

**MSU Archaeology Laboratory
Archaeological Contracting Services**

Operating Manual

May 2007



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1. Introduction

1.1 Mission, Location and Personnel

The Murray State University Archaeological Laboratory (MSUAL), directed by Dr. Kit W. Wesler, is located on the 3rd floor of Ordway Hall. The Laboratory's mission incorporates four main aspects: 1.) training archaeology students; 2.) curating archaeological collections from western Kentucky; 3.) maintaining a library of cultural resource management reports; and 4.) conducting archaeological research.

The Archaeological Contracting Services (ACS), which functions as a division of MSUAL, is overseen by Dr. Lara K. Homsey and located in Room 228 Wilson Hall. ACS is responsible for 1.) training students in cultural resource management, 2.) conducting Section 106 compliance in western Kentucky and surrounding states, and 3.) serving as a Kentucky State Historic Preservation Office appointed repository for cultural resource management reports. This room is open to all professional archaeologists engaged in academic research and/or cultural resource management in western Kentucky and surrounding regions.

1.2. Legislative Background

All cultural resource management projects stem from Section 106 and 110 of the *National Historic Preservation Act* (NHPA) of 1966. Working in conjunction with the *Archaeological Resource Protection Act* (ARPA) of 1979 and *Executive Order 11593* (Nixon 1971), NHPA mandates that required archaeological surveys and assessments be implemented when federal money, land, or permits are used in development. These surveys and assessments must comply with guidelines set forth in the *National Environmental Policy Act* (NEPA) of 1969 and 36CFR Part 60.6 9 (Federal Register 42(19), 1977) to determine the impact development will have on historic properties within the area of potential effect (APE) which could be found eligible or potentially eligible for nomination to the National Register of Historic Places (NRHP). Historic properties are defined as prehistoric or historic cultural sites greater than 50 years of age.

Federal law also mandates the appointment of a State Historic Preservation Officer (SHPO) to serve as the review agency for cultural resource management reports for the state. In Kentucky, the SHPO office is administered through a governor-appointed Kentucky Heritage Council (KHC) in Frankfort. The KHC operates in conjunction with the Office of State Archaeology (OSA), a division of the University of Kentucky's Anthropology Department which administers the state's archaeological GIS. These offices are mandated by Kentucky Revised Statute (KRS) 704.050. The current manual of specifications guiding cultural resource management (CRM) in Kentucky is "Specifications for Archaeological Fieldwork and Assessment Reports" issued by the Kentucky SHPO in 2001 and revised in 2006. The current revision can be found on the KHC website at http://www.state.ky.us/agencies/khc/specs_reports.htm.

The following operating manual summarizes how ACS functions within the Murray State University system. Section 2 details the procedures for running contracts, from developing a client to monitoring the accounting records. Section 3 summarizes fieldwork policies, report writing, and report submission. Section 4 summarizes ACS facilities in Wilson Hall, while Section 5 explains how the State Historic Preservation Office and the Office of State Archaeology function together to monitor cultural resource management in Kentucky.

2. Procedures

2.1 Developing a Clientele

Many clients find MSUAL through the KHC List of Consultants, which can be found at http://www.state.ky.us/agencies/khc/section106_consultants.html, or through the TN SHPO List of Consulting Archaeologists (<http://www.state.tn.us/environment/hist/pdf/archaeol.pdf>). All PIs should make sure they stay current on these lists. The Kentucky Department of Transportation (KDOT) maintains a separate list of consultants; inclusion on this list requires a tedious application process which must be renewed every two years. Clients that MSUAL have worked with over the last 5 years include:

U.S. Army Corps of Engineers	Pennyrile Area Development District
Tennessee Valley Authority	Citizens Bank
United States Forest Service	US Bank
KY Department of Transportation	Fulton Co. Economic Development Program
Geotech	Farm Service Agency
5H Technologies	Four Rivers Behavioral Health

2.2 Taking a Call

Appendix A illustrates the *Client Information Form*. This form standardizes the information required from the potential client in order to provide them with an accurate bid and scope of work (SOW). Be sure to find out the acreage of the site, the vegetation cover (which determines whether you can do a “walk over” or must shovel test). Also confirm whether or not a floodplain is involved, as that will determine whether backhoeing and/or augering are necessary (see section 3.2). In addition to this standard information, other discussion points as relevant may include:

1. Is the RFP mandated by SHPO or a volunteered report?
2. Will the developer notify the owner for consent to be on property?
3. How accessible is the project area?

2.3. Responding to an RFP

Responses to the RFP should include 1) a bid and 2) a scope of work (SOW). A sample bid and SOW can be found in Appendix B. ACS contracts are **fixed price**. Therefore, it is imperative that the bid be as accurate as possible. While sliding scale bids allow for greater flexibility and clients usually prefer them, a fixed price is much easier to develop within a university accounting system, a system that is not designed to run like a business. OSP and the Accounting Office currently operates on a fixed price; deviating from this norm will complicate the process already established and may result in a project deficit.

To prepare an accurate bid, the following line items must be considered. (Line items are summarized in Table 1.)

1. **Salaries for Field Work & Report Writing:** Salaries vary by experience. PIs will get anywhere from \$50-70/hour. Consider your own salary in terms of work load, difficulty of the job, and the context of the project. Experienced graduate students generally receive

\$15/hour, inexperienced graduates receive \$12/hour, undergraduate with experience receive \$12/hour, and undergraduates without experience receive \$10/hour. Secretaries receive their hourly rate (currently \$11.75). These are guidelines only; actual salaries may vary. For all salaries keep in mind that 25-40% (depending on tax bracket and 9 or 12-month contract) of the gross pay will have deductions for federal/state taxes, health/dental insurance, and retirement contribution (KTRS, ORP).

2. Laboratory Work: Because it is often not possible to know whether a site will be found or not, ACS typically charges a flat \$600.00 per site found. Isolated finds are not considered to be sites for the purposes of invoicing clients.

2. Fringe Benefits: The University is responsible for paying FICA, Retirement, Workers Compensation, and General Fringe benefits. These additional costs total 23.34% for faculty, 8.65% for students, and 17.25% for secretary. Be sure to take 23.34% times faculty salary (and 8.65% times student and 17.25% times administrative secretary salaries) and add that to your budget¹. Otherwise, it will come out of your profit. If you don't have enough profit to cover it, the Archaeological Services account (see section 2.4) will show a deficit. Do not forget to calculate FICA etc on all salaries, including both fieldwork and laboratory work.

3. Transportation: The MARC vehicle is available for use. There is no charge to use the Tahoe, but MARC charges us the variable depreciation rate set by the university (currently \$0.41/mile). Budget the round trip mileage times the current rate. (see section 2.3 for more on use of the MARC vehicle).

4. OSA site check: Effective January, 2007, OSA charges \$140 for each site check² performed. When OSA bills you, have the department secretary pay it with department funds, then reimburse the department from the Archaeological Services account (see section 5.3 for additional information).

5. Report Duplication: reports can be duplicated at COPY EXPRESS in the Business Building for a fee (call for current prices), or they can be duplicated and bound in house. ACS has a comb binder and combs that can bind a report up to 180 pages, or 7/8". Heavy weight paper can be purchased at COPY EXPRESS and charged to the Archaeological Services account number for the project. Because the department also uses the comb binder, it will purchase combs.

6. Supplies: Table 2 summarizes the supplies stored in Wilson Hall, room 109. For small (0-100 acre) Phase I surveys, ACS has enough materials to supply five field technicians. Occasionally, items such as pin flags will need to be replaced. You can purchase these items with department credit card, and then reimburse the department from the Archaeological Services account. For a larger Phase II project, you should calculate any supply needs and pass that cost onto the client.

¹ These numbers can vary depending on the timeframe of the project. Consult the Benefit Calculation Chart before budgeting. This chart can be obtained from OSP.

² Due to pending litigation, OSA is no longer conducting site checks as of March 2007.

Table 1. Budgetary items with associated rates.

Line Item	Rate
Principle Investigator	\$50-70/hr
Field Technician, graduate, experienced	\$15/hr
Field Technician, MSU undergrad, experienced	\$12/hr
Field Technician, MSU student, not experienced	\$10/hr
Backhoe Operator	\$75/hr
Administrative Secretary	\$11.75/hr
Flotation and Botanical Analyses	\$125/sample
Sedimentologic Analyses	\$125/sample
Faunal Analyses	\$125/sample
Lodging	\$75/night
Per diem, regular	\$30/day
Per diem, high rate area	\$36/day
Travel	\$0.41/mi
Report Duplication	\$0.15/page
Mandatory OSA site check	\$140.00
Curation storage, MSU Archaeology Lab	\$0.00
Curation storage, non-MSU facility	\$150.00

7. **Curation:** If materials are curated with MSUAL in Ordway Hall, the curation fee of \$150/archival box is waived. The MSUAL *Curation Standards and Guidelines* can be found in Appendix C. All materials are to be curated in Ordway Hall; accession numbers must be obtained from Dr. Kit Wesler.

8. **Profit:** Profit can range from 0 to 50%, depending on the project. On a cost-reimbursable contract, the university typically charges indirect fees of 47% (state projects are 8%), which are then distributed among the Provost, College, and Department. Because ACS contracts are fixed price, they do not have to adhere to these standard university indirect fees. In determining profit, you may want to lower it to pull in new clients. If you are doing a contract solely as a service or teaching exercise, you may choose to charge no profit at all (but do not forget to add fringe benefits if you are still paying salaries). Conversely, you may need to raise it to cover new supply costs etc. All profit stays within the Archaeological Services account. You may choose to share those funds with the Geosciences department, particularly if they front you some money or supplies.

A sample SOW is included in Appendix B. The SOW should 1) explain why the work is being done, where the work will occur, and for whom the work will be done; 2) briefly summarize how the work will be done (walk over or shovel testing, or some combination

thereof); 3) differentiate between a FIND and NO FIND report; and 4) provide a timeframe in which the fieldwork and final report will be completed. Clients often need both the survey and the report “yesterday” and will push you greatly to protect themselves on their end, as they are often being subcontracted by the lead agency. Putting a report date in writing alleviates some of this problem, although it doesn’t leave the PI much wiggle room in the case of extenuating circumstances. A note excluding the timeframe from extenuating circumstances, such as inclement weather and outstanding permits/permission is highly recommended.

In preparing a bid/SOW, some thoughts to keep in mind include:

1. Are there any previously disturbed or developed areas within the APE that SHPO has exempted from survey?
2. Might the developer prepare the area for cheaper survey, through ribbon stripping, plowing etc.?
3. Can the developer/lead agency provide heavy equipment, if such is necessary to complete the project (*e.g.*, a backhoe for trenching on a floodplain)

2.4 Implementing a Project within the University system

Once a client accepts a bid/SOW, it is imperative that the following procedure be implemented in correct order, otherwise, the project can get behind and you must begin fieldwork without account numbers or without a signed contract. Appendix D is a checklist for completing these required steps:

1. Prepare a budget and SOW (see section 2.2) for prospective client.
2. Submit the accepted SOW and final price³ to the Office of Sponsored Programs (OSP) (currently contact Ms. Kristi Stockdale). OSP will prepare a *Memorandum of Agreement* (MOA) (Appendix E) to be signed by the PI, OSP, and the client. Once signed, OSP will route the MOA to Accounting, where an account number will be generated for each project (for more on Accounting, see section 2.5 below).
3. Complete a *Proposal Approval* form (Appendix F) and submit it to OSP.
http://campus.murraystate.edu/administ/sponsoredprograms/proposal_form.pdf
4. Complete the *Early Project Start-Up* Form (Appendix G) and submit it to OSP.
<http://campus.murraystate.edu/administ/accounting/a&f/frmProjectStartup.pdf>
5. Initiate a state-mandated OSA site check. You must use the form illustrated in Appendix H. Contact Nancy O’Malley at OSA for details (859-257-1944). It usually takes about a week to get results.
6. Since contracts are considered to be extra income, you must fill out the University’s *Extra Compensation Request* Form (Appendix I) and return it to the departmental secretary. The form can be found at <http://www.murraystate.edu/indir/hr/extracomp2.pdf>.

³ OSP needs to know the final cost of the contract if a site is not found and also if a site is found.

Extra compensation is capped by the university at 20% of salary during the academic year.

7. If you are on a 9 or 10- month contract, and are working over the summer months, you must also complete the University's *Summer Extra Compensation Request Form* (Appendix J) at <http://www.murraystate.edu/indir/hr/extracomp.pdf>. Summer salary and extra compensation is capped by the university at 40% of salary (33.33% summer compensation and 6.67% summer overload) over the course of the entire summer, to be broken down as follows:

May 16-31	5.55%
June 1-30	11.11%
July 1- 31	11.11%
August 1-14	5.55%

8. Reserve the MARC (Mid-America Remote Sensing Center) vehicle through Charletter Ellis (809-2149). If it is not available, you will have to use your own vehicle and get reimbursed for travel, or reserve (and pay for) one of the university vehicles. The Tahoe is almost always available if reserved ahead of time, though note that MARC has priority over this vehicle. Out of politeness, you should give the Tahoe to a MARC employee who needs it, even if you previously reserved it.

9. Once the project is completed, you must fill out *Personnel Action* (PA) forms for everyone who worked on the project, including project P.I., students, and secretary. Carruth Kittrel will help fill these out. PIs should minimally wait to complete theirs until the report has been submitted to SHPO for review. It takes about 4 weeks to process these forms and get paid, so the PI will normally have SHPO concurrence by the time they are paid. Students can fill out a *Student PA* form immediately after completing fieldwork. They must also fill out a timesheet in order to be paid. Graduate students on a University assistantship are limited to 10 hours/week, so if they put in more than 10 hours as a field technician, you must divide their time over several pay periods.

10. If you have traveled or spent any money out of pocket (e.g., buying supplies while in the field), then you must fill out a Travel Reimbursement Request and a Payment Request respectively. The department secretary (Ms. Carruth Kitrell) can help with these forms.

11. When all work is complete, the report submitted, contact Wendy Cain in Accounting (809-4170) to let her know that the project is complete. She will then invoice the client. **YOU MUST LET HER KNOW**, or the client will not be invoiced.

12. Once all expenses have posted, any remaining money (i.e., profit) will be transferred by Wendy Cain to the Archaeological Services account. Ms. Cain maintains an Excel spreadsheet of all ACS jobs, which you can request at any time.

2.5 Accounting

2.5.1 Archaeological Services Account

ACS has a university account entitled “Archaeological Services” and numbered 10-2-12336. The ACS director (currently Lara Homsey) is responsible for monitoring the archaeological services account via E-Print, the University’s online financial records system. Access E-Print through RacerNet. Click on “Administrative” tab, then find “E-Print” under the Campus Accounting heading. Contact Ms. Stephanie Jennings, the E-Print System administrator, at 809-6190 for assistance. Individualized tutorial sessions can be set up and are highly recommended. All inquires about this account should be addressed to Ms. Wendy Cain or Ms. Stephanie Jennings.

2.5.2 Project-specific Accounts

In addition to the main Archaeological Services account, the accounting office will create a new account for each individual contract. This account will have subcodes which follow the university’s system of accounting. Subcodes are as follows:

1000 level:	salaries	5000 level:	travel
2000 level:	fringe benefits	6000 level:	scholarships
3000 level:	services	7000 level:	equipment
4000 level:	materials and supplies	9000 level:	indirect costs

2.5.3 Supporting Federal Work Study Students

Traditionally, ACS has supported at least one student worker for 8-12 hours per week. Students receive federal work study wages of \$5.85/hour⁴. To this, 1% must be added to cover Workman’s Compensation. If the student worker is working over the summer and is therefore not enrolled in classes at least half time, this percent increases to 8.65% (FICA at 7.65% and Workman’s Compensation at 1%) (consult OSP annually to confirm current numbers). Student wages are deducted from the Archaeological Services account monthly. DO NOT hire a student worker unless there are adequate funds currently in the account to support the student; DO NOT depend of future contracts to pay students since ACS runs contracts sporadically, and invoicing sometimes lags several months behind the actual fieldwork. Tasks for the student worker include filing contract reports, inventorying supplies, preparing background literature reviews, maintaining and filing topographic and geologic quadrangles, developing an in-house GIS of surveyed parcels and sites found, conducting site checks, and curating artifact collections.

2.6 Annual Reporting

An annual report summarizing ACS’ progress for the fiscal year should be submitted to the Chair, Department of Geosciences, by July 1 of each year. This report should include: number of bids made, number of contracts accepted and completed, total costs, total profits, number of students employed, current account balance, and status of report (e.g., SHPO concurred, in revision etc).

⁴ Effective June 26, 2007. Scheduled to increase to \$6.55/hr on July 1, 2008 and \$7.25/hr on July 1, 2009.

3. Fieldwork

3.1 Safety in the field

MSUAL supports a “safety first” approach to fieldwork. Field technicians should receive instruction to field protocol and safety PRIOR to going into the field. Student workers must sign an *Employee Agreement* form (Appendix K) prior to the start of a project. New employees should also complete an *Employee Information* form (Appendix L) so that mailing address, emergency contact, and health information are on file.

To ensure safe conditions during survey, the PI should ask the client the following conditions:

1. Do you have written permission to be on the property?
2. Are there any underground utilities that preclude digging (e.g., fiber optic cables, gas lines etc.)
3. If on a military post, has the area been cleared for unexploded ordinance (UXO)?

3.2 Selecting field technicians

Any student in the Geosciences department may be eligible to work as a field technician. Due to greater interest than positions available, priority may need to be established based on 1) seniority; 2) completion of ARC 302 (field school); and 3) academic record and overall work ethic; and 4) financial need. You may hire non-MSU personal, but should prioritize our students. Non-MSU personnel must be hired as temporary part-time university employees, a tedious process that is really not worth the trouble. Several graduate and undergraduate students names and resumes are on file in 200C Wilson Hall.

3.3 Working in areas of substantial deposition

Projects areas with substantial alluvial, colluvial, or eolian deposition that have the potential to contain deeply buried archaeological deposits may require backhoe trenching and/or coring to investigate them. In this region, floodplains are the most common depositional environment to need such additional study. All backhoe trenching must meet OSHA guidelines and requirements. These procedures must be followed at all times. When in doubt, stay out of all backhoe trenches. MSU requires all private backhoe operators to have proof of liability insurance and proof of disability insurance. Backhoe operators must sign a waiver of liability form generated by MSU’s legal department (contact Teresa Groves in the Office of General Counsel). Backhoe operators who are not able or willing to sign this form cannot be sub-contracted to work for MSU.

3.4 Working in areas with poor ground visibility

ACS follows KY SHPO guidelines for shovel testing in areas with less than 50% visibility. MSUAL has developed a standardized *Shovel Test Pit* (STP) form (Appendix XIV) for field technicians to complete. Probes should be round, approximately 30 cm in diameter, and excavated a minimum of 10 cm into sterile subsoil. All fill should be screened through ¼” mesh, except when soil conditions preclude screening; in such cases, KY SHPO guidelines allow archaeologists to trowel sort the fill. This must be justified in the final survey report.

3.5. Fieldwork Supplies

Supplies may be ordered through numerous vendors. Vendors currently in the MSU Purchasing Payable System (PPS) include Forestry Suppliers, Stoney Knoll Archaeological Supplies, WARDe, and Carolina Biological Supply. Supplies are typically ordered by Carruth Kittrel on a department credit card. The Archaeological Services account then reimburses the department for these expenses via an inter-account transfer. Table 2 inventories the program's supplies as of May 2007, including the primary vendor and price per unit. To add a new Vendor to the PPS system, you must have that vendor complete a *Vendor Information Form* and submit it to Ms. Gena Wilson in Procurement.

3.6 The MARC vehicle

MARC owns a Tahoe which is almost always available if reserved ahead of time, though note that MARC has priority over this vehicle. Out of politeness, you should give the Tahoe to a MARC employee who needs it, even if you previously reserved it. To reserve it, speak to Ms. Charletter Ellis over in MARC (3rd floor). You must pick the keys up from her. If you need the vehicle on a weekend, pick the keys on Friday. The Tahoe is parked at Motorpool, vehicle number 970. If you find you must fill the tank on your own dime while in the field, save the receipt and give it to Motorpool upon your return; they will reimburse you in cash. Sometimes, the Tahoe must be refueled prior to receiving account numbers from the Accounting office; should this be necessary, refuel on the MARC account (10-222-320) and ask Charletter to reimburse MARC from the Archaeological Services account via an inter-account transfer. The MARC vehicle should be cleared of trash and equipment after each use. It is not necessary to wash the outside, as Motorpool will take care of that. The oil should be checked each time you fuel the vehicle.

3.7 Finding a Site

If a site is found, a Kentucky Office of State Archaeology Site (KOSA) form must be completed. The current version of this form is in Excel format. Since OSA is not yet online, the form and instructions for completing it must be obtained from Nancy O'Malley at OSA (see Appendix H). Do not confuse this official form with the unofficial site record available to the general public on the OSA website.

3.8 Reporting

All projects are reported in a cultural resource assessment report, which is then submitted to the KY SHPO for review and concurrence. In Kentucky, reports follow either a "NO FIND" format if no historic properties are identified, or a "FIND" format if historic properties are identified. Instructions and guidelines for these formats can be found in pages 30-44 of the [*Specifications for Conducting Fieldwork and Preparing Cultural Resource Assessment Reports*](#). Two copies must be submitted to SHPO and two copies must be submitted to OSA. In nearly all cases, they should be submitted by the lead agency along with a cover letter from the agency summarizing their opinion of the report and indicating if they concur with the report's findings and recommendations. Many ACS clients are new to this process, and you should sit down and explain the process to them. Be sure to leave at least two additional copies for the client/lead agency to put in their files.

3.9 Submitting a Site Report to SHPO

All site reports must be submitted to the KY SHPO per current guidelines. These guidelines can be found on page 45 of the [*Specifications for Conducting Fieldwork and Preparing Cultural Resource Assessment Reports*](#).

4. Facilities

4.1 The Archaeology Room, 228 Wilson Hall

228 Wilson Hall, generically referred to as the “Contract Room,” houses the following:

- 1) Contract reports from counties west of I-65 are arranged alphabetically by county. All contract reports east of I-65 are temporarily curated in boxes alphabetized by county and stored in the basement of the Wrather Museum in the “Jackson Purchase Historical Society” Reading Room. Contact museum director Kate Reeves for more information.
- 2) Soil Surveys for most counties in the Jackson Purchase
- 3) Topographic and Geologic Quadrangles for most of western Kentucky and Tennessee
- 4) Supporting documentation for all contracts conducted through MSUAL
- 5) Computer, printer, and microfiche reader

MSU serves as a Kentucky State Historic Preservation Office appointed repository for cultural resource management reports published since 1978 and regarding archaeological contracts conducted in the Jackson Purchase region only. Per an agreement between MSUAL and KHC, no fee shall be charged for use of the room. Reports should be collected annually from KHC (usually at their annual meeting in March in Frankfort). Currently, Dr. Kit Wesler serves as the liaison between KHC and MSUAL. The contract room is open to all professional archaeologists engaged in academic research and/or cultural resource management in western Kentucky and surrounding regions. Appointments can be made during regular business hours Monday through Friday by calling Ms. Carruth Kitrell at 270-809-2591. No materials may be removed from the room; however, copies can be made for a small fee.

4.2 Geoarchaeology Labs, 108/109 Wilson Hall

The Geoarchaeology Labs house field equipment as well as provide research space for contracts run through ACS. Wilson Hall room 109 houses the equipment used primarily by ACS (see Table 2 for a list of current supplies). It also houses numerous rock saws, grinding wheels, tumblers, drying oven, and desiccation chambers for geoarchaeological research. 108 Wilson Hall serves as a research laboratory. Facilities exist for washing and drying artifacts; drafting and mapping; and sediment, microartifact, and micromorphology analyses. In addition, the lab computer is loaded with software for statistical analyses (SYSTAT ver. 12), artifact density plotting (Surfer ver. 12), mapping (CorelDraw ver. 12), and stratigraphic correlation (LogPlot)

4.3 Other Facilities

Other facilities include Ordway Hall, the home of MSUAL. MSUAL includes artifact collections, a research library, and laboratory space. It also serves as the coordinating office for the Symposium on Ohio Valley Urban and Historical Archaeology. The Mid-America Remote

Sensing Center (MARC) is located on the third floor of the Lowry Center. The facility maintains a computer lab with GIS and imaging software; Trimble GPS receivers and accompanying Pathfinder software; extensive collections of aerial photography, Landsat MSS, and DEMs; and a 42" plotter. For a fee, MARC can produce large scale maps and other images pertinent to CRM.

5. State Historic Preservation Office and the Office of State Archaeology

The hierarchy of archaeological offices in Kentucky is complex and confusing. The following summarizes the main offices and their staff as pertains to ACS.

5.1 State Historic Preservation Office

The Kentucky Archaeological Survey is jointly administered by the Kentucky Heritage Council (which is essentially the State Historic Preservation Office) and the Department of Anthropology at the University of Kentucky. The SHPO is located in Frankfort, KY. As of May 2007, the State Historic Preservation Officer is Donna Neary. The Manager of the Site Protection Program within the SHPO and Director of the Kentucky Heritage Council (KHC) is David Pollack. General questions regarding sites, protocol, and report concurrence should be addressed to Lori Shalgreen or Charles Hockensmith, Staff Archaeologists in the KHC.

5.2. Office of State Archaeology

The Office of State Archaeology is part of the University of Kentucky's Department of Anthropology. They maintain the statewide GIS of archaeological sites. They are located in Lexington, KY. The Director of OSA is George Crothers. The Assistant Director is Nancy O'Malley; questions pertaining to the statewide GIS and site checks should be addressed to either Crothers or O'Malley (omalley@uky.edu). The GIS specialist and staff archaeologist there who can answer questions on specific site check requests is Philip Mink.

5.3 The OSA Site Check

Prior to submitting project reports for SHPO concurrence, all PIs must initiate a state-mandated site check with OSA. This can be done in person or via email. To access the OSA library in Frankfort, an appointment must be made with Nancy O'Malley and a Project Registration Form/Confidentiality agreement filled out upon arrival. Office hours are Monday through Friday, 9AM to 4PM; appointments may be made up to 3PM. The office is closed for lunch from 12-1 PM. Archaeological consultants who wish to examine archaeological site forms and/or archaeological survey reports may do so free of charge.

Consultants who wish to have a GIS report generated showing archaeological sites and archaeological surveys in their project area will be assessed a charge of \$140 per project and an additional \$40 charge per each additional hour required to prepare the report. Paper reports that are large or complicated and require printed oversized maps will be assessed charges for paper and printing at \$0.25/foot of roll paper. Kentucky Transportation Cabinet projects are exempt from these service fees (but are still charged for printing). For ACS archaeologists, it is necessary to have such a report produced by OSA, since it is not economically practical to drive to Frankfort to conduct this site check in person. To have OSA complete a site check, it is necessary to fill out the Site Check Request Form, shown in Appendix VIII.

Table 2. Supply Inventory for Archaeological Services Center, housed in Wilson Hall, rooms 109, 108, 228a, and 200C.

Item	Quantity	Notes	Vendor	Price/unit
Pin flags	400	PVC/wire	Forestry Suppliers	100/\$5.35
Flagging tape	12 rolls	orange	Forestry Suppliers	\$1.28
Poly bags, 3x5"	100	4 ml	Stoney Knoll	
Poly bags 4x6"	1000	4 ml	Stoney Knoll	
Poly bags 5x8"	100	4 ml	Stoney Knoll	
Paper bags	200		Walmart	\$1.00
Screens	5 hand sifters	14 x 20", ¼" mesh	Stoney Knoll	\$35.00
	4 shaker sifters	small, ¼" mesh	Stoney Knoll	\$87.00
Shovels	5	round	Lowe's	\$20.00
Munsell chart	2		Forestry Suppliers	\$112.00
Tape measures	2	165 feet	Forestry Suppliers	\$30.90
	1	100 feet	Forestry Suppliers	\$25.50
Tapes	3	3 meter	WARDS	\$6.45
	2	5 meter	Forestry Suppliers	\$11.95
	2	8 meter	Forestry Suppliers	\$15.95
Provenience Square	1	1 meter square (Homsey personal)	Forestry Suppliers	\$134.95
Drawing boards	2		Dick Blick	variable
Nylon String	3 full rolls		Forestry Suppliers	\$5.95
Bubble levels	6		Lowe's	2/\$3.95
Trowels	8		Forestry Suppliers	\$10.95
Tripod	1		Forestry Suppliers	\$148.75
Tripod adaptor	1		Forestry Suppliers	\$49.75
Compasses	10 Suunto		Forestry Suppliers	\$20.75
	13 Brunton		Forestry Suppliers	\$189.00
Field books, spiral	3 spiral		Forestry Suppliers	\$6.60
	1 bound		Forestry Suppliers	\$6.85
Clipboards	4		Walmart	\$0.95
Chaining pins	20		Forestry Suppliers	\$11/21.50
Wooden stakes	30	hub	Forestry Suppliers	25/\$13.25
File	1			
Buckets	10	5 gallon		
Soil Probe	2		Forestry Suppliers	\$80.50
Bucket Auger	1	On order	Forestry Suppliers	\$179.00
Digital Camera	1	HP 6 Photosmart	Forestry Suppliers	\$134.54
GPS	1	Garmen <i>ETrex</i>	Forestry Suppliers	\$149.00

Water Cooler			Walmart	20.00
Machete	1		Walmart	\$10.95
Hard Hats	6		Forestry Suppliers	\$5.80
Comb Binder	1		Cardinal	\$79.99
First-Aid Kit	1		Walmart	\$22.90
TopoUSA software	1	Loaded in Wi 108	Forestry Suppliers	99.95
Surfer software	1	Loaded in Wi 108	Golden Software	495.95
Systat 12 software	1	Loaded in Wi 108	Genesis Technologies	495.95
CorelDRAW 12 software	1	Loaded in Wi 108	Corel	

Appendices

**Appendix A:
Client Information Form**

Client Information:

Name: _____

Phone: _____

Email: _____

Fax: _____

Lead Agency: (*i.e., source of federal money and/or permit*)

Project Information:

City, State: _____

County: _____

Mileage from Murray: _____

Acreage: _____

Vegetation: (*% wooded, open etc.*)

On Floodplain?

Boundaries clear?

Maps/Reports:

Topo available?

Quad: _____

Aerial available?

Published report, map etc?

Time Frame for project:

**Appendix B:
Sample Bid and SOW**

**Preliminary Scope of Work and Bid for a Phase I Archaeological
Reconnaissance of 5 Acres in McCracken County**

Preliminary Proposal Submitted to:

Ms. Susanna Hardy
5H Technologies
1646 Kentucky Ave.
Paducah, KY 42003
270-448-0755

by:

Lara K. Homsey, Ph.D.
MSU Archaeology Laboratory
104A Wilson Hall
Murray, KY 42071
Phone: 270-809-2591

Scope of Work

The principal investigator proposes to conduct a Phase I archaeological reconnaissance (Section 106 cultural resource assessment) of approximately five (5) acres in Paducah, Kentucky, which is being developed by the Louisville District of the Corps of Engineers. As a result, the proponent is required to have conducted a Phase I archaeological reconnaissance that will comply with Kentucky State Historic Preservation Office (KY SHPO) requirements to determine 1) if an archaeological site is present within the area of potential effect, 2) the size and spatial extent of the site, and 3) if the site has integrity and cultural context. The Phase I project will be done in accordance with the SHPO criteria as set forth in *Specifications for Archaeological Fieldwork and Assessment Reports*, published by the Kentucky Heritage Council in 2001.

1. A mandatory site check with the Office of State Archaeology (OSA) will be conducted prior to going into the field. Because the survey area is vegetated, the KY SHPO mandates that screened shovel test pits be placed every 20 meters. If a site is found, additional screened shovel tests will be conducted at 5 meter intervals to depths deep enough to determine the vertical and horizontal extent of the site.
2. If a site is found, a Phase I "FIND" report following the KHC *Specifications* will be written; if no site is found, a Phase I "NO FIND" report will be written. Two copies of the final report will be sent to 5H Technologies and additional copies will be sent to the KY SHPO and KY OSA office for review. By law, the KY SHPO has 30 days to review the project and concur with the findings of the Principle Investigator. This report will be completed within 2 weeks of the fieldwork (unless more than 2 sites have been found).
3. Fieldwork will occur on or before March 17, 2007, excepting cases of inclement weather or property boundary disputes.

Estimated Budget

Salaries:

Fieldwork: 2 days (16 hours):

1 Principal Investigator @ \$60/hr \$960
1 Field Technician @ \$12/hr \$192

If site is found, 1 day laboratory analysis \$600⁵

Report Writing: 1 day @ \$60/hr \$480

FICA:

1 PI (23.34%) \$336.10 (if site found, \$476.14)
1 Field Technician (8.65%) \$ 16.61

Travel: 200 miles round trip @ \$0.40/mile \$80

Report Duplication: \$12

State-Mandated Site Check at OSA office: \$140

Supplies: \$0

Curation: \$0

Subtotal \$2,216.71 (if site found, \$2956.46)

Profit (30%) \$ 665.01 (if site found, \$887.04)

Total Cost Estimate for Project

No Site Found.....\$2,881.72

1 Site Found.....\$3,843.50

⁵ Charge is per site. Isolated finds are not considered to be sites.

Appendix C:
MSU Archaeology Laboratory *Curation Standards and Guidelines*

MURRAY STATE UNIVERSITY ARCHAEOLOGY LABORATORY STANDARDS AND GUIDELINES FOR DEPOSITED COLLECTIONS

revised November 2003

The Murray State University Archaeology Laboratory (MSUAL) houses collections from MSU archaeological projects and accepts collections for long-term curation. In order to permit accessibility for researchers and to hold down costs (and therefore fees) involved in long-term curation, we require minimal standards for the organization and packaging of collections deposited by professional archaeologists. Private collections may be accepted on a case-by-case basis, providing that they offer a resource for research and teaching and that we can assure adequate resources for their curation and protection. No collection will be accepted with any provisions regarding display, financial evaluation of individual specimens, or penalties for future unanticipated events. The determination of what will be accepted rests with the Director of the MSUAL.

These procedures should be followed in preparing artifact collections and documentation for submission to the MSUAL. The cleaning, sorting, cataloging, documenting, conserving, and packaging of archaeological materials are the responsibilities of the depositor. Please note that requirements apply equally to artifact collections and to related records such as field notes, drawings, maps, photographs, artifact inventories and similar forms of documentation.

1. All artifacts should be cleaned and stabilized prior to shipment to the MSUAL, except in instances where an uncleaned condition would facilitate a particular form of analysis. Items requiring specialized conservation measures cannot be accepted at this time.
2. Artifacts should be catalogued in a systematic manner, with catalogue numbers marked on the exterior of boxes, bags, and other containers in permanent ink. MSUAL will assign accession numbers upon arrival of the collection. MSUAL cataloguing guidelines are available on request if the depositor does not have a standard procedure.
3. Artifacts must be packaged by provenience. Each package must be labeled with at least the site number(s), project name, and date.
4. Artifact packages must be of a size which will fit standard storage boxes (see #5 below). It is preferable to use additional boxes rather than exceed these measurements. Oversized artifacts must be securely tagged with appropriate information. All artifacts should be placed in plastic bags, or in plastic or glass vials if particularly fragile. Plastic bags for permanent storage must be at least 4 mils in thickness. Self-sealing ("Zip-loc"-type) bags are preferred. Artifacts must be completely dry before final packaging.
5. Place all artifacts submitted for permanent storage in acid-free boxes. MSUAL standard boxes are Stone Container Corporation boxes 11½" tall, 9 7/8" wide, and 15½" long, with lids. Standard acid-free, Hollinger brand (or equivalent) record storage boxes, with dimensions of 10 x 12.5 x 15 inches are also acceptable.

Multiple provenience numbers may be grouped within exterior boxes provided they are from the same site (or--in the case of survey-level, surface-collected materials--from the same project). Multiple boxes containing materials from a single site or project should be numbered sequentially ("Box 1 of 3, 2 of 3," etc.) on the outside with permanent marker, and all inventory records must reference those numbers. The weight of boxed collections should be distributed as evenly as possible.

6. All shipments to the MSUAL must be accompanied by a packing list, which provides the project name, county, site number(s), catalogue numbers and number of containers for each project. A complete accession catalog or artifact inventory must also be included.

7. Either (1) at least one photocopy--on stable, acid-free paper--of all original field documentation, or (2) original notes, drawings, maps and other forms of documentation must accompany each collection submitted for curation.

All project field notes, correspondence, analysis sheets, feature records, etc. must be complete, organized and clearly labeled. The following information should be given on standard size, acid-free folders which contain documents: site number, site name/project name and date. If originals are not submitted, clear, readable copies may be substituted. Copies must be made on archival quality paper (xerographic process). Field notebooks or other bound records may be labeled on the exterior cover in permanent marker with the same information. Maps, large drawings and charts should be either rolled or folded with a proper outer label. Adhesive labels must be archivally stable.

8. A representative set of photographic slides and B/W photographs documenting the site, or sites, should accompany each archaeological site collection. A digital photo archive on CD-ROM is an acceptable alternative. Prepare and submit a catalog of all photographic documentation with an explanation of the labeling information. Photographs and negatives should be stored in acid-free photographic envelopes, which can be purchased from photography and archival supply catalogs. Project and provenience information must be marked on storage envelopes. Photographic slides must be individually marked and identified.

9. **Fees.** We charge \$150 per standard box (per #5, above), or \$50 for collections requiring less than one-half of a box. Please make checks payable to "MSU Archaeology Laboratory."

For additional information regarding these standards and guidelines, or for consultation on preparation or shipping of archaeological collections, contact:

Kit W. Wesler
Department of Geosciences
104A Wilson Hall
Murray State University
Murray, KY 42071-3311
270-762-3457
kit.wesler@murraystate.edu

**Appendix D:
Checklist for Implementing a Contract**

Project: _____

Date of Fieldwork _____

Project P.I. _____

Account #: _____

Student Workers: _____

Form	Initiated	Date of Completion	Notes
SOW + Budget			
MOA			
Proposal Approval Form			
Early Project Start-up form			
Tahoe/MSU vehicle reservation			
OSA site check			
Student PA			
P.I. PA			
P.I. Extra Compensation Form			
P.I. Summer Extra Compensation Form			
OSA site form			
Travel Reimbursement Request			
Payment request documents <i>(for out of pocket expenditures)</i>			
Final Invoice (from Accounting)			

**Appendix E:
Memorandum of Agreement**

MEMORANDUM OF AGREEMENT (AGREEMENT)

between

and

MURRAY STATE UNIVERSITY

MOA No. OSP _____

This Agreement is entered into as of this the ____ day of _____, _____, by and between _____ (hereinafter referred to as “Contractor”), and Murray State University, an instrumentality of the Commonwealth of Kentucky (hereinafter referred to as “MSU”).

WHEREAS, Contractor wishes to contract with MSU to

_____;

WHEREAS, MSU has skilled personnel and facilities to undertake portions of this project; and

WHEREAS, MSU agrees to participate in the project as set forth in this Agreement for the consideration stated herein. The total amount of funds payable under this Agreement is _____ dollars (\$_____).

NOW, THEREFORE, the parties mutually agree to the following terms:

ARTICLE I – SCOPE OF WORK

MSU shall supply or subcontract out all necessary facilities, labor, materials, and other items to accomplish the work to be performed under this Agreement as described in the attached Scope of Work, Exhibit A.

ARTICLE II – PERIOD OF PERFORMANCE

The period of performance for this Agreement shall be from _____ through _____ unless amended by written mutual agreement.

ARTICLE III – PAYMENT

1. The total cost of the work to be performed under this Agreement shall be as set forth in Exhibit B, up to _____ dollars (\$_____). Contractor shall forward payment to:

Office of Accounting and Financial Services
Murray State University
ATTN: Ms. Wendy Cain
Senior Grants Accountant
212 Sparks Hall
Murray, KY 42071-3312

2. Funds may be used only for the allowable cost of activities as specified in Exhibit B. The determination of costs will be made in accordance with Federal Cost Principles if applicable, inclusive of all amendments in effect as of the date of this Agreement.
3. MSU will provide services and deliverables using an appropriate number of individuals and supplies as allowed by resources provided by the Agreement amount.

ARTICLE IV – GENERAL PROVISIONS

Both parties acknowledge their individual responsibility to educate themselves and comply with all applicable law.

MSU shall maintain records as may be required by Contractor for the performance of this Agreement. All such records shall be retained as required by law, and shall be made available to all entities to which access is granted.

Both parties shall operate pursuant to the Specifications for Conducting Field Work and Preparing Cultural Resource Assessment Reports as issued by the Kentucky State Historic Preservation Office, Issued March, 1991, Revised June, 2001, and as may further be revised during the course of this contract (hereinafter the “Report”). Contractor shall obtain all governmental permits and/or permission(s) from all property owners for MSU and its agents’ ingress and egress and excavation of the real property unless specified to the contrary by State or Federal law or the Report. Any such permission(s) shall be in writing.

ARTICLE V – EQUIPMENT

Title to any equipment purchased under this Agreement will reside with MSU unless specified to the contrary in Exhibit A.

ARTICLE VI – CHANGES IN PRIOR APPROVAL

MSU is responsible for both notifying and obtaining prior written approval from Contractor with respect to any changes which might materially alter the terms of this Agreement. Examples include, but are not limited to, changes in designated representative(s), significant re-budgeting, and changes in the scope of work. If such notice is not given, and such approval is not obtained, Contractor shall have no responsibility for any cost or charges in connection, in any way, with such change.

ARTICLE VII – TERMINATION

Contractor or MSU, by thirty (30) days written notice, may terminate this Agreement in whole or in part, with or without cause. In the event of such termination, MSU will make no further commitments under this Agreement and will take all reasonable actions to cancel outstanding obligations.

ARTICLE VIII – PUBLICATIONS AND REPORTS

MSU may publish reports or results of the activities and/or research being performed under the Agreement. Thirty (30) days prior to said publication, MSU will submit to Contractor's administrative representative a copy of the proposed publication for comment.

ARTICLE IX – PROCUREMENT OF GOODS AND SERVICES

The following provision becomes operative only if the particular subject relates to activity to be performed under this Agreement.

Under this Agreement, should there be a requirement for the procurement of goods or services, including consultant services, MSU will comply with all applicable provisions of federal or state law with regard to the selection of sources of such goods or services.

ARTICLE X – CERTIFICATIONS

1. **Barred or Suspended Parties.** MSU certifies by signing this Agreement that neither it nor its principals are presently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. If MSU is unable to certify to any of the statements in this certification, an explanation shall be attached to this Agreement. If in the future MSU or any of its principals are barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, MSU shall notify Contractor immediately.
2. **Non-Delinquency on Federal Debt:** MSU certifies by signing this Agreement that neither it nor its principals are delinquent on their repayment of any federal debt.
3. **Drug-Free Workplace:** MSU certifies by signing the Agreement that it has established a drug free workplace to perform the work scope activities described in Exhibit A attached to this Agreement in accordance with the Drug-Free Workplace Act of 1988 (Public Law No. 100-690, Title V, Subtitle D).
4. **Certification Regarding Lobbying:** By signing the Agreement, MSU certifies, to the best of its knowledge and belief, that:
 - a. No federally appropriated funds have been paid or will be paid by or on behalf of MSU to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of

Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- b. If any funds other than federally appropriated funds have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, MSU shall complete and submit OMB Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instruction.
 - c. MSU shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including MSU, sub-grants, subcontracts, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
5. **Conflict of Interest:** By signing this Agreement, MSU certifies that it has a written Conflict of Interest Policy.
 6. **Non-Discrimination:** Both parties certify that each will comply with all federal statutes relating to non-discrimination. These statutes include, but are not limited to, the following:
 - a. Title VII of the Civil Rights Act of 1964 (P.L. No. 88-352);
 - b. The Rehabilitation Act of 1973 as amended;
 - c. Title IX of the Educational Amendments of 1972;
 - d. The Age Discrimination Act of 1975;
 - e. The Americans with Disabilities Act of 1990 (P.L. 101-336).
 7. **Scientific Integrity:** By signing this Agreement, MSU certifies that the institution has established administrative policies to ensure scientific integrity.
 8. **Equal Employment Opportunity:** MSU certifies that it will comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR, Part 60).
 9. **Clean Air and Water Pollution Control:** MSU certifies that it will comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970 (42 U.S.C. 1957 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.) as amended. Violations will immediately be reported to the Contractor, the federal sponsoring agency if applicable, and the Regional Office of the Environmental Protection Agency.

ARTICLE XI – FEE, AUDIT, AND REPORTS

MSU agrees to provide Contractor with copies of any annual independent auditors' reports and OMB A-133 audit if requested. All records and reports prepared in accord with the requirements of OMB Circular A-133 shall be available for inspection by representatives of Contractor or the government during normal business hours.

ARTICLE XII – REPRESENTATIVES

MSU's technical representative shall be _____, and administrative representative shall be Mr. Michael Wetherholt, M.B.A. MSU's technical and administrative representatives are not authorized to amend or alter this Agreement. Any such amendments or alterations must be approved by the written mutual agreement of both parties hereto.

ARTICLE XIII – SOLE AGREEMENT

This Agreement and the documents specifically referenced herein shall constitute the sole and entire agreement between the parties hereto.

ARTICLE XIV – DESIGNATED REPRESENTATIVES

1. The technical representative for MSU shall be:

Name: _____
Address: _____

Telephone: _____
Fax: _____
E-Mail: _____

The technical and administrative representative for Contractor shall be:

Name: _____
Address: _____

Telephone: _____
Fax: _____
E-Mail: _____

2. The administrative representative for MSU shall be:

Name: Michael Wetherholt, M.B.A.
Address: Director, Office of Sponsored Programs
328 Wells Hall
Murray State University
Murray, KY 42071
Telephone: 270-762-3536
Fax: 270-762-3535
E-Mail: michael.wetherholt@murraystate.edu

ARTICLE XV – AUTHORITY

The individuals executing this Agreement acknowledge they have express authority to sign this document on behalf of the institution on which he/she is signing.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year written above.

CONTRACTOR

By: _____
Signature

Type/Print Name

Title: _____

Date: _____

MURRAY STATE UNIVERSITY

Dr. Randy Dunn, President
Murray State University

Michael Wetherholt, Director
Office of Sponsored Programs

Date: _____

Date: _____

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Appendix F:
Project Approval Form

Appendix G:
Early Project Start-Up Form

**Appendix H:
OSA Site Check Form**

Appendix I:
Extra Compensation Request Form

Appendix J:
Summer Extra Compensation Request Form

**Appendix K:
Employee Responsibility Agreement**

By checking the following and signing below, I acknowledge that I have read this safety checklist and agree to abide by the expectations herein.

- As an employee of Murray State University, I agree to in act in a professional manner that reflects well on the university.
- For my safety, and for that of others, I will not work without instructions from a supervising archaeologist.
- I will follow all agreed upon work hours, lunch breaks, and assignments. Should a family emergency arise, I will immediately contact the supervising archaeologist.
- In accordance with university regulations, I will not work under the influence of illegal drugs or alcohol at any time.
- It is my responsibility to keep track of my hours worked and fill out a PA after every project, to be turned into Carruth Kitrell, Dep't of Geosciences, MSU.
- The university will **not** provide insect repellent, sunscreen, medication of any kind, clothing, rain gear, nor food.
- I understand that field conditions are unpredictable and may include (but not be limited to) poison ivy, biting insects, animal burrows, and sinkholes. I will be aware of these conditions and act accordingly.
- I agree to wear close-toed shoes, long pants, and appropriate eye protection at all times.
- I will dispose of waste properly and not on private or public land, or university vehicles.

Name (print)

Signature

Date

**Appendix L:
Employee Information Form**

Full Name:

Last

First

Middle

Permanent Address:

Street Address

Apt #

City

State

Zip

Daytime Phone

Evening Phone

Email Address

Mailing Address (if different from above):

Street Address

Apt #

City

State

Zip

Emergency Contact:

Full Name

Relationship (optional)

Phone

Allergies (e.g., insect, plant, food, medication)

Please return with a current resume to: Lara Homsey, 200C Wilson Hall

**Appendix M:
Important Contacts**

<u>Office of Sponsored Programs</u> Michael Wetherholt (director) Kristi Stockdale	328 Wells Hall	809-3535
<u>Accounting</u> Jackie Dudley (director) Wendy Cain	2 nd floor, Sparks Hall	809-4126
<u>Office of General Council</u> Teresa Groves	100 Pogue Library	809-3399
<u>Department of Geosciences</u> Tom Kind (Chair) Carruth Kitrell	104 Wilson Hall	809-2591
<u>Mid-America Remote Sensing Center</u> Charletter Ellis	3 rd floor, Lowry Hall	809-2149
<u>E-Print Services</u> Stephanie Jennings	2 nd floor, Sparks Hall	809-6190
<u>Wrather Museum</u> Kate Reeves	Wrather Hall	809-3823
<u>Office of State Archaeology</u> George Crothers (Director, OSA) Nancy O'Malley (Ass't Director, OSA) Philip Mink (GIS specialist)	UTK Anthropology Lexington, KY40506	859-257-8208
<u>KY SHPO</u> Donna Neary (SHPO) David Pollack (Director, KHC) Lori Stahlgreen (staff archaeologist)	300 Washington St Frankfort, KY 40601	502-564-7005