Attachment 1: Faunal Analysis Cataloging Procedures

General Cataloging/Analysis Procedure:

- Each existing catalog selected for analysis will be sorted by taxa then each resulting subdivision (taxa specific subset) will receive a new catalog #. The existing catalog # will be retained for reference but become inactive and no museum objects will be contained under it. In cases where the original catalog does not need to be split into multiple new catalogs (such as when it only contains a single object or the group of objects it contains already fall within a single taxa) it will retain the same catalog number. If there are unknown or indeterminant faunal objects they will be grouped together and receive a new catalog # (e.g., indeterminant mammal, indeterminant bird, etc.). If formed artifacts are identified in the collection each will receive its own individual catalog #. If appropriate, a grouping of similarly modified bones (not formed artifacts) can also be separated out and receive a new catalog #.
- Each separate catalog will be bagged and labeled individually. Within a single catalog # items can be further subdivided and packaged when appropriate, such as in the case of specifically identified bone elements. In this case, a subset of identified elements would retain the catalog # of the taxa division container but can be bagged separately within the larger container.
- Multiple catalogs can be stored in a larger container (bag) as long at the bag is labeled with all catalog #'s it contains.
- Certain catalogs contain a large volume of small to very small, fragmented bone material, a large percentage of which is likely to remain unidentifiable by visual means. In these cases, bulk cataloging by bag is appropriate. Identifiable bone objects should be sorted from these bags and cataloged as indicated above, but the remaining bulk materials cataloged and weighed by bag. For the purposes of object count, bulk cataloged bags will be calculated at .4 objects for every gram of bulk weight (e.g., 540 grams = 216 objects). A preliminary estimate of catalogs to be treated in this manner includes approximately 4-5 bags with an estimated total weight of 1,500-2,500 grams, only a small percentage of the overall collection to be analyzed. If at any time the contractor encounters a catalog where bulk cataloging appears to be the most prudent method of analysis this information should be brought to the attention of the COR, and if agreement proceed accordingly.

Accession Spreadsheet/Database:

- Each spreadsheet row corresponds to a single catalog number.
- Existing catalog numbers that become "inactive" as described above should be included in the spreadsheet, but noted as inactive in the description, and item counts/weights should be zero.
- All new catalogs will reference the parent catalog from which they were derived in two places: the "Description" field (at the bottom of the Description field include the following language, "Originally cataloged in PUHO XXXX"), and in the "Prev Catalog #" field.
- For retained original catalog numbers all new descriptive information should go at the top of the Description field and the existing information will be retained at the bottom under the heading, "Originally cataloged as:"

- All required fields must be completed as indicated in the example provided (see Attachment 2). All required columns have headings highlighted in blue, hidden columns need not be completed. Example entries have been provided, and additional clarifying information is embedded in notes in the document.
- NPS will provide the contractor with a suite of new catalog numbers to use for the project.

Container Labeling:

- Each container (bag) (provided) will be legibly labeled near the top with the corresponding catalog # using permanent marker (provided). In cases where multiple catalogs are contained within a larger container, the larger container will be labeled with all the catalog #'s it contains. Where appropriate labeling using a range of numbers, e.g. 6543-6556, is acceptable.
- Individual bone objects will not be labeled.

Human Remains:

- If human remains are identified during the project, they will be separated from the faunal remains, wrapped in muslin cloth, and placed in a separate box. The NPS project inspector will be immediately notified. All human remains from a single provenience will remain together and provenience information will be retained.
- Once separated, the remains will receive a new catalog number in similar fashion to the process described above.
- The contractor shall not conduct any additional analysis beyond identification of the remains.