



FIELD INVENTORY FORM INSTRUCTIONS

Revised 2/2001

The Field Inventory Form is used to provide the lab with a complete list of artifact and sample bags when materials are brought in from the field. These completed forms *must* accompany any materials turned in to the lab. Fill in the site number, the inventory date, and the "Prepared by" blanks on every sheet of the inventory. Leave the "Check-in Date" and "Checked in by" blanks and the "Rec'd" column empty; these are for lab use.

First, sort all bags and large, tagged artifacts that are to be inventoried into numerical order by PD and, within PDs, into numerical order by PL. Then take any small bags out of these bags while preserving the PD order. *Every bag or large, tagged artifact should be listed on a separate line of the inventory sheet.* If there are multiple bags with the same PD (that do not have PL numbers), these bags can be listed in any order on the inventory form. Fill in the columns headed "PD," "Bag Date," and "Contents." In the contents column, write the material type that is handwritten at the bottom of the stamped bag label (artifacts, charcoal, nonhuman bone, flotation sample, etc.). If the bag contains a point-located item, the PL number must also be written in this column. When boxing the artifact bags for transport to the lab, keep them in the order listed on the inventory sheets as much as possible to facilitate check-in by lab personnel.