

**INSTRUCTIONS for Filling Out Provenience Tables for Features and Artifacts:
We have found there are as many labeling methods as there are archaeologists!
Using this form puts us all on the same page.**

Note: the information that we are requesting helps us provide you with several things:

- 1) a double check on your requested analysis to make certain that this analysis is appropriate and that it will answer your questions,
- 2) the best interpretation of the data that we recover.
- 3) please be thorough in filling out the columns, as it is sometimes difficult to associate lists of samples with identifying information (faded) on the sample bags.

1. **Site No.** Please provide the site number associated with each artifact submitted for analysis.
2. **Unique Sample No.** Please provide a unique sample number for each artifact submitted for analysis. This means no artifacts (or samples from features) should have the same sample number, and may require that you re-number samples accordingly. Due to the nature of many data tracking programs we also ask that you DO NOT use letters in your sample numbers. A unique sample no. insures that we can track each sample.
3. **Unit No.** Please provide the unit number associated with each artifact submitted for analysis, if relevant.
4. **Depth.** Please provide the depth associated with each artifact submitted for analysis, and remember to keep the units for all the samples consistent (eg. cmbs or cmbd, not a mixture of both).
5. **Feature No.** Please provide the feature number associated with each artifact, if relevant.
6. **Description of Feature.** Please provide a brief description of the feature from which the artifact or sample was recovered (eg. hearth, midden, etc.). We also require that a more complete feature description also be submitted with the site information (eg. Shallow, oval, basin-shaped hearth).
7. **Provenience.** Please provide a brief description of where within the feature/structure, site, etc. the sample was collected. Examples include: general fill from hearth, sample collected from the interior edge of the hearth, sample collected from the floor within 25 cm of the edge of the hearth (N. Side), pinch sample from SW quadrant of structure, etc.).
8. **Sample Description.** Please provide a brief description of the sample (eg. groundstone for wash, ceramic fragment, feature fill, etc.).
9. **Purpose of Sample.** Please tell us why you collected this sample, what information you were hoping to gain from the analysis of this sample, and what is the research question you are hoping to answer. Examples include: I want to know if sweet potato was grown in this field/feature, I want to know if maize was ground on this groundstone, I want to know if this groundstone was used to grind insects, I want to know if this groundstone was used to process animals, I want to know what foods were cooked in this ceramic vessel, etc. Providing this information helps us make appropriate recommendations to you.
10. **Requested Analysis.** Please CLEARLY state the analysis you are requesting for each artifact – it's OK if you ask for our advice and only want to designate a suggestion to be refined upon consultation with PRI. NOTE: Analysis recommendations may be made by PaleoResearch Institute.