

LABORATORY OF TREE-RING RESEARCH

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Guide to SUBMITTING ARCHAEOLOGICAL SAMPLES

1] WRAPPING. All samples should be properly wrapped. Charcoal or rotten wood, whether stabilized with gas and paraffin or not, should be tied with string, wrapped in cotton batting, and secured with more string. DO NOT, under any circumstances, use either plastic bags or metal foil, both of which serve to retain moisture and turn your sample to mush. Neither is it necessary to entomb a sample in string.

2] LABELING. Every sample must be labeled. For solid wood, a magic marker or ballpoint pen may be used directly on the wood, assuming it can be read. Charcoal should be labeled using a paper tag tied directly to the inner string. Minimum information on each tag should include a) a site name/number or project and b) a field or other unique identification number. Samples too small to wrap may be placed in a paper bag with the label on the bag.

3] INVENTORY. Each submission MUST be accompanied by an inventory list of samples, mailed separately with a letter of transmittal. This list should contain one line for each sample giving, at minimum, a) the sample identification number, b) the site (in the case of multiple sites), c) the provenience of each sample, and d) a blank column headed "Species", if you wish species information. A copy of the completed list may also be included with the samples as a packing list and a copy should be retained by the submitter.

4] FORWARDING. Samples may be sent at any time by either US Postal Service, UPS, or hand delivery. However, it is strongly suggested that contact by letter or telephone be made in advance to avoid any misunderstanding concerning processing schedules and costs.

5] SITE INFORMATION. In addition to the inventory, certain information concerning the site(s) is required before processing takes place. This includes site location, ideally in UTM's, but range-township-section or reference to topographic features and drainages are acceptable. A general site description is also requested including cultural period and affinity, size, type and number of structures, and any other relevant details.