

1. Inform Prof. Kathleen Morrison that you would like to bring non-USA archaeological plant material into the lab.
2. Ensure you have the **CORRECT PAPERWORK!** (this **WILL** include USDA permits, see below. Also – do you require import/export licenses and excavation permits?)
3. Obtain a copy of the USDA licence from Prof. Morrison.
4. Label clearly all sample bags and containers with, at minimum:

Site code

Context details

Type of sample

The outermost container should also state:

Your name

Full site name and country

Principle Investigator (PI) for the project and their contact details and/or your supervisors name

5. All samples **MUST** be completely dry and double bagged.
6. They must be packed into a clear box, clearly labelled.
7. It is preferable that they are hand-carried rather than posted for ease of transit.
8. Once samples arrive in the lab they must be immediately placed in the fridge for storage.
9. For long term storage **ALL** samples will be stored in the fridge to prevent mold developing.
10. Only a small number of samples will be worked on at any time.
11. Keep your work area clean, all spills will be mopped up using the biocide spray and paper.
12. If sample owners are going to be away from the lab for any length of time and are leaving samples they must give contact details to Prof. Morrison
13. Unclaimed, unidentifiable samples will be disposed of.

NB: this SOP applies only to archaeological plant material, not modern.