



## Form No. 1: STAMP Standard Operating Procedure (S.O.P.)

Note: If you find artifacts, such as bottles or pottery, while looking for wreckage, please contact Andrew Van Slyke at [Andrew\\_vanslyke@nps.gov](mailto:Andrew_vanslyke@nps.gov) or park staff, take photographs, describe the piece, and provide its location.

This Standard Operating Procedure is to be followed each time when documenting shipwreck sites/disarticulated shipwreck timbers found within the coastal zone as part of STAMP projects. Please follow this procedure to ensure the wreckage is cataloged and tagged properly.

1. Grab the STAMP Toolbox.
2. Check toolkit contents with Form No. 3: STAMP Kit Materials List (content list posted inside toolkit).
3. If all materials are present, proceed to the beach.
4. If you find an undocumented shipwreck site or disarticulated shipwreck timber on the beach, take the GPS coordinates of the piece and record the GPS coordinates of the piece on Form No. 2: STAMP Deployment Form.
5. Brush the sand off the exposed side of the wreckage with your hand carefully and try to clean it as much as possible. Remember to be gentle and careful because the wreckage could have rusty pieces of metal/sharp pieces of wood.
6. Record on Form No. 2: STAMP Deployment Form if the wreckage has treenails/trunnels (wooden dowels) or metal fasteners. If the wreckage has treenails/trunnels, what shape are they (e.g., are they hexagonal, round, or square) and how are they constructed (hand hewn or saw cut)? If the wreckage has metal fasteners, what material are the fasteners made of?
7. Once the side of the wreckage is cleaned, take a picture of it. While taking pictures, include a scale such as a ruler or coin. **Note: It is important that you do not include your shadows in the pictures.**
8. Measure the wreckage's length, width, and height at its greatest points (if more than one piece of wood is attached together, measure all pieces separately and estimate to your best ability).
9. Record the measurements on the Form No. 2: STAMP Deployment Form.
10. Take out a new tag from the STAMP toolkit and record the tag number on the Deployment Form.
11. After filling out the Deployment Form, take out the hammer, nail, and washer from the STAMP toolkit.
12. Place the washer around the nail, then place the nail through the tag and hammer it into the wood. **Note: It is important you do not hit too hard or you may crack and damage the tag.** Repeat the step again for the other hole on the tag.
13. Repeat the process for each piece of wreckage you discover.
14. Please submit all data as soon as possible so the information is not lost after numbered tags have been deployed.
15. Thank you for contributing to the better understanding of our maritime history!