APPENDIX 3

Notes on use of Human Remains Field Recovery Form

The purpose of the following detailed form is to remind the investigator of the sorts of evidence which are useful to collect. It is not anticipated that the investigating police officer will have the background to fill in the entire form. However, experience has shown that during the initial phases of observation and recovery of the remains it is not uncommon for local medical, dental and even archaeological personnel to be consulted on the remains. Such persons do have the expertise to help the investigator catalogue and describe the human skeletal material recovered. This form, if made available by the investigating officer to the relevant specialists, provides a uniform data recording mechanism for maximum information retrieval. A copy of the completed form can then accompany the remains when they are submitted to a forensic anthropologist for thorough analysis.

One further note is required on the method of recording the teeth recovered (p. 8 of form). The system used here, known as the F.D.I. nomenclature (Féderation Dentaire Internationale), is becoming widely adopted for its suitability in naming teeth in a form that can be sent by telex and used in computer search of dental records (Leatherman 1971). It is a two digit system where the first digit identifies the quadrant of the mouth in the following manner (dentition viewed from the front, as though looking at the subject's face):

Permanent (Adult) Teeth			Deciduous (Milk) Teeth		
UPPER RIGHT	1	2	5	6	UPPER LEFT
LOWER RIGHT	4	3	8	7	LOWER LEFT

The second digit identifies the tooth's position along the dental arch starting at the mid-line (mesial) with '1' and proceeding away from the mid-line along the dental arch (distal) to '8' in the permanent dentition (to '5' in the deciduous dentition).

Thus the fifth tooth from the front on the left side of the upper jaw would have the designation 2-5, if permanent, and 6-5, if deciduous. Note there is normally a maximum of 20 deciduous (milk) teeth (5 in each quadrant) and 32 permanent teeth (8 in each quadrant).

A system for numbering teeth which may be more familiar to most dentists, particularly in the United States, is known as the "Universal" system. With this system, one imagines the subject's mouth opened very wide with the chewing surfaces of the teeth facing the examiner. The permanent teeth are designated, starting with 1, from the upper right third molar (wisdom tooth), numbering clockwise to 32 for the lower right third molar.

Human Remains Field Recovery Form

Detachment _____ Date (M/D/Y) _____

Investigator _____ Case No. _____

Signature _____

SUMMARY OBSERVATIONS

1. Unknown/known/suspected identity: (Circle which)
   Name _____
   Date of birth (M/D/Y) _____
   Sex _____ Race _____

2. Discovery location of remains _____
   _____

3. Date remains discovered (M/D/Y) _____ By whom _____

4. Date(s) remains recovered (M/D/Y) _____ By whom _____

5. Repository of evidence: (Specify for each)
   Skeletal _____
   Artifactual (Personal effects, foreign objects) _____
   _____
   Soil samples _____
   Insect remains _____
   Plant remains _____
   Photographs _____
   Field notes _____
   Other _____

6. Remarks _____
   _____

Case No. _____

CONTEXTUAL OBSERVATIONS (Describe in Detail)

1. Search Area:
   a) location _____
   b) access to locale _____
   _____
   c) physiography/(micro)climate: terrain _____
   _____
   altitude _____
   adjacent bodies of water (note creek, lake, swamp, ditch, etc., or flood zone) _____
   exposure to sunlight _____
   d) vegetation zone: general (e.g., forest, bush, prairie, rural, urban) _____
   recovery locale; major vegetation type (e.g., fir) _____
   degree and type of ground cover _____
   e) animal activity (e.g., scats, trails, burrows) _____
   _____
   f) important nearby features (e.g., buildings, roads) _____
   _____

2. Recovery Area:
   a) surface/buried remains (circle, and describe situation _____
   _____
   b) nature of indication of human remains (e.g., bones, informant, disturbed soil) _____
   c) nature of ground cover (e.g., regenerating plants, leaf litter) _____
   d) mapped terrain (note trees, large boulders, hollows, slope, etc.) _____

3. Remarks _____

Case No. _____ 3 of 10

SPATIAL CONTROL AND LOCATIONAL DATA

1. Describe basic mapping design and permanent reference points ___

_____

_____

2. On accompanying graph paper, draw a scaled metric plan view of the mapped area designating datum point(s) and corner posts, numbering grid squares, and noting compass direction.

3. Specify datum point(s): _____
   depth of surface below datum _____

4. Locational data:
   a) approximate areal extent of remains: L _____ W _____
   b) description/size of any container or cover _____
   _____
   c) dimensions of grave: L _____ W _____ D _____
   d) mapping data for specific objects: SEE PAGE 6 OF FORM.

NATURE OF REMAINS

1. Mode of deposition: surface exposed/covered/partial burial/buried? (circle which)

2. Was deposition: accidental/intentional/unknown? (circle which)

3. If cremation, did it occur *in situ*/elsewhere? Carbonized vegetable matter present _____, recovered _____?
   Container evident _____?

Case No. _____

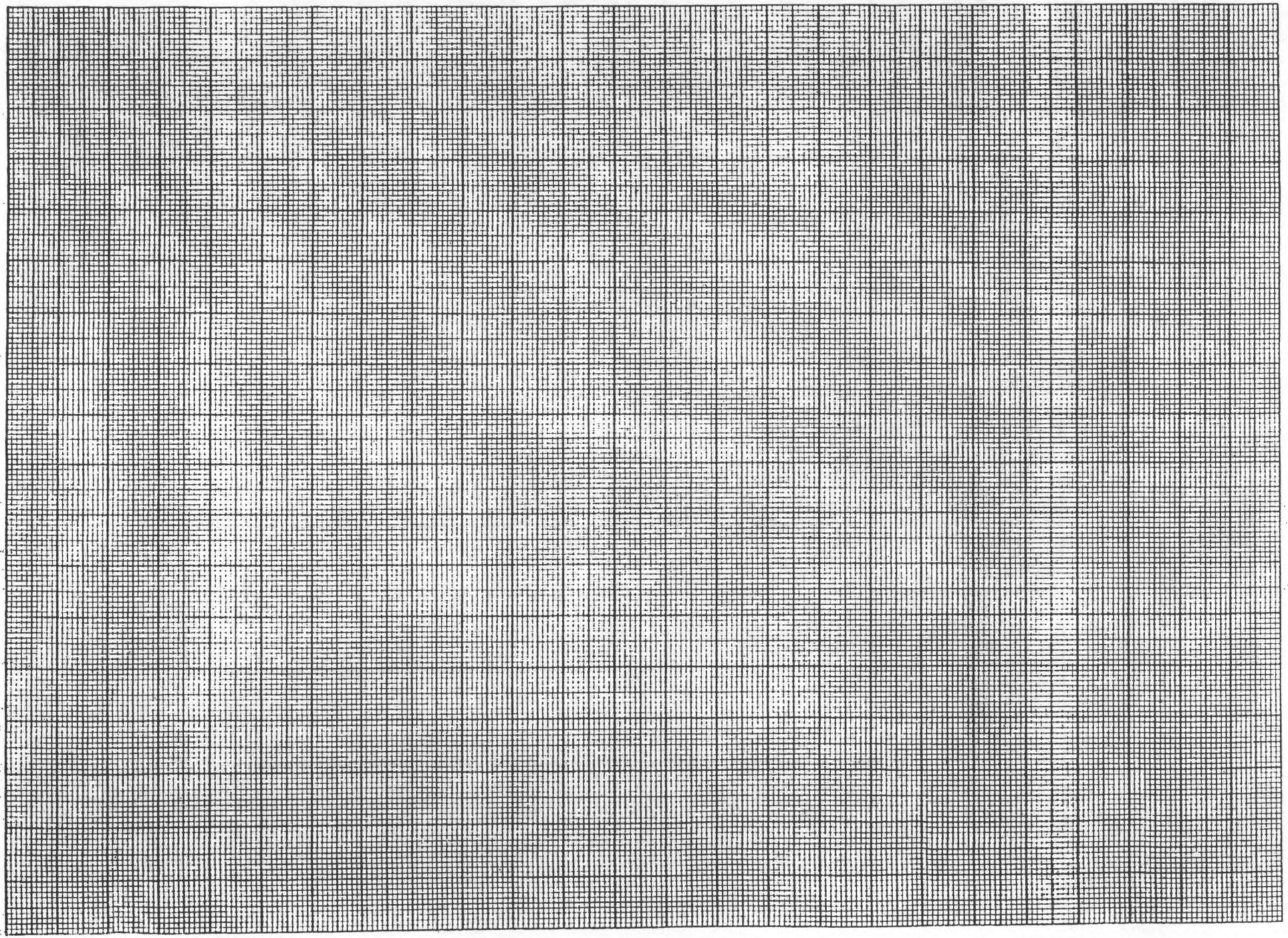
4. Integrity of remains: disturbed, yes/no? If yes, note degree of disarticulation _____
degree of discovery disturbance _____
previous disturbance (e.g., animal activity) _____

5. State of decomposition (describe soft tissue preservation, if any, in detail) _____
_____

6. Associated biological materials (e.g., plant/insect remains). Describe nature of these, relating control and specimen samples taken to mapped area, methods of preservation, and noting sample item numbers _____
_____
_____
_____
_____

7. Associated artifactual materials (describe as for "6" above) _____
_____
_____

8. Burial data:
a) nature of grave fill _____
b) degree of compaction _____
c) plant regeneration _____
d) root penetration _____
e) evidence of mode of digging _____
f) shape of grave _____
g) maximum depth _____



Case No. _____

SPATIAL CONTROL AND LOCATIONAL DATA - MAPPING DATA FOR SPECIFIC OBJECTS

				Triangulation Method				Grid Sub-Square Method
Object	Item No.	Square	Depth Below Datum	Co-Ordinates Used X	Co-Ordinates Used Y	Direction	Distance to Co-Ordinates X	Distance to Co-Ordinates Y	Sub-Square No.

Case No. _____

9. Disposition of remains:

a) no pattern apparent _____

b) orientation (long axis): head end of skeleton _____
direction in which face pointing _____

c) position of remains: flexed, yes/no? Lying on side, yes/no? which side? _____, degree of flexion _____ extended, yes/no? Face-lying, side-lying (state which), or back-lying _____

d) orientation of limbs:

		left	right
arms:	straight?	_____	_____
	flexed (on to where?)	_____	_____
hands:	pronated or supinated?	_____	_____
	clenched?	_____	_____
legs:	parallel?	_____	_____
	crossed (where and which)	_____	_____

10. Remarks _____

_____

_____

_____

Case No. _____

OSTEOLOGICAL AND ASSOCIATED MATERIAL INVENTORY

Missing elements (detail only if most of skeleton present):
a) premortem loss:
b) postmortem loss - preburial loss:
- discovery loss:
- recovery loss:

Elements present (indicate presence by item number):

Element	Item No.	Element	Item No.
cranium	_____	malleus	L _____ R _____
mandible	_____	incus	L _____ R _____
hyoid	_____	stapes	L _____ R _____

Dentition (circle if recovered)

Upper Right	(deciduous) 5-5 5-4 5-3 5-2 5-1	UR	6-1 6-2 6-3 6-4 6-5 (deciduous) Upper Left
(Permanent)	1-8 1-7 1-6 1-5 1-4 1-3 1-2 1-1	UL	2-1 2-2 2-3 2-4 2-5 2-6 2-7 2-8 (Permanant)
(Permanent)	4-8 4-7 4-6 4-5 4-4 4-3 4-2 4-1	LR	3-1 3-2 3-3 3-4 3-5 3-6 3-7 3-8 (Permanent)
Lower Right	(deciduous) 8-5 8-4 8-3 8-2 8-1	LL	7-1 7-2 7-3 7-4 7-5 (deciduous) Lower Left

Vertebrae (cervical = C, thoracic = T, lumbar = L)

Element	Item No.	Element	Item No.
C1	_____	T6	_____
C2	_____	T7	_____
C3	_____	T8	_____
C4	_____	T9	_____
C5	_____	T10	_____
C6	_____	T11	_____
C7	_____	T12	_____
T1	_____	L1	_____
T2	_____	L2	_____
T3	_____	L3	_____
T4	_____	L4	_____
T5	_____	L5	_____
sacrum	_____	manubrium	_____
coccyx	_____	sternal body	_____
		xiphoid	_____

Case No. _____

		Left	Right
Ribs:	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
Clavicle			
Scapula			
Humerus			
Radius			
Ulna			
Hand:			
Carpus:	Scaphoid L		
	R		
	Lunate L		
	R		
	Triquetrum L		
	R		
	Pisiform L		
	R		
Metacarpus:	1st L		
	R		
	2nd L		
	R		
	3rd L		
	R		
	4th L		
	R		
	5th L		
	R		
1st Sesamoids	L		
	R		

Trapezium	L				
	R				
Trapezoid	L				
	R				
Capitate	L				
	R				
Hamate	L				
	R				
Phalanges: proximal		L1		R1	
		2		2	
		3		3	
		4		4	
		5		5	
middle		2		2	
		3		3	
		4		4	
		5		5	
distal		L1		R1	
		2		2	
		3		3	
		4		4	
		5		5	

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Element:	Left	Right
Innominate	_____	_____
Femur	_____	_____
Patella	_____	_____
Tibia	_____	_____
Fibula	_____	_____
Foot:		

Tarsus:					
Talus	L	_____	2nd Cuneiform	L	_____
	R	_____		R	_____
Calcaneus	L	_____	3rd Cuneiform	L	_____
	R	_____		R	_____
Navicular	L	_____	Cuboid	L	_____
	R	_____		R	_____
1st Cuneiform	L	_____			
	R	_____			

Metatarsus:			Phalanges:		L	R
1st	L	_____	proximal	L1	_____	R1 _____
	R	_____		2	_____	2 _____
2nd	L	_____		3	_____	3 _____
	R	_____		4	_____	4 _____
3rd	L	_____		5	_____	5 _____
	R	_____	middle	2	_____	2 _____
4th	L	_____		3	_____	3 _____
	R	_____		4	_____	4 _____
5th	L	_____		5	_____	5 _____
	R	_____	distal	1	_____	1 _____
				2	_____	2 _____
1st Sesamoids	L	_____		3	_____	3 _____
	R	_____		4	_____	4 _____
				5	_____	5 _____

Further observations (add pages as needed):