







# TEAR-OUT 4.2 SALVAGE TAG

This template could be photocopied to create tags to use during an emergency. The tag can be attached to the object or to the object's packing (bag, box, wrapping) and photographed as part of the incident documentation. Print the tag on Tyvek®, heavy stock acid-free paper, or whatever else is available that will not damage the objects. Reinforce the hole punch if required. Do not use coloured papers as the dyes may transfer. Note that in a large-scale emergency, items might be tagged or labeled with a number only, and the additional information could instead be recorded on a spreadsheet and be included as a box list.

<p> Accession Number: _____</p> <p>Artifact Description: _____</p> <p>Storage Location: _____</p> <p><b>CONDITION DETAILS:</b></p> <p><input type="checkbox"/> Wet                      <input type="checkbox"/> Dye transfer  <input type="checkbox"/> Damp                    <input type="checkbox"/> Stains to wrappings  <input type="checkbox"/> Dry                        <input type="checkbox"/> Alteration of texture  <input type="checkbox"/> Tide lines              <input type="checkbox"/> Active mould  <input type="checkbox"/> Other _____</p> <p><b>PROBLEMATIC COMPONENTS:</b>      <b>SALVAGE ACTIVITY:</b></p> <p><input type="checkbox"/> Metallic findings      <input type="checkbox"/> Blotted  <input type="checkbox"/> Boning                    <input type="checkbox"/> Frozen  <input type="checkbox"/> Gelatin sequins      <input type="checkbox"/> Air-dried  <input type="checkbox"/> Other                      <input type="checkbox"/> Other _____</p> <p>Completed by: _____</p>	<p> Accession Number: _____</p> <p>Artifact Description: _____</p> <p>Storage Location: _____</p> <p><b>CONDITION DETAILS:</b></p> <p><input type="checkbox"/> Wet                      <input type="checkbox"/> Dye transfer  <input type="checkbox"/> Damp                    <input type="checkbox"/> Stains to wrappings  <input type="checkbox"/> Dry                        <input type="checkbox"/> Alteration of texture  <input type="checkbox"/> Tide lines              <input type="checkbox"/> Active mould  <input type="checkbox"/> Other _____</p> <p><b>PROBLEMATIC COMPONENTS:</b>      <b>SALVAGE ACTIVITY:</b></p> <p><input type="checkbox"/> Metallic findings      <input type="checkbox"/> Blotted  <input type="checkbox"/> Boning                    <input type="checkbox"/> Frozen  <input type="checkbox"/> Gelatin sequins      <input type="checkbox"/> Air-dried  <input type="checkbox"/> Other                      <input type="checkbox"/> Other _____</p> <p>Completed by: _____</p>	<p> Accession Number: _____</p> <p>Artifact Description: _____</p> <p>Storage Location: _____</p> <p><b>CONDITION DETAILS:</b></p> <p><input type="checkbox"/> Wet                      <input type="checkbox"/> Dye transfer  <input type="checkbox"/> Damp                    <input type="checkbox"/> Stains to wrappings  <input type="checkbox"/> Dry                        <input type="checkbox"/> Alteration of texture  <input type="checkbox"/> Tide lines              <input type="checkbox"/> Active mould  <input type="checkbox"/> Other _____</p> <p><b>PROBLEMATIC COMPONENTS:</b>      <b>SALVAGE ACTIVITY:</b></p> <p><input type="checkbox"/> Metallic findings      <input type="checkbox"/> Blotted  <input type="checkbox"/> Boning                    <input type="checkbox"/> Frozen  <input type="checkbox"/> Gelatin sequins      <input type="checkbox"/> Air-dried  <input type="checkbox"/> Other                      <input type="checkbox"/> Other _____</p> <p>Completed by: _____</p>
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Originally developed by Shirley Ellis and published in *HELP! A Survivor's Guide to Emergency Preparedness*, eds. Cynthia Ball and Audrey Yardley-Jones (Edmonton: Alberta Museums Association, 2001).