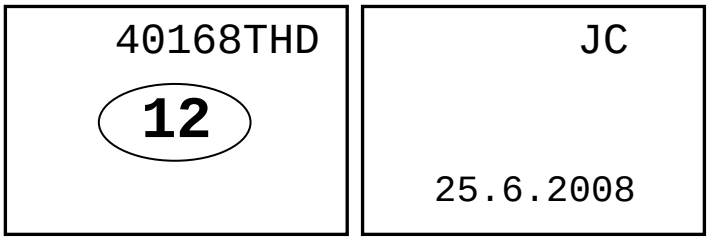
EXCAVATION PROMPT SHEET

On Site Finds Packaging

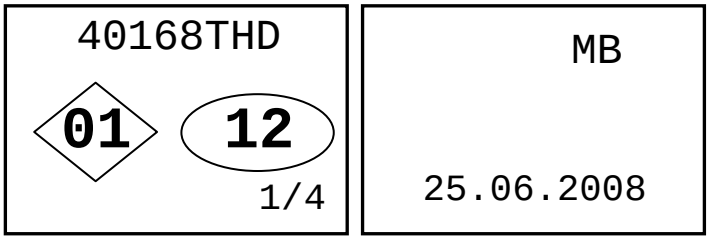
Finds Labels	*Finds Bags*
A black permanent marker pen must be used to write on all bags/labels (in wet conditions use a finds label).	Never over fill a finds bag; either use a larger bag or divide the contents into several bags.
Finds labels (Tyvak Labels) should be placed in each finds bag/crystal box if appropriate to the recording strategy.	Double bag particularly sharp or heavy collections of finds or consider utilising a more solid container.
The site code and context number must appear on one side and your initials and date on the other.	If contents of a bag may be hazardous (such as broken glass) warnings must be written on the outside of the bag.
Do not add extraneous information and never reuse a finds label.	It is normally unnecessary to sort finds before placing them in bags as this will be done in the processing stage.
In order to avoid any confusion between numbers one and seven ALWAYS cross number seven's thus: 7	Finds bags must be fully closed before being placed in finds transit crates.
Number 4's must be easily distinguishable from number 9's.	*Fragile Finds*
If numbers may be misread upside down (e.g. 606 could be mistaken for 909), underline the number.	Fragile items must be packaged separately from other finds which may damage them in transit. Always seek the advice of your supervisor or finds staff when dealing with particularly unusual or delicate finds.
Labels should be placed inside bags so that the context number can be easily viewed without having to open them.	

Example Finds Label



FRONT BACK

Example Sample Label



FRONT BACK

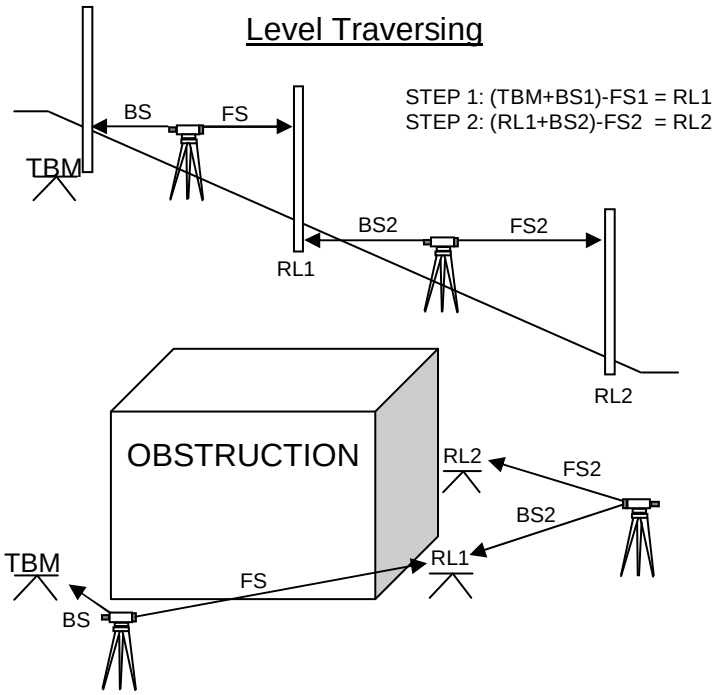
STAGE	PROCEDURE OF EXCAVATION FOR A STANDARD FEATURE
1	Clean & Define ⟶ Allocate Nos. ⟶ Photo Record ⟶ Pre-ex Plan?
	e.g. Area troweled clean and edges & form of feature defined. Cut & upper fill nos. given – finds retrieved from clean over given appropriate no. Pre-ex photos taken whilst still clean (if appropriate). Pre-ex plan created (if appropriate).
2	Investigate ⟶ Allocate Nos.
	e.g. Feature investigated by appropriate strategy e.g. ½ sectioned – fills excavated in spits with nos. allocated to new fills if finds encountered which require retrieval.
3	Clean & Define ⟶ Photo Record ⟶ Allocate Nos. ⟶ Section/Plan ⟶ Context Record
	e.g. Section/edges/base + area cleaned + photo recorded. New nos. allocated as required as section/profile is reviewed + drawn. Feature planned (as an overlay if appropriate). Context sheets started/completed.
4	Sample ⟶ Investigate
	e.g. Sampling if necessary and/or further investigation if required. Repeat Stage 2 if investigated further e.g. 100% excavation of remaining fills - remaining fills removed in spits with retrieved finds allocated to appropriate context.
5	Context Record
	Amendments to Deposit sheets as necessary and completion of Cut sheet. *Amend the Context Register if necessary and complete and check all relevant paperwork and drawings.*

Sample Procedure	
1.	Issue a Sample No. from the Sample Register
2.	Place 2 labels inside each container used with: **Site Code/Sample No./Context No./ x of x /Initials/Date**
3.	Seal the container carefully + add exterior labels
4.	Check that the sample location is well recorded
5.	Complete the Sample Register and Sample Sheet

Photo Procedure	
1.	Choose Subject
2.	Clean-up subject and general area
3.	Remove Clutter
4.	Place Scales/Photo-board/North-arrow
5.	Adjust Cameras
6.	Min. of 2 shots per camera (1 with board/1 without)
7.	Finish film if nearing end and change
8.	Log all shots taken

Basic H & S Guidance	
1.	Wear PPE at all times (steel toe-capped boots, hi-vis gear etc.).
2.	Wear a Hard Hat at all times when required.
3.	Wear work-gloves when troweling to avoid cuts & grazes.
4.	Wear eye protection in dusty conditions or when striking hard materials such as flints with heavy tools.
5.	Wear ear protection in noisy working environments.
6.	Keep your tetanus immunisation up to date.
7.	Use sun-protection and keep well hydrated.
8.	Be aware of contaminated ground and alert your Supervisor to any suspicious materials or objects.
9.	Use hand-washing facilities before eating, drinking or smoking.
10.	In case of sudden illness or accident seek first aid help immediately.
11.	Keep your working area organised and free of trip hazards.
12.	Never excavate close to services without guidance.
13.	Never excavate deeper than 1m without consulting your Supervisor.
14.	Never work alone in a deep trench or at extreme distance from colleagues.
15.	Be aware of heavy plant movements and never cross into the working zone of a machine without the operators consent.
16.	Be aware for your colleagues and alert your Supervisor to any potential hazard.

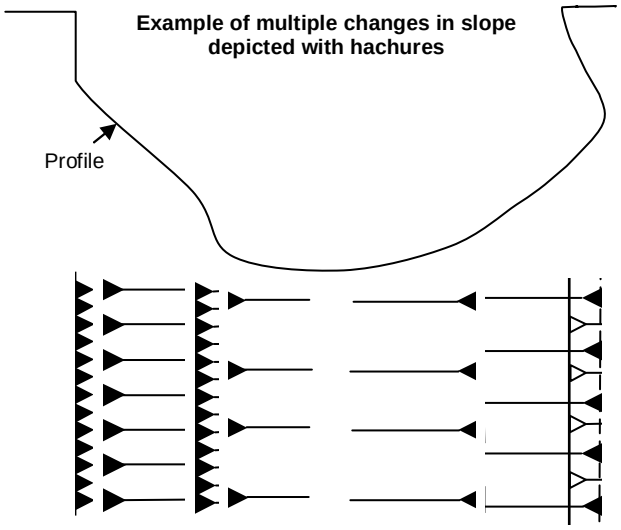
Level Traversing



'MAGIC SOUARE' FOR MEASURING OUT TRENCHES

	1	2	3	4	5	6	7	8	9	10
1	1.41	2.24	3.16	4.12	5.10	6.08	7.07	8.06	9.06	10.05
2	2.24	2.83	3.61	4.47	5.39	6.32	7.28	8.25	9.22	10.20
3	3.16	3.61	4.24	5.00	5.83	6.71	7.62	8.54	9.49	10.44
4	4.12	4.47	5.00	5.66	6.40	7.21	8.06	8.94	9.85	10.77
5	5.10	5.39	5.83	6.40	7.07	7.81	8.60	9.43	10.30	11.18
6	6.08	6.32	6.71	7.21	7.81	8.49	9.22	10.00	10.82	11.66
7	7.07	7.28	7.62	8.06	8.60	9.22	9.90	10.63	11.40	12.21
8	8.06	8.25	8.54	8.94	9.43	10.00	10.63	11.31	12.04	12.81
9	9.06	9.22	9.49	9.85	10.30	10.82	11.40	12.04	12.73	13.45
10	10.05	10.20	10.44	10.77	11.18	11.66	12.21	12.81	13.45	14.14

LEVEL CALCULATIONS	TBM (Temporary Bench Mark) BS (Backsight) FS (Foresight) IH (Instrument Height =TBM + BS)	**RH** (Reduced Height = [TBM + BS] - FS
When calculating a value from several steps it is unnecessary to calculate the value of each step. Instead add all the Backsights to the TBM then subtract the total of all the Foresights.		



BASIC STANDARDS

- Handwriting should be neat, clear and in capital form
- Paper records should be made with a black ball point pen
- Mistakes should be simply crossed out with a bold line
- Initial and date significant changes made to any record
- Measurements should be in metric given to two decimal places. Dimensions should be in metres (with millimetres reserved for small objects)
- If full dimensions are hidden add a + after the measurement
- A 4H pencil is preferred for permatrace drawings

Example Stratigraphy alongside a Working Matrix