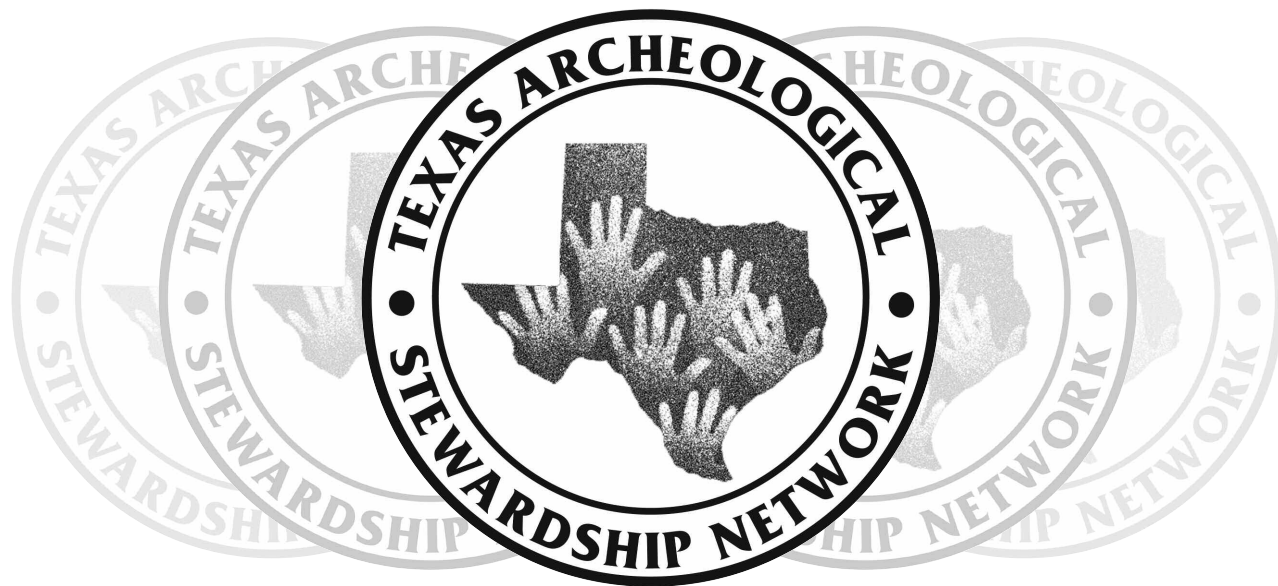


TEXAS HISTORICAL COMMISSION

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# THE STEWARDS HANDBOOK

Texas Archeological Stewardship Network

Archeology Division

Texas Historical Commission

Austin, Texas

2018



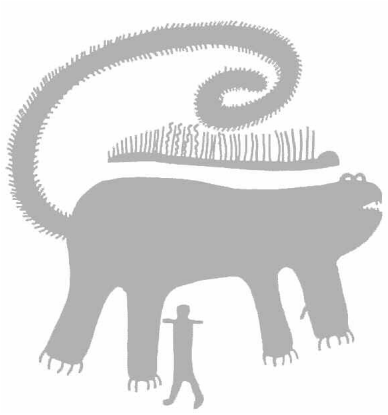
TEXAS HISTORICAL COMMISSION

*real places telling real stories*

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[thc.texas.gov](http://thc.texas.gov)



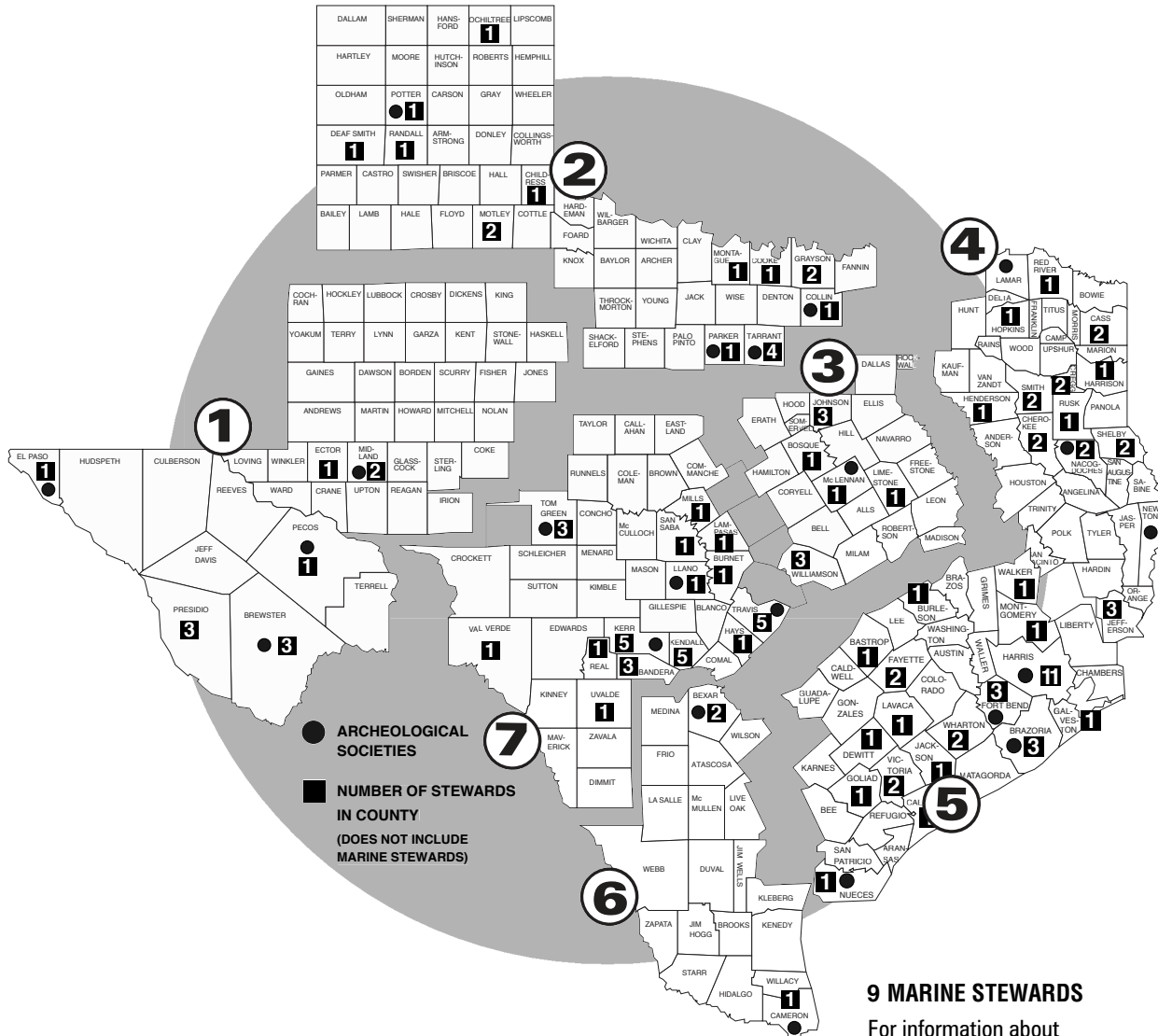


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# Texas Historical Commission's Non-regulatory Archeological Regions



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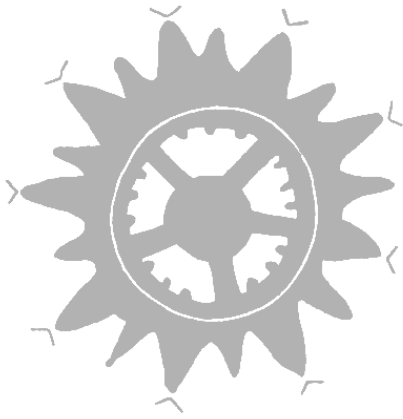
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## Introduction

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**THE STATE OF TEXAS** probably contains more than two million archeological sites, left behind by at least 12,000 years of human occupation. Nearly 95 percent of this period stretches beyond the scope of written history. Everything we know about the prehistoric peoples who occupied the plains, canyons, forests, and deserts that now comprise the state of Texas is derived from the material remains left behind—the archeological record—and from our careful interpretation of those remains.

Archeology is not only concerned with prehistory though. Most of our state’s historic events—everything from pivotal battles to the building of a simple wattle and daub jacal 100 years ago—have also left behind material clues to the past. Through study of that material record we can verify or question historical accounts. Material remains also provide us with the opportunity to gain new information not included in written histories. Thus, the study of archeology and the protection of archeological sites are in the interest of all people who call themselves Texans, a name that is itself derived from the prehistoric past and one of our state’s great native peoples, the Caddo.

The archeological record is a laboratory in which we discover and understand the past, and as laboratories go, the one called Texas is huge, covering 268,581 square miles of land and water that is divided into 254 counties. Responsibility for a public archeology program dedicated to understanding, preserving, and interpreting this vast archeological landscape falls largely on the Texas Historical Commission (THC). The state agency staff is dedicated and capable, but with a small team of archeologists, they need help with tackling this huge job.

Working alongside THC staff, members of the Texas Archeological Stewardship Network (TASN) serve a critical role in bringing public archeology to life in their own communities. Founded in 1984, the TASN is a program of the THC’s Archeology Division. The “Stewards” as they are known, are selected volunteers whose efforts in preservation, education, and research are an essential part of the THC’s statewide archeological program. The TASN is one of the most innovative and successful programs of its kind in the nation; it has served as a model for similar organizations in other states and in 2010 was named an official Preserve America Steward ([www.preserveamerica.gov/stewards/](http://www.preserveamerica.gov/stewards/)), a designation program that recognizes volunteer programs that are committed to the preservation of the nation’s historic heritage.





## Mission Statement

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The TASN seeks to preserve, educate and contribute to our knowledge of Texas' archeological heritage. The network consists of a select group of experienced and capable avocational archeologists who work on a strictly volunteer basis to assist the THC to achieve these goals.

### **Goals of the TASN in coordination with the THC**

- Record new sites
- Educate the public
- Monitor known sites
- Mentor and motivate youth
- Seek protective designation and easements for important sites
- Assist in cultural resource projects
- Record private artifact collections
- Contribute to THC publications
- Carry out emergency or "salvage" archeology as directed by Archeology Division archeologists
- Complete and submit semiannual reports
- Form an Action team
- Serve as a local resource on archeological matters







## TASN Policies and Guidelines

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As a program of the THC's Archeology Division, TASN members agree to coordinate directly with the state archeologist, as well as the appropriate regional archeologist or the TASN coordinator. The following rules (Texas Administrative Code, Title 13, Part 2, Chapter 16) have been established to help guide the activities of each steward. Adherence to the rules and policies of the THC and applicable state (Health & Safety Code and Antiquities Code) and federal statutes, regulations and rules (**see Subsection II, below**) is also required. Violation of any of these laws, regulations, rules or policies may form the basis for the termination of an individual's participation in the TASN program.

### I. Avocational Status

The TASN is an avocational program of the THC. Because of the recognized knowledge and capabilities of the members of the TASN, stewards may be offered the opportunity to participate in archeological projects for pay. When do such opportunities conflict with a steward's avocational status? If, during a given year, a steward accepts such employment and the work is expected to be full-time and last more than three consecutive months (including part-time equivalent) they should inform the Archeology Division in writing. Upon receipt of such a notice, the steward will be placed on "inactive status" for the duration of his or her employment. Once the employment is terminated, the steward's status in the TASN is reactivated. See also the related **Conflicts of Interest** section below. In addition, when TASN members are invited to participate on federal or state regulatory projects such as Section 106 compliance under the National Historic Preservation Act or investigations under the Antiquities Code of Texas, the following guidelines must be followed:

- TASN members can participate as volunteers or as seasonal, temporary employees as described above and in the roles of field techs, lab assistants, or researchers.
- Stewards must work under the supervision of a principal investigator or professional archeologist that meet the Secretary of Interior's Professional Qualifications Standards and the Professional Qualifications and Requirements of the Texas Administrative Code (Chapter 26.4) for archeologists.
- When participating in regulatory projects, Stewards must not make up the majority of the field or lab crew, as they are there to provide assistance and local expertise to the professionals.

## **II. Compliance with Preservation Laws**

In the course of their duties, stewards will comply with all pertinent federal, state, and local preservation laws and regulations. A concise list of federal and Texas state laws is available on the THC website:

- [thc.texas.gov/project-review/statutes-regulations-rules](http://thc.texas.gov/project-review/statutes-regulations-rules)
- [thc.texas.gov/preserve/projects-and-programs/cemetery-preservation/cemetery-laws](http://thc.texas.gov/preserve/projects-and-programs/cemetery-preservation/cemetery-laws)

In any activity not regulated by law, stewards will be guided by *The Stewards Handbook* and associated material.

## **III. Confidentiality of Information and Landowner Rights**

Stewards often act as a liaison between local communities and the State Historic Preservation Office (SHPO), through the Archeology Division of the THC. In actively pursuing the identification and protection of sites on private land, stewards will respect the personal property and privacy rights of landowners. Site location information, whether on public or private land, will be held in confidence by stewards, and all such information gained through the stewardship program will be added to the state archeological site inventory pending private landowner approval. This includes entry into the official archive of the University of Texas (UT) at Austin's Texas Archeological Research Laboratory (TARL) via the Texas Archeological Sites Atlas online database.

## **IV. Private Collections**

Under no circumstances will stewards retain in their private possession artifacts recovered by them or given to them during the term of their stewardship. This policy pertains to historic or prehistoric artifacts or collections from Texas, all other U.S. states, and all other nations. This policy does not pertain to collections previously acquired by the individual before becoming a member of TASN, nor to teaching or comparative collections such as those used by regional societies. TASN members may temporarily retain artifacts for processing and/or analysis; however, upon request of the state archeologist, or the state marine archeologist for the Marine Group, stewards will surrender all such collections to the THC or to an archeological repository or museum certified to maintain collections and approved by the THC.

## **V. Recovering Artifacts from Investigated or Monitored Sites**

When investigating or monitoring archeological sites on private land, stewards will not collect archeological materials unless the site being investigated is under imminent threat of development, looting, or some other damaging factor. If recovery has or will occur as part of a TASN-related project, contact your regional archeologist to work out a plan for treatment and permanent storage of the materials. Under no circumstances will stewards recover archeological materials of any kind from public property.

## **VI. Treatment of Human Remains and Other Sensitive Materials**

The presence or discovery of a cemetery or human grave on public or private land is subject to the provisions of Chapter 711 of the Health & Safety Code of Texas. Stewards will only handle human

skeletal remains, mortuary artifacts, and other related sensitive materials after consultation and under the direction of THC staff in accordance with the requirements of Chapter 711 Health & Safety Code, pertinent sections of the Penal Code [28.03 (f), 31.03 (e) (4) (B), and 42.08], and the rules of the THC (Texas Administrative Code, Title 13, Cultural Resources, Part 2, Texas Historical Commission, Chapter 22 and Chapter 25)]. The discovery of human remains on federal lands is subject to the provisions of the Native American Graves Protection & Repatriation Act of 1990 (NAGPRA).

## VII. Handling Publicity

As a means of protecting landowners' rights and restricting access to archeological site data, news releases or other news media publicity concerning sites, collection, or stewardship activities will not be issued without the consent of any involved private landowners and authorization by the state archeologist or the state marine archeologist for the Marine Group stewards. Stewards should not feel compelled to participate in media interviews or discuss activities with reporters. With the consent of the involved private landowner(s), talks and lectures do not require Archeology Division authorization.

## VIII. Keeping Records

As is the case with professional archeologists, stewards should keep complete records of their activities. Good records are essential to sound archeological research. They also form the basis for reports on your work to the Archeology Division and the publication of the results of investigations. Include the following in your records:

### a. Personal Journal (Required)

Keep a permanent notebook of your TASN activities, including public talks; local work with a county historical commission, heritage society, or archeological society; site monitoring or recording; report writing; collection analysis; landowner assistance; or anything else related to your work as a steward. Record the amount of time you spent, activities involved, whom you talked to, mileage expended, etc.

### b. Site Records (Required)

When recording sites, TexSite software or TexSite Online must be used. Photographs (with scale included), photo logs, maps, field notes, and other related information also are part of the site records. Site reports should be submitted to the official state repository at UT Austin's TARL. Contact your regional archeologist if you require assistance with this process. Also, don't forget to keep notes about your archeological investigations in your personal journal.

### c. Semiannual Report of Activities (Required)

Twice each year, the THC sends TASN members a short form asking about the activities performed over a six-month period. This information is compiled by the THC and provided to the Legislative Budget Board, the Texas Legislature and the general public to demonstrate the importance and effectiveness of the program. ***It is imperative that stewards complete this report in a timely manner.*** It doesn't take long, but it is very important to the TASN program and a responsibility for stewards to provide documentation of Texas' irreplaceable heritage.

Simply fill out the standardized form as completely as possible and return it to the THC by email or mail, *even if there has been a period of relative inactivity*. The data reported on these forms serve as the basis for recognizing exemplary service. Alternatively, the lack of reporting may be grounds for dismissal from the TASN program.

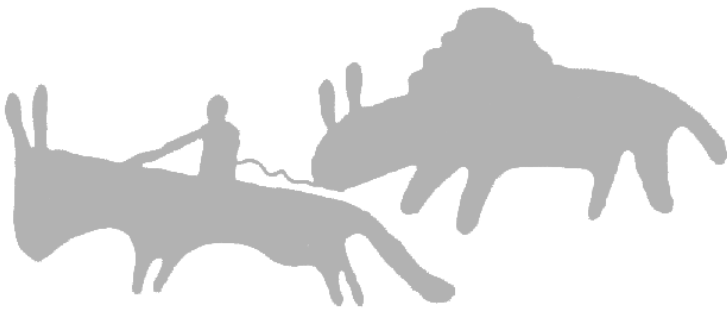
#### **d. Informal Reports (Optional)**

In addition to the required Semiannual Report of Activities, both written formal and informal reports can be made to the THC at any time concerning major projects or activities. All records relating to sites and collections should be submitted to the THC.

### **IX. Conflicts of Interest**

Stewards will not engage in activities or accept positions that represent conflicts of interest with the TASN program or the mission of the THC. Stewards will not provide any information to individuals, firms, or clients that would in any way influence the selection of an archeological consultant or consulting firm. Stewards will not recommend a specific cultural resource manager (CRM) consulting firm to individuals, firms, or clients. As the TASN is designed to be an avocational program, stewards may not serve as principal investigators or project archeologists on CRM projects, nor may they be owners or partial owners of CRM firms. If a steward has doubts or questions about what constitutes a conflict of interest, he or she should contact the Archeology Division for clarification.

In adherence with the mission statement, stewards should not participate in activities that are at cross-purposes with the mission of the THC or that undermine the TASN. Stewards should not support or align themselves with any programs or causes not supported by THC policies or the TASN mission statement. Stewards will not serve, or create the impression of having the authority to serve, in any law enforcement capacity while performing any TASN activity.



## Purpose and Activities

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“Okay,” you might be asking, “let’s get to the good stuff—what is expected of me, and what can I do as a steward?” In reality, there is no “typical” steward. Each steward brings his or her own talents and experiences to the network, creating a broad-based program that encompasses a range of activities. The following are examples of some of the activities stewards engage in. Not all stewards do all the activities listed here in a given year, yet in addition to reporting, most participate in two or more activities annually. These are all equally important activities that contribute to the understanding, preservation, and interpretation of Texas’ archeological heritage. THC archeologists (including regional archeologist, state archeologist, and marine archeologist) are available to assist you with any questions or issues that arise during the course of your TASN activities. Contact information is provided on the inside front cover of this handbook.

### I. Record New Sites

With permission (preferably in writing) of the landowner, record any sites that become known to you. Use the restricted-access Texas Archeological Sites Atlas (TexSite database) to record site data and have the data included in the state inventory of archeological sites. The user guide is available at:

- [atlas.thc.state.tx.us/About/TexSite#form](https://atlas.thc.state.tx.us/About/TexSite#form)

Our staff will work with you as you learn the ropes. Besides being an important service, site recording provides an opportunity to get outdoors, see the country, and discover traces of the past. For all field activities, please see the recommended field safety and supplies under **Supplies and Services Offered by the THC**.

### II. Monitor Known Sites

Monitor recorded sites in your region, especially State Archeological Landmarks (SAL), sites listed on the National Register of Historic Places (NRHP), and sites on public land that are protected by law. Report any observed disturbance or threats of disturbance to THC staff, and we’ll work together to address the problem. Do not collect any artifacts or samples from sites on public property.

### III. Carry Out Emergency or “Salvage” Archeology

In some cases, emergency recovery of data may be undertaken from sites threatened with imminent destruction. *Before undertaking any emergency recovery, a steward must consult with the THC.*

Do not violate state or federal laws or undertake any salvage activities on private property without written permission of the landowner. Consult with your regional archeologist to develop an overall plan for the salvage project, including developing a research design and field methodology, determine who will be involved with the analysis, the write-up of the investigation's results, and disposition of artifacts and records. Examples of permission documents are available from the THC.

#### **IV. Seek Protective Designation and Easements for Important Sites**

Work with THC staff to secure protective designations—such as SALs or NRHP listings. Your regional archeologist is available to consult about sites you plan to nominate for a SAL or NRHP designation. Compile an inventory of sites in your region that you believe are particularly significant and worthy of protection, and then conduct any necessary site recording and research in support of your nominations. Submit your draft nominations to your regional archeologist for evaluation and further action.

Conservation easements offer potential tax benefits to landowners who wish to protect archeological sites. Consult with your regional archeologist if you have a landowner who is considering granting an easement to protect cultural resources on their property.

#### **V. Record Private Collections**

With written permission of the owner, record private artifact collections that become known to you. Acquire as much provenience data as possible, document details about the artifacts, and photograph all collections that you record. Submit information and images to the THC so others can use those records for their own research. Encourage the donation of significant private collections to certified archeological repositories or museums. Be sure to advise the owner of the collection that this documentation is not to be used as, or for, a monetary appraisal. A listing of certified archeological repositories is available from the Archeology Division.

#### **VI. Form an “Action Team”**

Stewards form “action teams” of two or more non-TASN volunteers who can help with emergency salvage work on any other projects stewards undertake. While not a requirement, action teams can be valuable aids in situations requiring rapid response, and over time they bring additional experienced volunteers into the TASN program.

#### **VII. Educate the Public and Cultivate Partnerships**

Join a local or regional archeological society and promote archeological preservation and education. Encourage information exchange and cooperation between governments, professional archeologists, collectors, and the public. Seek appointment to your County Historical Commission (CHC). Give talks to CHCs, local preservation organizations, schools, and civic groups. If you prefer not to give presentations, attend meetings and support preservation activities. Visit museums in your region that display archeological collections or those that have related interpretive exhibits, and research the accuracy of and assess and advise on the effectiveness of exhibits. Participate in and plan activities

for Texas Archeology Month (TAM) held every October and ensure that these events are included in the TAM online calendar on the THC website.

### **VIII. Mentor and Motivate Youth**

From time to time, interested youth contact the THC's Archeology Division looking for opportunities to learn about archeology. Parents and teachers might contact you directly if you give public presentations. With your permission, we will refer young people (in the fourth grade and higher) from your area to you. You may choose to serve as their "mentor" and include them on your action team for a specific project or period of time. You could also direct them to local learning opportunities offered by an archeological society. If a more formal program is desired, we can provide you with a copy of "Texas Archeology in the Classroom," which contains activity ideas. We strongly encourage parental or guardian participation in all activities when minors are participating. ***It is important to understand that these young people are not official members of the TASN and that they should not present themselves as stewards.***

### **IX. Assist in Cultural Resources Projects**

Share your knowledge of sites in the area with archeologists carrying out state or federally mandated cultural resource projects. These archeologists are encouraged to contact stewards in order to gain a fuller understanding of the local archeological record.

### **X. Contribute to Publications**

Submit articles, news items, or accounts of your activities for inclusion on the THC website or in a regional publication. Examples of publication outlets include:

- a. Bulletin of the Texas Archeological Society (BTAS)—annually. Britt Bousman, editor@txarch.org
- b. Journal of the Houston Archeological Society—annually. Contact publications@txhas.org
- c. Journal of Northeast Texas Archeology—annually. Send articles to be published to Tim Perttula at TKP4747@aol.com
- d. Journal of Texas Archeology and History, jtah.org/manuscripts.html  
Submissions: tkp4747@aol.com for Tim and copy sdavis9073@gmail.com for Steve Davis
- e. La Tierra—quarterly, published by the Southern Texas Archaeological Association
- f. TAS Newsletter—quarterly

### **XI. Complete and Submit Semiannual Reports**

Summarize your projects on the **Semiannual Report of Activities** forms that are sent to stewards twice each year. It is important that completed forms be submitted to the Archeology Division by the stated deadline. These forms are important sources of information about the accomplishments of the TASN program. Data gleaned from these forms are reported to the Legislative Budget Board. This information is then available to the Texas Legislature and the public.







## TASN Procedures

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### **I. TASN Advisory Committee**

Representatives of the professional and avocational archeological communities serve as advisors for the TASN program. This Advisory Committee consists of the current presidents of the Texas Archeological Society (TAS) and Council of Texas Archeologists, three state agency representatives, two peer TASN members, and up to three professional archeologists who work extensively with avocational archeologists in Texas. The main purpose of this committee is to assist the Archeology Division with the review and selection of stewards. Advisors also may be called upon to consult with staff on policies and other matters relating to the TASN program.

### **II. Selection of Stewards**

TASN members, the TASN Advisory Committee, THC staff, and members of the public may nominate candidates for stewardship positions. Individuals may also nominate themselves. It is preferred that all nominations be submitted on the standard TASN nomination form, available in this booklet, on the THC website:

- [thc.texas.gov/public/upload/forms/StewardNomin.pdf](http://thc.texas.gov/public/upload/forms/StewardNomin.pdf)

It is also available upon request from the THC's Archeology Division. Nominees must be avocational archeologists and have applicable experience, such as, but not limited to: have participated in TAS regional activities and local archeological societies, have a degree in archeology, or have formerly worked as a CRM professional. Candidates are selected for their demonstrated skills, experience, and abilities to assist the THC with archeological investigations, research, preservation efforts, training, and public outreach endeavors. Due to the nature of the role of the stewards in public outreach and landowner assistance, candidates must be Texas residents.

The TASN Advisory Committee and the THC staff archeologists review nominations by county and region. The state archeologist, or the state marine archeologist when considering marine stewards, will make final decisions concerning appointment for a four-year term. Each term begins on January 1 of the year in which the steward is appointed and concludes on December 31 of the fourth year. A membership cap may be imposed at the discretion of the Archeology Division director.

### III. Annual Recognition Awards

The THC offers awards to recognize worthy accomplishments and exemplary leadership in the preservation of Texas' heritage. Over the years, the Award of Merit in Archeology has been awarded to several TASN members, as well as the THC's *Curtis D. Tunnell Lifetime Achievement Award in Archeology* and *George Christian Outstanding Volunteer of the Year Award* ([thc.texas.gov/awards](http://thc.texas.gov/awards)). In addition, the THC offers awards specifically designed to recognize members of the TASN for their contributions to historic preservation.

#### *Norman Flaigg Certificate of Outstanding Performance*

This certificate is awarded annually at the summer workshop to stewards whose reported accomplishments rank in the top 10 percent for all stewards. These scores are compiled from the information provided in the biannual reports, and is reflective of hours donated, mileage driven, sites recorded, monitored, or designated, collections recorded, talks given, and handouts distributed. The Norman Flaigg Honorable Mentions are also recognized for being in the top 20 percent for reporting.

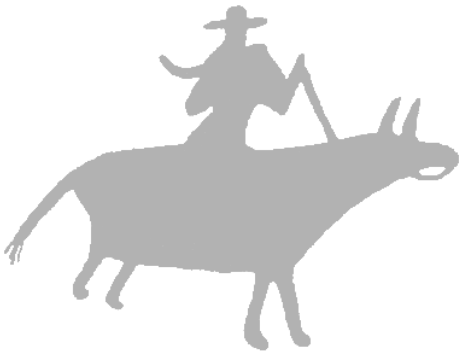
#### *Jim Word Award for Archeological Stewardship*

This award is presented annually at the summer workshop to stewards after 10 years of service, and for each subsequent decade served.

### IV. Termination of Stewardship

A stewardship term will be for a period of four years. At the end of that four-year period, the steward may request reappointment, or the state archeologist or state marine archeologist may invite the steward to accept reappointment. Verification of reappointment must be in written form and signed by the state archeologist or state marine archeologist. A steward who wishes to resign before completion of his or her term will notify the state archeologist or state marine archeologist (in consultation with the archeology division director). Noncompliance with THC rules and policies, including the rules and procedures of the TASN as stated in this handbook, form the basis of termination from the program. Termination may also be the result of violation of state or federal historic preservation laws and associated rules and regulations. The lack of two or more consecutive semiannual reports (or other forms of communication) may also be grounds for termination.

Upon termination of stewardship, each steward will transfer to the THC all records and documents pertaining to the steward's program activities. Artifact collections on loan to the steward will be returned to the owner, transferred to the THC, or to a certified archeological repository or museum acceptable to the state archeologist or state marine archeologist, as appropriate.



## Supplies and Services Offered by the THC

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Given the availability of funds, the THC will supply the following items to TASN members without charge:

### **I. Printed Public Outreach Materials**

A range of printed brochures, posters, and leaflets on archeology is available for distribution. Our inventory is constantly changing as new materials are produced and old ones are modified, updated, or eliminated. Texas Archeology Month materials are produced annually and are available to stewards while supplies last. Contact the Archeology Division to obtain public outreach materials.

### **II. Other Supplies Available from the Archeology Division**

- TexSite software—[atlas.thc.state.tx.us/About/TexSite](https://atlas.thc.state.tx.us/About/TexSite)
- Notebooks for Stewardship Journals
- Other THC materials

### **III. Texas Historic Sites Atlas**

- [atlas.thc.state.tx.us/Account/Login](https://atlas.thc.state.tx.us/Account/Login)

### **IV. Texas Archeological Sites Atlas** (restricted information access)

- [nueces.thc.state.tx.us/](https://nueces.thc.state.tx.us/)

### **V. Training**

Training is offered to TASN members at the annual workshop, typically held in the Austin area or Central Texas during the late summer. The training offered is designed to expand steward capabilities and thus enhance the overall program. Stewards themselves offer suggestions for this training. Additional training opportunities may also be offered by regional archeologists.

### **VI. Field Safety and Recommended Supplies**

- a. Notify a spouse, fellow steward, state, marine, or regional archeologist at the THC; or local law enforcement of departure and return for all field activities.
- b. It is recommended that landowner visits, survey, or field work be conducted using the “buddy system” with two or more TASN members participating.

- c. For onsite visits or field excursions, recommended safety equipment includes: a first aid kit, snake guards, emergency numbers, fire extinguisher, food, and water. See the table on following page for detailed recommendations.

## **VII. Liability**

Do not put yourself, your property, or the property of others at risk; neither the THC nor the TASN Advisory Committee is liable for any damages you may incur. Each steward is required to sign the THC Volunteer Agreement, Waiver, and Release of Liability. Stewards are strongly encouraged to acquire personal liability insurance.

Do not confront persons who are actively vandalizing sites or collecting artifacts. While the THC encourages stewards to gather information about and report on site vandalism in their areas, it is not the intent of the THC to place stewards in confrontational or dangerous situations with vandals or artifact collectors. Contact the local law enforcement, sheriff's office or game warden.

## **VIII. Volunteer Insurance**

THC purchases volunteer insurance. This is supplemental insurance that would cover the gap between costs for care/liability that would be covered by the volunteer's own medical insurance or homeowner insurance and their actual costs. The volunteer insurance does not cover damage to the volunteer's own car and does not provide coverage for volunteers while traveling to and from the volunteer work site.

Documentation must be provided by the stewards to the TASN coordinator that proves the injured party was volunteering at the time of the incident and they were performing duties that were assigned to them as stewards. This documentation will need to include at a minimum: steward name, contact information, date(s) worked, and hour(s) worked. Claims should be reported through the TASN coordinator. For more information, visit the State Office of Risk Management website at:

- [sorm.state.tx.us/insurance-program/statewide-volunteer-program](http://sorm.state.tx.us/insurance-program/statewide-volunteer-program)

## **IX. Meetings**

The THC's Archeology Division will direct arrangements and send notices for all TASN meetings. Two TASN meetings are held annually: a summer workshop, and a fall business meeting held in conjunction with the TAS annual meeting (typically in late October). The state archeologist or state marine archeologist may call additional meetings as necessary to provide supplemental training or address specific topics. The state archeologist or state marine archeologist will call meetings of the TASN Advisory Committee as needed.

## Recommended Equipment for Field Investigations

### Excavations

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Tool kit or backpack for equipment	Comfortable clothes and shoes
Clipboard and paper	Hat and/or bandana; sunglasses
Pencils (mechanical, .05 mm lead or #2) pencil)	Sunscreen and insect repellent
Pencil sharpener	Gloves
Black Sharpie markers	Kneepads
Small notebook for journal, paper	Water
Camera	Snacks and water bottle/canteen
Trowel (flat mason's trowel such as Marshalltown)	Small paintbrush, about 1.5"
Metric tape measure (or metric/English)	Shovel, flat, square blade
Line level and string	<i>Optional: Pruning shears (for removing rootlets)</i>
Bucket	<i>Optional: Dental picks (for delicate, close-in work)</i>
Whiskbroom	<i>Optional: Bamboo splints or sticks</i>
Small, flat scoop (dust pan or coal shovel)	<i>Optional: Engineer's scale (for detailed mapping)</i>

### Survey

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Lightweight leather hiking or work boots	Compass that can be adjusted for declination, 360° azimuth (Brunton 9020G Classic or equivalent)
Long pants—cotton jeans or khakis, and lightweight, long-sleeved shirt—100 percent cotton is best	Camera
Sunglasses and bandana (recommended)	Trowel (flat mason's trowel such as Marshalltown)
Hat, with brim	Knife, all purpose
Gloves	Watch
Lightweight backpack for equipment	Small roll of toilet paper
Clipboard	Tweezers and bandages
Soft white eraser	Small zip-lock bags
Mechanical pencils, 0.5 mm lead	Hand gel or antiseptic wipes
Black Sharpie markers (2)	Sunscreen, aspirin, moleskin, needed medications
Small notebook for journal; paper	Insect repellent (non-aerosol)
Metric tape measurer, 5 m long	Whistle to signal others
Metric ruler, 30 cm long, transparent plastic	Salty snacks and water bottle, at least 1 quart
Optional: Metric 30- or 50 m reel tape	
Surveyor's flagging tape, 2 rolls, contrasting colors	



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## Texas Archeological Stewardship Network

### Code of Ethics

### Statement of Adoption for Archeological Stewards

I, the undersigned, recognize that the archeological record is an irreplaceable, nonrenewable resource for understanding the history and prehistory of Texas. As a steward, I will promote the careful management and scientific study of archeological sites and materials as a matter of public benefit and public trust. As a steward, I will work with the Texas Historical Commission to advance the goals set out in *The Stewards Handbook*. I will adhere to the rules and policies of the Texas Historical Commission. I have read and will abide by the methods, goals, rules, and procedures set out in this *Handbook* as my Code of Ethics.

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Nominee

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Date

I accept this Nominee into the Texas Archeological Stewardship Network.

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Patricia Mercado-Allinger  
Texas State Archeologist

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Date

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Texas Historical Commission  
P.O. Box 12276  
Austin, TX 78711-2276  
512.463.6100  
fax 512.475.4872  
thc.texas.gov



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## Texas Archeological Stewardship Network

### Code of Ethics

### Statement of Adoption for Archeological Stewards. *Marine Group*

I, the undersigned, recognize that the archeological record is an irreplaceable, nonrenewable resource for understanding the history and prehistory of Texas. As a steward, I will promote the careful management and scientific study of archeological sites and materials as a matter of public benefit and public trust. As a steward, I will work with the Texas Historical Commission to advance the goals set out in *The Stewards Handbook*. I will adhere to the rules and policies of the Texas Historical Commission. I have read and will abide by the methods, goals, rules, and procedures set out in this *Handbook* as my Code of Ethics.

---

Nominee

---

Date

I accept this Nominee into the Texas Archeological Stewardship Network.

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Amy Borgens  
Texas State Marine Archeologist

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Date

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Texas Historical Commission  
P.O. Box 12276  
Austin, TX 78711-2276  
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VOLUNTEER AGREEMENT, WAIVER AND RELEASE OF LIABILITY

I, \_\_\_\_\_, am a volunteer choosing to assist the Texas Historical Commission (THC) as a member of the Texas Archeological Stewardship Network.

I agree to perform archeological tasks to professional standards under the direction of the state or regional archeologists and to submit all artifacts found to the THC. Disposition of the artifacts is the responsibility of the THC and the landowner. I will not reveal the location of the archeological site unless specifically authorized to do so by the THC.

I am not an employee or contractor of the THC. I assume all risk of injury, damages, or loss to my person or property due to accident or negligence on the part of any person, whether my own or that of an employee or contractor of the THC, another volunteer, the owner of the land, or any other person connected with the activities of the THC, or due to the condition of the land, including improvements, flora, and fauna, at the location of the project. I understand that the THC does not assume any responsibility for the health, safety, or welfare of volunteers.

I do not have a health condition, physical limitation, impairment, or disability that would render me incapable of performing the tasks for which I am volunteering. I will not undertake any action that I am not physically capable of performing. I will furnish any supplies or equipment necessary to ensure my safety during the performance of my volunteer assignments.

I waive any right to suit against the THC and the State of Texas, its officers and employees, and the owner of the location of the activity, including heirs, assigns, administrators, executors, agents, or employees, for any action arising from my actions as a volunteer, and shall indemnify and hold harmless the THC and the State of Texas in the event that I am sued for any action I may take as a volunteer.

I am at least 18 years of age and legally competent to sign this document.

Signature

Witness Signature

Name

Witness Name

Address

Witness Address

Date

Date

Texas Historical Commission
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