



PRINCE OF WALES NORTHERN HERITAGE CENTRE
ARCHAEOLOGISTS PERMIT REQUIREMENTS

GENERAL

1. The NWT Archaeological Sites Regulations provide for two classes of permits. A Class 1 permit authorizes archaeological research that does not disturb or in any way alter an archaeological site. Class 1 Permit holders are not permitted to collect artifacts. A Class 2 Permit authorizes the excavation of sites and the collection of artifacts. Please note that reporting requirements differ according to permit class (see below). For more information on permits please see the NWT Archaeological Site Regulations, available on the PWNHC website at <http://pwnhc.ca/programs/archa.htm>.
2. All Archaeologists Permits expire at the end of the calendar year in which they are issued. Reports are due the following March 31st. Class 2 permit holders are permitted to hold any collections resulting from their work until March 31st. If artifacts are required for further analysis then an artifact loan agreement must be negotiated with the Registrar of Collections, Prince of Wales Northern Heritage Centre (PWNHC). Permit requirements are fulfilled when the PWNHC has received reports and documentation and when artifacts collected under a Class 2 permit have been duly deposited or covered through a loan agreement.
3. It is the responsibility of the researcher to obtain any other permit or license that may be required. The permit holder shall obtain all necessary approvals to conduct research on private or publicly restricted lands.
4. Permit holders are required to communicate the aims and findings of their research with local communities.
5. A person who holds a Permit issued under the Archaeological Sites Regulations shall be personally involved in the field investigations by carrying out the work required or by directly supervising the individual conducting the project for the majority of the work necessary to complete the study.
6. The holder of a Class 2 permit is responsible for restoring an excavated site to its normal condition insofar as it is reasonably possible to do so after the completion of an excavation. Under Class 1 permits, archaeological sites may not be disturbed or altered in any way.

REPORTS

7. By March 31st of the year following Permit expiration, the permit holder shall submit copies of the final report to the Archaeology Section of the Prince of Wales Northern Heritage Centre, the Sites Office at the Canadian Museum of Civilization, and any other agencies identified on the Permit report. Copies sent to the PWNHC and the CMC should include site forms and field notes. They should not be included in copies sent to communities unless specified on your permit. Digital and paper copies of your artifact catalogue should be sent to the Registrar of Collections at the Prince of Wales Northern Heritage Centre with your artifact shipment.

Required by 1 October	Prince of Wales Northern Heritage Centre			Canadian Museum of Civilization	Other
	Paper Copy	PDF Copy	Digital	Paper Copy	Paper Copy
1. Interim Report (applicable projects only, see Interim Reporting Guidelines)			✓		
Required by 30 November					
1. One-page non-technical summary & two photographs			✓		
Required by 31 March					
1. Report (with photos, maps, artifact catalogue, site forms, & field notes)	✓	✓		✓	
2. Report (with photos, maps & artifact catalogue)					See List on Reverse
3. Artifacts and Catalogue	✓		✓		

Since the 2004 permit year the Prince of Wales Northern Heritage Centre has required PDF versions of all final reports. Please refer to the PDF guidelines for formatting requirements.

For Class 1 Permits the report must:

- a) be labelled with the author, project name, date, and Permit number;
- b) describe the work undertaken and contain or be accompanied by:
 - i. site entry forms;
 - ii. an accurately scaled map showing the location of all sites, new and revisited, keyed to National Topographic series maps;
 - iii. representative photographs of each site;
 - iv. a description of all structures and features, including relevant metric data and line drawings or photographs.
- c) describe the methods used in data acquisition, recording and analysis, including field, archival and laboratory investigations;
- d) describe the environmental factors and cultural history relevant to the investigations;
- e) assess the current physical status of the site and any potential factors which could alter the current status;
- f) interpret the significance of the site based on a summary examination of the findings; and,
- g) assess the results of the investigation in relation to the scope and objectives of the project as stated in the Permit.
- h) a copy of all field notes.

For Class 2 permits the report must:

- a) be labelled with the author, project name, date, and Permit number;
- b) describe the work undertaken and contain or be accompanied by:
 - i. site entry forms;
 - ii. an accurately scaled map showing the location of all sites, new and revisited, as well as test excavations keyed to National Topographic series maps;
 - iii. detailed plans of each site and excavation units;
 - iv. vertical scale drawings of the stratigraphy of each site;
 - v. representative photographs of each site;
 - vi. details of subsurface testing;
 - vii. the depths at which any specimens were located and their horizontal provenience;
 - viii. a catalogue of artifacts;
 - ix. a description of all structures and features, including relevant metric data and line drawings or photographs.
- c) describe the methods used in data acquisition, recording and analysis, including field, archival and laboratory investigations;
- d) describe any artifact conservation treatments and identify the conservator;
- e) describe the environmental factors and cultural history relevant to the investigations;
- f) assess the current physical status of the site and any present of potential factors which could alter the current status;
- g) interpret the significance of the site based on a summary examination of the findings; and,
- h) assess the results of the investigation in relation to the scope and objectives of the project as stated in the Permit.
- i) a copy of all field notes.

NON-TECHNICAL SUMMARIES

8. By November 30th of the year that the permit was issued the permit holder shall furnish the Prince of Wales Northern Heritage Centre with a one-page, non-technical summary and a minimum of two photographs for publication in the Centre's web-based annual report of archaeological fieldwork in the Northwest Territories. Summaries should be submitted electronically either by email (preferred) or on disk. Text must be in MS Word. Photographs should be submitted as jpeg (or .jpg) files. The digital photos should be no more than 800 pixels in any one dimension, and be at a resolution of 100 dpi. If you are sending them by email please send the photos as separate attachments, or as separate files if you are submitting a disk. The summaries will be published on the PWNHC website, and copies will be forwarded to the fieldwork issue of the Canadian Archaeological Association's Bulletin, to ASTIS at the Arctic Institute of North America, and to the Aurora Research Institute.

SITE INFORMATION

9. Before going into the field, researchers are advised to contact the GIS Officer at the PWNHC regarding recorded sites in the study area. The system of site identification used is the Borden System. Borden designations should not be assigned in the field. Field numbers should be used temporarily and the Site Information Office, CMC, will assign Borden designations after the site forms have been processed. Please contact the Site Information Office for current submission standards.
10. As soon as possible after the field season, the permit holder shall submit to the Site Information Office, CMC completed Site Entry Forms for all newly discovered sites and for all revisits to known sites; and topographic maps (1:50,000) showing the locations of all sites. Accurately scaled photocopies of maps may be substituted. Please submit both Latitude-Longitude (Degrees:Minutes:Seconds or Decimal Degrees) and UTM coordinates for each site reported. Final reports without appropriate Borden numbers will not be accepted, and new permits will not be issued until outstanding obligations have been addressed.
11. We encourage the use of GPS receivers for recording site coordinates and have prepared guidelines to help standardize the way GPS units are used, and the way information about sites is recorded and submitted. GUIDELINES FOR RECORDING NWT ARCHAEOLOGICAL SITE COORDINATES WITH THE GLOBAL POSITIONING SYSTEM (GPS) are available from our website at <http://pwnhc.ca/programs/archa.htm>. Effective April 1, 2003 all permit holders using GPS must conform to these standards. Please refer to the guidelines before proceeding to the field to ensure that your GPS meets the equipment standards and is configured appropriately. Please note as well that the guidelines outline new documentation standards for submitting coordinates to the CMC sites office.

INFORMATION CONCERNING THE HANDLING AND DISPOSITION OF ARTIFACTS FOR HOLDERS OF CLASS 2 PERMITS

12. Class 2 permits authorize site excavation and the collection of artifacts. The PWNHC is the repository for all artifacts collected under the authority of a Class 2 NWT Archaeologists Permit. Please contact the Registrar of Collections regarding artifact cataloguing or shipping.

ARTIFACT COLLECTIONS: NUMBERING AND CATALOGUING

13. The permit holder shall ensure that all archaeological objects collected in the course of a project are catalogued, identified, and numbered.
14. The permit holder is responsible for submitting a preliminary artifact catalogue (e.g. Borden catalogue number, object, material) to initiate a loan if they wish to retain the collection past March 31st for further analysis. A final artifact catalogue is usually submitted when the collection is returned to the repository. The final catalogue must, at minimum include: Borden catalogue number, object and/or portion, material, provenience, and it should contain any changes or corrections to the preliminary catalogue. The final catalogue should be submitted in both printed and computerized format, clearly indicating software name and version. Preferred formats are MS Access, MS Excel, or tab delimited text. The catalogue should be clearly identified with the researcher's name, permit number, Borden number and site name.
15. Collections are to be numbered with the Borden catalogue number (i.e. KePI-3:1):
 - i) Using either black or white ink as well as clear nail polish. Clear nail polish is to be used under the lettering (to prevent the ink from seeping into the artifact) and over the lettering (to seal the catalogue number.) If a sealer coat is not applied to the specimens, the PWNHC should be informed, or;
 - ii) Print lettering at an appropriate font size on acid free paper and apply to artifact with LIQUITEX adhesive. Do not use this technique for leather, skin, textiles, paper/books, paintings, or photographs. The adhesive should be applied both on and below the label. LIQUITEX is an acrylic adhesive available at many art supply stores.
 - iii) Artifacts too small for numbering or labelling can be placed in an appropriate package (e.g. small poly Ziploc bag) with an acid free catalogue label inside, and a catalogue number written in indelible ink on the outside of the package.
 - iv) Alternate methods may also be acceptable but must first be checked with the Conservator of the repository identified on the Permit.

16. Numbering of specimens with the Borden/artifact number should begin with "1" and follow consecutively. If work has been done at a particular site in the past, the numbering for the next season's work should continue from where the earlier series stopped. This holds true even if the present collector was not the original collector. The permit holder should be aware of previous collections from a site and should contact that repository to receive the next sequential artifact number.
17. Numbers should be assigned to individual artifacts or artifact lots. Any artifacts grouped under one number should be of the same type and the number of the specimens in the group should be stated in the catalogue. All charcoal samples, soil samples, etc. should also be numbered. If they are to be sent for destructive analysis, this should be noted in the catalogue. If possible, for each site, artifacts should be listed first followed by groups, samples, and faunal material. If the collection is subject to a loan agreement with the Prince of Wales Northern Heritage Centre, then artifacts or samples may not be sent for destructive analysis without the express written permission of the Curator of Collections.

ARTIFACT COLLECTION: DISPOSITION

18. Upon expiry of the Permit, the permit holder must have deposited all collections made under the Permit to the PWNHC, or have made arrangements for the loan of the collections. It is mandatory that the permit holder initiate the loan arrangement by contacting the Registrar, PWNHC and providing a catalogue of the artifacts for which a loan is required. The need for a loan agreement can usually be anticipated well in advance of the Permit's expiry so that contact with the PWNHC can be made in a timely fashion. The permit holder should also inform the PWNHC of any artifacts sent for conservation treatments.

Permit holders who wish to remove archaeological artifacts from Canada for study purposes are requested to contact the Curator of Collections, PWNHC for instructions regarding procedures for doing so under the relevant legislation, i.e. the *Cultural Property Export and Import Act*, the *Convention on International Trade of Endangered Species*, and the *U.S. Marine Mammals Act*. Radiocarbon samples may require a Cultural Property Export Permit.

The Prince of Wales Northern Heritage Centre requires that collections being requested for export from Canada for study purposes are catalogued and brought to the repository for assessment. The artifacts will be evaluated to determine their conservation requirements and arrangements made for their treatment before their removal from Canada. The permit holder will cover all costs of conservation treatments unless alternate arrangements can be made with the lending institution. Again, it is necessary for the permit holder to contact the PWNHC well in advance for guidelines to ensure that the export request can be addressed in a timely fashion. Permit holders should be aware of the limitations placed on the long-term alienation of collections through land claim settlements.

19. Permit holders who wish to send parts of their collections for analysis should contact the Curator of Collections, PWNHC. Sampling and destructive analysis of artifacts require permission from the repository.
20. Permit holders should budget for transportation costs for remitting collections of excavated and loaned materials to the PWNHC, and for costs associated with importing and exporting collections.

ARTIFACT CONSERVATION

Please, refer to the **Conservation Manual for Northern Archaeologists** for further information. (http://www.pwnhc.ca/programs/downloads/conservation_manual.pdf)

21. Conservation needs of the artifact collection must be addressed. The permit holder must:
Prior to fieldwork:
 - a) Retain the services of a qualified conservator who will assume responsibility for the conservation of archaeological objects.
 - b) Demonstrate that adequate funds have been allocated for artifact conservation.
 - c) Submit the conservator's current resume listing relevant experience and a letter confirming their participation in the project.

22. During Excavation:
- a) The field project should include conservation packing materials and supplies.
 - b) All personnel should be briefed on appropriate techniques for handling, packing and storage of artifacts while in the field.
 - c) Artifacts must be packed to prevent drying or breakage during the post-excavation period and shipping.
 - d) Wet or damp artifacts must be kept wet or damp prior to conservation.
 - e) All artifact packages must be labeled with a Borden catalogue number.
 - f) A packing list of the artifacts with their Borden catalogue number, name of object and material should be sent with the artifacts.
23. After Excavation:
- a) Any interim research facility for the artifacts must provide an adequate environment and safekeeping for artifacts under analysis.
 - b) Ensure that the conservator examines all archaeological artifacts collected under a Class 2 Permit excluding lithic material.
 - c) Artifacts should be sent to the conservator immediately or as soon as possible after the completion of the field excavation.
 - d) Provide the PWNHC, Collections program with an examination report summarizing the condition of the collection by October 1st and treatment proposal for review and approval by the Conservator before undertaking any conservation treatments.
 - e) Ensure that all treatment records are provided to the PWNHC collections program. Treatment records should include the permit number, site name, year and Borden catalogue number.

INSTRUCTIONS FOR RETURNING COLLECTIONS TO THE PWNHC

24. Documentation Required:
- i) Submit a current artifact catalogue with each returning site collection. Provide this documentation in both printed and computerized format, including the software name and version.
 - ii) Provide the following information on each catalogue:
 - a) permit number
 - b) researcher name
 - c) site name and Borden number
 - d) Borden catalogue numbers assigned to each object, specimen or specimen lot
 - e) name of object or specimen
 - f) material(s) each object is made of;
 - g) provenience
 - h) cultural period or dates (optional)
 - iii) Indicate on the artifact catalogue the reason why an item is missing from the shipment (i.e. lost; discarded; undergoing conservation or analysis)
 - iv) Place artifact catalogues in the top of the first crate or box of the shipment. Please indicate on the outside of the box that it contains the catalogue.
 - v) Provide all conservation treatment documents.
25. Sort and pack artifacts associated with a specific site together.
26. Package faunal material and other samples (e.g. soil, charcoal) separately from artifacts, and organize by site.
27. Prepare a master packing list, which outlines the contents of all shipping containers and place with artifact catalogues in the top of the first container. The master packing list should indicate permit number, Borden number(s), and catalogue numbers contained in each container. In addition, each container should have its own packing list indicating permit number, Borden number(s), and catalogue numbers contained in the container, placed inside, on top of the contents.
28. Ensure that all artifacts and samples are completely dry and clean before packing.

29. Pack artifacts in stages:
 - a) place artifacts in plastic bags ('Ziploc'-type bags are preferred; polystyrene boxes, plastic or glass vials are also acceptable);
 - b) place bagged artifacts in a box or a series of clearly labelled boxes;
 - c) place artifact boxes in sturdy shipping containers (e.g. wooden crates, plastic shipping boxes) that are lined with polyethylene as a moisture barrier;
 - d) seal polyethylene wrapping and then close shipping containers with appropriate fasteners (e.g. screws and locks).
30. Insulate artifacts from shock and vibration by lining the shipping containers with Styrofoam, bubble pack, or similar packing material. Do not use newspaper as a packing material as it is acidic and unstable. Ensure that fragile artifacts are carefully protected.
31. Ensure that heavier objects are packed at the bottom, and that lighter, more fragile objects are protected from being crushed. Distribute the weight of boxed collections as evenly as possible in the shipping crate.
32. Attach clearly addressed shipping labels to each shipping container. Containers should be clearly numbered in sequence (i.e. 1 of 12), and containers with fragile contents should be labelled accordingly. Containers of faunal material or samples should be marked as such.
33. Address containers to:

Registrar
 Prince of Wales Northern Heritage Centre
 4750 48th Street
 Yellowknife NT X1A 2L9
 Tel: 867-920-6187

CONTACTS

34. For further information, please contact:

Prince of Wales Northern Heritage Centre
 Government of the Northwest Territories
 P.O. Box 1320
 Yellowknife NT X1A 2L9

Territorial Archaeologist	867-873-7688	tom_andrews@gov.nt.ca
Assessment Archaeologist	867-920-6182	glen_mackay@gov.nt.ca
GIS Officer	867-920-8841	
Research Assistant	867-873-7258	shelley_crouch@gov.nt.ca
Curator of Collections	867-873-7668	joanne_bird@gov.nt.ca
Registrar	867-920-6187	pat_freeman@gov.nt.ca
Conservator	867-873-7664	rosalie_scott@gov.nt.ca
FAX	867-873-0205	

Archaeological Survey of Canada
 Canadian Museum of Civilization
 100 Laurier Street
 P.O. Box 3100, Station B
 Hull PQ J8X 4H2

Site Information	819-776-8505	LUCIE.JOHANIS@civilisations.ca
FAX	819-776-8300	

Refer to the **Conservation Manual for Northern Archaeologists** (web site link) for further information (http://www.pwnhc.ca/programs/downloads/conservation_manual.pdf).

Additional information regarding conservation of artifacts is available from the Canadian Conservation Institute, Conservation and Scientific Services for Archaeology (http://www.cci-icc.gc.ca/services/archaeology_e.shtml)