

Protocols for Working with Human Skeletal Remains At SJSU

(Adopted: Fall 2008)

- 1) You must get prior permission to gain access to the remains. This permission needs to be obtained through the curator of the collection (Dr. Elizabeth Weiss).
 - a. In order to get permission, you will need to submit a proposal that addresses your research question and methods of data collection.
 - b. You will need a time line for data collection and will set up specific times for collection of data to ensure all qualified researchers have equal access to remains.
 - c. Any publications or presentations resulting from use of SJSU data should acknowledge the Department of Anthropology at SJSU.
- 2) Once access to the collection is granted:
 - a. Dr. Weiss will let the researcher into the curation and lab facilities and let them out of the facilities. At no time should the curation room be left accessible or open, and unattended.
 - b. Rooms are alarmed (with a security code) and key-locked; thus, the curator is required for access in and out of the facilities.
 - c. Only the curator will have security codes to the curation room; security codes will not be granted to researchers.
- 3) Protocol for handling remains:
 - a. You must return the remains to their appropriate boxes each time you finish the data collection for that day.
 - b. You cannot leave remains in boxes outside the curation room or in boxes commingled with other individuals.
 - c. As you finish data collection for the day, return all remains to their respective boxes. This ensures remains are not misplaced and that other individuals can work on these remains the following day if they have permission to do so.
- 4) Additional restrictions:
 - a. There is no eating, or drinking allowed in either the curation room or lab area. When working with remains do not eat or drink.
 - b. There is no audible entertainment (e.g., radio) allowed in either the curation room or lab.
 - c. You must clean up after working on the remains. Broom if necessary, wipe down tables, etc.
 - d. You must put back any materials used to collect data in their appropriate places.

Questions or concerns about this protocol should be directed to Dr. Weiss or the chairperson of the Department of Anthropology (408 924-5710).