MARYLAND INVENTORY OF HISTORIC PROPERTIES
ARCHAEOLOGICAL SITE FORM

INSTRUCTIONS FOR
COMPLETING THE SITE FORM

Maryland Department of Planning
Maryland Historical Trust
100 Community Place
Crownsville, Maryland 21032

Updated September 2023

INTRODUCTION

This packet contains the instructions and information for completing the MIHP Archaeological Site Form. The form has several sections. A Basic Data Form must be completed for all sites. There are three supplemental forms: an Historic Data Form for recording historic components, a Prehistoric Data Form for recording prehistoric components, and a Shipwreck Data Form for recording specific details of shipwrecks. This packet contains instructions for completing all four forms. If your site does not contain a shipwreck, you may delete the shipwreck form. Likewise, if it is only prehistoric or only historic, please delete the blank form.

When completing an update form on a previously recorded site, please do not reiterate the work of previous researchers, excepting the "Other Known Investigations" field (No. 37). The text spaces on your form (site type, site setting, stratigraphy, extent/nature of excavation, site summary, and diagnostic artifacts) should reflect only your work, as though the site were newly discovered. You may know far more about the site than those who visited it previously, and indeed conditions may have changed since that time. Your data will not replace the extant data in our records, but merely be appended to it in the database.

If you have any questions, please contact the Archaeological Registrar, Jennifer Cosham, at (410) 697-9542. When the form is complete, it must be submitted to the registrar in order to receive a Maryland State Site Number. The preferred method of submittal is as a Microsoft Word document, emailed to jennifer.cosham@maryland.gov. The USGS quadrangle map, the sketch map, soil profiles, and any photographs you choose to include may either be pasted into the document itself or sent as separate email attachments. If the file is too large to email, it is recommended that the graphics be sent separately. Large numbers of site forms or files of unusual size are requested on a CD. If digital submittal is not possible, the form may be printed and mailed to:

Jennifer K. Cosham
Archaeological Registrar
Maryland Historical Trust
Maryland Department of Planning
100 Community Place,
Crownsville, MD 20132

MIHP ARCHAEOLOGICAL SITE FORM: COMPLETING THE BASIC DATA FORM

A **Basic Data Form** is to be completed in full for every archaeological site in the State. The form provides the physiographic, cultural and managerial information about the site. Below are instructions for completing the five-part form.

Section A: Designation

Header: Leave "Date Filed" blank. This is the date MHT files the form in its library.

Header: Check box in upper right if this form is an update for a previously recorded site.

Header: **Site Number:** If previously assigned, enter the site number issued by the Archaeological Registrar. Example: 18AN123. Also enter the site number in headers of pp. 2-6. If no site number has yet been issued, leave these blank.

Header: **County:** Enter the complete name of the county (or city for Annapolis, Baltimore, and St. Mary's Cities; make sure to include "City" for Baltimore and St. Mary's Cities).

1. **Site Name:** Enter the full name of the site. **This field must be completed.** The site name may not be more than 30 characters in length.

2. **Alternate Site Name/Numbers:** Enter alternate names, if any. Include field reference numbers here if desired.

3. **Site Type:** This field is a descriptor of the site that combines its primary chronology and function. Example: "Late Woodland shell midden; Mid 19th century farmstead." To construct the appropriate phrase, refer to the Cultural Affiliation field on this form, and the site type and class fields on either the prehistoric or historic data form, and construct an appropriate phrase that best describes the site.

4. **Prehistoric/Historic/Unknown:** Enter an X by the appropriate category(ies).

5. **Terrestrial/Underwater/Both:** Enter an X by the appropriate category.

Section B: Location

6. **a. USGS 7.5' Quadrangle(s):** Enter the complete name(s) of the USGS 7.5' topographic quadrangle on which this site lies.

   b. NOAA Chart Number: If an underwater site, indicate the NOAA chart on which the site is located (optional). Please note: Underwater sites still require a USGS topographic map to accompany the form. If the precise location is difficult to so depict, please include the coordinates (UTM or Lat/Long) of the site.

   c. Latitude/Longitude: If appropriate, you may include GPS coordinates for the site. This is particularly useful for underwater sites, or those in wooded areas with few above-ground features nearby. Please provide these in decimal degrees.

7. **Maryland Archaeological Research Unit Number:** Enter the appropriate research unit number in the space provided (see Figure 1).

8. **Physiographic Province:** Enter an X by the appropriate Province/Division (see Figure 2).

9. **Major Watershed/Underwater Zone:** See Figure 3 for a map and list of watersheds and enter **name** of appropriate watershed on form. The numbers are for the purposes of listing on the instruction page only, and should not be used on the form.

Section C: Environmental Data

Terrestrial Data (#10-12):

10. **Nearest Water Source:** Enter the name of the nearest water source to the site. If the nearest source does not have a name, enter "unnamed tributary of [next named stream]", "unnamed spring", or whatever applies. If the site is equidistant from two sources, enter the source which is smaller (e.g. if site is equidistant from the Monocacy River and Potomac River, enter "Monocacy River"). Leave stream order section blank.

11. **Closest Surface Water Type**: Enter an X in the appropriate space.

    Note: The seven water types are listed in two columns, salt and freshwater. When determining closest surface water type for sites in the Coastal Plain, attention must be given to the extent of brackish water, as shown in Figure 4.

12. **Distance from closest surface water**: Record distance in meters (preferred) or feet, or enter "0" if site is adjacent to or within water source.

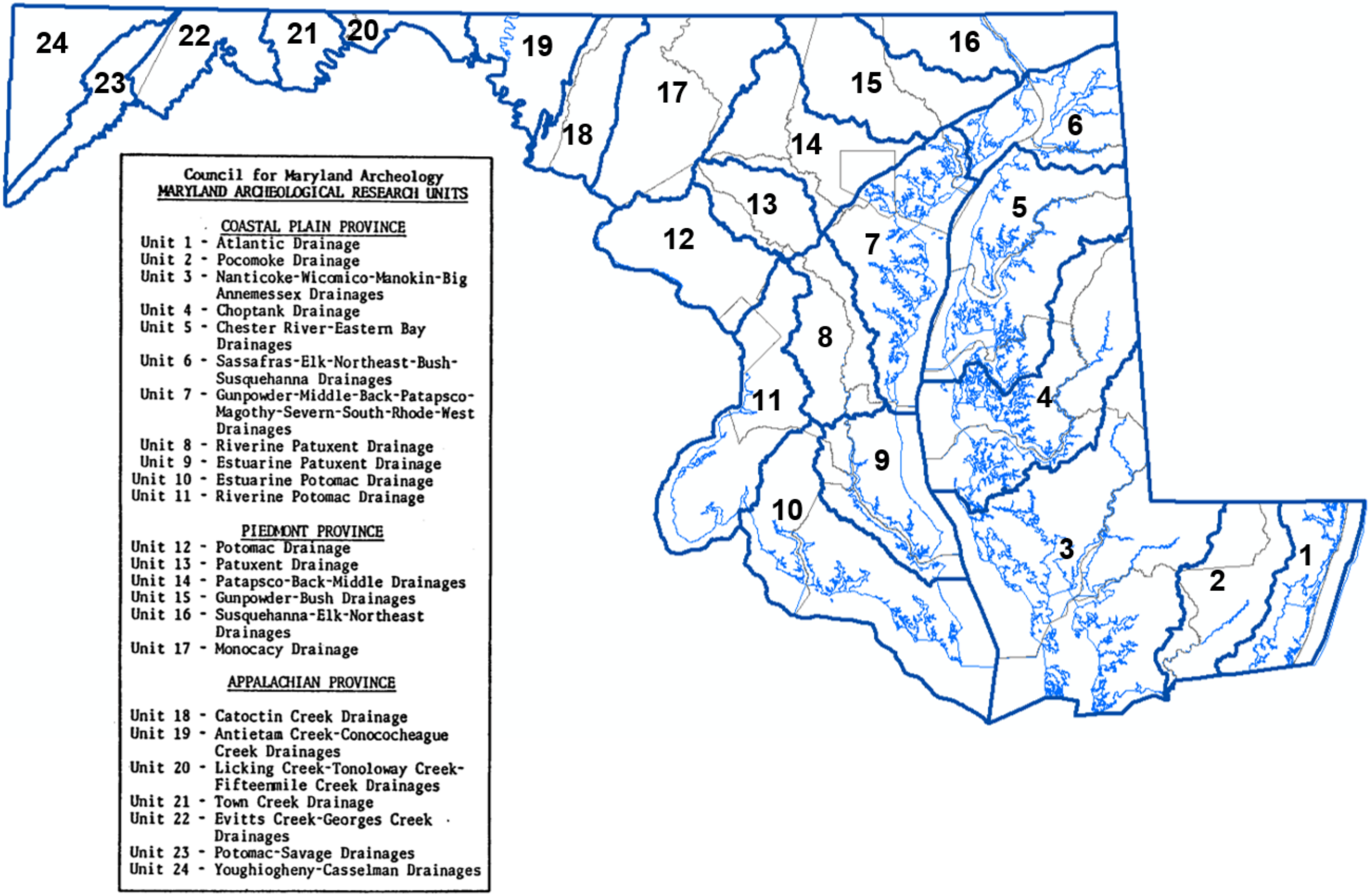
Underwater Data (#13-15). **Only fill out for underwater sites**:

13. **Current water speed:** Enter current water speed in knots.

14. **Water depth:** Enter average water depth in meters.

15. **Water visibility:** Record the water visibility at time of site visit.

Maryland Archeological Research Units



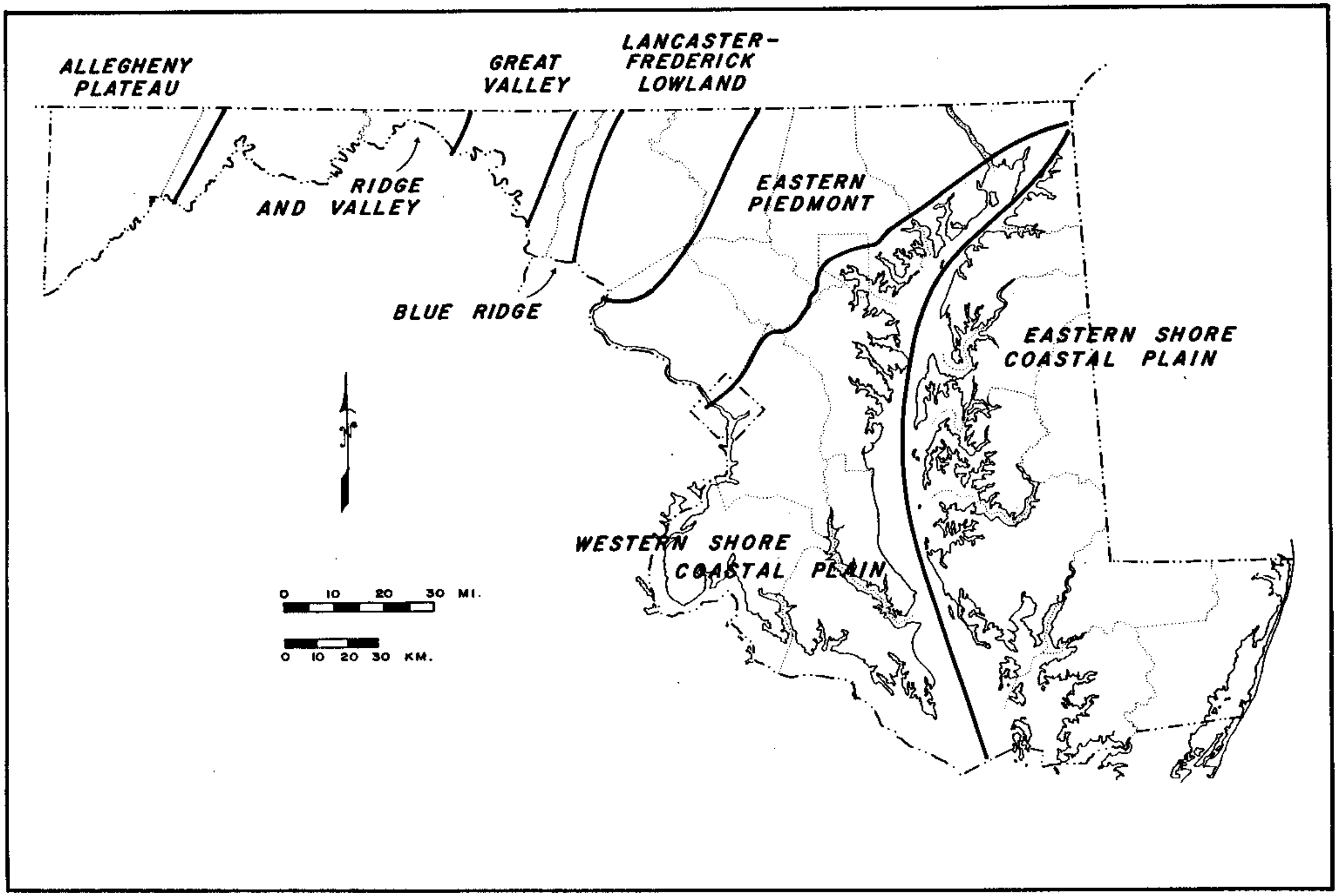


Figure 2. Maryland Physiographic Provinces.

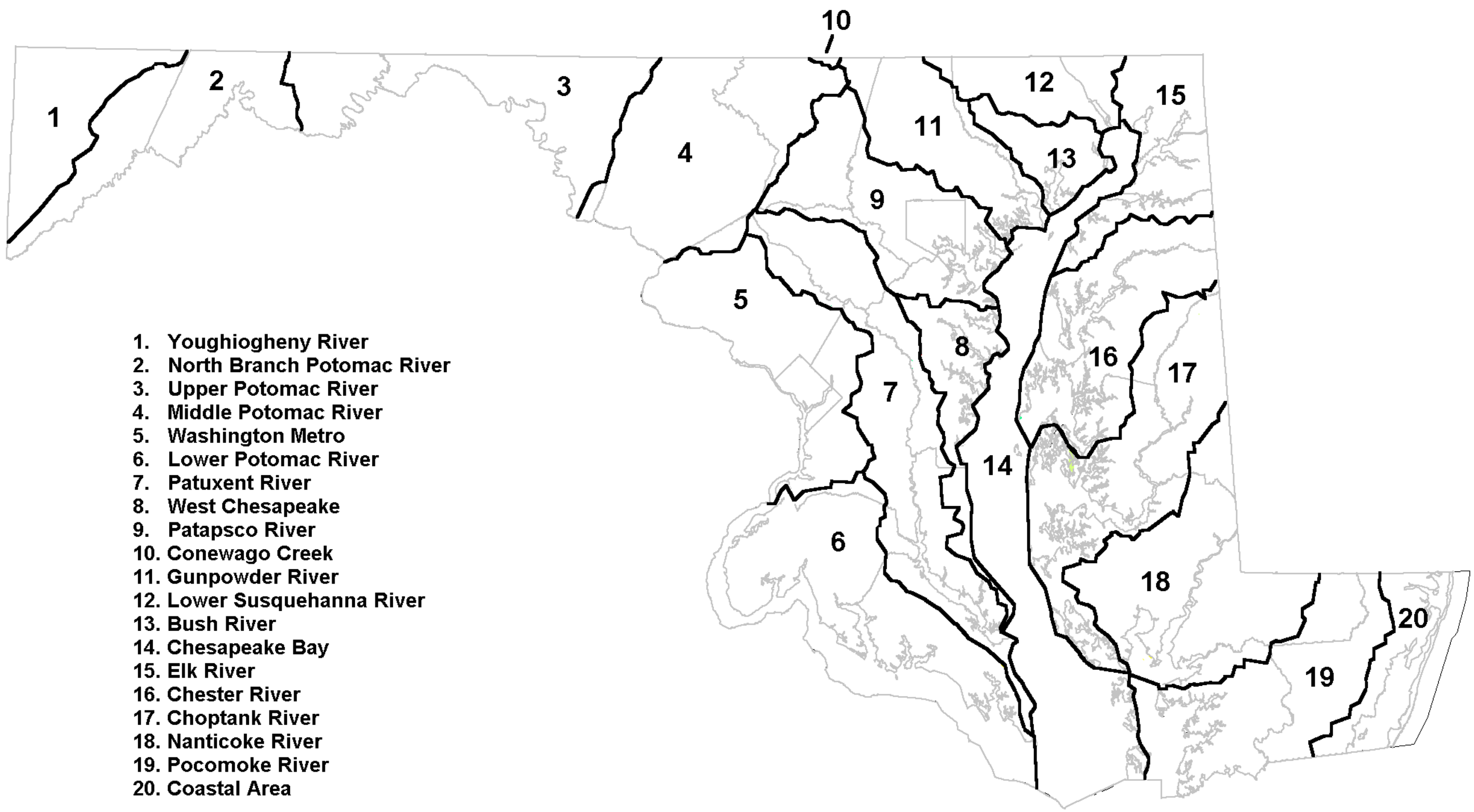


Figure 3. Watersheds in Maryland

All sites (#16-26):

16. **SCS Typology and/or Sediment Type**: If known, enter soil code from SCS Soil Survey Book, or sediment type from sediment maps produced by the Maryland Geological Survey, or from field observations. If unknown, leave blank.

17. **Topographic Settings**: Enter an X in the appropriate spaces(s) (See Figure 5).

    Note: The ten topographic settings are diagrammed in Figure 5. If the setting is different from those diagrammed, enter an X in the space marked OTHER and enter the new setting on the line below. If setting is unknown, enter an X in the space marked UNKNOWN.

18. **Slope**: Determine slope range at site by reference to contour maps, soil survey books, and/or through on-site estimates. If unsure, leave blank.

19. **Elevation**: Enter the elevation as noted on the USGS quadrangle map, either in feet (the published elevation on the map), and/or converted to meters (meters preferred).

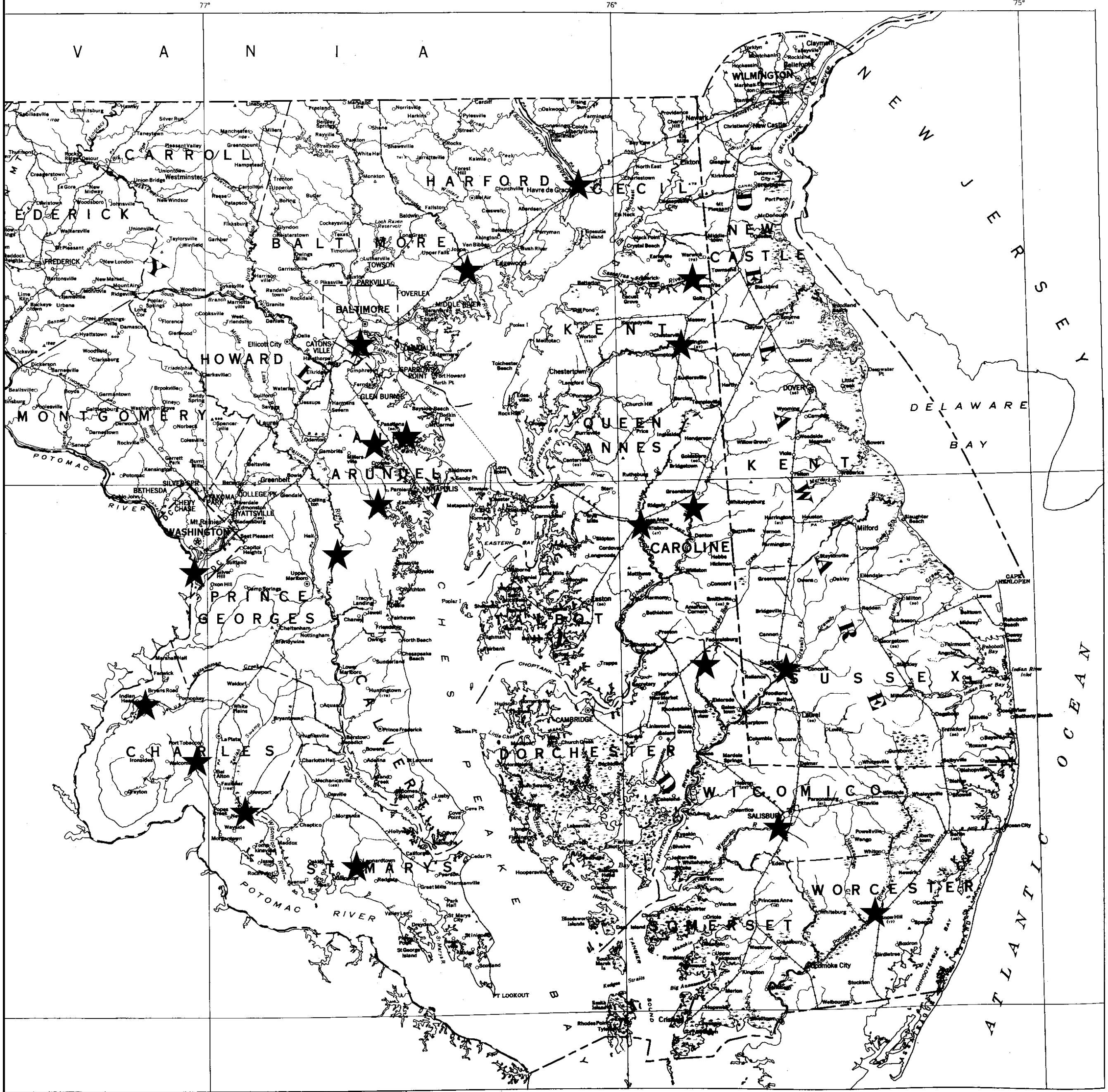
20. **Land use at site when last field checked**: Enter an X in the appropriate space(s).

    Note: If the land use is different from those listed, enter an X in the space marked OTHER and enter the new land use on the line below. If land use is unknown, enter an X in the space marked UNKNOWN.

21. **Condition of Site**: Enter an X in the appropriate space(s).

22. **Cause of disturbance/destruction:** Enter an X in the appropriate space(s).

23. **Extent of disturbance/destruction:** Enter an X in the appropriate space.



★ Maximum observed extent of brackish water

Figure 4. Extent of Brackish Water in Maryland.

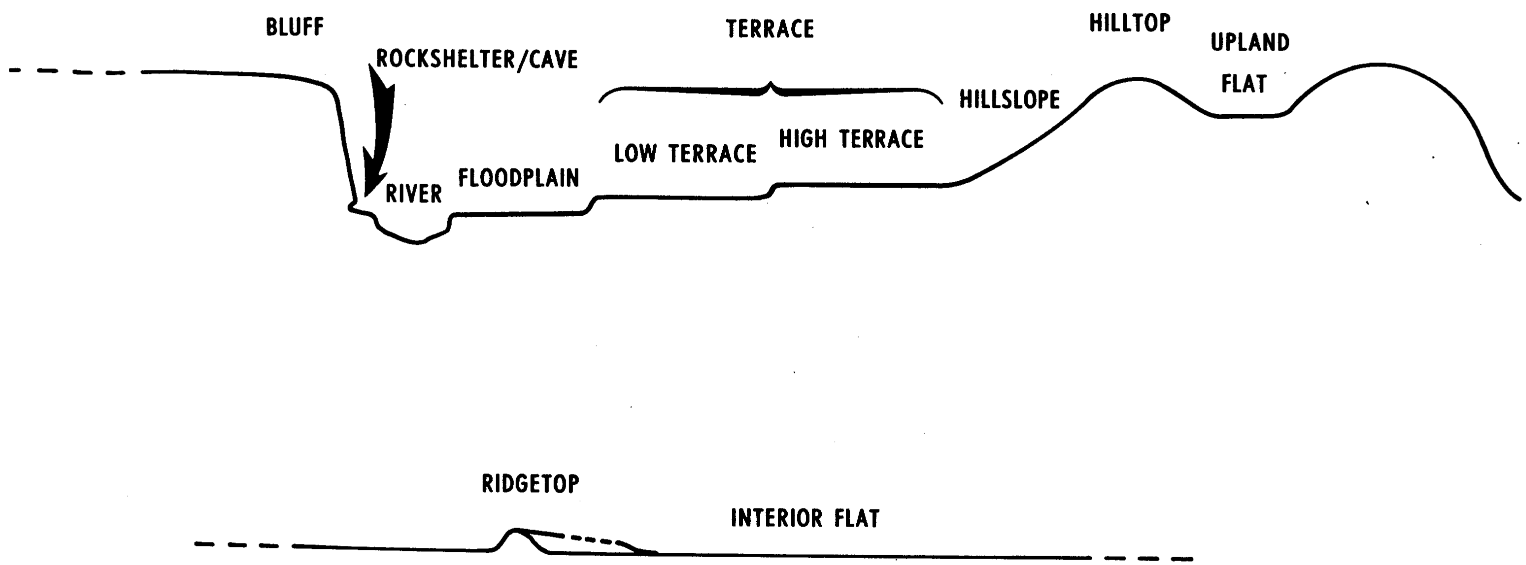


Figure 5. Generalized Topographic Settings.

24. **Describe site setting:** Describe site setting with respect to local natural and cultural landmarks (topography, hydrology, fences, structures, roads, etc.). Use continuation sheet if needed.

25. **Characterize site stratigraphy**: If excavation has occurred, include a representative profile on separate sheet, if applicable. Address plowzone (presence/absence), subplowzone features and levels, if any, and how stratigraphy affects site integrity. Use continuation sheet if needed.

26. **Site size:** Enter the length and width of the site, either in meters (preferred) or in feet.

27. **Sketch map:** Provide a detail or sketch map of the site and immediate environs, pasted onto the form or on a separate sheet. Include scale and north arrow. Aerial photos may be used alternatively, so long as they depict reference items such as buildings, roadways, treelines, streams, or other above-ground features. Show shovel test pits, excavation units, or surface collection units if appropriate. In addition, you may send in a shapefile of the site boundary.

    USGS Quadrangle map: USGS topographic quadrangles in paper form are available from the USGS, but are also available for viewing online at TopoZone or DNR's GIS website, www.mdmerlin.net. Either draw the site boundary on a paper map and scan or mail, or use Microsoft Word draw tools or GIS or other graphic software to clearly depict the site on the USGS quad. It is preferred that the actual shape of the site be depicted on the map if at all possible. Please zoom out far enough that the site's position on the quad is clearly identifiable, with visible features such as intersections and waterways depicted.

Section D: Context

28. **Cultural Affiliation:** Enter an X in the appropriate space(s). Include all applicable categories, even if they are minor site components. If the cultural affiliation is unknown, enter an X in the space marked UNKNOWN. (Refer to Table 4 for historic periods if needed).

Section E: Investigative Data

29. **Type of Investigation:** Enter an X in the appropriate space. If "other", indicate specific type of investigation.

30. **Purpose of investigation:** Enter an X in the appropriate space. If "other", indicate specific purpose.

31. **Method of sampling.** Check the appropriate space(s). Non-systematic surface search consists of random (i.e. "haphazard") surface examination. Systematic surface collection consists of collection by gridded units, measured transects, or plotting of exact artifact provenience. Non-systematic shovel tests are "intuitively"-placed tests, while systematic shovel tests are at regularly-spaced, measured transects or grid points.

32. **Extent/nature of excavation:** Indicate the total area(s) excavated or tested, depth and configuration of units, screening methods, and excavation methods (natural strata, arbitrary levels, etc.). Example: 60 30 cm by 50 cm deep STPs, screened (1/4" mesh), followed by 20 1 m by 1 m units excavated in natural layers, screened (1/4" mesh). Please indicate testing intervals.

Section F: Support Data

33. **Accompanying Data Form(s):** Enter an X in the appropriate space(s).

34. **Ownership:** Enter an X in the appropriate space(s).

35. **Owner's Particulars:** Enter the complete name of the owner, address, phone number, and email address, if applicable. If publicly owned, enter the name of the agency that manages the property (e.g. Maryland Department of Natural Resources, National Park Service).

36. **Tenant's Particulars:** Enter the complete name of the tenant, address, phone number, and email address, if applicable. If publicly owned, enter the name of the specific park or installation.

37. **Other Known Investigations:** Enter all surveys or excavations that have been conducted at the site (e.g. principal investigator or sponsoring group). Enter dates if known. Enter by principal investigator and year, and report reference if known (enter private collections under #42).

38. **Report:** If applicable, enter author(s) and date (year) of report currently being prepared for this site. A working title is acceptable; please identify as such.

39. **Other Records:** Enter an X in the appropriate space (e.g. field notes, photographs, field maps, etc.).

40. **If yes, type and location:** Enter the location(s) of records.

41. **Collections at MAC lab or to be deposited at MAC lab upon project completion:** Enter an X in the appropriate space to indicate the current status or plans for the collections pertaining to the current project. If there is no collection from the current project, select "No".

42. **If no, give owner and location:** If there is a collection from the current project, but it is not to be curated at the Maryland Archaeological Conservation Lab, include name of owner, address, phone number, and location of collection if different from owner's address. If the collection is in a public facility, include facility name and contact person at facility where the collection is stored. If there is no collection from the project, enter "Not applicable". Additional collection information can be entered into the comments section at the end of the form, if needed. This field also applies to private collections made known to the researchers.

43. **Informant's Particulars:** If the site was reported to recorder, then informant's full name, address, phone number, and email address if applicable should be entered, so far as it is known.

44. **Site Visited by:** Enter the full name of the person in charge in the field, company or group name, address, phone number, email address if applicable, and the date when the site was last visited, including the day.

45. **Form filled out by:** Enter the full name of the individual who filled out the form, company or group name, address, phone number, and email address if applicable, and the date when the form was completed, including the day.

46. **Site Summary and additional comments:** Summarize the nature of the site, including the reason for the survey. For example: "This site was identified during a Phase I survey for the Penzance Project on 09/18/2017 by the Digger Dan Cultural Resources Group, Inc. The site was identified based on the presence of 4 flakes and a single sherd of Townsend ceramic found in three shovel test pits within a 20 by 30 meter area. The site is interpreted as a short-term encampment dating to the Late Woodland period." Also, use this section to enter any additional relevant information; append pages as needed. Phase II and III fieldwork may certainly involve descriptions of conclusions drawn.

MIHP ARCHAEOLOGICAL SITE FORM: COMPLETING THE PREHISTORIC DATA FORM

In addition to a **Basic Data Form**, a **Prehistoric Data Form** must be completed for each site with a prehistoric component. The form supplements, but does not replace the Basic Data Form. A new Prehistoric Data Form should be filled out each time a prehistoric site is intensively examined, tested, or excavated. Below are instructions for completing the form.

Header: **Site Number:** Enter the site number issued by the Archaeological Registrar, if known, in the upper right hand corner of the form. Also enter the site number on header of page 2.

1. **Site type:** Enter an X in the appropriate space(s). If the site type is different from those listed, enter an X in the space marked "other" and enter the type on the line below. If site type is unknown, enter an X in the space marked "unknown".

2. **Categories of aboriginal materials or remains present at the site:** Enter an X in the appropriate space(s). If the category is different from those listed, enter an X in the space marked "other" and enter the category on the line below. If the category of materials is unknown, enter an X in the space marked "unknown".

3. **Lithic materials:** Enter an X in the appropriate space(s). If the lithic material is different from those listed, enter an X in the space marked "other" and enter the material on the line below. If the lithic material is unknown, enter an X in the space marked "unknown".

4. **Diagnostics:** Using the Diagnostic Inventory in Table 1, choose the appropriate diagnostics recovered or observed and enter the quantity on the lines provided. Append a page if needed. If the collection is extensive, list the most significant items and indicate that the list is a sample. The list of diagnostics is not necessarily comprehensive but contains most of the diagnostics commonly occurring in Maryland. If you are unsure of any type names, or cannot assign artifacts to a type, use Table 2, Attributes of Prehistoric Diagnostic Artifacts, to describe the artifacts.

5. **Features present:** Check "yes" if intact features are present. If the site has not been tested sufficiently to determine presence of features, check "unknown". Check "no" <u>only</u> if site has been intensively tested and no features are present.

6. **Types of features identified:** Check all applicable. If feature types are not listed check "other" and enter type(s).

7. **Flotation samples collected:** Indicate whether samples were recovered for flotation. Also indicate whether the samples were analyzed, and if so, by whom.

8. **Samples for radiocarbon dating collected:** Indicate whether samples were recovered for radiocarbon dating. If dates were obtained, provide the date(s) and laboratory reference number(s). Indicate if dates are corrected or uncorrected. If corrected, indicate source used for correction. If there is insufficient space, use the additional comments section.

9. **Soil samples collected:** Indicate whether soil samples were collected. Also indicate whether the samples were analyzed, and if so, by whom.

10. **Other analyses:** Indicate whether other samples were collected, e.g. for pollen analysis, oyster shell analysis, and whether they were analyzed. If analyzed, indicate by whom.

11. **Additional comments:** Enter any additional relevant information pertaining to the prehistoric component of the site here.

12. **Form filled out by:** Enter the full name and company or group name, and address of the recorder, and the date when form was completed, including the day.

Table 1. DIAGNOSTIC PREHISTORIC ARTIFACTS

Projectile Point Types	Ceramics
Clovis	Marcey Creek
Mid-Paleo	Vinette
Hardaway-Dalton	Selden Island
Palmer	Dames Quarter
Kirk corner-Notched	Wolfe Neck
Kirk Stemmed	Accokeek
MacCorkle	Popes Creek
St. Alban's	Mockley
LeCroy	Coulbourn
Kanawha Stemmed	Hell Island
Stanly	Riggins
Morrow Mountain	Rappahannock Fabric-Impressed
Guilford	Rappahannock Incised
Piscataway	Townsend Corded
Otter Creek	Townsend Herringbone
Vernon	Shepard
Brewerton Corner-Notched	Page
Brewerton Side-Notched	Keyser
Brewerton Eared-Triangular	Potomac Creek
Brewerton Eared-Notched	Moyaone
Bare Island/Holmes	Minguannan
Savannah River	Colono Ware
Koens Crispin	
Perkiomen	
Susquehanna Broadspear	
Dry Brook	
Orient Fishtail	
Calvert	
Rossville	
Selby Bay	
Jack's Reef/Fox Creek/Steubenville	
Levanna	
Madison	

Examples of Other Diagnostic Artifacts

Bannerstones/Spearthrower weights
Axes - 3/4-grooved
Axes - full-grooved
Celts
Gorgets
Steatite Bowls
Discoidals
Pipes
Trade Items
Copper artifacts

Table 2. ATTRIBUTES OF PREHISTORIC DIAGNOSTIC ARTIFACTS

Projectile Points

Bifurcate base
Contracting stemmed
Expanding stemmed
Straight stemmed
Corner-notched
Side-notched
Lanceolate
Pentagonal
Triangular
Ovoid base
Unknown

Ceramics

Describe ceramics using the following three categories (e.g., 10 shell-tempered cord-marked incised sherds)

Temper	Surface Treatment	Decoration
steatite	cord-marked	none apparent
hornblende	net-impressed	cord-decorated
sand	fabric-impressed	incised
quartz	smoothed	embossed
shell	plain	punctate
limestone	other	fingernail-incised
sandstone	undetermined	pinched
chert		scalloped
granite		grooved
hematite		
unknown crushed rock		
grog		
untempered		
unknown		

MIHP ARCHAEOLOGICAL SITE FORM: COMPLETING THE HISTORIC DATA FORM

In addition to a **Basic Data Form**, a **Historic Data Form** must be completed for each site with an historic component. The form supplements, but does not replace the Basic Data Form. A new Historic Data Form should be filled out each time an historic site is intensively examined, tested, or excavated. Below are instructions for completing the form.

Header: **Site Number:** Enter the site number issued by the Archaeological Registrar, if known, in the upper right hand corner of the form. Also enter site number on header of page 2.

1. **Site class:** Site class is divided into four sections, a-d. These are general site categories. In each section, check all applicable. <u>Check at least one in each section.</u>

2. **Site type:** Check all applicable. If type of mill is known (e.g. grist mill, saw mill), please specify in space provided. For this form the term "plantation" refers to a large staple-producing agricultural institution generally using bound labor. All other agricultural sites should be classified as "farmsteads". If site type is not listed, check "other" and specify in the space provided.

3. **Ethnic association:** Check applicable item(s).

4. **Categories of materials remains present at the site:** This item is adapted from Stanley South's artifact classes. Refer to Table 3 for examples of artifacts belonging to each class. Check all applicable items.

5. **Diagnostics:** Refer to Table 4 for a listing of diagnostic artifacts. List diagnostics recovered or observed and the quantities of each on the lines provided; append a page if needed. If the collection is extensive, list the most significant items and indicate that the list is a sample.

6. **Features present:** Check "yes" if intact features are present. If the site has not been tested sufficiently to determine presence of features, check "unknown". Check "no" <u>only</u> if site has been intensively tested and no features are present.

7. **Types of features identified:** Check all applicable. If feature types are not listed check "other" and enter type(s).

8. **Flotation samples collected:** Indicate whether samples were recovered for flotation. Also indicate whether the samples were analyzed, and if so, by whom.

9. **Soil samples collected:** Indicate whether soil samples were collected. Also indicate whether the samples were analyzed, and if so, by whom.

10. **Other analyses:** Indicate whether other samples were collected, e.g. for pollen analysis, oyster shell analysis, and whether they were analyzed. If analyzed, indicate by whom.

11. **Additional comments:** Enter any additional relevant information pertaining to the historic component of the site here

12. **Form filled out by:** Enter the full name and address and/or company or group name of the recorder and the date when form was completed.

Table 3. CATEGORIES OF MATERIAL REMAINS PRESENT.*

Artifact Group	Examples of Artifacts
1) ceramics	
2) bottle/table glass	
3) other kitchen artifacts	table ware (cutlery, knives, forks, spoons)
4) architecture	bricks, mortar, plaster, window glass, nails, spikes, construction hardware, door locks
5) furniture	furniture hardware
6) arms	musket balls, shot, sprue, gunflints, gun spalls, gun parts, bullet molds
7) clothing	buckles, thimbles, buttons, scissors, straight pins, hook and eye fasteners, bale seals, glass beads
8) personal items	coins, keys, rings, brushes
9) tobacco pipes	
10) activities	construction tools, farm tools, toys, fishing gear, stub-stemmed pipes, Colono-Indian pottery
11) human skeletal remains	
12) faunal remains	bone, antler, oyster shell
13) floral remains	seeds, nutshells, fruit pits
14) organic remains	
15) unknown	
16) other	

**adapted from South, Stanley, Method and Theory in Historical Archeology, 1977, Academic Press.*

Table 4. TEMPORAL PERIODS AND DIAGNOSTIC ARTIFACTS FOR HISTORIC ARCHAEOLOGICAL SITES IN MARYLAND

Period	Diagnostic Artifacts
1630-1675	Surry Ware, Dutch Coarse Earthenware, Lead Backed Tin Glazed Earthenware, Rhenish Brown Stoneware, Rhenish Blue and Gray Stoneware, Early English and Dutch Tobacco Pipes, Terra Cotta Pipes, Yellow Brick, Turned Window Lead, Wrought Nails.
1675-1720	North Devon Gravel Tempered and Sgraffito Ware, Staffordshire-like Slipware (with elaborate combed and feathered decoration), Black Glazed "Buckley Like" Earthenware, Rhenish Blue and Gray Stoneware (some with purple decoration), Rhenish Brown Stoneware, English Tobacco Pipes, English Brown Stoneware Mugs (post 1695), Wrought Nails, Yellow Brick, Turned Window Lead.
1720-1780	White Saltglazed Stoneware (especially molded - which is post 1740), Slipped White Saltglazed Stoneware, Scratch Blue Stoneware (post 1745), Rhenish Blue and Gray Stoneware Chamber Pots, English Brown Stoneware, Jackfield type ware, Tortoise shell and clouded wares, Buckley Ware, some North Devon Gravel Tempered Ware, Deep Yellow Creamware (post 1762), Tobacco Pipe Bowls, Slipware with simple combed and feathered designs, Wrought Nails.
1780-1820	Light Yellow Creamware, Polychrome Enameled Creamware, Rouen Faience, Pearlware (including Annular, underglazed blue hand painted, underglazed polychrome, blue and green edged-till 1840s-Mocha and transfer printed), Canton Porcelain (to 1850), Transfer printed Cream colored ware, Wrought Nails, Hand Headed Cut Nails.
1820-1860	Whitewares, Semi-porcelains, Reed Tobacco Pipes, Pearlware, Transfer printed Whitewares in green, brown, red and flow blue, Brown stoneware bottles for beer and ink, Gray stoneware utility wares with blue decoration, perfected machine cut nails, Mold blown glass bottles without pontil mark (after 1840).
1860-post 1900	Decal decorated whitewares, semiporcelains, wire nails (widely used after 1880), Glass canning jars with threaded lips, White glass mason jar liners (post 1869), Purple (manganese) tinted bottle glass (ca. 1880-1918), Bottle lips for crown caps (post 1892), Machine made bricks (generally after 1870).

(*This table compiled by Dr. Henry M. Miller, Historic St. Mary's City, Maryland for use as a general guide only).*

MIHP ARCHAEOLOGICAL SITE FORM: COMPLETING THE SHIPWRECK DATA FORM

In addition to a **Basic Data Form** and a Prehistoric and/or Historic Data Form, a Shipwreck Data Form must be completed for each site with a shipwreck or elements of a shipwreck. The form supplements, but does not replace the Basic Data Form and the Prehistoric and/or Historic Data Form. A new Shipwreck Data Form should be filled out each time a shipwreck site is intensively examined, tested, or excavated. Below are instructions for completing the form.

Header: **Site Number:** Enter the site number issued by the Archaeological Registrar, if known, in the upper right hand corner of the form. Also enter site number on header of page 2.

Site Name: Enter the site name.

1. **Site type:** This section is divided into nine categories. Check as many as are applicable (in the case of multiple components); usually only one will apply. Check at least one; if "other" is selected, explain in the space provided. If the site contains components other than the shipwreck, record those either on the historic or prehistoric data sheet, as applicable.

2. **Condition of wreck:** Check all applicable. If necessary, use Section 14 below to provide additional comments on the condition.

3. **Orientation of the wreck:** Record the compass direction to which the bow is pointing. If this cannot be determined note this on the form.

4. **Vessel identification:** If the vessel can be identified, complete this section, then proceed to # 13. If the source of information was an informant, check "other", enter "informant", and append additional or supporting documents to the form.

5. **Hull remains:** Check as many as are applicable.

6. **Hull Configuration:** Check one.

7. **Stern Configuration:** Check one.

8. **Means of Propulsion:** Check as many as are appropriate.

9. **Number of masts and/or screws:** Indicate as applicable or use "N/A" or "Unknown" as appropriate.

10. **Dimensions:** Use metric measurements for these and note points of reference if other than the maximum length, beam or depth and explain why these points were chosen (e.g. a portion of the vessel is missing or the measure is being calculated from other structural members).

11. **Room and space:** Use metric measurements and measure from frame side to frame side.

12. **Fasteners:** Check as many as appropriate. If more than one kind occurs, note the proportion if possible. If only a few fasteners are found note how many of each kind.

13. **Samples taken:** Append details of collection methods and purpose. For example, is wood being analyzed for identification of species, for chemical composition or used for radiocarbon dating. Include laboratory reference numbers for dates. In the absence of such numbers

indicate the name of the analyst. Under other analyses include such studies as pollen or oyster shell.

14. **Additional comments:** Enter any additional relevant information pertaining to the site here. If there is insufficient space, append additional pages to the form.

15. **Form filled out by:** Enter the full name and address of the recorder and the date when form was completed.