

**Ashley National Forest Guidelines for
Cultural Resource Inventory and Site Documentation**
Version 1/20/2011

Cultural Resource Contractors and Forest Staff will complete cultural resource inventory and cultural resource documentation by following these procedures:

I. Pre-Field Work

- A. Forest ARPA Permit
 - 1) Cultural Resource Contractors must obtain a Forest ARPA permit prior to initiating any work on the Forest.
- B. Professional qualification requirements
 - 1) All cultural resource fieldwork, documentation, and evaluation must be completed by or directly supervised by an individual who meets the Secretary of the Interior's Qualification Standards.
- C. File Search.
 - 1) Complete a file search at the Ashley National Forest Heritage Office
 - a) Review Heritage GIS database and site files for previous projects and previously recorded cultural resources located within 500m of the current project area.
 - b) Review Utah State History maps and site files for previous projects and previously recorded sites located within 500m of the current project area.
 - c) Review any available historic maps of the project area, including General Land Office (GLO) maps
 - d) Review the Forest historic special use permit database for the project area.
 - e) Based on previous data, determine if new inventory is required and which existing sites will need to be revisited (Forest has final decision).
- D. Heritage Project and Site Numbers.
 - 1) Obtain a Forest Project number from Ashley National Forest Heritage Program before beginning fieldwork.
 - 2) Obtain a State History Antiquities Section project number for the project.
 - a) All digital data, reports, and site forms must have Forest numbers as well as state numbers before they are submitted for review.

II. Identification Standards

- A. Cultural resource contractors and Forest staff are to use the following protocol for field survey and inventory
 - 1) All survey will be intensive level pedestrian survey at 15m intervals or less.
 - 2) The survey requirements for all proposed locations will be coordinated with the Forest Archaeologist who will determine the extent of the Area of Potential Effect.
 - a) Inventory efforts will determined based on the following factors:
 - (1) Nature and scope of the project
 - (2) Site potential for the project area
 - (3) Magnitude of the project
 - (4) Potential for indirect and cumulative effects

- (5) Minimum inventory efforts will not be less than the project footprint plus a 30 m (100ft) buffer on each side.
- b) Specific project types may require additional survey based on project needs and the potential for changes in location.
- c) The Forest archaeologist may use professional judgment to reduce survey requirements in areas where terrain, vegetation, or safety hazards warrant a change from the standards.

III. Documentation Standards

- A. All sites will be documented with sufficient information to understand intra-spatial organization of the site and to enable relocation of all site components.
 - 1) All features, tools, concentrations, or unique artifacts will be mapped with professional grade GPS units.
 - 2) GIS data collection will follow standards outlined in Section V.
 - 3) All sites in Utah will be documented with fully completed IMACS site forms. All sites in Wyoming will be documented with fully completed Wyoming Cultural Resource Forms.
 - 4) All site documentation will include:
 - a) Specific descriptions and measurements of all formal tools, groundstone, features, and structures.
 - b) Detailed and accurate site plan sketch (using GIS data) showing locations of formal tools, groundstone, features, structures, and geographic/topographic references (contours, roads, fences, waterways, etc.). Sketch maps will include labeled UTM grid tics along map edges.
 - c) Photographs of all prehistoric formal tools, diagnostic artifacts, site features, and structures (include scale reference in photos).
 - d) Photographs of historic features and structures (include scale reference in photos)
 - e) At least two site overview photographs. More site overview photographs should be taken for large or complex sites.
 - f) Placement of a permanent site datum which includes date of placement and site number. The site datum will have a GPS location and will be shown on the site sketch.
 - 5) Isolated finds will be documented with a GPS location, description, and photograph when possible. Photographs are required for all formal or diagnostic tools. The Forest recommends use of the Ashley National Forest Isolated Find Form for documentation of IF's.
- B. Site definitions
 - 1) The field supervisor should always use professional judgment to help determine the level of documentation for cultural resources within the project area. Professional judgment should consider potential for buried features, artifact distribution, artifact variability, etc.
 - 2) As a guideline, cultural resources with two or more of the following attributes should be fully documented with a site form. Cultural resources that do not have any of the following attributes can typically be recorded as an Isolated Find (IF).
 - a) Prehistoric cultural resources
 - (1) More than 10 pieces of prehistoric debitage

- (2) The presence of obsidian or other exotic materials.
- (3) Any prehistoric feature or structure.
- (4) More than one formal tool
- (5) Presence of ceramics
- (6) Presence of groundstone
- (7) Any discreet location of prehistoric materials where there is a reasonable assumption of a buried cultural component.
- b) Historic cultural resources
 - (1) More than 50 historic artifacts.
 - (2) Historic linear features (roads, fences, canals, etc.) named on historic maps.
 - (3) Unique artifacts over 100 years old
 - (4) Historic structures
- c) Historic debris deposited after 1950 does not need to be recorded unless it is associated with structures, features, or other site components that should be documented.
- C. Linear site guidelines
 - 1) Linear sites will be recorded, documented, and evaluated based on the Utah Professional Archaeological Council's "Linear Site Guidelines" whenever possible.

IV. National Register Evaluation

- A. Each site will be evaluated for National Register eligibility and have a clear justification that explains the reasoning behind the eligibility. The eligibility justification will discuss specific National Register Criteria and will address site integrity. Site forms cannot be submitted with an unevaluated or undetermined NR status.
 - 1) Sites which may be eligible for the National Register under Criterion D may require subsurface testing to determine eligibility. In such cases, subsurface testing should be completed before NR eligibility is determined. All subsurface testing will require a testing plan approved by the Forest prior to approval.

V. GIS Data Collection.

- A. Entities conducting cultural resource surveys on the Forest are authorized and required to gather and supply GIS data regarding cultural resource activities conducted on the Forest.
 - 1) Gather and provide GIS positional data to document survey locations, site locations, and isolated artifact locations for entry into the Heritage GIS database.
 - a) Data must be collected using professional quality GPS units and must be differentially corrected.
 - b) Collected positions will include information on time and date of collection, PDOP level, datum/coordinate system, and GPS unit used to gather the data. (Digital files from professional quality GPS units automatically include this information).
 - c) Collected positions will include sufficient information to describe the GIS polygon, line, or point, including one or more of the following: site #, Project #, IF#, artifact #, etc.
 - d) Permit holders are recommended but not required to use the Ashley Heritage Program Data Dictionary provided by Ashley National Forest.
 - 2) Recommended methods for GPS data collection:
 - a) Linear survey – Gather points along the linear route, and then buffer according to width of transect (I.E. buffer 15m diameter or 7.5m radius for each person).

- b) Linear Features – Gather continuous points along the center-line if possible. Otherwise, gather points at beginning and end with selected points along the feature.
 - c) Artifacts, features, or structures less than 10m in diameter – Provide a point location and describe the areal extent in relation to the point.
 - d) Features or structures greater than 10m in diameter – Gather points as a line or polygon around the perimeter of the feature.
 - e) Sites – GPS a site boundary polygon and GPS a central site point (at site datum or at site center).
 - f) Block Surveys – Gather points at each corner and along the perimeter as needed to accurately define the survey block.
- 3) GIS data should be supplied to the Forest as soon the fieldwork is complete and prior to submitting the draft report for review.
- a) The most efficient method is to email the field gathered GIS rover files and the resulting shapefiles to the Forest Archaeologist.
 - b) The preferred format for GIS shapefiles is the NAD 83 UTM coordinate system.
- 4) GIS Data Quality
- a) The GPS/GIS data must meet or exceed the following standards for each position or feature collected:
 - (1) Minimum of four satellites, 15° horizon mask, SNR >6, PDOP <6,
 - (2) Minimum of 20 positions at one-second intervals to document a point feature
 - (3) Maximum of five-second intervals to document linear and polygonal features.

VI. Artifact Collection.

- A. The Forest generally has a policy of not collecting artifacts. However, artifact collection and analysis is authorized and required for the following artifact types.
- 1) Diagnostic obsidian artifacts.
 - a) A diagnostic obsidian artifact is defined as an identifiable tool which is attributable to a certain culture or time period (such as a projectile point), or obsidian debitage found within a feature that is attributable to a certain culture or time period.
 - b) The location of collected obsidian artifacts will be documented with an accurate GPS location.
 - c) The artifacts will be photographed, described, and documented.
 - d) Artifacts will be promptly sourced through laboratory analysis and results included in the site report.
 - e) The artifact will be curated at an appropriate facility.
 - 2) Representative prehistoric ceramic artifacts.
 - a) A prehistoric ceramic artifact is defined as a sherd or a more complete ceramic artifact attributable to an identifiable prehistoric (non-Euro-American) culture or time period.
 - b) The location of collected ceramic artifacts will be documented with an accurate GPS location.
 - c) The ceramic artifacts will be photographed, described, and documented.

- d) Collected ceramics will be promptly submitted for petrographic analysis and results included in the site report. Thin sections will be returned to the Forest and the remaining ceramic sherd or vessel will be curated at an appropriate facility.
- e) If multiple ceramic sherds are present, collect one specimen from each distinctive vessel or ceramic type present.
- 3) Diagnostic artifacts recorded as isolated finds that are located within an area of direct impacts where they will be destroyed or severely damaged unless collected (I.E. inside proposed well pad or road right of way).
- B. Artifacts outside of the preceding categories will only be collected under specific authorization from the Forest Archaeologist.

VII. Project Report

- A. The project report, site forms, and maps containing cultural resource information will be considered confidential information under the Archaeological Resources Protection Act and the report and maps will be labeled as such.
 - 1) Confidential information will not be disclosed or submitted to a third party without written authorization from the Forest
- B. The following forms are required in addition to your company report format.
 - 1) In Utah, a SHPO Cover Page.
- C. Survey Report Content
 - 1) Report format is versatile and at the discretion of the Consultant but must contain at least the following information:
 - a) Description of the proposed project including anticipated nature of effects and area of potential effects.
 - b) Field methods (including survey requirements as listed in Section IV), list of field supervisors, list of field personnel
 - c) Discussion of each site encountered, NRHP eligibility recommendation and justification, and recommended mitigation or avoidance.
 - d) Maps showing proposed project locations and inventory locations
 - e) Maps showing proposed project locations and all cultural sites.
 - f) Maps showing Isolated Find Locations
 - g) Survey reports may be bound or unbound.
 - h) SHPO Cover Page and any IMACS site forms must NOT be bound.
- D. Draft Report requirements for Cultural Resource Consultants.
 - 1) Consultants will send one draft copy of the report, complete with one draft copy of each site form for review by Ashley National Forest.
 - a) The draft report and site forms may be submitted in a digital format to the Forest Archaeologist.
 - b) The GIS data (as required in Section II.A.3) must arrive and be in the Forest database before the draft will be reviewed.
 - c) If a draft hard copy of the report and site forms is provided, the draft copy need not meet archival standards.
- E. Final Report.
 - 1) Following approval of the draft report and site forms, the Consultant will provide copies of the final report and site forms to Ashley National Forest.

- a) The Forest Archaeologist will determine the needed number of paper copies of the Final Report and site forms (meeting archival standards).
 - 2) The permit holder will provide a completed Utah SHPO cover page for projects in Utah.
 - 3) A CD or DVD containing digital copies of the final report and site forms will be provided to the Forest.
 - a) The digital files must be submitted in an acceptable format, including PDF files or MS Word documents. Image formats can include PDF or JPG files.
 - b) Include the final versions of project shapefiles if any changes were made during review.
- F. Ashley National Forest will submit the final report to SHPO, appropriate Tribes, and other consulting parties for review.