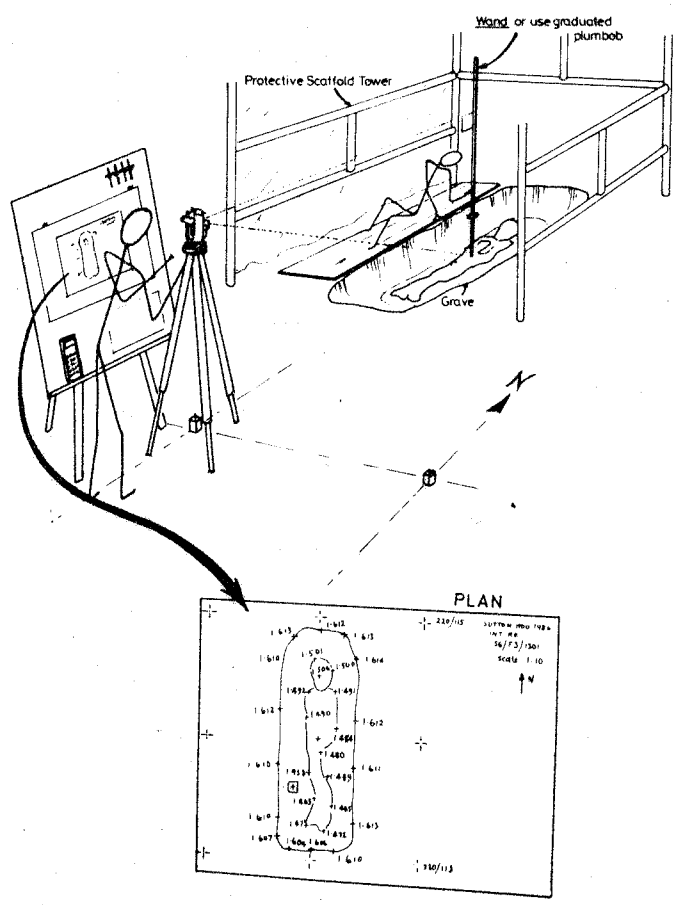
The programme may also include options such as counting the points taken on the surface, and a 'focus' sub-routine, which indicates when a point is wild (ie, greater than a given distance from the point last taken).



Recording Curved Surfaces on a Barrow



Recording Graves



SUTTON HOO

INDEX OF DRAWINGS	No.	Intervention Number :	Y05

No.	INIT	FORMAT	SCALE	PLAN or SECTION	O/C/D	Ctxts/Feats/Finds/Struct (C) (F) (P) (S)	DATE

FILM NO:	CAMERA:	FILM MAKE: Y06
COLOUR/MONO	SLIDE/PRINT	ASA :

Date	Fr	Condit	Lens	Scale	Dir	Ctxt/Feat/Find/Stru/Descript	Init	Int
	0							
	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							
	11							
	12							
	13							
	14							
	15							
	16							
	17							
	18							
	19							
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	22							
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	24							
	25							
	26							
	27							
	28							
	29							
	30							
	31							
	32							
	33							
	34							
	35							
	36							

NOTES:

FILM PROCESSING RECORD Y062

Film No.	Film Type	Date Loaded	Date Completed	Sent To	Returned	Negative/contact/ Emprint

FINDS INDEX (Paper Record) for INTERVENTION _____ also known as _____ Reference _____

Find No.	Context No.	F. No.	Grid	Height	Rec. Level	Material	Identity	Type	Type No.	Weight	Date Made	Box No.	Stored At.	Descr.	

FIND LABEL Y071

INTERVENT: FIND NO:
CONTEXT : REC.L :
KM SQUARE: GRID :
HEIGHT :
MATERIAL : IDENT :

To be fed directly onto the FINDS INDEX via the micro, using the entries listed under 'Finds Index' q.v.

ARCHIVE

Y2

CONTEXT RECORD	INTERVENTION:	CONTEXT NO:

Km square : _
Easting : _____
Northing : _____

Highest point: __.__ m AOD
Lowest point : __.__ m AOD
RECOVERED AT LEVEL A B C D E F

Description:

MC:

Shape In Plan:

In Profile:

Enhancement used :
Description after:
Treatment:

Condition on recording: pH:

Disturbance Agents:

COMPONENTS from VISUAL ESTIMATES

%	DISTRIBUTION	COMPACTION	STRUCTURE	PURITY	COLOUR	SIZE	MATERIAL	DSK

STRATIGRAPHY
Under :
Over :
Same as :

Date recorded :
Recorded by :
Computerised by:

Belongs to F :
Identified as :
Deposition date:

ARCHIVE Y3

FEATURE RECORD	INTERVENTION:	FEATURE NUMBER:

Km square : _
Easting : _____
Northing : _____

Highest point: __.__ m AOD
Lowest point : __.__ m AOD
RECOVERED AT LEVEL A B C D E F

DEFINITION

Final form : Shape at top:
Profile :
Description:

Set with :
Shape at bottom:

Treatment:

STRATIGRAPHY	EVIDENCE FOR
Same as : Overlying : Cutting : Joined to :	Construction:
Made of :	Use:
Cut by : Sealed by: Backfilled with: Sinkage :	Disuse:

COMMENT

BELONGING TO STRUCTURE :

DATE OF LATEST CONTEXT:
FUNCTION:

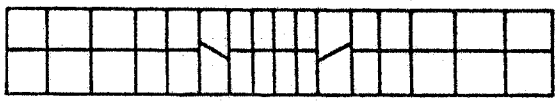
DATE RECORDED:
RECORDED BY :
COMPUTERISED BY:

IDENTIFIED AS:
(generic type)

SUTTON HOO SKELETON RECORD

431

BELONGS TO STRUCTURE FEATURE (S)	RECORDER DATE

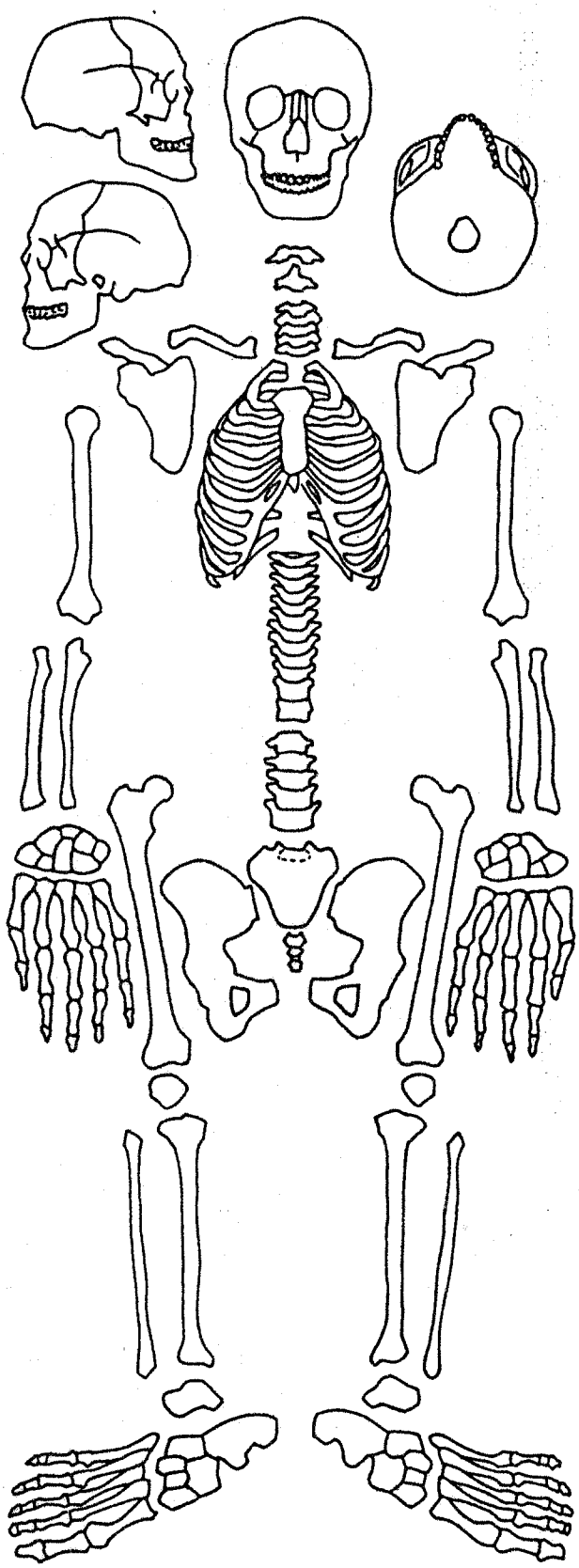


KEY TO THE DENTAL RECORD

- [I] the element is present in situ
- [L] the loose element is present & has been identified with certainty
- [O] only the roots are present
- [?] the loose element is only tentatively identified
- [F] the element is present in situ but fragmented
- [FL] identifiable loose crown fragments
- [①] the element is present in situ but unerupted
- [Ⓛ] the loose unerupted element is present
- [?] one of the two elements is present

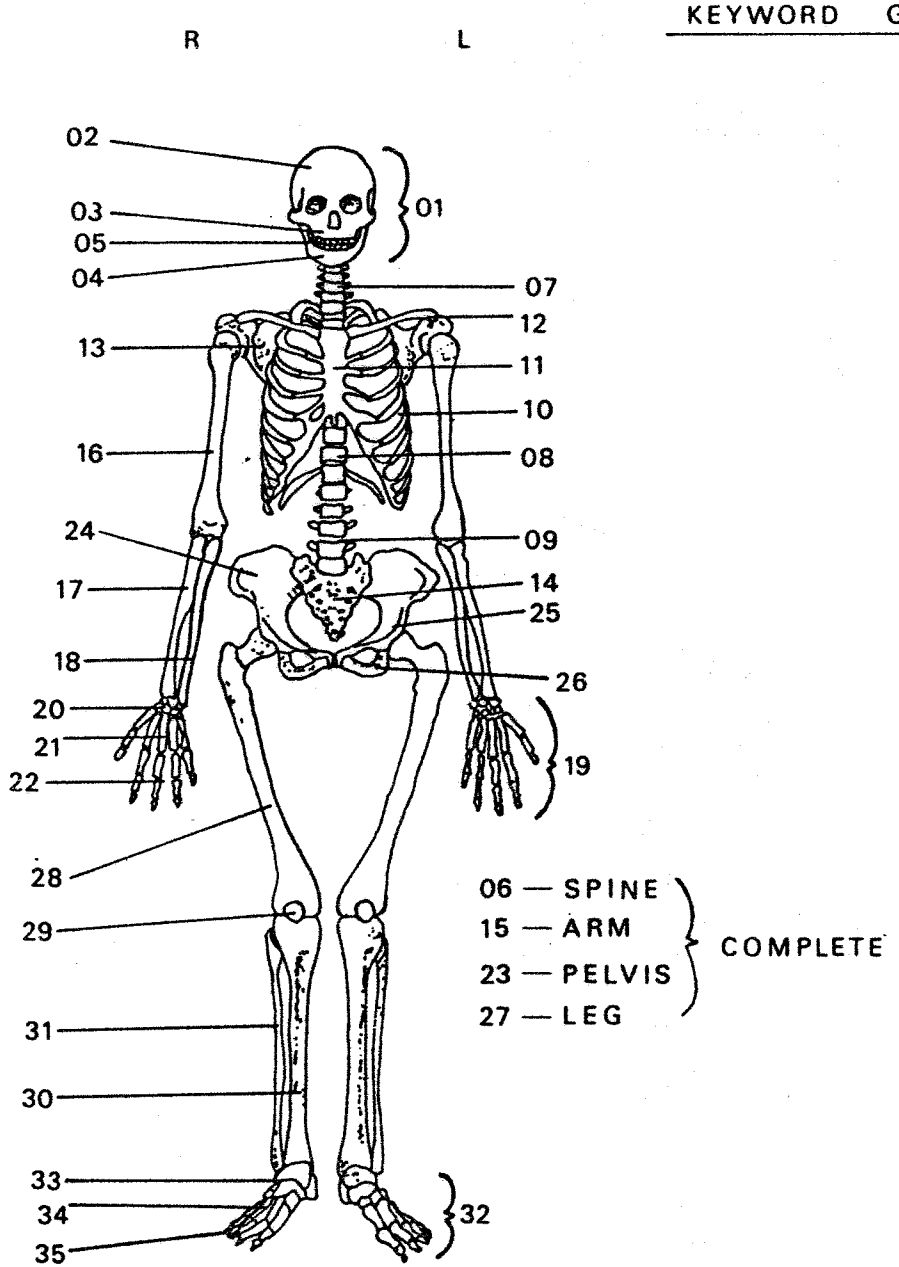
KEY TO SKELETON RECORD

- the part is present & identified with certainty
- the bone is present but fragmented / eroded/crushed
- fragments present, not identified as to their exact position
- the part is only tentatively identified or only tentatively attributed to a specific individual
- questionable fragments e.g. as to side & / identity

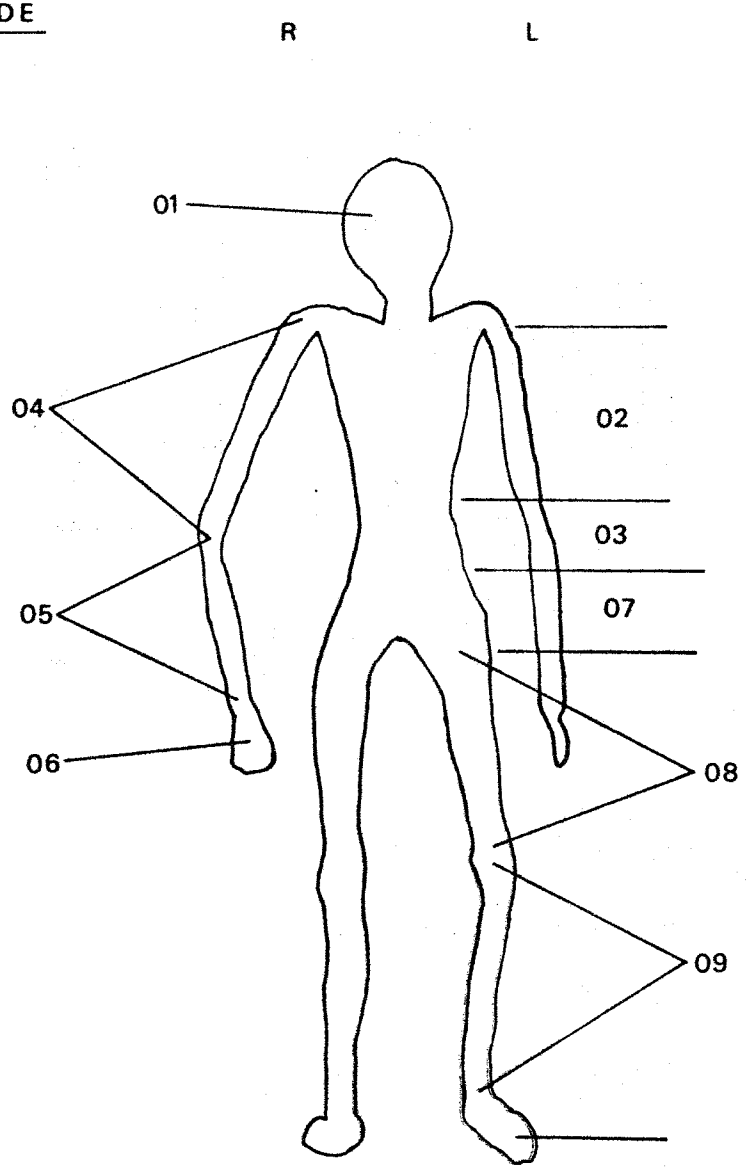


Based upon Meiklejohn,C. & Constandse-Westerman,T.S. 1978 Palaeohistoria xx

KEYWORD GUIDE



SKELETON — BONE (H) : BODY



SILHOUETTE — MATRIX : BODY

STRUCTURE RECORD	Y4
INTERVENTION NO(S):	STRUCTURE NO:
ZONE(S): KM SQ:	EASTING: NORTHING:

Feat.	Int.	Contexts	Ident. as	Finds
F:				
F:				
F:				
F:				
F:				
F:				
F:				
F:				
F:				
F:				
F:				
F:				
F:				
F:				

GENERIC TYPE:

PERIOD:

INTERPRETATION:

RECONSTRUCTION SKETCH:

IDENTIFIED BY:

DATE: CARD:

ARCHIVE

Y71

FIND LOCATION RECORD	INTERVENTION NO:	FIND NO :
Km square : _ Easting : __.__ Northing : __.__		Context no: Feature no: Recovery Level: (E)
HEIGHTS :	m AOD m AOD	m AOD m AOD m AOD m AOD
MATERIAL : IDENTITY : TYPE :	SHAPE:	

DEFINITION
How first defined :
Enhancement used :
Traits in adjacent finds:
Traits in adjacent and
containing contexts:
pH on recovery :
Colour on recovery:
Skyward identifier:

STRATIGRAPHY (See plan attached)
Contained by context(s):
Sealed by context(s) :
Cut by feature(s) :
Under find no(s):
Attached to find no(s):
Joins find no(s) :
Over find no(s) :
Inside find no(s):

ATTITUDE (see plan attached)
Orientation of long axis:
Dip of long axis:

CONSOLIDATION :
METHOD OF LIFTING:
RECORDED BY :
DATE OF RECORDING:
BOX NO:

FINDS DESCRIPTION: FLINT

Y721

SITE:	INTERVENTION:	ZONE:	FIND NO:
CONTEXT NO :	FEATURE NO:	PREVIOUS ACCESSION:	

Km square : _
Easting : __.__
Northing : __.__

Height: __.__ m AOD
RECOVERED AT LEVEL: A B C D E F

MORPHOLOGY
Identity :
Type :

Retouched : YES/NO
Period :
Type No :

SIZE (mm/gms)
Length: Breadth:

Complete : YES/NO
Thickness : Weight:

CONDITION
Cortex :
Heat alteration:
Colour :

Abraded : YES/NO
Patination: YES/NO
Polish : YES/NO

SECONDARY SCARS

DORSAL				BULBAR			
Placement	Quantity	Outline	Angle	Placement	Quantity	Outline	Angle
Distal				Distal			
Proximal				Proximal			
L. Lateral				L. Lateral			
R. Lateral				R. Lateral			

METHOD OF MANUFACTURE
Bulb of percussion :
Point of percussion:
Conchiodal fractures on bulb:

Hinge fracture : YES/NO
Platform :
Cone of percussion :

COMMENT

Conjoined to:

Doc Ref:

Drawing no :
Recorder :
Storage box : Date:

Photograph:

Disc: Card _ of _

x recovery level

FINDS DESCRIPTION: CERAMIC Y722

PREVIOUS DESIGNATION:		BM ACCESSION NO.	
INTERVENTION:	ZONE:	CONTEXT NO:	FEATURE NO:
FIND NO:	IDENTITY:		
TYPE/STYLE:		DATE OF MANUFACTURE:	

FABRIC

Colour	ext margin:		int margin:	core:
Hardness	soft		hard	very hard
Feel/Texture	smooth	soapy	sandy	v.sandy	granular
Fracture	conchoidal		smooth	hackly	laminated

INCLUSIONS Name	Frequency	Sorting	Rounding	Shape	Size

FORM

Complete Profile Height(mm): Maximum Diam(mm):

Rim/Base Angle/Shoulder

Shape	Diam (mm)	% present	Wt (gm)	Ave. Thick	Surf. Treat
Wall Sherd					
Other (Description)					

DECORATION Motif	Technique	Position

JOINS WITH:	SAME VESSEL AS:

FURTHER NOTES:

SKETCH SCALE

BOX NUMBER

RECORDER

DATE OF RECORDING

FINDS DESCRIPTION: ARTIFACT		Y723
INTERVENTION:	ZONE:	FIND NO:
PREVIOUS DESIGNATION:	BM ACCESSION NO:	
REC LEVEL:	CONTEXT NO:	FEATURE NO:
DESCRIPTION OF CONTEXT:		
MATERIALS:		
FORM, DECORATION, STRUCTURE, DIMENSIONS:	FRAGMENT OF	
DATE OF MANUFACTURE:		
DRAWING NOS:	PHOTOGRAPH NOS:	
DATE OF RECOVERY:	RECORDER:	
EMERGENCY CONSERVATION:		

LOCATION	SENT BY	DATE	RECEIVED BY	DATE

COMMENTS, REQUESTS
IDENTIFICATION REQUIRED ? YES / NO

FIND DESCRIPTION	MATRIX		Y 724
INTERVENTION	CONTEXT NO	FIND NO	REC LEVEL
EASTING	NORTHING	HEIGHT	

RECORD OF ANALYSIS				WEIGHT/VOLUME g/l			
NO	ANALYST	weight/vol Present	weight /vol taken	Purpose	compound, species, element	concentration/ quantity	date analys

DRAWING NUMBERS			PHOTO. NUMBER		
LOCATION	SENT BY	DATE	RECEIVED BY	LOCATION	DATE

FINDS IDENTIFICATION (Post conservation) Y725

BM ACCESSION NO:

SHRP FINDS NO:

ASSOCIATED FINDS NOS (Same object):

IDENTIFIED AS:

IDENTIFIED BY:

PROVENANCE:

DATE OF MANUFACTURE:

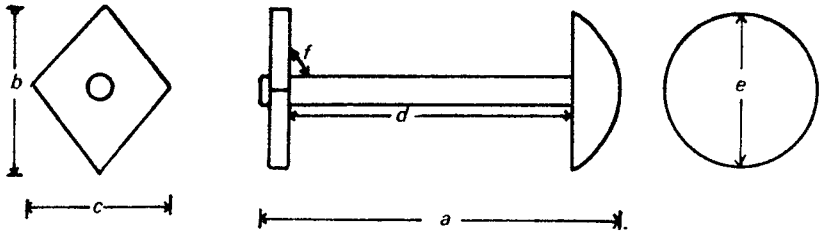
REFERENCES:

BM PHOTO NOS:

PLEASE RETURN COMPLETED FORM TO:

SUTTON HOO RESEARCH PROJECT
SUTTON HOO
WOODBRIDGE
SUFFOLK IP12 3DJ

SH	RIVET DIMENSIONS			INT
FIND NO.	CONTEXT	GRID	HEIGHT	REC LEVEL



a – length of complete rivet

b – length of rove

c - width of rove

d - length of shank between head & rov

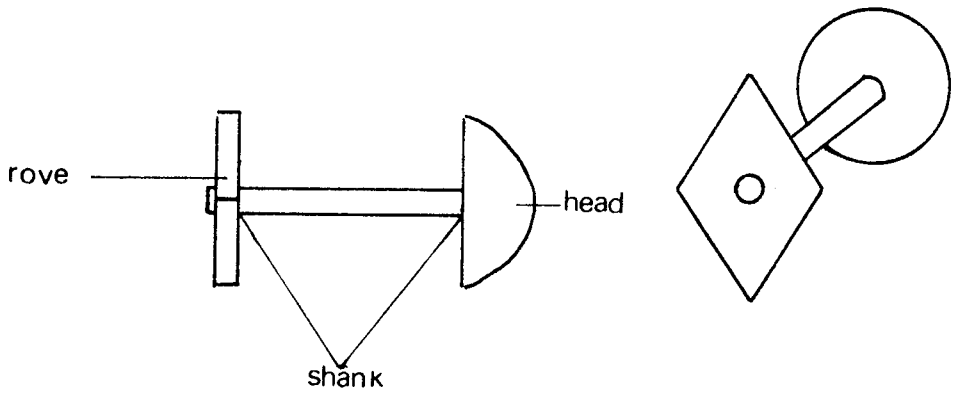
e - diameter of head

f - angle between rove and shank

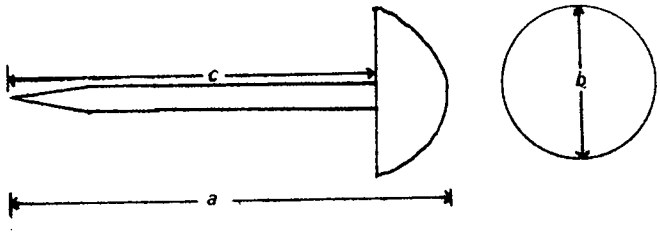
	componants	measurements *(mm)*					angle >or< 90°
	tick where applicable	*a*	*b*	*c*	*d*	*e*	*f*
COMPLETE							Y/N
HEAD							
ROVE							
SHANK							
HEAD/SHANK							
ROVE/SHANK							Y/N

comments - *(eg. presence of wood grain)*

SHIP RIVETS



H	GUNWALE SPIKE DIMENSIONS			INT
IND NO.	CONTEXT	GRID	HEIGHT	REC LEVEL

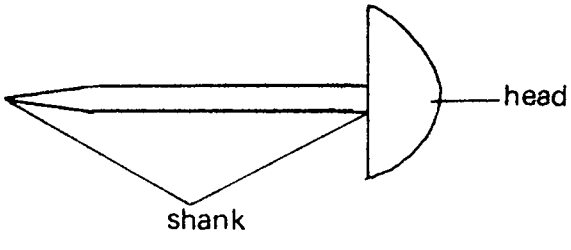


a length of complete gunwale spike
b diameter of head
c length of shank

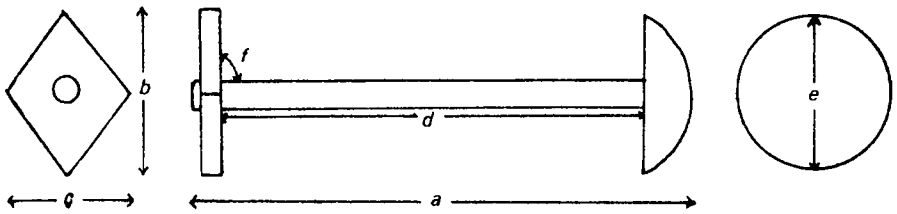
	componants	measurements *(mm)*					
	tick where applicable	*a*	*b*	*c*			
COMPLETE							
SHANK							
HEAD							

omments *(eg. presence of wood grain)*

GUNWALE SPIKE



SH.	RIB BOLT DIMENSIONS			INT
FIND NO.	CONTEXT	GRID	HEIGHT	REC LEVEL



a length of complete rib bolt

b length of rove

c width of rove

d length of shank between head & rov

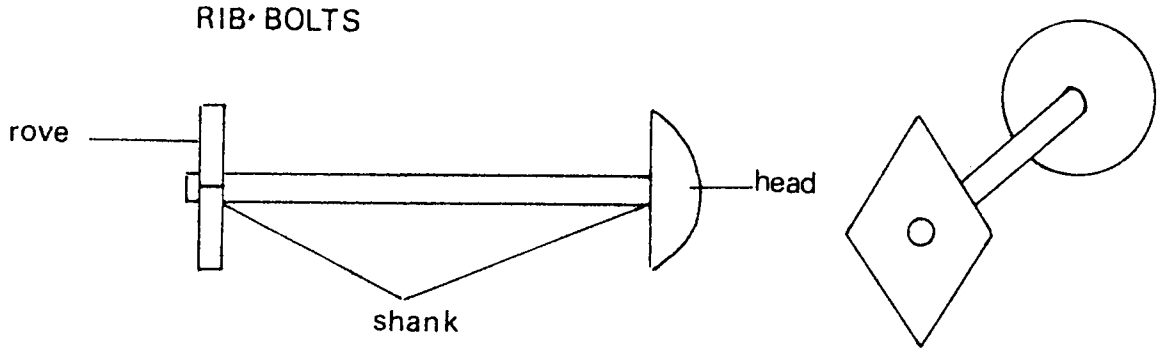
e diameter of head

f angle between rove and shank

	componants	measurements *(mm)*					angle *> or < 90°*
	tick where applicable	*a*	*b*	*c*	*d*	*e*	*f*
COMPLETE							
SHANK							
HEAD							
ROVE							
HEAD/SHANK							
ROVE/SHANK							

comments *(eg. presence of wood grain)*

RIB-BOLTS

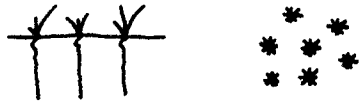


CONVENTIONS (PLANS & MAPS)

Y50

SCALE 1:10 or 1:100 FORMAT A4 or A1

TURF (SECTION) (PLAN)



BRACKEN (HORIZONTAL) (END ON)

TREE ROOTS (HORIZONTAL) (END ON)

GRAVEL 2-6 mm

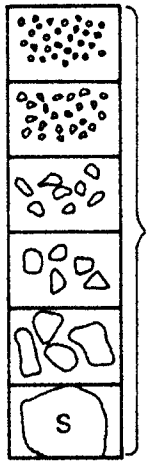
GRAVEL 6-20

PEBBLES 20-60

PEBBLES 60-200

COBBLES 200-600

COBBLES 600 +



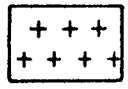
DRAWN TO SCALE

TIPPED STONE

VERTICAL STONE

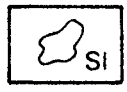
Foreign stone indicated by letter

IRON PAN

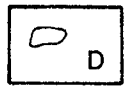


CHARCOAL

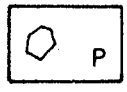
SLAG



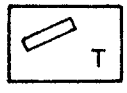
DAUB



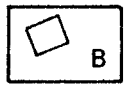
POTTERY



TILE

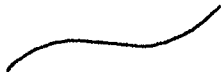


BRICK



IRON

DEFINITE EDGE



INDEFINITE EDGE

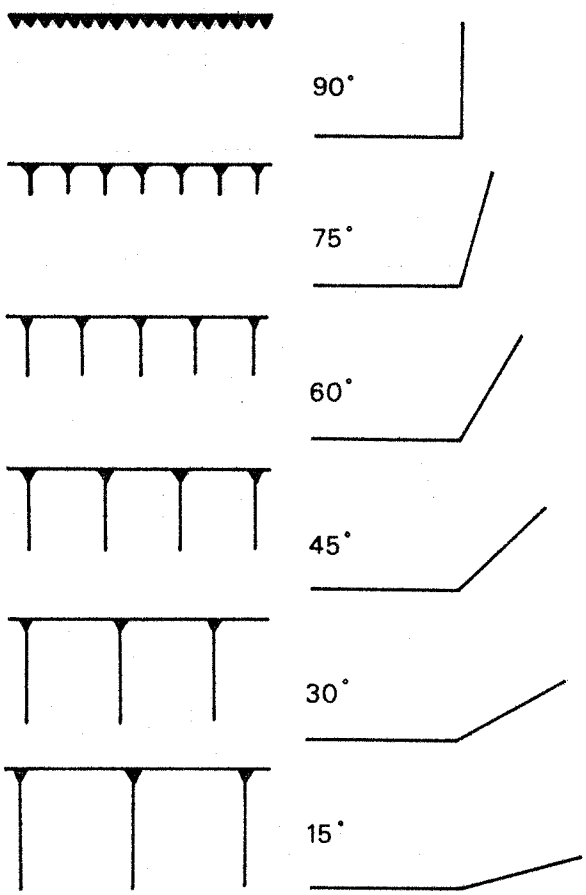
GRAVE PLANS (COLOUR CODED)

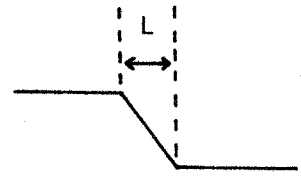
YELLOW SAND	NAPLES YELLOW (7)
BROWN SOIL	VANDYKE BROWN (55)
IRON STAIN	BURNT SIENNA (62)
WOOD	IVORY BLACK (67)
BURNT FLINT, CLAY etc.	GERANIUM LAKE (15)
BONE	ORIENTAL BLUE (37)
BURNT BONE	BURNT CARMINE (65)
BODY STAIN	JADE GREEN (41)

Coloured key should be given in case of subsequent fading.

HACHURES

ANGLE OF SLOPE INDICATED BY SPACING





L = LENGTH OF HACHURE

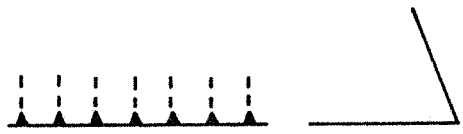
FEATURE

NON FEATURE

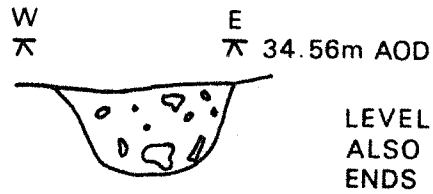
TOP INDISTINCT

BOTTOM INDISTINCT

EXCAVATED AREA DOES NOT INCLUDE EDGE OF FEATURE - ARROW INDICATES DOWNWARD SLOPE



UNDERCUT



LEVEL SYMBOL ALSO INDICATES ENDS OF SECTION LINE

SECTION LINE

▼ INDICATES THE SIDE FROM WHICH THE SECTION WAS DRAWN - SOUTH FACING IN THIS EXAMPLE