

[Your groups name goes here]

## Bulk Finds Recording Sheet (2010 revision) **FIRST AID CONSERVATION**

Site Code:	KP / OA number:		Address:	Context no. :
FIND TYPE	COUNT	WEIGHT (g)	COMMENTS/DESCRIPTION	
<b>Pottery</b> include ceramic marbles			For Roman onwards, wash gently in clear water, dry in tray. For prehistoric and other fragile sherds, wipe with damp sponge, dry out of sunlight.	
<b>Bone</b> include human			Allow dirt to dry, then brush firmly.  Washing in clear water is OK, but be sure it has time to dry properly before packing	
<b>Shell</b> List types and number in comments			Remove dirt with brush and tooth picks.	
<b>Iron (Fe)</b> include steel			Remove dirt with brush and tooth picks. <u>Do not wash.</u> Pack away with silica gel.	
<b>Copper and Copper-alloy</b> Bronze, brass etc			Remove dirt with brush and tooth picks.	
<b>Lead (Pb)</b>			Remove dirt with brush and tooth picks.	
<b>Other Metalwork</b> e.g. tin, zinc, silver			Remove dirt with brush and tooth picks.	
<b>Slag and other Industrial Residue</b>			Remove dirt with brush and tooth picks.	
<b>Coal, Coke and domestic clinker.</b>			Remove dirt with brush and tooth picks.	
<b>Charcoal</b>			Remove dirt with tooth picks.	
<b>Vessel Glass</b>			Wash gently in clear water	
<b>Window Glass</b>			Wash gently in clear water	
<b>Other Glass</b>			Wash gently in clear water.	
<b>Clay Tobacco Pipe (CTP)</b>			Put in labelled box for the specialist to clean.	

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<b>Ceramic Building Material (CBM)</b> Brick and tile				Remove dirt with brush and tooth picks.	
<b>Dressed (shaped) Stone</b> <u>Not</u> flint or slate				Remove dirt with brush and tooth picks.	
<b>Mortar and Plaster</b>				Remove dirt with brush and tooth picks.	
<b>Other Building Material</b> Include slate				Remove dirt with brush and tooth picks.	
<b>Flint</b>	<b>Worked</b> include waste, shatter etc			Wash in clear water	
	<b>Heat stressed</b> Pot boilers, burned flint			Wash in clear water	
	<b>Masonry</b> With mortar			Wash in clear water	
<b>Chalk</b> include slaked chalk.				Remove dirt with brush and tooth picks.	
<b>Other Stone</b> e.g. granite, ragstone, graphite i.e. include stone alien to context.				Remove dirt with brush and tooth picks.	
<b>Leather</b>				Wipe very gently indeed and place straightaway into a labelled water container.	
<b>Wood</b>				Wipe very gently indeed and place straightaway into a labelled water container.	
<b>Other Organics</b>				Wipe very gently indeed and place straightaway into a labelled water container.	
<b>Miscellaneous (Misc.)</b>					
<b>SMALL FINDS:</b> (Number, Basic Name)					
<b>Sig. &amp; date:</b>					