

**ARDBEG DISTILLERY
ISLE OF ISLAY
ARGYLL & BUTE
SEA WALL REINSTATEMENT AND
REPAIRS**

*HISTORIC BUILDING RECORDING &
ARCHAEOLOGICAL WORKS
WRITTEN SCHEME OF INVESTIGATION*

28852

12th March 2026



On Behalf of: *The Glenmorangie Co Ltd*
Ardbeg Distillery
Port Ellen
Isle of Islay
PA42 7EA

National Grid Reference: *NR 41516 46120*

Planning References: *25/02060/PP*
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1 Introduction

1.1 Project Background

1.1.1 A programme of historic building recording and an archaeological watching brief is required by The Glenmorangie Co Ltd as a condition of planning consent and listed building consent in regard to the proposed reinstatement and repairs of a sea wall and pier of the Ardbeg Distillery located on the Isle of Islay in the county of Argyll & Bute (Planning Refs: 25/02059/LIB & 25/02060/PP).

1.1.2 The site lies within the administrative area of the Argyll & Bute Council, which is advised on archaeological matters by the West of Scotland Archaeology Service (hereafter WoSAS).

1.1.3 The programme of archaeological works is to be undertaken in order to fulfil a condition of planning applications 25/02059/LIB & 25/02060/PP, which reads:

The developer shall secure the implementation of an archaeological watching brief, to be carried out by an archaeological organisation acceptable to the Planning Authority, during all ground disturbance and demolition. The retained archaeological organisation shall be afforded access at all reasonable times and allowed to record, recover and report items of interest and finds. A method statement for the watching brief will be submitted by the applicant, agreed by the West of Scotland Archaeology Service, and approved by the Planning Authority prior to commencement of the watching brief. The name of the archaeological organisation retained by the developer shall be supplied to the Planning Authority and to the West of Scotland Archaeology Service in writing not less than 14 days before development commences.

1.1.4 Furthermore, WoSAS has laid out in detail what they require to fulfil this condition in an email memo to the LPA dated 16th January 2026 (Hunter 2026):

Reinstatement of the sea wall will involve the demolition of the existing structure and creation of a new footing prior to constructing a concrete wall. Evidence of the earlier wall's methods of construction and date and development may be revealed by this work.

Archaeological evidence here may also enhance our understanding of the wider history and operation of the distillery and its relationship with maritime transport.

Recommended Course of Action

An enhanced building record of the pier and sea wall and their immediate surroundings should be made prior to construction commencing...

An appropriate level of archaeological building recording should be carried out during the demolition and excavation of new footings for the sea wall (a structural watching brief). In both cases relevant historical research should be used to explain the significance of the structures and observations made...

The archaeological watching brief would include attendance during activities such as demolition, the removal of paving, surfaces or hard standing, and while creating access, grading the site and digging trenches for foundations and utilities etc. If buried remains are identified there may be a requirement for further stages of archaeological work before or

during development to properly excavate any remains and preserve them by record. This may include further excavation/recording and the completion of any post excavation analyses, reporting and publication of the results if warranted.

- 1.1.5 The works will be conducted in accordance with the principles set out in NPF4 (2023) and Planning and Guidance 2 (2011) and will adhere to the Chartered Institute for Archaeologists (CIfA) *Guidance for the Archaeological Investigation and Recording of Standing Buildings* (2019) the CIfA *Standard for Archaeological Monitoring and Recording* (2023a) and the CIfA *Code of Conduct* (2022).

1.2 Site Location and Topography

- 1.2.1 The development site is located at NGR: NR 41534 46118 (Figures 1 & 2). It comprises the sea wall to the north-west (centred on NGR: NR 41510 46120) and the pier to the south-east (centred on NGR: NR 41539 46104).

1.3 Development Proposals

- 1.3.1 The development will see the reinstatement of the sea wall and repairs to the pier. Specifically, the development proposes to remove the existing sea wall structure and create a new footing prior to the construction of a new concrete wall.

1.4 Statutory Designations

- 1.4.1 The Ardbeg Distillery is a Category A Listed structure, designated in 2022 (Ref: LB52611; HES 2022). As part of the original phase of development on the site, the sea wall and pier is included in this listing. The following outlines the listing description and a precis of the significance of the site:

Large coastal distillery complex, still in use and built from around 1815 with several later additions and alterations. The site has an early core forming a large courtyard with warehousing and other ancillary buildings ... mostly located to the east and southeast. The listed buildings within the core complex are comprised of the east and west malt barns, east and west malt kilns, mash house and old filling store. Included in the listing is a stone pier and slipway to the south.

The old still house, new still house, boiler house, modern store and silos north of new still house, washback and effluents building, warehouse numbers 3, 9, 10, 10X, 11, new filling store and old boat house form part of the core and the periphery of the site but are excluded from the listing...

The early 19th century buildings are predominantly built in harl pointed rubble with some tooled ashlar dressings and most of the exterior walls are painted white. The roofs are mostly pitched and slated and some have modern sheet metal coverings. The kilns have an ogee-shaped and slated roof with a pagoda louvered apex vent (two pagodas on the east kiln and one pagoda on the west kiln).

The courtyard elevation of the malt barns is asymmetrical. There is a mixture of windows and openings, some are smaller and some are larger in the form of a doorway. There are

metal wall ties present in both malt barns. Both malt barns have a forestair on the courtyard elevation, at the south end of the barns.

The southern range, between the malt barns and projecting from the south end of the west kiln barn, contains the mash house and adjoining old filling store. One to two-storey in height, of similar construction and general appearance to the malt barns.

The interior (seen in 2022) retains many of its traditional whisky distilling fixtures and fittings. Part of the east malt barn and kilns is now used as a visitor centre, café and offices but retains features such as metal column floor supports. The west malt barn is no longer in use for malt drying and storage but retains much of the interior when last in use including wooden hoppers and related machinery and metal column floor supports. The mash house section of the distillery contains mash tuns. The old filling store, now used as storage space, houses two wooden tanks and related filling equipment.

There is a stone pier and slipway to the southwest dating to probably the early 19th century. Constructed of rubble and dressed stone, the pier is curvilinear on plan with a slipway adjoining to the east. A short staircase, also of rubble and dressed stone, leads down from the pier to the slipway. Metalwork is present acting as ties between some of the stone blockwork on the pier.

Ardbeg Distillery, east and west malt barns and kilns, mash house, filling house and pier meet the criteria of special architectural or historic interest for the following reasons:

Design

The design and construction of the buildings at Ardbeg Distillery are typical for a distillery of this date. The survival of the early distillery buildings and the plan form contributes to the design interest.

The original functions of the buildings are still clearly readable in the built fabric, plan form and its surviving interior fixtures and fittings.

Setting

The buildings' setting is largely unchanged from the date of the site's construction and development in the 19th century.

Its arrangement in a rural, coastal setting is picturesque and is typical of the Islay distilleries.

The group of buildings retain its historic character and forms an important historic collection of industrial buildings.

Age and rarity

It is a very early surviving example of a whisky distillery in Scotland.

The core of the distillery is one of the five oldest surviving examples in Scotland.

The level of survival of its original distillery buildings is rare within the building type. The buildings are remarkable because they have been in almost continuous use since the early 19th century.

Social historical interest

These buildings continue to illustrate the earliest phase of whisky production on an industrial scale, which began in the early 19th century.

This site is an exceptional tangible reminder of the early historical development of one of Scotland's most important indigenous industries.' (HES 2022).

- 1.4.2 Both the distillery and pier are noted as separate entries in the National Record for the Historic Environment (NRHE) (Ref: 303186), as well as the local Historic Environment Record (HER) (Ref: 2616/WoSAS Pin 89747).

2 Objectives

2.1 Historic Building Recording

- 2.1.1 The general objective of the historic building recording survey is to create a pre-development 'preservation by record' of the historic sea wall and pier through written, photographic and measured survey in advance of any reinstatement and repair works.
- 2.1.2 A further objective of the survey is to make public the results of the investigation, subject to any confidentiality restrictions, through a detailed technical report, and to create an archive of the results to national recognised standards to be included within the National Record of the Historic Environment (NRHE) and the local Historic Environment Record (HER).

2.2 Archaeological Watching Brief

- 2.2.1 The Chartered Institute for Archaeologists (CIfA) defines archaeological monitoring and recording as '*a formal programme of observation, investigation and recording conducted during works carried out for non-archaeological reasons, where there is a possibility that archaeological deposits may be disturbed or destroyed*' and '*will result in a report, published accounts where appropriate, and a stable, ordered, and accessible archive*' (CIfA 2023).
- 2.2.2 The objective of the archaeological works are:
- To establish the presence or absence of archaeological remains within the proposed development area.
 - To excavate, sample and record any features or to propose arrangements for their safeguarding, where possible.
 - To make recommendations for further measures necessary to mitigate the impact of the development.
 - To make recommendations for post-excavation work that will require completion to fulfil the planning condition.
- 2.2.3 A further objective of the watching brief is to make public the results of the investigation, subject to any confidentiality restrictions, through a detailed technical report, and to create an archive of the results to national recognised standards to be included within the National Record of the Historic Environment (NRHE) and the local Historic Environment Record (HER).

3 Historical Background

3.1 The Founding of Ardbeg Distillery

- 3.1.1 Ardbeg Distillery was founded in 1815 by John Macdougall, although by 1838 a Glasgow spirit merchant, Thomas Buchanan, bought the distillery, keeping on Macdougall's son Alexander as manager (Ardbeg Distillery 2026). After Thomas's death in 1853, the site was co-run by Colin Hay and Margaret and Flora Macdougall.
- 3.1.2 The pier and sea wall are thought to date from at least the 1820s, built at the same time as the distillery buildings to accommodate the business and its communication network for the import of coal and the export of barrels (Hunter 2026; Bratt 2022).

3.2 The Late 19th Century – Early 20th Century

- 3.2.1 There is little detailed historical mapping of Islay until the First Edition Ordnance Survey map of 1882, which was surveyed in 1878 (Figure 3). This shows a large distillery complex with two main buildings adjacent to the shore with various detached linear sheds behind to the north. The sea wall and pier are present. To the west of the main buildings is a walled garden, related to the main house, presumably the manager's house.
- 3.2.2 The 1900 Ordnance survey map shows huge changes on the site, with the walled garden gone, and a large shed in its place (Figure 4). There are also many additions to buildings and new detached ancillary buildings. By this time (ca. late 1880s) Ardbeg was producing 250,000 gallons (1.1 million litres) of whisky per year (Ardbeg Distillery 2026). By 1911, Ardbeg is registered as a trademark to protect its brand (*ibid*).
- 3.2.3 In 1922, the distillery was purchased by Alexander Macdougall for £19,000 (Ardbeg Distillery 2026).

3.3 The Mid-Late 20th Century – 21st Century

- 3.3.1 In 1977, the company Hiram Walker acquired Ardbeg. This was unfortunately, however, a period of decline in the distillery and by the early 1980s, it closed (Ardbeg Distillery 2026). However, by 1987, Allied Lyons acquired the site from Hiram Walker with the aim of rejuvenating the business, and small-scale distilling began again (*ibid*). This small success was short-lived, and the site closed again until Glenmorangie bought the company in 1991, eventually reopening in 1997 (*ibid*). The latest expansions include a new still house, which was added in 2021.
- 3.3.2 Today, the distillery has changed considerably since the late 19th century with many buildings removed and new ones constructed (Figure 6). However, its historic core remains, as identified in the listing description (HES 2022). The sea wall forms a low tapered rubble-built wall to the east, the western extent forming the south elevation of a former building which can be identified on the late 19th century mapping (Figures 7 & 8). The lower half of an array of windows can be identified at the top of the wall, now blocked below the capstones. The pier is covered in cobblestones, likely the original surface.

4 Methodology

4.1 Historic Building Recording Survey

Introduction

- 4.1.1 An Enhanced historic building recording survey is required by WoSAS on behalf of the Argyll & Bute Council of the sea wall and pier and their immediate surroundings, based on ALGAO (2013)/HE (2016) nationally recognised guidelines. This level of survey requires a photographic, written and drawn record preceded by an element of archive research to place the findings in context and aid the phasing, general history and development of the structure.
- 4.1.2 In addition to this, a watching brief is required on the demolitions of the sea wall as well as for the excavations to create the footings for the new concrete wall, in the event that evidence of the earlier wall's construction, date and phasing (if any) is revealed. Archaeological evidence may also enhance the understanding of the wider history and operation of the distillery and its relationship with maritime transport.

Archive Research

- 4.1.3 A number of sources will be consulted, which will include an historic map-regression exercise identifying all publicly accessible pre-Ordnance Survey maps and Ordnance Survey maps from the First Edition to the present day. In addition, the following sources will be consulted in the event they shed any light on the history of the site and the sea wall and pier:
- Statistical Accounts for Scotland
 - New Statistical Accounts for Scotland
 - Post Office Directories
 - Ordnance Survey Name Books
 - Trove Entries
 - Credible online sources outlining general known histories of the site and area
 - Secondary publications
 - Any available business or company records if available which may shed light on the construction and any subsequent repairs to the pier/sea wall

Photographic Record

- 4.1.4 A general and detailed photographic survey will be undertaken of the sea wall, pier and surrounding area using a digital mirrorless camera using a range of interchangeable lenses in raw format to a minimum 24-megapixel resolution. This will be supplemented by a UAV survey. Both setting, general and detailed shots of specific features will be taken.
- 4.1.5 A 2m and 1m ranging pole will be placed in each shot for scale where access and health and safety allows.
- 4.1.6 A pictorial register of photographs will be made on site, and a written photographic register will be included in the final report. The photographic record – bar bracketed, duplicate and

redundant shots – will be used as plates to illustrate the report. Photo plans identifying the position and direction of each plate will be provided in the final report.

- 4.1.7 Original RAWs will be processed using Adobe Lightroom Classic Version 10 And exported as Jpegs for use as plates for the report.

Written Record

- 4.1.8 A written account of the sea wall and pier will be made using AOC *pro-forma* recording sheets to form the basis of the architectural appraisal for the report. Comments will be made on condition, construction, architectural and structural detail, openings and blocked openings, evidence of phasing and function, and anything else pertinent to the historic record.

Drawn Record

- 4.1.9 The drawn record for this survey will form a measured survey of the sea wall using photogrammetry techniques to create an ortho image of the wall and ground surface of the pier. This will be undertaken using both terrestrial photogrammetry techniques and UAV survey.
- 4.1.10 The photogrammetric data will be processed in Agisoft Metashape or Reality Capture software.
- 4.1.11 The resulting ortho images will be suitably annotated to illustrate phasing, features, fixtures and fittings, etc.

Reporting

- 4.1.12 Following the conclusion of the initial on-site survey, an historic building recording interim report will be produced. In line with AOC standards and national guidelines outlined by Historic Environment Scotland and the ClfA, this report will include:

- Cover and flysheet identifying the site address, its NGR, OASIS Ref, AOC staff involved in the project (and if relevant details of any sub-contractors) and QA details
- Non-technical summary
- Introduction identifying the project background, standards to which the survey has been completed, precis of intended development, the site location and any statutory designations
- Site location plan and detailed site location plan showing overview of the site
- Objectives
- Detailed methodology, including details of where the project will be archived
- Historical background
- Historical maps as figures to illustrate the historical background
- Results of the survey
- Annotated ortho images of the sea wall (plan/elevations) and pier (plan) reproduced at an appropriate scale
- The photographic record (bar bracketed, duplicate or redundant shots) used as plates to illustrate the results

- Discussion, bringing together the historical background and the results of the survey
- Conclusions and any recommendations for further works
- References
- Copy of the OASIS record as an appendix

4.1.13 Once the report has been compiled, a copy will be forwarded to the client for any comments. Once comments (if any) have been addressed, a draft copy will be passed to WoSAS for approval. Any comments on the report will be addressed in a reasonable timeframe, and following the final approval of the report, WoSAS will receive a copy of the photographic record.

4.2 Structural and Archaeological Watching Briefs

4.2.1 A structural watching brief on the demolition of the sea wall and an archaeological watching brief on the ground-breaking works for the new footings is required. An archaeologist will supervise the works on site in order to establish the presence or absence of archaeological remains and any evidence of the earlier wall's construction and phasing.

4.2.2 All work will be carried out in accordance with the Chartered Institute for Archaeologists (CIfA) *Universal Guidance for Archaeological Monitoring and Recording* (2023b) in order to record the extent and significance of any archaeological remains which may be present within the development area.

4.2.3 All excavation will be undertaken according to AOC Archaeology Group's standard operating procedures (see Appendix 2).

On-Site Recording

4.2.4 The excavations will be monitored until drift geology or the limit of excavation is met. See Appendix 2 for a detailed description of the general procedures for area excavations. Archaeological features and deposits will be accurately surveyed with a Trimble R8s to provide plans and locational information. Where deemed necessary, they will be drawn at a scale of 1:20, and section drawings will be drawn at a scale of 1:10. All significant archaeological features will be sampled in the event that post-excavation analysis is deemed necessary.

4.2.5 The location of all archaeological findspots and features and the area covered by the demolition works will be plotted using a Trimble DGPS capable of centimetre accuracy. The extent of mitigation works will be recorded using high-resolution digital photography to record the process and any archaeological features or finds of interest.

Other Mitigation Factors

4.2.6 In the event of extensive significant archaeology being encountered, AOC Archaeology would request an on-site meeting with the client and WoSAS to discuss an appropriate mitigation strategy.

4.2.7 Should human remains be uncovered these will be treated in accordance with Scots Law, standard AOC Archaeology policy (Appendix 2), CIfA standard practice and in keeping with Historic Scotland's *The Treatment of Human Remains in Archaeology* (2006). Any human remains which are encountered will initially be left *in situ*. Their removal will be a matter of

discussion with the client and WoSAS (who must be notified within 12 hours of their discovery). The police will also be informed prior to the removal of any bone material.

- 4.2.8 Following on from fieldwork, recommendations may be required for a programme of post-excavation artefact or ecofact analysis and publication (if appropriate). Completion of the prescribed post excavation programme is necessary to satisfy the archaeological planning conditions, and the client is responsible for funding this programme. In the event that post-excavation work is not consented by the client within three months of fieldwork, the client will incur costs for all storage requirements of the archaeological assemblages.

Reporting

- 4.2.9 Within 6 weeks of the completion of the watching briefs, the results will be presented as an update to the interim report to create a final report in the project.
- 4.2.10 Once the final report has been compiled, a copy will be forwarded to the client for any comments. Once comments (if any) have been addressed the final report will be submitted to the client for forwarding to WoSAS. Any comments on the report will be addressed in a reasonable timeframe, and following the approval of the report, WoSAS will receive a copy of the photographic record together with a GIS file of the red line development area to include within their Historic Environment record (HER).
- 4.2.11 If required, a Post-Excavation Research Design (PERD) will be presented in the form of a written report. This report will provide a detailed methodology for the post-excavation work required to complete the archaeological programme, to include specialist analysis and report, conservation, final reports, and publication. Completion of the post excavation programme is necessary to fulfil the archaeological planning condition. Funding here remains the responsibility of the client, as with preceding stages in the archaeological programme of works.
- 4.2.12 Finds of objects will be subject to the Scots Laws of Treasure Trove and Bona Vacantia and reported by the archaeological contractor to the Secretariat of the Treasure Trove Panel for disposal to an appropriate museum. The disposal of small finds will be conducted in accordance with Scottish legal requirements and according to the standard procedures of the Scottish Archaeological Finds Allocation Panel (SAFAP), Appendix B; 7.26–7.29.

4.3 Data Management and Archiving

4.3.1 Within 6 months of the conclusion of this project, the site will be archived. This following table identifies the archive deposition and what will be retained by AOC in relation to this project specifically and what will be deposited and where.

Dataset	File Type	Retained by AOC	Supplied to Client	Deposited in NRHE	Supplied to HER
Final Reports (Approved)	PDF	Yes	Yes	Yes	Yes
Digital Photographs	JPG (edited)	Yes	No	Yes	Yes
Digital Photographs	RAW	No	No	No	No
Digital Photographs	TIFF (see Appendix 1, Section 6)	No	No	Yes	No
Illustrations	CAD (dwg)	Yes	No	No	No
Illustrations	PDF	Yes	No	No	No
GIS Data (red line boundary)	GDB/ SHP	Yes	No	No	Yes (zipped)
Photogrammetry – Processed Final Model	TIFF OBJ + Texture	Yes	No	No	No
Photogrammetry – Source Images	RAW	No	No	No	No

4.3.2 The project has been entered on the OASIS website (Ref: aocarcha1-541153) and once the interim and final reports have been approved, a digital PDF copy of them will be uploaded.

4.4 Public Engagement

4.4.1 All archaeological recording work undertaken, from below-ground investigations to the detailed recording of large upstanding structures, is underpinned by the importance of such work to have public benefit and social value (Scottish Government 2014, Section D; ALGAO 2023).

4.4.2 Should significant archaeology be encountered, then WoSAS may require additional works related to the dissemination of the results to the public (social media posts, publication, etc).

5 Operational Factors

5.1 Timetable

- 5.1.1 The programme of works can be undertaken once this Written Scheme of Investigation has been agreed in principle with WoSAS, acting on behalf of the planning authority. The historic building recording survey will be undertaken on 30th April 2026.

5.2 Project Team

- 5.2.1 The project will be managed by Diana Sproat, Project Manager for Built Heritage Services (Edinburgh). The historic building recording survey and structural watching brief will be undertaken by Stuart Mitchell, Senior Project Officer and experienced Buildings Archaeologist and Photographer. The archaeological watching brief will be undertaken by a suitably qualified and experienced archaeologist.

5.3 Data Management

- 5.3.1 AOC's Data Management Plan can be found in Appendix 1. Approval of this Written Scheme of Investigation includes an understanding and approval of this plan.

5.4 Condition and Clarifications

- 5.4.1 The requirements of this Written Scheme of Investigation (WSI) will be met in full where reasonably practicable.
- 5.4.2 Any significant variations to the proposed methodology in this WSI will be discussed and agreed with the local authority's archaeological representative (liaison through the client) in advance of implementation.
- 5.4.3 The survey detailed in this WSI will meet the aims of the project in a cost-effective manner. AOC Archaeology Group attempts to foresee all possible site-specific problems and make allowances for these. However, there may on occasions be unusual circumstances which have not been included in the programme and costing. These can include such things as:
- Unavoidable delays due to extreme weather, vandalism of the site, access issues.
 - Significant and/or complex phasing/architectural detail which may require additional recording.
 - Health and Safety issues.
- 5.4.4 All relevant health and safety legislation, regulations and codes of practice will be respected.
- 5.4.5 AOC Archaeology holds Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details can be supplied on request.
- 5.4.6 AOC Archaeology will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive licence to the client in all matters directly relating to the project as described in the WSI.

- 5.4.7 AOC Archaeology will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988.
- 5.4.8 AOC Archaeology will advise the Client of any such materials supplied in the course of projects which are not AOC Archaeology's copyright.
- 5.4.9 AOC Archaeology undertakes to respect all requirements for confidentiality about the client's proposals provided that these are clearly stated. In addition, AOC Archaeology further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that client's respect AOC Archaeology's and ClfA's general ethical obligations not to suppress significant archaeological data for an unreasonable period.
- 5.4.10 Where AOC is not the main contractor on a site the main contractor's Risk Assessment will have primacy over the AOC document given that:
- The main contractors' risk assessment is aware of, and takes account of, AOC's working practices – ie, it does not compromise normal and safe archaeological procedure as set out in our WSI and Risk Assessment Method Statement (RAMS)
 - AOC was notified of the full suite of hazards present prior to arriving on site
 - There is a proper induction and monitoring process in place and AOC staff have been through this process
 - There is no significant conflict between AOC H&S procedures and those proposed by the main contractor
 - AOC are made aware of new threats or hazards as they arise during the course of our on-site involvement
- 5.4.11 AOC Archaeology reserves the right to discuss the works directly with WoSAS where appropriate, but will inform the client of this in advance, and ensure that the client is copied into all correspondence from and to WoSAS.
- 5.4.12 The client is solely responsible for all aspects of site security.

6 References

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Figures



Figure 1: Site location plan

01/28852/WSI/01/01



Figure 2: Detailed Site Location Plan

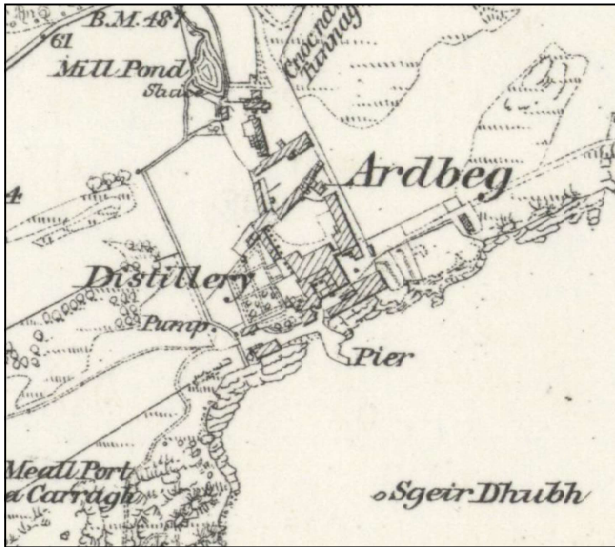


Figure 3: Extract from Ordnance Survey map, 1882 (Surveyed in 1878)
(reproduced by kind permission of the National Map Library of Scotland)

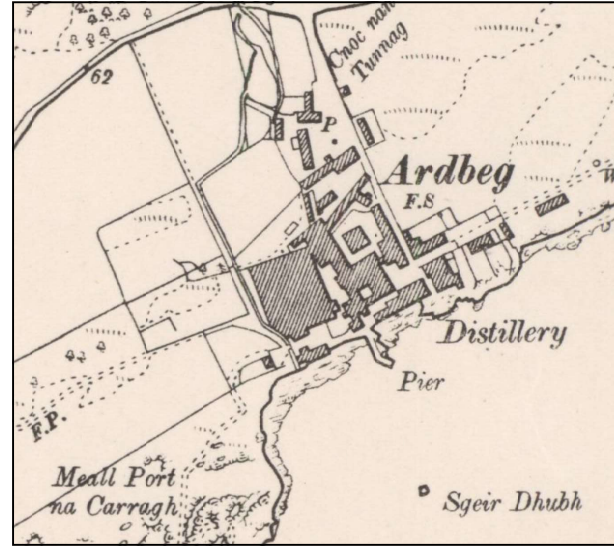


Figure 4: Extract from Ordnance Survey map, 1900
(reproduced by kind permission of the National Map Library of Scotland)



Figure 5: Ardbeg Distillery today, ca. 2018 (c) Google



Figure 6: Ardbeg Distillery Sea Wall and Pier today, ca. 2018 (c) Google



Figure 7: Ardbeg Distillery Sea Wall today, ca. 2018, showing blocked windows of the former building identified on the late 19th century mapping (c) Google

Appendix 1: Data Management Plan

1. Project	
AOC Site Code	28852
Site Name	Ardbeg Distillery Sea Wall and Pier, Port Ellen, Isle of Islay
Project Type	Historic Building Recording: Structural Watching Brief, Archaeological watching Brief
OASIS ID	aocarcha1-541153
Local Authority	Argyll & Bute Council
Data repository	National Record of the Historic Environment (NRHE); Historic Environment Record (HER)

2. Data Collection & Standards
Data Standards & Methods of Collection Methods of collection will conform to AOC recording practices and relevant ClfA Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures (ClfA 2019) and ClfA Standard for Archaeological Monitoring and Recording (ClfA 2020). Digital data acquisition standards are defined from ADS Guides to Good Practice (Niven 2021): https://archaeologydataservice.ac.uk/help-guidance/guides-to-good-practice/the-project-lifecycle/planning-for-the-creation-of-digital-data/ Data collection will adhere to FAIR Principles and will be in line with ClfA <i>Dig Digital</i> Guidance: https://www.archaeologists.net/sites/default/files/downloads/selection-toolkit/digdigital_full_guidance.pdf The intended repository for digital data is Historic Environment Scotland (HES), NRHE. The intended repository for physical site records is Historic Environment Scotland (HES). Data Standards Data collected will include standard formats which maximise use and reuse in the future. The table below conforms to HES Guidelines for Archiving of Archaeological Projects – Appendix C: Recommended File Formats. https://canmore.org.uk/sites/default/files/HESArchives_DepositorsGuidance_ArchaeologicalProjects_2021.pdf The table below provides a summary of the data types and formats for data collected and created. In cases where the project progresses or becomes more complex, additional types will be added to this section where required.

ARDBEG DISTILLERY, ISLE OF ISLAY, ARGYLL & BUTE SEA WALL REINSTATEMENT AND REPAIRS:
HISTORIC BUILDING RECORDING & ARCHAEOLOGICAL WORKS WRITTEN SCHEME OF INVESTIGATION

Data Type Collected	Format for Storage and Archive
Text / Documents - WSI - Final Reports	Stored as: - Word (.docx) Archived as: - All reports as PDF (.pdf/a)
CAD - Building Elevations - Building Floor Plans - Site Plans	Stored as: - Drawing (.dwg) Archived as: - Preserved Format Files (.dxf ASCII format)
GIS Site Plans	Stored as: - ESRI Shapefile (.shp & .shx & .dbf, plus associated files) - ESRI Geodatabase (.gdb) - Trimble Raw Files (.job) Archived as: - ESRI Shapefile (.shp & .shx & .dbf, plus associated files) - ESRI Geodatabase (.gdb) - Site Plans/Report Images (.pdf/a)
Laser Scan - Detailed Elevations - Site Data	Stored as: - American Standard Code for Information Interchange (.ASCII) - Text File (.txt) - Trimble Realworks (.RWP) Archived as: - Preserved Format Files (.LAS or .e57) - Report Images (.pdf/a)
Drone Survey - Site Data - Terrain Model	Stored as: - Joint Photographic Experts Group JPG (.jpg) - Drawing (.dwg) Archived as: - Archive image files will be uncompressed 8-bit per channel TIFF version 6 files of not less than 25 megabytes (without interpolation). The files will be flattened (ie not contain image adjustment or other working layers introduced post-capture by some image-editing computer programs). - Rhinoceros File (.3DM) - Report Images (.pdf/a)

3. Data Storage and Back-Up

Field Data

Project Data

- The primary data storage location for this project is AOC's on-premises servers.
- Sufficient data storage space is available via AOC's servers and via SharePoint backup. The server is accessible by staff on and off-site through a secure log-in, including 2-factor authentication.
- The on-premises server is backed up daily to maintain an up-to-date security copy of the organisation wide data. A working copy is kept in cloud storage.
- Off-site access to the project files on AOC's servers is provided to support back-up of raw data while fieldwork is ongoing.
- Where internet access for data backup is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive) and transferred to the server at the earliest possible opportunity.
- Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access.
- Project folders and files will be named following established AOC procedures and conform to ADS best practice and version control guidance.
- On completion of the project, cloud data will be moved to AOC on-premises servers for long term storage.
- On completion of the project, all data will be organised in the file folder system by the project manager.
- Paper archive material will be kept in AOC premises, with physical copies provided to the relevant data repository as per HES archive guidance.
- Data intended for digital archive will be structured in the server directory as follows:
 - Archive
 - ProjectNumber_archive_checklists_and_indexes
 - ProjectNumber_metadata
 - ProjectNumber_photos
 - ProjectNumber_primary_records
 - ProjectNumber_registers
 - ProjectNumber_reports
 - ProjectNumber_spreadsheets
 - ProjectNumber_survey_data

4. Metadata

- Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by:

ADS Guides to Good Practice (Niven 2021).

<https://archaeologydataservice.ac.uk/help-guidance/guides-to-good-practice/the-project-lifecycle/project-metadata/>

- Data documentation will meet the requirement of the Project, Museum Deposition Guidelines, Digital Repository Guidelines, and the methodology described in the WSI.

5. Ethics and Legal Compliance

- Personally Identifiable Information (PII) will be removed from the archaeological project archive and permission to include individual's names in any reporting will be gained prior to use.
- Copyright for all data collected by the project team belongs to AOC Archaeology Group (AOC Holdings Ltd), and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.
- Where formal permissions and/or license agreements are linked to data sharing, details of these will be included in the project documentation folders and will accompany the archaeological project archive.

6. Archive

Digital archive material will be deposited with a trusted digital repository, where data migration and backup procedures are in place, and the integrity of the digital archive is maintained (see Section 1). Where a trusted repository is not specified, digital archive material will be deposited with Historic Environment Scotland online via HES Archives ShareFile.

- Version control will be applied throughout the project in line with AOC standard operating procedures and ADS (2021) ClfA (2019) and HE (2015) guidelines.
- Only the final version of 'born digital' documents (reports, databases, images, survey files) will be selected for inclusion in the Digital Archive. The material de-selected from inclusion in the preserved archive will be duplicates or re-productions created during the lifespan of the project.
- Digital photographs will be assessed during post-excavation and selection based on the principles set out in the ADS (2011) & HE guidelines (2015).
- Raw data (all formats) will only be preserved if specifically requested by the Client or specified by local authority requirements, e.g., unprocessed survey, raw photogrammetric data. Deposition of an archive of raw data with an accepted repository (e.g., ADS) is required, a subsequent costing for storage and archiving will be provided.
- Selection will be defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results. Selection will be carried out based on the following guidelines:

ADS (2021) Guidelines for Depositors

<http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors>

ADS (2018) Guidance for the selection of material for deposit and archive

<https://archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml>

ClfA (2019) Selection Toolkit for Archaeological Archives

<https://www.archaeologists.net/selection-toolkit>

Historic England (2015) Digital Image Capture and File Storage – Guidelines for Best Practice

<https://historicengland.org.uk/images-books/publications/digital-image-capture-and-file-storage>

7. Data Sharing and Accessibility

Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

- A summary of the project will be included on the OASIS Index of Archaeological Investigation (see Section 1).
- A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.
- The location(s) of the final Archaeological Archive will be added to OASIS when appropriate.
- The Repository in Section 1 will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

8. Responsibilities

The Project Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.

The Project Manager is Diana Sproat.

Data capture, metadata production and data quality are the responsibility of the Project Team, assured by the Project Manager with support from the Geomatics Manager and Archives Officer.

Storage and backup of data in the field is the responsibility of the field team. Data management on site will be supervised by the site lead.

The site lead responsible for field data management is Diana Sproat.

Once data is incorporated into the organisations project server, storage and backup is managed by AOC's IT Support Team.

Data archiving is undertaken by the project team under the guidance of the Archives Officer with the support of the Geomatics Manager.

The Archives Officer is responsible for the transfer of the Archaeological Project Archive to the agreed repository.

Details of the core project team can be provided on request.

9. Additional References

Brown, D.H., 2011. Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation, Archaeological Archives Forum (2nd ed).

https://archaeologydataservice.ac.uk/archiveDS/archiveDownload?t=arch-799-1/dissemination/pdf/AArchives_v2.pdf

ClfA Dig Digital Online Resource, <https://www.archaeologists.net/digdigital>

Appendix 2: Archaeological Fieldwork SOPs

Machine excavated trenches

Excavation

- The entire site will be visually inspected before the commencement of any machine excavation. This will include the examination of any available exposures (eg recently cut ditches and geo-technical test pits).
- Normally trench positions will be accurately surveyed prior to excavation and related to the National Grid. It may be necessary to survey the positions after excavation in some instances.
- All machining will be carried out by plant of an appropriate size. Normally, this will be a JCB 3CX (or similar) or 360o tracked excavator with a 1.4 or 1.8m wide toothless bucket. Where access or working space is restricted, a mini excavator such as a Kubota KH 90 will be used.
- All machining will be carried out under direct control of an experienced archaeologist.
- Undifferentiated topsoil or overburden of recent origin will be removed in successive level spits (approximately <0.5m) down to the first significant archaeological horizon.
- Excavated material will be examined in order to retrieve artefacts to assist in the analysis of the spatial distribution of artefacts.
- On completion of machine excavation, all faces of the trench that require examination, or recording will be cleaned using appropriate hand tools.
- All investigation of archaeological horizons will be by hand, with cleaning, inspection, and recording both in plan and section.
- Within each significant archaeological horizon, a minimum number of features required to meet the aims of the project will be hand excavated. Pits and postholes normally will be sampled by half-sectioning although some features may require complete excavation. Linear features will be half-sectioned as appropriate. Features not suited to excavation within the confines of narrow trenches will not be sampled. No deposits will be entirely removed unless this is unavoidable. However, the full depth of archaeological deposits across the entire site will be assessed. Even in the case where no remains have been located the stratigraphy of all evaluation trenches will be recorded.
- Any excavation, whether by machine or by hand, will be undertaken with a view to avoiding damage to any archaeological features or deposits which appear to be demonstrably worthy of preservation in situ.
- For paleoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. AOC Archaeology conventionally recovers three main categories of sample;
- Routine Soil Samples; a representative 500g sample from every excavated soil context on site. This sample is used in the characterisation of the sediment, potentially through pollen analysis, particle size analysis, pH analysis, phosphate analysis and loss-on-ignition;
- Standard Bulk Samples; a representative 10 litre sample from every excavated soil context on site. This sample is used, through floatation sieving, to recover a sub-sample of charred macroplant material, faunal remains and artefacts;
- Purposive or Special Samples; a sample from a sediment which is determined, in field, to either have the potential for dating (wood charcoal for radiocarbon dating or *in situ* hearths for magnetic susceptibility dating) or for the recovery of enhanced paleoenvironmental information (waterlogged sediments, peat columns, etc).
- Any finds of human remains will be left in situ, covered, and protected. In Scotland the local police will be informed. If removal is essential this will only take place with police approval, and in compliance with Historic Scotland's Operational Policy Paper 'The Treatment of Human Remains in Archaeology'. In England and Wales, the coroner's office will be informed. If removal is essential, it will only take place under the relevant Home Office licence and local authority environmental health regulations.

- All finds of gold and silver will be moved to a safe place. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage. In Scotland the recovery of such material, along with all other finds, will be reported to the King's and Lord Treasurer's Remembrancer. In England and Wales, the recovery of such material will be reported to the coroner's office according to the procedures relating to Treasure Trove.
- After recording, the trenches will be backfilled with excavated material.

Recording

- For each trench, a block of numbers in a continuous sequence will be allocated.
- Written descriptions, comprising both factual data and interpretative elements, will be recorded on standardised sheets.
- Where stratified deposits are encountered a 'Harris'-type matrix will be compiled during the course of the excavation.
- The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
- Plans will normally be drawn at a scale of 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale.
- Long sections of trenches showing layers and any cut features will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20.
- Generally, all sections will be accurately related to Ordnance Datum. There may, occasionally, be instances where this is unnecessary when it will be agreed with the local authority's archaeological representative in advance.
- Registers of sections and plans will be kept.
- A full colour digital photographic record will be maintained. This will illustrate the principal features and finds both in detail and in a general context. The photographic record will also include working shots to represent more generally the nature of the fieldwork, pre-excavation shots, and the site in general showing it in its landscape.
- A register of all photographs taken will be kept on standardised forms.
- All recording will be in accordance with the standards and requirements of the *Archaeological Field Manual* (Museum of London Archaeology Service 3rd edition 1994).

Finds

- All identified finds and artefacts will be collected and retained. Certain classes of material, ie post-medieval pottery and building material, may on occasion be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of the archaeological representative of the local authority and the receiving museum.
- Finds will be scanned to assess the date range of the assemblage with particular reference to pottery. In addition, the artefacts will be used to characterise the site, and to establish the potential for all categories of finds should further archaeological work be necessary.
- All finds and samples will be treated in a proper manner and to standards agreed in advance with the recipient museum. Finds will be exposed, lifted, cleaned, conserved, marked, bagged, and boxed in accordance with the guidelines set out in United Kingdom Institute for Conservation's *Conservation Guidelines No. 2*.
- In England and Wales, at the beginning of the project (prior to commencement of fieldwork) the landowner and the relevant museum will be contacted regarding the preparation, ownership and deposition of the archive and finds. In Scotland all archaeological material recovered belongs to the Crown and its disposal is administered by the Queen's and Lord Treasurer's Remembrancer.

Evaluation reports

- The style and format of the evaluation report will be determined by AOC Archaeology but will be compliant with Historic Scotland's issued guidance on Data Structure Reports. The report will include as a minimum the following:
 - A location plan of the site.

- A location plan of the trenches and/or other type of fieldwork strategy employed.
 - Plans and sections of features and/or extent of archaeology located. These will be at an appropriate scale.
 - A summary statement of the results.
 - A table summarising per trench the deposits, features, classes, and numbers of artefacts encountered and spot dating of significant finds.
- Consideration to the methodology will be given along with a confidence rating for the results.
 - When an evaluation is followed by an excavation the procedures defined in English Heritage's *Management of Archaeological Projects* 2nd edition 1991 will be followed for immediate post-field archive preparation and initial assessment. It will then be agreed with the local authority's archaeological advisor about which aspects will need to be taken forward to the report stage.

Area excavation

- Prior to the stripping of any area excavation, all appropriate surveys (eg geophysical, earthwork, contour) or sampling strategies (eg, for topsoil artefact densities, metal detecting, phosphate analysis) will be undertaken.
- In most cases sites will be mechanically stripped of topsoil and other overburden. An appropriate machine will always be used. This will normally be a 360° tracked excavator with a between 1.4 and 2.4m wide toothless bucket. In other cases, a JCB 3CX (or similar), or for work with restricted access or working room, a mini excavator such as a Kubota KH 90 will be used. Suitably sized dumpers or lorries will be employed to remove spoil. No plant will be allowed to cross stripped areas.
- All machining will be undertaken under the direct control of experienced archaeologists.
- All undifferentiated topsoil or overburden will be removed down to the first significant archaeological horizon in level spits. The archaeological horizon to which the material will be cleared will have first been established by an evaluation or by the digging of test pits.
- Depending on the aims of the project, the excavated spoil may be monitored in order to recover artefacts. Where their findspots are plotted this will usually be on a 2m grid.
- The surface exposed by the stripping will be cleaned using appropriate hand tools.
- Should the site grid not have already been established it will be done at the cleaning stage. The grid will normally be based on a 10m spacing and related to the National Grid. A temporary bench mark related to Ordnance Datum will be founded.
- After the cleaning and planning of the excavation area the sampling strategy will be finalised. This will consider the project aims (which may need modifying at this stage) and the type, quality, and quantity of remains revealed. The sampling strategy will normally seek to maintain at least the following levels;
- all structures and all zones of specialised activity (eg funerary, ceremonial, industrial, agricultural processing) will be fully excavated, and all relationships recorded;
- ditches and gullies will have all relationships defined, investigated, and recorded. All terminals will be excavated. Sufficient lengths of the feature will be excavated to determine the character of the feature over its entire course; the possibility of re-cuts of parts of the feature, and not the whole, will be considered. This will be achieved by a minimum 10% sample of each feature (usually a 1m section every 10m).
- Sufficient artefact assemblages will be recovered (where possible) to assist in dating the stratigraphic sequence and for obtaining ample ceramic groups for comparison with other sites;
- All pits, as a minimum, will be half-sectioned. Usually at least 50% (by number) of the pits will be fully excavated. Decisions as to which pits will be fully excavated will be taken in the light of information gained in the half-sectioning taking into consideration, amongst other things; pit function, artefact content and location;

- For post and stake holes where they are clearly not forming part of a structure (see above) 100% (by number) will be half-sectioned ensuring that all relationships are investigated. Where deemed necessary, by artefact content, a number may demand full excavation;
- For other types of feature such as working hollows, quarry pits, etc the basic requirement will be that all relationships are ascertained. Further investigation will be a matter of on-site judgement, but will seek to establish as a minimum their extent, date, and function;
- For layers, an on-site decision will be made as to the limits of their excavation. The factors governing the judgement will include the possibility that they mask earlier remains, the need to understand function and depositional processes, and the necessity to recover sufficient artefacts to date the deposit and to meet the project aims.
- For paleoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. AOC Archaeology conventionally recovers three main categories of sample;
- Routine Soil Samples; a representative 500g sample from every excavated soil context on site. This sample is used in the characterisation of the sediment, potentially through pollen analysis, particle size analysis, pH analysis, phosphate analysis and loss-on-ignition;
- Standard Bulk Samples; a representative 10 litre sample from every excavated soil context on site. This sample is used, through floatation sieving, to recover a sub-sample of charred macroplant material, faunal remains and artefacts;
- Purposive or Special Samples; a sample from a sediment which is determined, in field, to either have the potential for dating (wood charcoal for radiocarbon dating or *in situ* hearths for magnetic susceptibility dating) or for the recovery of enhanced paleoenvironmental information (waterlogged sediments, peat columns, etc).
- Any finds of human remains will be left *in situ*, covered, and protected. In Scotland the local police will be informed. If removal is essential this will only take place with police approval, and in compliance with Historic Scotland's Operational Policy Paper '*The Treatment of Human Remains in Archaeology*'. In England and Wales, the coroner's office will be informed. If removal is essential, it will only take place under the relevant Home Office licence and local authority environmental health regulations.
- All finds of gold and silver will be moved to a safe place. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage. In Scotland the recovery of such material, along with all other finds, will be reported to the Queen's and Lord Treasurer's Remembrancer. In England and Wales, the recovery of such material will be reported to the coroner's office according to the procedures relating to Treasure Trove.

Recording

- All on-site recording will be undertaken in accordance with the standards and requirements of the *Archaeological Site Manual* (Museum of London 1994).

A continuous unique numbering system will be employed.
- Written descriptions, comprising both factual data and interpretative elements, will be recorded on standardised sheets.
- Where stratified deposits are encountered a 'Harris'-type matrix will be compiled during the course of the excavation.
- The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
- Plans will normally be drawn at a scale of 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale.
- Long sections of trench edges or internal baulks showing layers and any cut features will be drawn at 1:50 or 1:20 depending on amount of detail contained. Sections of features will be drawn at 1:20.
- All sections will be accurately related to Ordnance Datum.
- Registers of sections and plans will be kept.

- A full colour prints and colour transparency photographic record will be maintained. This will illustrate the principal features and finds both in detail and in a general context. The photographic record will also include working shots to represent more generally the nature of the fieldwork.
- A register of all photographs taken will be kept on standardised forms.

Finds

- All identified finds and artefacts will be collected and retained. Certain classes of material, ie post-medieval pottery and building material may on occasion be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of the archaeological representative of the local authority and the receiving museum.
- All finds and samples will be treated in a proper manner and to standards agreed in advance with the recipient museum. Finds will be exposed, lifted, cleaned, conserved, marked, bagged, and boxed in accordance with the guidelines set out in United Kingdom Institute for Conservation's *Conservation Guidelines No. 2*.
- In England and Wales, at the beginning of the project (prior to commencement of fieldwork) the landowner and the relevant museum will be contacted regarding the preparation, ownership and deposition of the archive and finds. In Scotland all archaeological material recovered belongs to the Crown and its disposal is administered by the Queen's and Lord Treasurer's Remembrancer.

Archiving, post-excavation and publication

- Following completion of each stage or the full extent of the fieldwork (as appropriate) the site archive will be prepared in the format agreed with the receiving institution.
- On completion of the archive a summary report will be prepared. This will include;
 - an illustrated summary of the results to date indicating to what extent the project aims were fulfilled;
 - a summary of the quantities and potential for analysis of the information recovered for each category of site, artefact, dating and paleoenvironmental data;
 - proposals for analysis and publication.
- 9.28The proposals for analysis and publication will include;
 - a list of the revised project aims arising from the fieldwork and post-excavation assessment;
 - a method statement which will make clear how the methods advocated are best suited to ensuring that the data-collection will fulfil the stated aims of the project;
 - a list of all tasks involved in meeting the stated methods to achieve the aims and produce a report and research archive in the stated format;
 - details of the research team and their projected work programmes in relation to the tasks. Allowance will be made for general project-related tasks such as project meetings, management, editorial and revision time;
 - a publication synopsis indicating publisher, report format and content shown by chapters, section, and subheadings with the anticipated length of text sections and proposed number of illustrations.
- The summary report embracing the analysis and publication proposals will be submitted to the client and the local authority's archaeological representative for approval.
- Any significant variation in the project design, including timetables proposed after the agreement of the proposals must be acceptable to the local authority's archaeological representative.
- The results of the project will be published in an appropriate archaeological journal or monograph. The suitable level of publication will be dependent on the significance of the project results, but as a minimum the basic requirements of Appendix 7.1 of *Management of Archaeological Projects* (English Heritage 1991) will be met.

Specialist staff

- The following specialist staff may be used on this project depending on the type of artefacts and soil samples recovered during the course of the fieldwork.
 - Dr Anne Crone Dendrochronology, charcoal, and timber analysis
 - Dr Ciara Clarke Pollen analysis
 - Mr Rob Engl Lithics & coarse stone
 - Ms Melissa Melikian Human bone
 - Ms Lynne Roy Soil and sediments analysis
 - Mr Alan Duffy Charcoal identification
 - *Sub-contractors:*
 - Ms Marta McGlynn Historic designed landscapes
 - Dr Ruby Ceron-Carasco Marine shell and fish bone
 - Dr Allan Hall Macroplant Specialist
 - Dr Ann MacSween Prehistoric pottery
 - Ms Naomi Crowley Building material, medieval and post-medieval pottery

Post-excavation

Sample Flotation

- Sample flotation is a water recovery technique designed to separate organic remains from the soil matrix. A Siraf style system of flotation and wet sieving will be operated by the archaeological contractor. This system comprises an enclosed area of water into which the soil samples are deposited and agitated. Due to the difference in densities of organic and inorganic remains the light fractions will float, the heavy fractions will sink, and the silt fraction will be washed away. The resulting floating material (flot) is collected in sieves of 0.3 mm and 1 mm, the non-floating residue (retent) is wet sieved through a 1 mm mesh. All flots and retents are air dried, bagged and labelled accordingly. Throughout this process all equipment is kept clean to prevent contamination of the samples. For each sample, a Sieving Assessment sheet is completed. This gives basic information about the sample, retent and flot. Prior to flotation and wet sieving, the volume of each sample is measured by means of a graduated bucket. If in a sample a high concentration of clay can be observed and therefore separation of the different fractions of the soil is difficult, an aqueous solution of defloculant 'Calgon' is added and the sample is left to soak overnight, before processing by flotation and wet sieving. Sample flotation will be carried out on site and/or at the premises of the archaeological contractor.

Sample Wet sieving

- Sample wet sieving, also a water recovery technique, is carried out in laboratory conditions and is designed to recover waterlogged material. For the recovery of waterlogged botanical material, small soil samples (0.5 to 1.0 litres) are processed through a 0.3 mm sieve. The sediment is placed in a bucket with water and agitated before being washed through the 0.3 mm sieve. This process is repeated until the sample is totally disaggregated. The resulting material is stored in water or ethanol depending on the length of the storage period. Sample wet sieving can also be used to recover larger waterlogged material such as leather and wood in which case larger volumes of soil are processed.

Sample Dry sieving

- Sample dry sieving is carried out to retrieve smaller artefacts that might be missed during normal excavation procedure, eg small sherds of pottery and bone. Done in laboratory conditions, all samples are air dried in the first instance. Done in the field, the samples are processed with the sample in a field-moist state. In both cases the sample is passed through a 4 mm mesh, and any items of interest are recovered and recorded.

Residue sorting

- All residue (retent) sorting is carried out in laboratory conditions and is designed to recover not only material that might be missed during normal excavation procedure (see dry sample sieving), but also material that would be impossible to recover during normal excavation procedure eg charred and uncharred plant remains, insect remains and small fragments of charcoal. The volume of the residue is recorded and then passed through a set of sieves (mesh sizes 8 mm, 4 mm, 2 mm, and 1 mm). Each fraction is spread out onto a separate tray, is scanned with the naked eye and all items of interest are recovered. Under normal circumstances all identifiable material from all fractions is recovered. The only exception to this is burnt wood (charcoal) which is only retrieved from the > 4 mm fractions. All material recovered is bagged individually by material type and the material types and weights recorded on the Retent Sorting Sheet. Also recorded on this sheet are the project number, context number, area, sample number, the sorters initials, date, sample volume, retent volume and percent of the retent sorted. Under normal circumstances 100 % of all fractions are sorted. In those instances where this is not the case, this will be recorded. Where no material is recovered from a retent, the Retent Sorting Sheet will be filled out as usual, with the word sterile written across it.

Flot sorting

- All flot sorting is carried out in laboratory conditions. The volume of each flot is measured. The flots are sorted by means of a low powered binocular microscope. The macro plant remains, and other archaeological or ecological material are extracted from the flots and put into gelatine capsules or glass tubes. An estimate of the number of items recovered and the species represented are recorded. The charcoal larger than 4mm is extracted from the flots and weighed. All extracted items are bagged and labelled accordingly.

Routine Soils Analysis

- All the samples taken on-site will have a routine partner. Four standard routine soil tests will be carried out by the archaeological contractor. These are pH analysis, Loss on Ignition, Calcium Carbonate content and Easily available phosphate content. The pH value is the measure of the acidity (H⁺) or alkalinity (OH⁺) of the sample. Dissolving a portion of the soil in distilled water, then measuring the sample using pH meter carries this out. This is to allow us to estimate the potential for preservation within the sediment. Loss on Ignition is the measure organic content of the sample. This is measured by burning a small amount of the sediment in a furnace at 400°C for four hours. By measuring the weight before and after burning the organic content can be calculated. The organic content allows us to examine whether manuring or treatment of the natural soil has taken place. Calcium Carbonate content can be measured by dissolving a few grains of the sample using Hydrochloric acid. If calcium carbonate is present then a small amount of Carbon Dioxide is given off, the greater the amount of CO₂ released the greater the amount of CaCO₂. The Calcium Carbonate content shows us if there is any natural calcium carbonate within the sediment, or if not, any mortar or shell has been included artificially. The amount of phosphate within a sample is examined at the same time as CaCO₂. After the CO₂ has been released Ascorbic acid is applied, if Phosphate is present a colour change will occur. The phosphate content may show the presence of animals or to a lesser degree indicate where animals were kept.

Soil Micromorphological Analysis

- Micromorphology is the study of undisturbed soils and loose sediments and other materials at a microscopic scale. A 25-30 micron thick slice of soil or sediment is mounted on glass and studied using a petrographic microscope. The samples are prepared for thin section analyses at the Department of Environmental Science, University of Stirling using the methods outlined by Murphy (1986). The samples are analysed using the descriptive terminology of Bullock *et al* (1985) and FitzPatrick (1993).
- Bullock, P., Fedoroff, N., Jongerius, A., Stoops, G., Tursina, T. & Babel, U. 1985 *Handbook for soil thin section description*. Wolverhampton: Waine research Publications.
- FitzPatrick, E.A. 1993. *Soil microscopy and micromorphology*. Chichester: John Wiley & Sons.
- Murphy, C. P. 1986. *Thin section preparation of soils and sediments*. Berkhamsted: AB Academic Press.

Charcoal ID

- Only charcoal retrieved from the 4mm sieve (see Sieving and Sorting procedures) is used for species identification, mainly because fragments below that threshold are too small to identify. If there is no charcoal larger than 4mm present, then attempts will be made to identify the largest fragments present for the purpose of C14 samples. Surfaces are prepared for identification by using a surgical blade to prise off flakes of charcoal revealing fresh surfaces on which diagnostic features can be identified. The charcoal fragment is bedded in sand for examination under a reflected-light microscope. On average, up to 10 fragments of charcoal are identified per bulk sample. If a single species is present, then identification can stop at 5 fragments. However, if a great variety of species is present, ie more than four, then identification should continue until the analyst is happy that a representative sample has been examined. Unusual or exotic species should be bagged and labelled separately within the bulk sample. Other variables, such as whether the fragment is young roundwood, with sub-bark surfaces intact, whether it has come from a large piece of wood and whether it is fast or slow grown, should be noted. Species identification is undertaken with reference to Schweingruber's (1982).

Wood ID

- *Waterlogged wood;* Surfaces on waterlogged wood are prepared for identification by using a cut-throat razor or a double-sided razor blade to pare off thin sections which are cell-thick and transparent so that diagnostic features can be identified. It is consequently difficult to identify fragments of waterlogged wood smaller than 10 mm². The thin sections are temporarily mounted in water on slides for examination under a transmitted-light microscope. Sampling for identification is carried out on the same basis as that for charcoal. Species identification is undertaken with reference to Schweingruber's (1982) *Microscopic Wood Anatomy* and the in-house reference collection of the archaeological contractor.
- 24.10 *Non-charcoal charred plant macrofossil analysis and Waterlogged plant analysis*
- Analysis of the charred plant macrofossils and waterlogged plants involves identification, quantification, and interpretation. Identification of the macro plant remains is done using a low power binocular microscope with x10 and x40 magnifications. The modern reference collection of the archaeological contractor and various seed atlases (Beijerinck 1947, Berggren 1969 & 1981 and Anderberg 1994) will be used to ease identification. The botanical nomenclature follows Flora Europaea (Tutin *et al* 1964-1981). A standardised counting method is used for quantification. Habitat information for the plant species will be taken from Hanf (1983).

Dendrochronological analysis

- *Sample size and species type;* Three conditions are necessary to ensure the successful dating of a building or archaeological site. The timber must be a species for which there are already dated chronologies which in the UK usually means oak. Cross-matching is a statistical process, and therefore a number of timbers are required, usually at least 8 per building or phase. Finally, and for the same reasons, the ring-patterns must be over a certain length, usually 70 rings. With these conditions observed it can be straightforward to obtain a date for a building.
- *On-site sampling;* *In situ* timbers in a standing building are usually sampled using a corer, which is attached to a power-driven drill and removes a core leaving a hole in the timber 10 mm in diameter. The core must be taken so that the maximum radius from pith to bark is sampled, thus ensuring the maximum number of growth-rings for analysis. It is also important to select those timbers which have retained as full a ring sequence as possible, ie those where the outermost rings have not been trimmed off or destroyed by woodworm. Coring is an intrusive method of sampling, and it is occasionally impossible to use this method, as in the case of painting ceilings and carved panels. If the end-grain is exposed the ring sequence can be measured *in situ* using a hand lens. Silicone rubber casts can also be taken. If structural timbers have been removed during the renovation of a building, then slices, approximately 50 mm thick can be sampled by saw, usually a chainsaw, from a point along the timber where the maximum radius survives. Timbers only survive below ground in waterlogged conditions. Waterlogged timbers are sampled as above, by the removal of a 50 mm slice by sawing.

Sample preparation

- Cores are mounted in angle moulding and then the surface is prepared by paring with a Stanley knife followed by fine sanding with Wet&Dry sandpaper until the ring-pattern is clear and measurable.

- *Slices (dry);* The surface of the slice is sanded, usually with a power sander, using progressively finer sandpaper until the ring-pattern is clear and measurable. It is often necessary to finish off the surface with W&D sandpaper.
- *Slices (wet);* The slice is usually frozen for 24 hours and then the surface is planed flat using a Surform plane. This often achieves the necessary clarity of ring-pattern but where the wood is particularly hard it will be necessary to use a razor blade to pare the surface to achieve a clear ring-pattern.
- *Silicone rubber casts;* These are fixed to battens of wood using silicone rubber, for ease of measurement.
- *Measurement and analysis;* The samples are measured on a custom-made measuring table and the data logged onto the computer using DENDRO (Tyers 2000). Data graphing and statistical analysis are also carried out using the same package.

Conservation

Conservation principles

- The principles, ethical codes and techniques of conservation are under constant review by both practitioners and professional bodies. The archaeological contractor's approach to conservation will reflect current theory and practice, as recommended by the United Kingdom Institute for Conservation, the Scottish Museums Council, Resources for Museums and Galleries, the International Council on Museums, and the International Institute for Conservation.
- *Security*
- The archaeological contractor will take all reasonable precautions to ensure the security of items brought in for conservation. The building will be protected by intruder detector systems; all conservation items will be kept in a secure locked store when not being worked on and will not be left unattended. Particularly valuable items will be stored in a safe where required. A heat and smoke detection system will also be in operation 24 hours a day.
- *Insurance*
- Artefacts for conservation will not be covered by the contents insurance of the archaeological contractor. Insurance cover can be arranged for individual items and collections, but this is expensive. Clients are normally advised that the cheapest option is to extend their own insurance for these items for a fixed period. If required, the archaeological contractor could arrange additional insurance, and these costs would be passed on. The archaeological contractor will have full professional indemnity cover for all its staff.

Health and safety

- All relevant Health and Safety legislation, Regulations, Guidelines and Codes of Practice will be respected; Health and Safety plans will be compiled where Construction, Design and Management Regulations 1994 apply.

25.5 Conservators and allied specialist services

- *Professionalism:* The conservators of the archaeological contractor will be graduates of approved conservation courses and will have a thorough knowledge of current conservation practices in their particular specialist fields. The conservators will have been actively encouraged to broaden their skills and experience, and to obtain professional accreditation through the United Kingdom Institute for Conservation or PACR.

Specialist post-excavation analyses

- Other services which the archaeological contractor will be able to offer are:
- wood identification and woodworking analysis
- tree ring dating
- pollen analysis
- building materials analysis
- metal artefacts
- metalworking and glass working debris

- materials analysis
- textile analysis
- insects
- fish and shells
- bird bones
- plant remains
- bone identification
- soils specialist/geologist
- artefact specialist
- fibre identification
- leather identification
- *Documentation*
- Conservation complements the work of other professionals by preventing the deterioration of the artefact, and by ensuring that the wider community benefits from the additional information recovered about an artefact in the course of conservation work. Conservation reports are normally supplied as a hard copy but can also be supplied on disc in a variety of formats, according to the client's requirements. Reports are normally printed on paper with a guaranteed life expectancy of 150 years; photographic materials are processed to professional industry standards such as Q-Lab.

Archival considerations

- The archaeological contractor will endeavour to ensure that the materials used to document artefacts undergoing treatment have a reasonable life span. Paper used will have an estimated lifetime of 150 years (HMSO specification), and all photographic films will be processed to industry standards by a processing company that specialises in high quality work for professional photographers. Radiography films and chemicals will be fresh and well within their expiry dates. All labelling of boxes etc. will be carried out with archival quality inks; labels will generally be duplicated for safety's sake. Wherever possible, the archaeological contractor will consider the archiving requirements for the site and may consult the receiving museum or archive about their requirements; the archaeological contractor will follow guidelines proposed by the Association of Museum Archaeologists. The archaeological contractor will abide by current guidelines on the care and disposal of artefacts and human remains, as set out in:
 - *The Disposal and Allocation of Finds*
 - *Publication and Archiving of Archaeological Projects*
 - *Treatment of Human Remains in Archaeology*
 - *Archaeological Project Design, Implementation and Archiving*
 - *25.9 Museum of London Guidelines*
 - Museum of London requirements for conservation, recording, documentation, packing and archiving will be applied where these are a pre-condition.

Assessment and estimating

- The assessment determines the condition of the artefact and the best means to ensure its survival. Radiography (x-raying) of the object is normally carried out at an early stage, and is compulsory for iron objects, which have poor survival prospects, and for some copper alloy artefacts. The estimate for the work normally applies for six months; it may be necessary to review it thereafter. Conservation rates are agreed by negotiation.

Recording

- Text and image records (paper, digital and/or film as appropriate) will be made of all artefacts before conservation commences. Any information recovered during cleaning and conservation (eg associated material, residues,

corrosion products, manufacturing techniques) will be carefully recorded, with samples taken where necessary. Soil removed from an artefact during the process will normally be retained and returned with the object, unless the excavator and/or client decide that it is not required. Where necessary, experts will be consulted on the nature of any material discovered during cleaning or conservation of artefacts. All samples and slides will become part of the site archive and remain with the artefact.

- The conservation report will also include recommendations for the care and curation of the assemblage; special finds with particular packing requirements will have clear handling and lifting instructions on the outside of any packaging.

Conservation Record

- The conservation assessment sets out the proposed treatments for each type of artefact or material: these treatments can be discussed with the client, and with the museum, to consider any priorities and display requirements. (See Section 9, Assessment.

Radiography

- The archaeological contractor will x-ray all excavated iron objects, as well as some of the copper alloy, and any other items as requested by the excavator: information from the x-rays are incorporated into the conservation report. All metal artefacts can be x-rayed if required; only film and chemicals within their expiry date are used, washing periods are the optimum to maximise film preservation. X-rays normally become part of the archive, and are returned to the client, with full details of exposure time and voltages used.

Record photography

- All artefacts selected for conservation will be photographed (digitally) at least once; usually before and after conservation, with a label and scale in the frame. Unusual artefacts, noteworthy features or modified conservation treatments will be photographed whenever appropriate. All images will be recorded in the conservation report, and each slide labelled with the context and find number. The archaeological contractor will use Professional grade film, and a professional developing service to ensure maximum film stability. The slides form part of the conservation archive and will remain with the artefact.

On-site conservation and conservation on call

- A conservator can be available on site if required, and the conservators of the archaeological contractor can provide immediate advice over the phone at any time (specific arrangements must be made for out of hours working). Advice on packing, lifting, and transporting artefacts may be given in the early stages of a project.

Conservation treatments

- The requirements of each artefact will be considered individually, and any remedial treatments carried out will use only recognised conservation treatments and approved materials. The archaeological contractor will be committed to CPD, which ensures that its conservation staff are fully cognisant with new developments in the field.

Post-excavation storage

- It is recognised that budgetary arrangements may mean considerable time can elapse between excavation and conservation or Finds Disposal. All finds will be examined by a conservator on receipt; packing and storage materials will be renewed as necessary, and the archaeological contractor will ensure that all finds will be kept in a secure, stable environment until conservation treatments begin. Any finds that require immediate treatment will undergo conservation as soon as the conservators have consulted the Project Field Officer. Large volume storage at 1 ° C and -20 ° C; and storage for waterlogged material will be available in-house.

Packing

- All artefacts will be packed in suitable inert materials, with silica gel if required. Fragile objects will be supported by Ethafoam, or similar, and lifting and handling instructions on the container. Especial care will be taken for artefacts, which will be going into long term storage. All containers will be carefully labelled, and box lists supplied.

Archiving and finds disposal

Finds disposal

- All artefacts and ecofacts will be reported directly to the Treasure Trove Unit (TTU) on behalf of HES within 6 months of completion of excavation/intervention unless an extension is agreed for the purposes of enabling further necessary post-excavation analysis. The relevant Regional Collections Manager (RCM) will be kept informed and confirm once the finds have been reported. A completed copy of the HES Finds deposition form will be sent to the relevant RCM.
- Once reported, the allocation of the finds will be considered by the Scottish Archaeological Finds Allocation Panel and their recommendation passed onto the Crown Office for a decision via the TTU.
- AOC will be responsible for the safekeeping of all artefacts and ecofacts recovered during fieldwork from the moment of discovery until their delivery to a recipient museum/HES. If the finds are disclaimed by the TTU, AOC will arrange with the relevant RCM to return them to HES. AOC have the appropriate procedures and movement control paperwork in place to allow the effective tracking and recording of the location of all finds and ecofacts during all stages of post excavation analysis or study. AOC may be asked to produce copies of these throughout the contract.
- Once an allocation decision has been made, the TTU will inform AOC in writing where the finds are to be delivered. AOC will keep the relevant RCM informed on details of the delivery. If the recipients are HES, AOC will arrange delivery to HES Edinburgh stores via the relevant RCM. Finds deliveries will be accompanied by copies of Data Structure Reports for the site, specialist reports, box lists and any other relevant information to allow the museum to catalogue the finds. A digital copy of this information will also accompany the finds.

Archiving

- All archiving will be undertaken according to standards and guidelines set out by the National Monuments Record of Scotland (NMRS), located at the Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS). The archives of all archaeological works will be deposited to the NMRS.

Publications

General

- All publications by the archaeological contractor will be clear, correct, and concise accounts of what was done and will reach standards acceptable to the archaeological profession. Final reports will be published within five years of the end of fieldwork. Publications should be published in popular archaeological, general and specialist formats to inform a wide readership of what work was done and must be made available to both lay and professional audiences for the foreseeable future. Publications must also provide good value for money in terms of the content and style of the publications. In DES entries and journal publications the role of the client will be fully acknowledged. In the popular publications and monographs suggested below the role of the client will be more fully promoted, with the display of the client's logo on the cover and a foreword by their representative. The over-riding aim of the procedures outlined in this section is to ensure that, during the duration of the project, a continuous stream of information about the archaeological works is made available for peer review and public consumption. The following stages and publication vehicles are envisaged;

DES entries

- After the completion of each piece of on-site work, whether it be a watching brief, evaluation, set-piece excavation or building recording exercise a Data Structure Report (DSR) will be produced (see Fieldwork procedures). These are not reports intended for publication, but they usually include a short summary which will be submitted for publication in *Discovery and Excavation Scotland* (DES), an annual summary of fieldwork published by the Council for Scottish Archaeology. It is proposed that an individual entry for each piece of on-site work will not be submitted; rather a single entry summarising all the works carried out in any one year will be compiled by the Project Manager. The DES summary is a standard requirement of planning authority archaeologists and ensures that notice of ground-breaking works is disseminated throughout the archaeological community.

Journal publications

- Reports on the results of excavations are normally published either as an article in an academic journal or as a monograph in an appropriate series, depending on the scale of the results. The results of the set-piece excavations will be published as journal articles with reference to other on-site works such as watching briefs and building recording, where appropriate. The publication of these articles will follow on timeously from the completion of post-excavation works.

Monograph publications

- The results of all the on-site works will be drawn together in a single volume, a monograph designed primarily for academic consumption. This will be published within 5 years of the completion of on-site works.

Popular publications

- The results of all the on-site works will also be drawn together in 'popular' publications that augment the academic publications in making the results available to a wider public. This is a method of providing 'public benefit' to the local and national community in return for its consent, through the planning process, to alter or demolish elements of the archaeological heritage. Popular publications may include, as deemed appropriate by the client, Internet reports within the web site of the archaeological contractor, printed colour booklets, leaflets, on-site interpretative panels, and exhibitions.

Editorial procedures

- The archaeological contractor will apply their in-house editorial policy and procedures, through which any projects nominated for publication and/or online presentation are normally submitted.

General

- The requirements of the Brief will be met in full where reasonably practicable.
- Any significant variations to the proposed methodology will be discussed and agreed with the local authority's archaeological representative in advance of implementation.
- The scope of fieldwork detailed in the main part of the Written Scheme of Investigation is aimed at meeting the aims of the project in a cost-effective manner. AOC Archaeology Group attempts to foresee all possible site-specific problems and make allowances for these. However, there may on occasions be unusual circumstances which have not been included in the programme and costing. These can include;
 - unavoidable delays due to extreme weather, vandalism, etc;
 - trenches requiring shoring or stepping, ground contamination, unknown services, poor ground conditions;
 - extensions to specified trenches or feature excavation sample sizes requested by the local authority's archaeological advisor;
 - complex structures or objects, including those in waterlogged conditions, requiring specialist removal.

Health and Safety

- All relevant health and safety legislation, regulations and codes of practice will be respected.
- With the introduction of the Construction, Design and Management Regulations 1994, AOC Archaeology works with Clients, Main Contractors, and Planning Supervisors to create a Health and Safety Plan. Where CDM regulations apply, each project will have its own unique plan.

Insurances

- AOC Archaeology holds Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details can be supplied on request.
- AOC Archaeology will not be liable to indemnify the client against any compensation or damages for or with respect to;
 - damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor);

- the use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops) or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement;
 - any other damage which is the unavoidable result of the Project in accordance with the Agreement;
 - injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agent's servants or their contractors (not being employed by AOC Archaeology) or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto.
- Where excavation has taken place evaluation trenches will be backfilled with excavated material but will otherwise not be reinstated unless other arrangements have previously been agreed. Open area excavations normally will not be backfilled but left in a secure manner unless otherwise agreed.

Copyright and confidentiality

- AOC Archaeology will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive licence to the Client in all matters directly relating to the project as described in the Written Scheme of Investigation.
- AOC Archaeology will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988.
- AOC Archaeology will advise the Client of any such materials supplied in the course of projects which are not AOC Archaeology's copyright.
- AOC Archaeology undertakes to respect all requirements for confidentiality about the Client's proposals provided that these are clearly stated. In addition, AOC Archaeology further undertakes to keep confidential any conclusions about the implications of such proposals for the historic environment. It is expected that Clients respect AOC Archaeology's and the Institute of Field Archaeologists' general ethical obligations not to suppress significant archaeological data for an unreasonable period.

Standards

- AOC Archaeology conforms to the standards of professional conduct outlined in the Institute of Field Archaeologists' Code of Conduct, the IFA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the IFA Standards and Guidance for Desk Based Assessments, Field Evaluations etc., and the British Archaeologists and Developers Liaison Group Code of Practice.
- Project Directors normally will be recognised in an appropriate Area of Competence by the Institute of Field Archaeologists.

Where practicable AOC Archaeology will liaise with local archaeological bodies (both professional and amateur) in order that information about particular sites is disseminated

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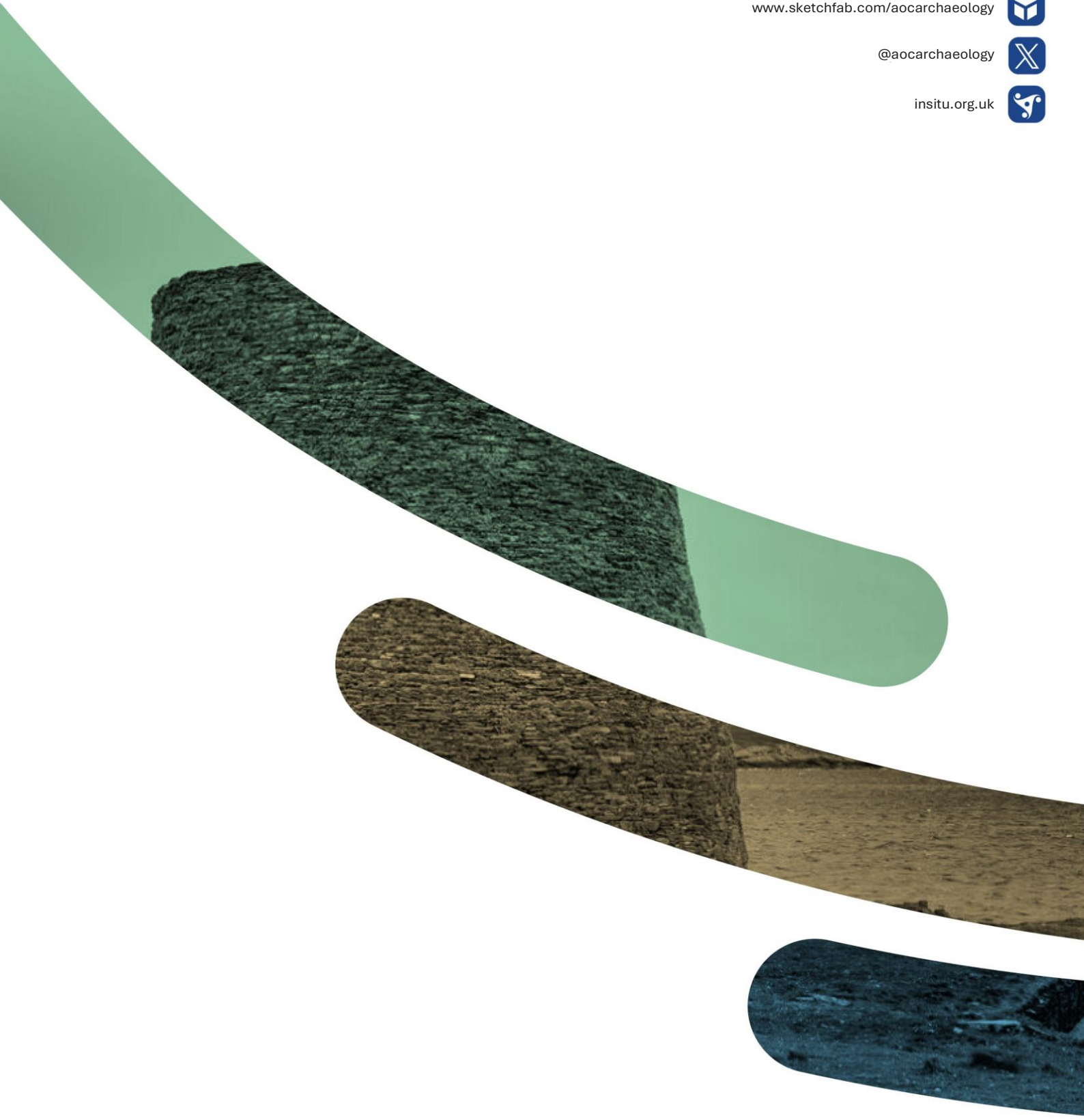
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