Washington State Standards for Cultural Resources Reporting

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Washington State Department of Archaeology & Historic Preservation
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INTRODUCTION

The Washington State Inventory of Cultural Resources (herein after referred to as the Inventory) contains thousands of records documenting archaeological and historic resources across the state. As such, this repository contains volumes of information revealing important insights into thousands of years of human activity within the present-day boundaries of Washington.

The Inventory plays a critical role in cultural resource management and historic preservation planning activities statewide. The inventory forms, survey reports, maps, photographs, sketches and other document types held in the Inventory are a valuable source of information for a variety of users including property owners, cultural resource consultants, researchers, government agencies, tribal governments, planners, and project designers. By first exploring the Washington State Department of Archaeology and Historic Preservation (DAHP) inventory holdings, researchers are able to gain important information for project planning, environmental assessments, and land use management, as well as local growth management planning efforts.

Federal and state statutes mandate that DAHP (as the State Historic Preservation Office or SHPO) retain and manage Inventory records of sites in Washington. Inventory records are documentation of property types in one of the following general categories: buildings, structures, sites, districts, and objects. As stewards of the Inventory, DAHP is responsible for managing this large and complex database. In this role, the department strives to make the information as useful as possible. Within the pages of this document, DAHP conveys general guidelines, specific requirements, and useful tips about the survey and inventory process. This document is intended to explain survey standards and expectations plus provide direction for preparing and submitting inventory forms (Archaeology Site Inventory Form, Traditional Cultural Property Inventory Template, Cemetery Inventory Form, Submerged Historic Archaeological Resource Registration Form, Historic Property Inventory Form) along with the survey reports that accompany them. This document's intended audience includes survey project personnel charged with conducting survey activities and those completing inventory forms and writing the survey project reports. Readers should be aware that information in this document is guided in large part on National Park Service (NPS) directives as identified in the Secretary of the Interior's *Standards and Guidelines for Archaeological and Historic Documentation* (Federal Register, Vol. 90, No. 140:44716).

Readers should also be aware that these guidelines do not set or interpret any policies, regulations, or permit requirements of any other public agency. These guidelines provide only technical information about the survey and inventory processes and completion of related reports. For questions about procedures and parameters of cultural resource legislation and regulations (such as Section 106 and related policies and protocols) contact should be made directly with the federal, state, or local decision-making agency. Agencies conducting multiple small-scale surveys are encouraged to contact DAHP regarding field strategies as well as reporting requirements for large classes of projects requiring cultural resource inventories.

Before delving into the "nuts & bolts" of survey & inventory work, we devote a few pages to provide a theoretical framework on the topic. This background information is followed by limited discussion about historic preservation terminology with the intent of clarifying how that terminology is used within this document. Finally, it should be remembered that when specific questions or issues arise during the use or preparation of materials associated with the Inventory, you are encouraged to contact the appropriate DAHP staff member for assistance. For additional assistance, visit our website at www.dahp.wa.gov or contact us at (360) 586-3065.

IDENTIFYING CULTURAL RESOURCES: A THEORETICAL GROUNDING

Before presenting technical aspects of cultural resource survey work and completing inventory forms, it is useful to provide a brief discussion on underlying principles guiding cultural resource identification efforts. These principles have been developed by Heritage Preservation Services staff at the National Park Service (NPS) in order to set minimum standards for state historic preservation agencies to apply toward identification efforts within their respective jurisdictions. Therefore, this theoretical foundation is intended to explain how DAHP arrives at guidelines deemed necessary for successful implementation of a statewide survey and inventory program meeting NPS standards.

To begin, cultural resource identification activities (i.e. all the steps needed to survey cultural resources in the field and record resulting data) are fundamental to historic preservation decision-making processes. Essentially, identification, or "survey" is undertaken for the purpose of locating and compiling information about cultural resources within a defined geographic area. Survey work is comprised of a number of activities, including, but not limited to, research design, tribal contact, archival & on-line research, informant interviews, field survey, and analysis.

Though straightforward in concept, implementation of survey and inventory work can rapidly become a complex process as the project scope increases in size. Logistics need to be planned out well in advance; complicating issues need to be anticipated; and seemingly minor details must be addressed in order to successfully gather data and satisfactorily complete inventory records.

To assist historic preservation practitioners, the NPS (as the federal government's chief steward of the nation's heritage) has articulated four principles that form a theoretical basis for the design and implementation of survey projects. **These four principles with supporting narrative are as follows:**

Principle 1: Identification and Survey of Historic Properties are Undertaken to the Degree Required to Make Specific Decisions

Archival research and on-site inspection activities should be designed to gather the information necessary to achieve defined identification goals. The objectives, chosen methods, techniques, and expected results are specified in a research design. These activities may include archival research and other techniques to develop historic contexts, sampling an area to gain a broad understanding of the kinds of properties it contains, or examining every property in an area as a basis for property specific decisions. Where possible, use of quantitative methods is important because it can produce an estimate, whose reliability may be assessed, of the kinds of properties that may be present in the studied area. Identification activities should use a search procedure consistent with the management needs for information and the character of the area to be investigated. Careful selection of methods, techniques, and level of detail is necessary so the gathered information will provide a sound basis for making decisions.

Principle 2: Results of Identification Activities are Integrated Into the Planning Process

Results of cultural resource inventories are reviewed for their contribution to existing planning data. Archival research or field data may refine the understanding of one or more historic contexts or property types. Incorporation of the identification activities into the planning process is necessary to ensure that the project planning efforts are based on the best available information

Principle 3. Identification Activities Include Explicit Procedures for Record Keeping and Information Distribution

Information gathered is only useful in other preservation planning activities and scientific studies when it is systematically gathered and recorded, made available to those responsible for planning and scientific research, and communicated to the interested public, and to DAHP.

The results of identification activities should be reported in a format that summarizes the design and methods of the identification activities, provides a basis for others to review the results, and states where information on identified properties is maintained. Sensitive information, like the location of archaeological sites and traditional cultural properties, must be safeguarded consistent with public disclosure requirements.

Principle 4: Survey Activity Entails Effective Consultation with Concerned Tribes, Local Governments, Interested Public, Professional Community and Other Governmental Agencies

Cultural resource inventory and research requires effective communication and consultation with concerned Native American Tribes, local governments, historical organizations, and state and federal agencies that have review responsibility. All identification activities should be coordinated with concerned entities to assure that their concerns and data are incorporated into the cultural resource report and environmental process. The guidelines contained within this publication are intended to translate the four identification principles into specific technical guidance. Keep in mind that DAHP has tailored this guidance to meet the special considerations of the Washington State Inventory of Cultural Resources and its associated databases.

A WORD ABOUT NOMENCLATURE

Like other specialized and technical fields of expertise, historic preservation has evolved its own formal and informal glossary of terms, jargon, acronyms, and word usage that is peculiar unto itself. For example, the word “restoration” takes on a very definite intent when used by preservationists that is much narrower than would be encountered in common use, while useful for communication among professionals, these fine distinctions in word usage among historic preservation professionals may cause confusion among persons outside the historic preservation community.

A brief discussion is offered here to provide explanation about how various terms found in these guidelines are used and intended. It is our intention that usage of terms in this document, though perhaps not universally agreed upon, offers at least consistency internal to the document and practice at DAHP.

First and probably most important is to explain our use of the term “cultural resources.” In some circles, “cultural resources” is used to refer to a limited group of artifacts associated with archaeological sites, typically though not necessarily, associated with Native American use and habitation. For DAHP and in these guidelines, “cultural resources” is used to refer to a much broader range of resources associated with human manipulation of the environment. Hence, the Washington State Inventory of Cultural Resources encompasses all the resources that are potentially eligible for listing in the National Register of Historic Places, that being: sites, buildings, structures, districts, and objects. Therefore, in these guidelines, “cultural resources” implies a wide range of property types, such as: an archaeological site dating back hundreds of years, an Atlas E Missile site constructed in 1958, an irrigation ditch from the early 1900s, a residential historic district, a World War II aircraft on the floor of Lake Washington, and everything in-between.

Confusion also may arise with the term “historic properties” since the word “historic” is often thought of as representing cultural resources (especially buildings and structures) that date after European American contact with Native American peoples, or by around 1790 in Washington state. For the purposes of this document and informal usage, DAHP follows this interpretation and use of the term “historic properties.” Therefore, existing elements of the built environment that includes buildings, structures, sites, districts, and objects dating from the contact era will be referred to as "historic properties" and the Wisaard is the repository for records of these resources.

Confusion over use of the term "historic property" derives from formal NPS definition and usage. In essence, NPS usage of the term "historic properties" refers only to cultural resources that have been listed in, or determined to be eligible for listing in, the National Register of Historic Places. Therefore, from the NPS perspective, significant archaeological sites and traditional cultural places dating prior to contact are considered to be "historic properties" and join with other properties of the built environment that were constructed as recently as 50 years ago. As a result it is important to keep in mind the distinction between common/DAHP usage of the term "historic property" and NPS usage, especially when formally evaluating eligibility of properties for the National Register.

Adding to the confusion over usage of the term "historic property" is the fact that it is often interchanged with similar terms such as "historic resource," "historic place," or "historic site." In this document, our use of terms that include the word "historic" can be interpreted to refer to the same property types representing buildings, structures, sites, districts, or objects (in essence, the built environment) that date from the contact era of the late 18th century. Typically, this would include standing buildings, structures, and districts. However, it should be kept in mind that a historic "resource," "place" or "site" could also include archaeological sites post-dating the 1790s. Examples include places such as the Yama-Nagaya site on Bainbridge Island, location of an early 20th century Japanese American community; or the Chambers Prairie site in Thurston County, site of a 19th century farmstead and blockhouse.

Finally, it may also be useful to touch upon the distinction between the words "survey" and "inventory." These two words are sometimes confused since they are often used interchangeably. In these guidelines and in daily application at DAHP, the word "survey" is used as a verb that encompasses the act of identifying and recording cultural resources. The "inventory" is a noun representing the product of survey activities. This product encompasses the actual property record and related items (maps, photos, etc.) that comprise all information about surveyed resources. Therefore, while often used synonymously, in actual application the words "survey" and "inventory" have distinct meanings.

In summary, this portion of the Survey and Inventory Guidelines is intended to provide the reader with some clarification about how various terms are used in this document and, by extension, at the DAHP. If any confusion remains, contact should be made with DAHP staff. Tasks include the following:

BEFORE STARTING FIELD WORK

Now that we have established a theoretical foundation plus some grounding in terminology, it would seem that it is time to begin fieldwork. Not quite. Before hitting the road, survey project personnel are required to do some planning that will help make actual fieldwork go smoother.

Follow Necessary Procedures for Section 106 Undertakings

The vast majority of survey projects are directly related to fulfilling the Section 106 consultation procedures as required by the National Historic Preservation Act of 1966 (NHPA). Briefly, Section 106 of the NHPA requires federal agencies to consider the effects of their actions (including federally funded, permitted, or licensed projects) on properties listed in, or determined eligible for listing in, the National Register of Historic Places. The Section 106 implementing regulations require the responsible federal agency (or their designee) to identify historic properties within a pre-determined project Area of Potential Effect, referred to as the APE. The consultation process also requires consultation with the SHPO, tribal governments, and the public.

The survey and inventory guidelines contained in this document are intended to convey DAHP's expectations of the survey and inventory process as it relates to the "identification" stage of Section 106 consultation. Please be aware that these guidelines are not intended to serve as Section 106 instructions. For such instruction, good sources of information about Section 106 procedures may be obtained from the Advisory Council on Historic Preservation (ACHP) website at www.achp.gov. However, as the requirement to survey cultural resources is of paramount importance in the Section 106 process (see 36 CFR 800.4), policies and guidelines contained within this document should be strictly adhered to when conducting survey and inventory activities and other steps fulfilling Section 106 procedures. Special note is made to pay close attention to delineating and documenting the project APE.

The federal regulations defining the Section 106 process, 36 CFR Part 800.4, require the responsible federal agency to make "a reasonable and good faith effort to carry out appropriate identification efforts." A clearly defined survey methodology that articulates this "level of effort" may be submitted to SHPO for review in conjunction with a letter to SHPO initiating consultation. The methodology should be reviewed before fieldwork begins. If DAHP does not see the level of effort prior to initiating survey work, federal regulations allow DAHP to reserve the right to ask for more inventory work at a later date. The final methodology should be included as part of the final survey report.

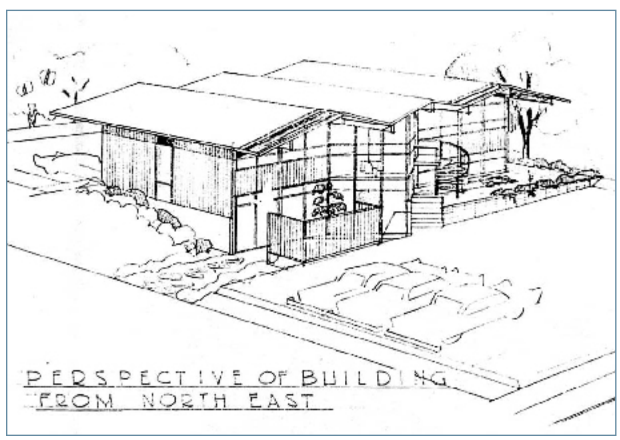
Develop a Research Design

Before fieldwork is performed, a statement of objectives, or research design, should be developed. The research design integrates identification activities and the defined goals of the survey. All surveys, whether to identify archaeological or historic resources, regardless of size, should have a research design.

The research design should include the following:

A. Clear objectives about the identification activities. The statement of objectives should refer to current knowledge about the historic contexts or property types in the area based upon background research. It should clearly define the physical extent of the area to be investigated, how the APE will be established, and the types of historical information available.

B. Methods proposed to obtain data. Archival and field survey methods should be carefully explained so that readers can understand how and why the information was obtained. Particular attention should be devoted to establishing the linkage between the statement of objectives and the selection of methods.



C. An articulated statement about the expected results and the reasons for those expectations. Expectations about the kind, number, location, character, and condition of cultural resources are derived from background research, proposed or tested models of either pre-contact or historic land use and settlement, or analogy to property types known to exist in areas of similar environment or history.

Conduct Archival Research

Archival or background research is generally undertaken prior to any field inspection. Archival research should address specific issues and topics relevant to the geographical area under investigation. It should not duplicate previous work. Sources should include, but are not limited to, historic maps, tax records, photographs, GIS layers, previous historic and archaeological research, ethnographies, review of databases and records maintained by local, state and federal agencies, and consultation with knowledgeable experts, concerned tribes, and the interested public as appropriate for the research design and area under study.

Plan for Public Involvement

Public involvement is a crucial element of a cultural resource survey project. Federal regulations guiding Section 106 consultation require that the public be invited to participate in the consultation process. Conversations with property owners, tribal representatives, public officials and a host of other stakeholders will enrich the survey process, provide meaningful information, and strengthen data analysis and report recommendations. Therefore, as part of the research design, project managers and survey personnel should identify the extent and format of public involvement.

Plan the Field Survey Process

It is important that the selection of particular field techniques and level of effort be responsive to the identification goals, research design, and management needs that direct the survey.

When conducting a field survey of archaeological sites, particular attention should be given to assessing the value of employing geophysical techniques and geo-morphological analysis. These techniques may serve to assist in archaeological site identification and to aid in the nondestructive examination of subsurface deposits.

Whether for archaeological or above-ground survey projects, field survey work should document:

A. The survey boundaries or APE;

B. How the survey boundary (or APE) was determined

C. The kinds of properties within survey boundaries or the APE

D. For archaeological property survey, specific field methods including number and spacing of transects and subsurface examination procedures are required. Please note it is critical that field methods be documented in order for DAHP to digitally map a surveyed area. DAHP needs to know the types of field methods used for each part of the surveyed area

E. How survey methods were determined

F. The precise location of identified properties by providing UTM data

G. Description of identified properties

H. Information on the integrity, significance and boundary of each property, if possible to obtain during the survey

Establish the Survey Boundaries or APE

For survey efforts that are in fulfillment of Section 106 consultation or for compliance with other environmental review procedures, the project planning must include delineation of the survey area or APE. The APE must be drawn to include all areas that have any potential to be affected by project planning, construction, and operation. There may be more than one APE in a single project area: one that takes into account below-ground resources and one that takes into account above-ground resources. Both temporary and permanent effects must be considered. The APE may include (but not be limited to) areas such as construction “lay-down” zones, storm-water retention facilities, borrow pits, view-sheds, shorelines, submerged landforms, and all areas that could be impacted by ground disturbance including vibrations. Contact project personnel at the responsible federal agency for further guidance or questions about defining the APE. Section 106 surveyors should understand that APE’s may change during the course of project planning and construction. Ongoing communication amongst agency staff, contractors, designers, the SHPO and the cultural resource survey staff, is strongly recommended to make sure that the APE remains current and accurate.

Evaluate which Inventory Form to Use

There are several methods of cultural resource recordation, depending on the type of resource and how much information is to be gathered. Archaeological resources are recorded on a digital Archaeology Site Inventory Form. The Archaeological Survey Report Guidelines, (beginning on page 27) should be followed when reporting on archaeological sites.

For survey projects that focus on documenting property types comprising the existing built environment, data should be recorded on a digital Historic Property Inventory Form. Built environment surveyors should be familiar with and use the Historic Properties Survey Report Guidelines beginning on page 32.

In addition, there are three additional forms that are for specific types of resources that do not fit in the traditional built-environment or archaeological categories. They are Submerged Historic Archaeological Resource Registration Form (Word doc), Cemetery Inventory Form (Word doc for non-archaeologists), and Traditional Cultural Property Inventory Template (Wisaard, see page 21).

ALL forms that do not currently have a digital data entry requirement in Wisaard may be downloaded from our website:
https://dahp.wa.gov/archaeology/archaeological-survey-inventory

Surveyors often come across situations where it is unclear which inventory form to use. Some property types could justifiably be considered an archaeological resource as well as an historic resource. Examples of such situations include ruins of mining camps or abandoned irrigation structures. In these instances, the Site Type Table (page 22) should first be consulted. If none of the forms listed are applicable to a particular resource, please contact DAHP staff for guidance.

NUMBER ASSIGNMENTS

Archaeological sites, archaeological isolates, submerged archaeological resources, cemeteries, and traditional cultural properties are all assigned Smithsonian Trinomials. A Smithsonian Trinomial is a numbering system that was developed by the Smithsonian Institution in the 1930s and 1940s. Each of the 50 states was assigned a number based on alphabetical order. Washington is number 45.

The format used for the numbering system is “nnAANNNN” with “nn” being the state number, “AA” being the county within the state (each county has an individual alphabetical code), and “NNNN” being the chronological number order in which the site was recorded. For example, the 35th archaeological site to be recorded in Spokane County (SP) would be assigned the number “45SP00035,” with five digits for the chronological number. The state code is usually not listed within the database so the number will appear like this “SP00035.”

Traditional Cultural Property Inventories, National Register listings and Cemetery Inventories are also assigned Smithsonian numbers and follow the same assignment practices as archaeological resources; if they are located within an existing site, they are assigned the same Smithsonian number.

Above-ground resources in the inventory are assigned Property ID numbers within Wisaard, but some numbers may change due to duplicate merges. Deleted numbers are not reused.

PREPARING THE ARCHAEOLOGICAL SITE INVENTORY FORM

Archaeological Site Inventory Forms completed in Washington State are submitted to DAHP via the online Wisaard system unless otherwise specified through a completed Memorandum of Agreement of Programmatic Agreement. This singular digital form is used to record archaeological sites and isolated finds. In accordance with state statute, the archaeological inventory forms must be completed, reviewed, or approved by an individual meeting the Secretary of the Interior's *Professional Qualification Standards* (see 36 CFR Part 61) for Archaeology before submission to DAHP. Please remember that in Washington State, it is the location that possesses evidence of human occupancy that is assigned the Smithsonian number and not the component; one site may have evidence of historic land use as well as pre contact. (RCW 27.53.020 and RCW 27.53.030 (3))

New Archaeological Sites
To submit an Archaeological Site Inventory Form for Smithsonian Trinomial assignment, all mandatory information categories must be completed. However, we do not require all data fields to be completed for isolates. Please see below the table below for a list of required fields for each type of resource. If any of the mandatory fields are missing data, your form will be returned to you for more information and no Smithsonian number will be assigned.

Archaeological Site Record Updates
When updating an inventory record, be sure to use the *Create New Inventory* button under the existing site record and use the draw tools within the map in Wisaard to illustrate the current site boundaries. The Department of Archaeology and Historic Preservation does not have a separate "update form" and has determined that the online Archaeological Inventory form must be used to document updates. The Agency does not recognize monitoring forms, single page continuation documents, etc. as a means of updating the information on existing sites. If there is a spatial overlap with an existing site, you will need to update the existing site record and not create a new site. In the event that you are updating an existing site location and the revised boundary overlaps another existing site you will need to submit a Site Merger Request form to the site record. For more information on this process please see section titled, Site Mergers.

If you are visiting a project area that is within a large archaeological site, please submit an updated site form specifically for the project area that is within that portion of the site. For example, you are surveying septic system on a tax parcel that is within a previously recorded archaeological site, and you find archaeological materials or changes in the site's condition, an updated site form will be required.

If you are surveying a project area that contains a previously recorded site and there is no change in artifact assemblage or condition OR you find historic artifacts that are non-diagnostic for age, please do not submit an update to the site form. Rather describe these facts within the body of the survey report you are writing regarding this project area.

Because there was roughly a 20% difference between the field requirements of the Archaeological Site Inventory form and Archaeological Isolate Inventory form, DAHP developed one user interface within WISAARD to document both sites and isolates. Below is a comparative matrix that outlines the field requirements for a Site form and an Isolate. If there is no "X", that field is not required for an Isolate. Please note that Washington State statutes define an archaeological isolate as a single artifact and an archaeological site as a feature or two or more artifacts. Please check your form to ensure that all pertinent information is included with your submission. Please see the following pages for a data requirement matrix and helpful tips on completing the fields.

Archaeological Inventory Field List	Site	Isolate
County: (System generated through online form)	X	X
Date: (System generated through online form)	X	
*Compiler:	X	
DESIGNATION *Site Type	X	
LOCATION: (System generated through online form)	X	
*USGS Quad Map Name: (System generated through online form)	X	
*UTM: (System generated through online form) Zone Easting Northing Datum (e.g. NAD 83, NAD 27)	X	
*Location Description (General to Specific):	X	
*Directions (For Relocation Purposes):	X	X
SITE DESCRIPTION *Narrative Description: (Overall Site Observations):	X	X
*Site Dimensions (Overall Site Dimensions): *Length:	X	X
*Direction:	X	X
*Width:	X	X
*Direction:	X	X
*Depth:	X	X
*Method of vertical measurement	X	X
*Vegetation (on site)	X	X
CULTURAL MATERIALS AND FEATURES *Narrative Description (Specific Inventory Details):	X	X
*Method of Collection:	X	X
*Location of Artifacts (Temporary/Permanent):	X	X
AGE *Component:	X	X
*Dates:	X	X
*Dating Method:	X	X
RECORDERS *Date Recorded:	X	X
*Recorded by (Professional Archaeologist):	X	X
*Affiliation: (System generated through online form)	X	X
*Affiliation Address: (System generated through online form)	X	X
*Affiliation E-mail: (System generated through online form, shows up on Print Report)	X	X
*Organization Phone Number: (System generated through online form)	X	X
LAND OWNERSHIP *Owner:	X	X

Archaeological Inventory Field List	Site	Isolate
*Address:	X	X
*Tax Lot/ Parcel No:	X	X
RESEARCH REFERENCES *Items/Documents Used In Research (Specify):	X	X
*Previous Archaeological Work	X	
USGS MAP *Quad Name: (System generated through online form)	X	X
*INSERT 7.5 MIN USGS MAP (System generated through online form)	X	X
PHOTOGRAPH(S)*Photograph Description(s):	X	X
*INSERT PHOTOGRAPH(S)	X	X
Percentage of Field Overlap Between Forms	100%	79.9%

1. **Mapping -**
    - New site forms - When creating a new site form you will be prompted to draw the site boundary on the map or upload a shape file. The shape file must be in **.zip** format. Multiple shape files may be uploaded, but they must be uploaded one at a time. Shapes may be points, lines, or polygons.
    - Site form updates - The Archaeological Site Inventory update process within the WISAARD application has been designed to generate a copy of the previous site boundary for the compiler to use as a baseline in order to delineate the extent of the newly inventoried area. If the update does not include a site boundary change, then leave the shape the way it is. If the update requires a boundary change, you will need to delete the shape copy before adding a new shape. It is ok to delete the copy, you will not be deleting the original shape. Delete it by clicking on the Reshape button, click on the shape to be deleted, then click the trash can icon. Then add your new shapes and press Save.
2. **Designation -**
    - Compiler - This is a mandatory field and should be the person doing the data entry into the form.
    - Site Name - Provide a name for the site. This will help you identify it later in the list of Activity Resources.
    - Site Type(s) - Please add as many site types as necessary to capture the extent of the human activity being observed there in the archaeological record. For a specific listing of archaeological and historic site types, how they are classified, and which inventory forms to use they belong, please refer to the Site Type Table on Page 22.
3. **Location -** The drawn site boundary from the map will auto-populate the coordinate and geographic information on the Location tab within the form. Also provide a location description and directions to the site as necessary.
4. **Description -** Include the overall site observations as well as dimensions, vegetation, landforms, and water resources on the site. Site dimensions are to be recorded in meters if precontact and feet if historic.
5. **Cultural Materials and Features -** Include a narrative description of features encountered as well as the method of collection and current location of the artifacts. Document all associated artifacts and any identified features. This is an appropriate place to include shovel probe findings, detailed artifact analysis and individual artifact/feature identification and measurements.
6. **Age -** Choose Historic or Precontact as the component (or both)- Include the date recorded and approximate age of the resource and the dating method. When inventory forms are submitted for historic archaeological resources, only those sites that meet the minimum National Register (36CFR60) age threshold (50 years of age or older) will be retained as historic archaeological records and assigned Smithsonian Trinomials by DAHP. If you believe you have encountered an important archaeological site from the recent past that you

would like to record, please contact DAHP before proceeding.

7. **Recorders -**
   - Date Recorded - This date is the official date of the Inventory; so please make sure that this is the date that you went out in the field and began your site observations.
   - Recorded By - Only those archaeologist meeting the Secretary of the Interior's Professional Qualification Standards (see 36 CFR Part 61) may be listed in the Recorded by field.
   - Observed By - All others present at the site should be listed in the Observed by field.
8. **History -** Be sure to include information on the previous archaeological work that has been done at the site location and surrounding areas as well as reference all of the research used to complete the Inventory. These are mandatory fields and require some type of data entry. If you did not do any research or if there has never been any previous work at the site, please indicate this in the supplied fields.
9. **Landownership -** Information on landownership may be found at the County Assessor's Office or through the University of Washington's Statewide Parcel project. In order to properly save your work without errors, you must have an entry for the Owner Name, Tax Lot/Parcel No., Address Line 1, City, State, and Zip. If any one of those fields are left blank, you will receive an error message and your work will not be saved.
10. **Documents and Images -** Photos of the area and photos of the observed cultural material and features are required. Sketch Maps for Sites are also required. However, Sketch Maps for Isolates (i.e. only one artifact was observed) are not required. All images uploaded into the online form should be in jpeg format. Any other format (TIFF, Word, PDF etc...) will not show up in the print report.
11. **Determination -** Provide an opinion on National Register eligibility based on the National Register criteria and a discussion of the overall integrity of the site. If the criteria letters are left unchecked, the system will interpret this as a not eligible recommendation.

Please note that forms not submitted on the Washington State Archaeological Site Inventory online form will be returned to the author or project manager unless prior approval has been obtained from DAHP for the use of an alternate format. Incomplete forms lacking required information such as location details, maps, photographs, boundary definition, cultural context, and property ownership will be returned for completion of all data fields. Forms will also be returned if they are not completed, reviewed and/or approved by a professional meeting the Secretary of the Interior's *Professional Qualification Standards* (36 CFR 61 Appendix A) for the relevant discipline, or if the forms contain erroneous or false information.

Site Mergers

In the event that subsequent research and survey work have identified that two or more previously recorded archaeological sites should become one site, please fill out the Smithsonian Trinomial Merger Form located in the Appendix. Include a detailed statement regarding the rationale behind the merger, sign, and submit the form to DAHP for concurrence along with an updated site form. Upon DAHP concurrence, the previously recorded archaeological sites will be combined into one Smithsonian trinomial and, in most cases, one site boundary. The previously used Smithsonian trinomial numbers will be retired and associated with the new merged site.

Site Boundaries in Wisaard

DAHP standard of practice is to maintain the site boundaries for each Archaeological Site Inventory form independently as more information is received through Archaeological Site Inventory updates. Because it is typically uncommon for site boundaries to become smaller during site revisits, the Archaeological Site Inventory update process within the WISAARD application has been designed to generate a copy of the previous site boundary for the compiler to use as a baseline in order to delineate the extent of the newly inventoried area. In almost all cases, the site boundary becomes larger than the previous. However, there are circumstances that warrant a diversion from this practice. Some of the those scenarios may include the following and have had the subsequent remediation.

1. The original site locality reflects an erroneous mapped location. In this scenario, the Archaeological Site

Inventory update makes mention that the original location was mapped incorrectly, provides the rationale for that determination, and the newly mapped site boundary reflects the corrected location. The submitter notifies DAHP that there is a site boundary correction and DAHP does the following: a) reviews the submitted update form information b) makes a decision in agreement or disagreement c) if agreed, DAHP changes the original site boundary or d) if not agreed, DAHP does not change the original site location.

2. The site was later determined not cultural by DAHP or another stakeholder. Most often DAHP is receiving information where lab analysis and research has made it clear that: a) the recorded material and/or feature did not meet the criteria to be recorded as an archaeological site (I.e., 50 years or older and in ruin). These site maps are examined by DAHP and if agreed, removed from the archaeology layer and moved to the appropriate data layer b) There was a significant excavation that removed the archaeological site. In consultation with DAHP archaeologists, the original boundary of these sites are reduced to a point to represent the last known location of the resource and the site type data updated as to minimize regulatory review impacts. c) The site was merged with another through an approved merge request. There is a formal merge process that goes through review and approval by DAHP archaeologists. Upon approval, the merged sites become one feature and the site documentation merged under one Smithsonian trinomial.

PREPARING HISTORIC PROPERTY INVENTORIES

This Historic Property Inventory Form (HPI) is the means by which we collect information for built resources. DAHP uses the online inventory form to enable remote contribution and access to data. Remember that the data you provide today may be the same data you will need to retrieve for future projects. It takes a village to create a good, reliable database.

The HPI form is designed to record building characteristics because buildings are the most common historic built resources. Most of the data fields refer to building attributes. However, we do record everything from railroads to fish hatchery ponds on HPI forms. It is never necessary to complete fields that do not apply.

Remember that the HPI database is for recording historic property data. Each HPI form is a record of a resource at a point in time. Going forward, be mindful that an HPI form is not a record of a project or project effects. It is a record of a resource and its National Register eligibility (if applicable) only. Significance narratives should be written independent of project specifics and should contain only information related to the resource itself. Think of the resource in a bubble. Write about its individual characteristics and eligibility as if there were no project.

Professional Qualifications

DAHP cannot and does not limit the addition of data into the Historic Property Inventory to cultural resource professionals. Volunteers or others may contribute to this public data set; as part of a neighborhood initiative, for example. As such, the amount and quality of the data recorded on a HPI form may vary depending on the goals of the survey, the resources, and the expertise of the surveyor. Consumers of all historic property data should be aware that DAHP makes no claims regarding its accuracy and we recommend that consumers of the data independently verify all information.

Professional consultants involved in historic building surveys in accordance with compliance activities should meet the Secretary of the Interior's *Professional Qualification Standards for Architectural History*. That being said, the Qualfication Standards are guidelines, they are not required by any DAHP policy and they are not regulatory. They are, however, widely used in cultural resources practice as guidance for minimum education and training one might have in order to identify and evaluate historic architectual properties. Federal agencies, DAHP, Tribes, consulting parties, and the public must have sufficient information to make defensible decisions regarding eligibility and effects. Therefore, choosing the right professional for the job is highly encouraged. We may return inventory forms and reports on the grounds of insufficient, misleading, or incorrect information. This could result in an extended review time due to requests for additional information, so that DAHP can make an informed and legally defensible decision.

One Resource = One Form

The HPI form is designed to capture data and an evaluation for one structure. Determinations of Eligibility (DOE) are made for each Property. For that reason alone it is important to individually record buildings or structures, even if they are part of a complex, such as a military installation, college campus, or farmstead. There are instances where separate forms would be unnecessarily time consuming or repetitive, and no useful information would be gained. Please use common sense. For example, fish hatcheries may contain multiple identical structures, such as concrete ponds that *have the exact same characteristics and are close together.* In such a case it makes sense to complete one form for the ponds. There is little to gain from recording the ponds separately and it is unlikely that each pond will need a separate determination of eligibility. More commonly, a typical residence and garage should be on one form as it is unlikely that a garage will need to be evaluated separately from the house. In any case, if you are unsure about how to record a particular resource, give us a call or email.

Linear Resources/Transportation Corridors

There is no one size fits all approach to recording any linear resources. They are complex and the approach should be commensurate with the individual project goals. This guidance is intended to clarify general recordation methods and to introduce linear resource mapping guidance. In general, for the purposes of recordation, a linear resource, consisting of a continuous alignment from beginning to end, is considered one resource. Before recording a linear resource on a historic property inventory form, determine if the resource is active or abandoned. If it is abandoned, determine if the resource retains integrity of design and location by referencing current aerial maps and previous inventories to the extent feasible. In general, abandoned linear resources that do not retain integrity sufficient to support their historic function (railroad missing railroad tracks etc...) are considered to be in ruin and should be recorded on an archaeology site form.

There have been many small, arbitrary segments of larger linear resources recorded on HPI forms. We realize that this practice is perpetuated by the nature of projects and budgets, but it is not good recordation practice and makes subsequent research difficult. So, to simplify recordation and reduce duplication, DAHP makes the following general assumptions for *active historic linear features*:

- **The most important aspects of integrity for a linear resource to maintain are Location, Design, and Materials** (such that the physical elements are combined in a particular pattern or configuration, not necessarily that the materials are exactly the same). If the resource retains these aspects it is considered to retain integrity. The entire resource does not need to be field verified and photographed to be drawn on the form.
- **Linear resources often have highly repetitive and/or standardized features and materials for the entire length.** Periodic replacement or upgrade of the features (railroad tracks and ties, electrical transmission wires, canal linings, drains...) is necessary for continued use and does not affect the integrity of design or materials of the resource as a whole.

We ask that recorders Draw/upload shapefiles of the entirety, or entire segment, of the subject linear resource on the HPI form map. This will make it easier for future users of the data and reduce redundant, scattered recordation and DOEs. If you are recording a resource and you are not able to provide the line, we will draw it, just let us know.

Railroad Alignment/Right of Way (ROW)/Corridor

Cursory background research should reveal the current name, history, and status (active or abandoned) of a rail line. There is a railroad layer on the Wisaard map that can be used for quick identification of major railroads, both active and abandoned. Railroad data may also be downloaded from the Washington Geospatial Open Data Portal and there is an interactive map on the Federal Railroad Administration website that shows active lines: https://fragis.fra.dot.gov/GISFRASafety/. If an active line has already been recorded, please update the existing record if there is new information. If there is no new information, an update is not necessary.

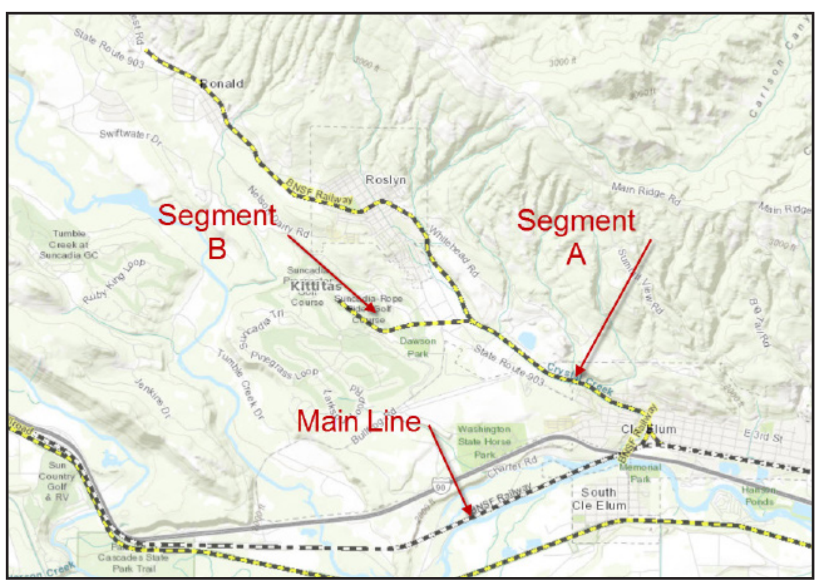


Illustration of railroad segment examples

For the purposes of recordation, railroad alignment/corridor includes tracks, the prism/ballast and all of the signals, switches, poles, etc... that are in the ROW. The alignment should be drawn as a line on the HPI form map. In addition to completing the applicable data fields on the HPI form, please also complete the Linear Resources section. For recording purposes, railroad alignment does not include any structures such as buildings, trestles, or bridges. These resources should be recorded on individual inventory forms so that their individual characteristics and eligibility are documented.

When recording railroad right of way, we request that you do not record arbitrary segments, even if there is only a segment in your project area. A segment is not defined by a survey or project area boundary. A segment has an identifiable terminus at each end or is differentiated by use or date of construction. There may be other factors as well. Milemarkers alone are not considered to begin or end a segment for recording purposes.

It is unnecessary to record crossings, metal or concrete culverts, bridges/trestles less than 8 feet in length, various signals, crossings, poles, switches etc.. within the right of way on individual inventory forms unless they are individually significant. For the most part, these structures are considered an attribute of the linear structure as a whole. The presence of these features may be noted in the physical description section of the inventory form for the single linear structure.

Irrigation Resources

When first approaching the recordation of an irrigation feature, it is important to determine the age. Pre-WWII irrigation systems and features are rarer and have the potential to be unique and significant. Post-WWII historic irrigation systems and features, particularly large systems such as the Columbia Basin Project, are generally more standardized and repetitive in nature. Cursory background research should reveal the age, purpose, status, and system integration of linear irrigation features encountered in the field.

Irrigation systems as a whole are composed of various canals, ditches, and other types structures that are necessary for proper function. While there are some structures that may be significant individually, such as a main canal or a particularly rare siphon, the majority of the structures are redundant and there little to gain from recording each one individually. Headgates, flumes, drop structures, tunnels, culverts, overchutes, checks, turnouts, sand traps, drains, wastegates, trash racks are technically an attribute of the linear water conveyance feature and should not be recorded on individual HPI forms unless they are rare or exceptional. They may be noted on the form for the major linear resource with which they are associated (canal, lateral) or simply noted in the report if encountered during field work.

Please do not refer to or draw arbitrary segments. We ask that you draw the entire feature, regardless of length. If the waterway is partially underground (siphoned) in some locations, make a note in the narrative physical description of the sections that are under ground and provide a sketch map. Vehicular or railroad bridges over linear water conveyances should be recorded separately as they are transportation features with different characteristics.

Transmission Lines

Transmission line recordation should be limited to transmission lines that are more than 50 years old and come directly from a main power station, also referred to as Main Lines. Many of the Main Lines are already recorded. If an unrecorded line is encountered, please draw the entirety of the line, from point A to point B, on the HPI map. For additional context/guidance/examples of recorded transmission lines, see Bonneville Power Administration (BPA) Pacific Northwest Transmission System MPD and inventory forms, available in Wisaard.

Historic Roads

Intact historic roads should be recorded if encountered in the survey area. The road alignment should be recorded in its entirety, or, identifiable segments may be recorded. Mile markers alone are not considered to begin or end a segment. Do not individually record standardized traffic signals, lighting, crossings, pipe culverts, retaining walls or sidewalks within the alignment. When surveying a historic road, consideration should be given to the potential for significant corridors, which may include adjacent features and viewsheds.

A helpful context for historic roads is Washington State's Historic State Roads: Historic Context for Island, Snohomish, King, Pierce, and Kitsap Counties by Artifacts Consulting and SRI Foundation (2013). In addition, Colorado's Colorado State Roads and Highways Multiple Property Documentation Form (available on Historycolorado.org) provides guidance (not policy) with regard to Property Types and Registration Requirements, some of which may be applicable in Washington also.

Wisaard Data Entry

Below is field by field guidance to help ensure the best data possible, both for DAHP reviewers and future researchers. A few general rules: No piece of data needs to be entered twice; If you don't know what to choose in a drop down menu, leave it blank - no data is better than wrong data.

Information Tab

Resource Information

Resource Name - Names are very important. The name gives the reader the first inkling of what they can expect to see on the form. Name is also the most common search filter next to address. The name should indicate the type or historic name of the resource, whichever is most applicable (House, Barn, Duplex, Liberty Theater, Olympia Elks Lodge). If the resource is part of a complex, please also include the name of the complex. The Resource Name field should never be blank.

- For new forms and existing forms without a Resource Name: If there is a historic name, use it. If there is not a historic name, please use a generic term that identifies the type of property, ie. Residence, Commercial building, barn, service station, apartment building etc...
- Do not use acronyms or shorthand, spell out all words i.e. Bldg = Building; BNSF = Burlington Northern Santa Fe. When you are searching you don't want to have to try to figure out which abbreviation someone else might have used.
- Do not use special characters such as & or #. Periods, commas, dashes, St. (Saint) and Mt. (Mount) are ok. Be judicous with punctuation, make it count.
- Do not assign arbitrary numbers to resources unless they are part of the actual name of the resource. Each resource must stand on its own. For example: A resource named House #1 leaves the reader with only questions such as: The #1 is relative to what? Is there a House #2?
- Do not use the address as the name. The address goes in the address field.
- For multiple structures in an associated complex, use this naming convention. Name of structure - Name of complex e.g. Building 403 - Metal Shop - Naval Base Kitsap; Hill Hall - University of Washington
- If a resource has more than one equally significant historic name, then put them both in the field. That way both will show up in a single search.
- A Common Name, if applicable, *should always be different* from the Resource Name.

Address/Vicinity - Please enter the address of the resource, if applicable. If the resource does not have an address, we suggest entering the closest nearby jurisdiction and clicking the Vicinity checkbox. The address entered here will be added to the Map on the Map tab. Addresses will be drawn as a point on the map. You will still need to go to the Map tab to ensure that the point is directly on top of the subject resource. For linear features, enter the closest nearby jurisdiction, then go to the Map to draw a line.

Property Information

Property Type - Please choose from Building, Structure, Site or Object. Districts do not have forms. Districts are not recorded as districts until they are actually listed on a register. Then they are mapped as polygons in the Register layer.

Inventory Information

Date Recorded - The date of field work

Field Recorder Name - Name of the field recorder

Inventory Level - Select Reconnaissance or Intensive, whichever is closest.

Field site number - For use by the surveyor, if so desired.

Common/Other name - This is used for alternate/ other names, only if different from the Resource or Historic Name. Do not put the Resource Name or the address in this field.

Construction Data

If you do not know the exact build date, make an educated guess, and check the Circa box. Construction dates provided within county assessor databases are considered to be approximate and the circa box should be checked when using these dates. If the resource is demolished, please enter the year. A property that is no longer there is not a property. Do not record the vacant lot or include photos of the new building that took its place.

Architect/Engineer/Builder

This data will rarely be available during a Reconnaissance survey. Research to determine if a professional is associated with the construction of the structure is required for intensive.

Number of stories

Select a number, if applicable.

Historic Use

Please select the historic use of the property - 99% of the time, this is obvious and won't require research.

Historic Context

Selecting a Historic Context is applicable when a property is determined to be significant within a historic context. If this is not applicable, please leave it blank.

Current Use

Please select the current use of the property.

Characteristics

Characteristics should be completed for both levels of survey, if applicable to the resource. For reconnaissance, if the characteristic is not discernable from the street, do not guess. Characteristics that do not apply, such as Roof type for a structure without a roof, should be left blank. Please browse the entire list of selections, especially in the Form/Type category. The Form/Type category has selections for barns, bridges, types of churches, silo, residential and commercial typologies, among other things. Please choose the most specifc item that is applicable, if you are able. If selections are incorrect or not specific, DAHP staff will correct them.

Here are some of the reference materials we have used for building typologies: The Comfortable House by Alan Gowans; American Vernacular: Buildings and Interiors, 1870-1960 by Herbert Gottfried & Jan Jennings and Homes in the Heartland: Balloon Frame Farmhouses of the Upper Midwest, 1850-1920 by Fred W. Peterson. For commercial buildings we recommend The Buildings of Main Street: A Guide to Commercial Architecture by Richard Longstreth.

Linear Features

This is for linear alignments when a line is the appropriate shape to use on the map. Choose the site type from the menu. For the purposes of this form, the only selections that are likely to be applicable are: Historic Highway; Historic Irrigation Canal/Ditch; Historic Irrigation Dike/Levee; Historic Transmission Line; Historic Railroad Properties. Don't worry about the rest of the choices. Please note if it is a segment (not an arbitrary segment), and how long it is.

Styles

If a building represents an architectural style, please select the time period and the style. The time-periods are there to assist you in your selection of style. If no style is represented, please choose No Style. See also the Architectural Style Guide page on our website for examples and a list of reference books. If you don't know, leave it blank and DAHP will fill it in, if applicable.

Changes to Structure

While your assessment of apparent changes to the structure may be subjective, this field is your opportunity to convey your opinion of the degree of changes to the historic character of the property based upon your expertise and training. Be sure to justify and expand upon your responses here in the Physical Description section when discussing the property's integrity.

Register status

If a property is listed on the National Register or Washington Heritage Register the information will appear here. This information is maintained by DAHP staff and is not editable by users.

Districts

If a property is contributing to a State or National Register historic district, the status will appear here. This data is maintained by DAHP staff and is not editable. This data is not 100% comprehensive. The main reason for this is that there are not inventory forms for all contributing properties. Where there are inventory forms, every effort has been made to mark the contributing properties. Please see the appropriate nomination for the offical list of contributing properties.

Thematics

If a property is listed in the National Register under a thematic cover document, the information may be displayed here. This data is maintained by DAHP staff and is not editable. This data is not 100% updated. The National Register nomination for the resource will indicate if it is listed under a thematic.

Local Registers and Districts

If a property is listed on a local register, the data may be entered here as free text. Local register information is not maintained by DAHP. It is only maintained by Certified Local Governments and should always be confirmed by the local government.

Location Data Tab

Parcel Information

This information mostly exists for the assessor records in Wisaard, so it is by no means comprehensive. We have made it ediable as some users find it useful to be able to add parcel number. Please note that DAHP has not updated any parcel information within the HPI records since the initial download of assessor data in 2011 and we cannot vouch for its current accuracy. The county assessor's office is the best place to confirm tax parcel data.

Geography Attribution

This data will be auto-generated when creating a new Property. It may not update, however, if you are just editing a shape from a previous inventory. You may delete geographic attributions when the Source is User and you may add attributions at any time.

Coordinate Information

This is new in Wisaard 3.0. For all new properties, this information will auto-populate when you map the property. This data will not populate or update for pre-Wisaard 3.0 properties. You may also manually add this data if you have it.

Map Tab

Please refer to the Instructions Tab in the map editing interface.

Attachments Tab

Any and all photos of the inventoried property must be clear and the subject of the photo must be centered. If the property is not accessible and is hidden by vegetation, walls, etc., photograph the frontage and explain in the Physical Description the reason(s) for the inability to provide photographs. In some cases, your research might uncover historic photographs or other images that can be copied and attached to provide a sense of the property you are recording. Google street view can be useful for supplemental overall views of a property, especially when it has captured changes over time. However, Google street view is never a substitute for photos taken in the field.

There is no minimum or maximum requirement for the number of photos. We need enough photos to be able to understand the property, whether it takes two or ten photos. We recommend including at least a front view and an oblique view for a simple house. A more complex resource may necessitate more photos. Site plans are not usually necessary for individual buildings, but are very helpful for understanding complex resources.

For **Intensive**, photos of all exterior elevations, interior photos (public spaces only), and photos of significant details shouldalso be included. Original building plans, if available, may be scanned and uploaded as JPEGs. Historic photos and newspaper articles are also highly encouraged. A site plan should be sketched and attached as a JPEG.

All photos must be JPEG format. Do not upload a PDF document with photos as they will not display on a printed HPI form. Please enter the Photo Year Taken for all photos. There are no file size restrictions, but the preferred size for viewing uploaded images is 1280 x 960 at 72 dpi. This is about a .5 MB photo that fills a computer screen. Photos taken in landscape mode will view and print better than those taken in portrait mode. Wisaard does not have photo editing capabilities so all photos should be rotated upright and edited if necessary before uploading. It is not possible specify the order or to reorder photos once they are uploaded.

Narrative Tab

Statement of Significance - The content that goes into this box will vary depending on the purpose and goals of the recordation. For a regulatory survey, the integrity of the resource should be discussed along with an evaluation in accordance with National Register Critera. For a local government survey, National Register evaluation may not be applicable; instead, the local history would be included along with a discussion of local register eligibility. One statement of significance does not fit all.

The integrity of a resource should be evaluated before applying the National Register criteria. In many cases, the integrity of a resource may be compromised to the point that application of the National Register criteria would be moot. However, integrity is weighted differently depending on the significance or context. Some resources may be significant for reasons unrelated to architecture; integrity may be less important. The surveyor will need to make informed decisions based on the information they have. Surveyors must also evaluate whether a historic district may be present. If so, a lower level of integrity may be accepted for contributing properties than for individually eligible properties. Please take these, and other applicable circumstances, into account when evaluating significance.

Here are a few examples of Statements of Significance:

If a resource is not eligible, briefly explain how that conclusion was reached, including the particular aspects of integrity that are compromised. (Please make sure the attached photos adequately illustrate your claims, if possible.) It may read something like this:

The dwelling has a low level of architectural integrity. While the location of the home and setting are intact; the design, materials, workmanship, feeling, and association have been altered. Changes include replacement doors and windows (some of which differ in size and location from the original), the addition of an attached garage, and the enclosure of an open porch. Such changes affect the ability of the resource to convey its significance.

Preliminary research for 123 S Main St, Ellensburg did not reveal any associations with broad patterns of history or the lives of significant persons in our past (Criterion A and B). Due to alterations, the property does not possess the distinctive characteristics of a type, period and/or method of construction and is not known to be connected to the work of a master (Criterion C). Given the date and type of construction, it is unlikely that the property will yield information important in history (Criterion D). Therefore, this property is recommended not eligible for the National Register of Historic Places.

If the resource is eligible, the statement may look something like this:

Built in 1923, this home is eligible for listing on the NRHP for its direct connection to early 20th century residential growth of the community of Ellensburg (Criterion A). Preliminary research did not reveal that the dwelling is associated with the lives of significant persons in our past (Criterion B). The property does possess the distinctive characteristics of its type, period and/or method of construction. Completed at the height of the Arts & Crafts Movement, the dwelling embodies the characteristics of a Craftsman Bungalow (Criterion C). Based on the date of construction and the wealth of information already available for this type of resource, there is nothing to indicate that this property will yield new information important to history (Criterion D). The dwelling is in its original location and setting and has incurred no significant alterations to design, materials, or workmanship and therefore retains a high level of architectural integrity.

Intensive: Intensive survey implies that the resource is already considered to be significant and research is likely to uncover new information. Therefore the Statement of Significance should be well researched and provide a solid basis for individual, district, or multiple property National Register documentation. For guidance on this level of research, please reference National Register Bulletin 39: Researching a Historic Property.

Physical description - The physical description narrative should include the current condition as well as any visible changes over time. Most likely, inventory forms will be reviewed by someone who has not and will never be able to visit the property. A good physical description should help bridge the gap between what is visible in photos and what is not. Please do not take photos in the field and think you will be able to aequately describe a resource by looking at the photos. In many instances it is not possible to discern materials and details, or even entire elevations, from photographs. If you can't tell what type of siding is on the building from the photo, neither can we.

Bibliography - If you have used sources, please cite them here. If an exact build-date has been provided for either level, please cite the source.

Evaluation Tab

Surveyor/Agency Evaluation - The surveyor/agency opinion on National Register eligibilty should be indicated for both reconnaissance and intensive level surveys. The opinions checked should match what is written in the Statement of Significance.

SHPO Evaluation History - A read-only list of previous project associations and related eligibility determinations.

Inventory History - The history/status changes of the selected inventory.

Finally, please note that HPI submittals may be returned to the author or project manager on the basis of false, misleading, inaccurate, or incomplete information.

PREPARING CEMETERY INVENTORY FORMS

In 2008 the Washington State Legislature directed DAHP to develop and maintain a centralized database and geographic information systems (GIS) spatial layer of all known cemeteries and human remains burials sites in Washington. The information is available to federal, state, and local agencies for purposes of environmental review, and to tribes in order to participate in environmental review, protect their ancestors, and perpetuate their cultures (RCW 27.34.415). DAHP embarked on this project in 2008 and has created a unique cemetery database and GIS layer of over 3,000 cemeteries and burial sites. The database and GIS layer are continuously updated.

Because cemeteries and burial sites carry additional protections under both state and federal laws, and because they are cultural resources, they should be included in any cultural resources survey. Professional archaeologists should continue to use Archaeological Site Inventory Forms to record all cemeteries regardless of age or condition. Members of the public that wish to record a cemetery may use our Cemetery Inventory Form regardless of the age or condition of the cemetery. (Please note: Federal agencies with professional archaeology staff or consultants are required record cemeteries on Archaeological site forms.) The public Cemetery form can be downloaded from our website. The form is two pages in length and a map should also be attached. All cemeteries are assigned a Smithsonian Trinomial.

PREPARING TRADITIONAL CULTURAL PROPERTY INVENTORY TEMPLATES

In early 2014, DAHP implemented a standardized approach to managing Traditional Cultural Property Inventories (TCP) and associated GIS data. To that end, a Traditional Cultural Property Inventory Template was created for those wishing to provide DAHP with information regarding individual TCPs. TCP data is only revealed to qualified researchers via the Wisaard interface with the express written consent of the submitting party.

In 2016, DAHP implemented an all digital TCP template, available in Wisaard. TCPs should be recorded on this electronic Traditional Cultural Property Inventory Template and not on an Archaeological Inventory form. Completed TCP Inventory Templates submitted to DAHP will be assigned a Smithsonian Trinomial.

SITE TYPE TABLES

There are five types of site forms (two are paper and three are online Wisaard entry) used to record cultural resources in Washington State. They are the Archaeological Site Inventory Form (Wisaard), Traditional Cultural Property Inventory Template (Wisaard), Submerged Historic Archaeological Resource Registration Form (Word doc, for non-Archaeologists only), Cemetery Inventory Form (Word doc, for non-Archaeologists), and Historic Property Inventory Form (Wisaard). To reduce confusion regarding which form is appropriate for a particular resource, the following table is provided. If questions arise contact DAHP staff for further guidance. There are often resources that don't fit into any category so give us a call and we'll figure out the best way to go forward.

Remember that a single site may have multiple components –historic, archaeological, and historic archaeological, etc. Please record all types of resources and record each feature on the appropriate inventory form.

Historic features in ruin (collapsed structures, foundations, etc.) that are older than 50 years are considered historic archaeological sites and must be recorded on the Archaeology Site Inventory Form. If the resource in ruin is less than 50 years old, it should not be recorded unless it possesses exceptional significance.

For identified Traditional Cultural Properties, please use the Traditional Cultural Property Inventory Template, but record any observed archaeological site information (e.g. archaeological features and artifacts) on separate Archaeological Site Inventory forms.

SITE TYPES	DESCRIPTION	FORM
Archaeology Site – Archaeological Site (two or more artifacts or cemetery) Inventory Form Archaeological Isolate – Archaeological Site Inventory Form Cemetery – Cemetery Inventory Form (for non-archaeologists) Submerged Resource– Submerged Historic Archaeological Resource Registration Form Historic Building/Object/Structure– Historic Property Inventory Form Traditional Cultural Place – Traditional Cultural Place Inventory Template		
Pre Contact Camp	Short-term occupation site	Archaeological Site
Pre Contact Village	Describes larger sites or cluster of dwellings	Archaeological Site
PreContact House Pit/Depresstion		Archaeological Site
Pre Contact Trail		Archaeological Site
Pre Contact Burial	Buried eroding human remains	Archaeological Site
Pre Contact Cairn	Rock pile, cache, or suspected burial	Archaeological Site
Historic Cairn/Rock Feature	Rock pile alignment or wall	Archaeological Site
Pre contact shell midden	Matrix of shell/bone/FCR/ lithics	Archaeological Site
Pre Contact Fishing Station	Including weirs	Archaeological Site
Pre Contact Lithic Material	Lithic scatter/quarry/misc. tool/ debitage	Archaeological Site
Pre Contact Isolate	Single artifact- flake, knife, point, pestle, canoe anchor, net sinker, etc.	Archaeological Site

Pre Contact Rock Alignment	Walls, circles, figures and miscellaneous rock features	Archaeological Site
Pre Contact Talus Pit	Hunting blinds, storage pits, cache, depressions	Archaeological Site
Pre Contact Feature	Post molds, hearth, oven, fire cracked rock concentration	Archaeological Site
Pre Contact Cave Site	Greater depth than width	Archaeological Site
Pre Contact Rock Shelter	Shallow overhang/coverage, greater width than depth	Archaeological Site
Traditional Cultural Property		Traditional Cultural PropertyTemplate
Historic and Pre Contact Components	Site contains both pre contact and historic archaeological materials	Archaeological Site
Pre Contact Petroglyph	Pre contact carvings	Archaeological Site
Historic Petroglyph	Historic period graffiti/carvings	Archaeological Site
Pre Contact Pictograph	Pre contact paintings	Archaeological Site
Historic Pictograph	Historic period graffiti/paintings	Archaeological Site
Pre Contact Culturally Modified Tree	Pre-contact carvings	Archaeological Site
Historic Culturally Modified Tree	Historic period graffiti or carvings, surveyor's marks, signs	Archaeological Site
Submerged Other	Pre contact or historic feature (if greater than 50 years old) located in draw down zone	Archaeological Site
Historic Maritime Properties	Schooners, tugboats, sternwheelers, etc.	Historic Property/ Archaeological Site (if in ruin)
Historic Homestead	Collection of features (house, barn, shed, outhouse), which may or may not be intact	Historic Property (separate form for each intact structure)/ Archaeological Site (if in ruin)
Historic Agriculture	Designed landscape (shelter belts, orchards) ranch/ farm features (stock pens, corrals, fences, canal or irrigation features)	Historic Property (separate form for each intact structure)/ Archaeological Site (if in ruin)
Historic Irrigation	Canals, Laterals, Sub-laterals, Wasteways (greater than 50 years old and intact)	Historic Property
	Headgates, flumes, drop structures, tunnels, culverts, overchutes, checks, turnouts, sand traps, drains, wastegates, trash racks	Do not record unless 50 years old and exceptionally significant

Historic Railroad Properties	alignment/grade where tracks have been removed, campsites, berms, trestles (in ruin), material dumps and associated structural ruins (if greater than 50 years old)	Archaeological Site
	Intact alignment with tracks, tunnels, trestles, bridges, standing shelters and stations	Historic Property
	In-use, intact metal or concrete culverts, bridges or trestles less than 8 feet, various signals, crossings, poles, switches	Do not record
Historic Mining Properties	Collapsed mine portals, campsites, tailings (inventory the entire mine as one site and if necessary, record each archaeological feature and/ or historic property on separate forms)	Archaeological Site
	Open mines, shafts, portals	Historic Property (separate form for each major feature)
Historic Logging Properties	Segmented/ structural ruins (mills, flumes, chutes and railroad) logging camps, holdings (if greater than 50 years old)	Archaeological Site
	Free standing/ intact structures (mills, flumes, chutes and railroad)	Historic Property (separate form for each major feature)
Cemetery/ Burial		Archaeological Site or Cemetery Form
Historic Bridges	Structural ruins (pilings, abutment, footings) (if greater than 50 years old)	Archaeological Site
	Free standing/ intact bridges and foot bridges (along a trail)	Historic Property
Historic Road(s)	Wagon frames, car parts, machinery (farm equipment), etc. (major/ large object or objects) (if greater than 50 years old)	Archaeological Site
	Intact/ functional roads	Historic Property
Historic Object(s)	Wagon frames, car parts, machinery (farm equipment), etc. (major/ large object or objects) (if greater than 50 years old)	Archaeological Site
	Historic markers, monuments	Historic Property
Historic Debris Scatter/ Concentration (any size)	Refuse scatter, can scatter, refuse deposits, land fill, debris pit (if greater than 50 years old)	Archaeological Site

Submerged Shipwreck	If greater than 50 years old	Archaeological Site
Submerged Aircraft	If greater than 50 years old	Archaeological Site
Historic Trail	All types of trails	Archaeological Site
Historic Townsite	Site of former town with no extant buildings	Archaeological Site
Historic Isolate	One item- single can, bottle, etc. (if greater than 50 years old)	Archaeological Site
Historic Hydroelectric	Dams and associated features	Historic Property (one form for each major feature)/ Archaeological Site (if in ruin)
Historic Water Structures	Wharves, pilings, piers, dolphins (inventory the entire water related resource as one site and if necessary, record each historic property separately)	Historic Property/ Archaeological Site (if in ruin)
Historic Public Works	Water systems, sewer systems, tanks, power transmission features	Historic Property (one form for each major feature)/ Archaeological Site (if in ruin)

SURVEY PROJECT REPORTING - GENERAL GUIDELINES

Results of survey activities plus data analysis and recommendations are essential elements of any survey report. When appropriate, survey results and recommendations should be placed in the larger context of community-wide planning goals and development trends. The author of the survey report is responsible for assuring that the report is succinct, adheres to DAHP guidelines, conveys all necessary information, and responds to client needs.

The surveyor and/or report author should also be judicious in tailoring the length and content of the survey report to be commensurate with the scale of the project. For example, a survey project covering a single resource or small survey area does not necessarily need pages describing methodologies, historic contexts, research designs, analysis, and future planning implications when the project is straightforward and limited in scope and impact. Much of this information can likely be addressed in a few paragraphs. In contrast, survey projects which encompass large areas, document diverse property types, and affect complex issues will require a matching level of detail.

Combining Survey Project Reports

For projects where both archaeological and historic properties are reported, only one survey report is preferred and should be sufficient in addressing the entire project and documenting all property types. A quick glance at the reporting guidelines (in following sections) reveals that the report outline for archaeological properties is similar to that for historic property survey reports. However, there are important differences. For example, the archaeological property survey report focuses on site-specific questions and documentation of ground probing methodology. In contrast, historic property survey reports include placing the survey project within larger community-wide planning and development trends.

So, the question arises: When writing one report for both kinds of resources, which outline should the author follow? A short answer is to tailor the report to address all the appropriate issues for both kinds of resources and combine reporting where appropriate. In all situations, be sure to cover introductory items such as a project abstract, location, and survey area. Also touch upon research design, methodologies, existing information, expectations, and identification/description of appropriate historic contexts.

ARCHAEOLOGY SURVEY REPORT GUIDELINES

The outline presented below indicates the organizational format of a professional archaeological resource survey report. It contains the information needed by governmental agencies, DAHP staff, property owners, planners, Tribes, and interested parties to make informed decisions.

The report must be completed, reviewed, and approved by an individual meeting the Secretary of the Interior's Professional Qualification Standards for Archaeology. If a report submitted to DAHP lacks any of the following documentation, DAHP reviewers may return the report to the author or lead agency for revisions or additional work.

DAHP understands that the size of the undertaking will determine the level of detail required in a report. As such, smaller undertakings may not require the level of detail and analyses as outlined below. In all cases, survey and/or monitoring reports submitted to DAHP must be uploaded as a PDF to the WISAARD database. Other formats will not be accepted. The cover sheet should be integrated into one PDF with the report.

I. Cultural Resources Report Cover Sheet and Title Page

A. All reports submitted to DAHP require a Cultural Resources Report Cover Sheet (see Appendix A, or download from our website). This cover sheet should be integrated into the PDF report. Smithsonian number(s) are to be listed and must be referenced in the report. Be sure to enter the total number of acres surveyed during the project.

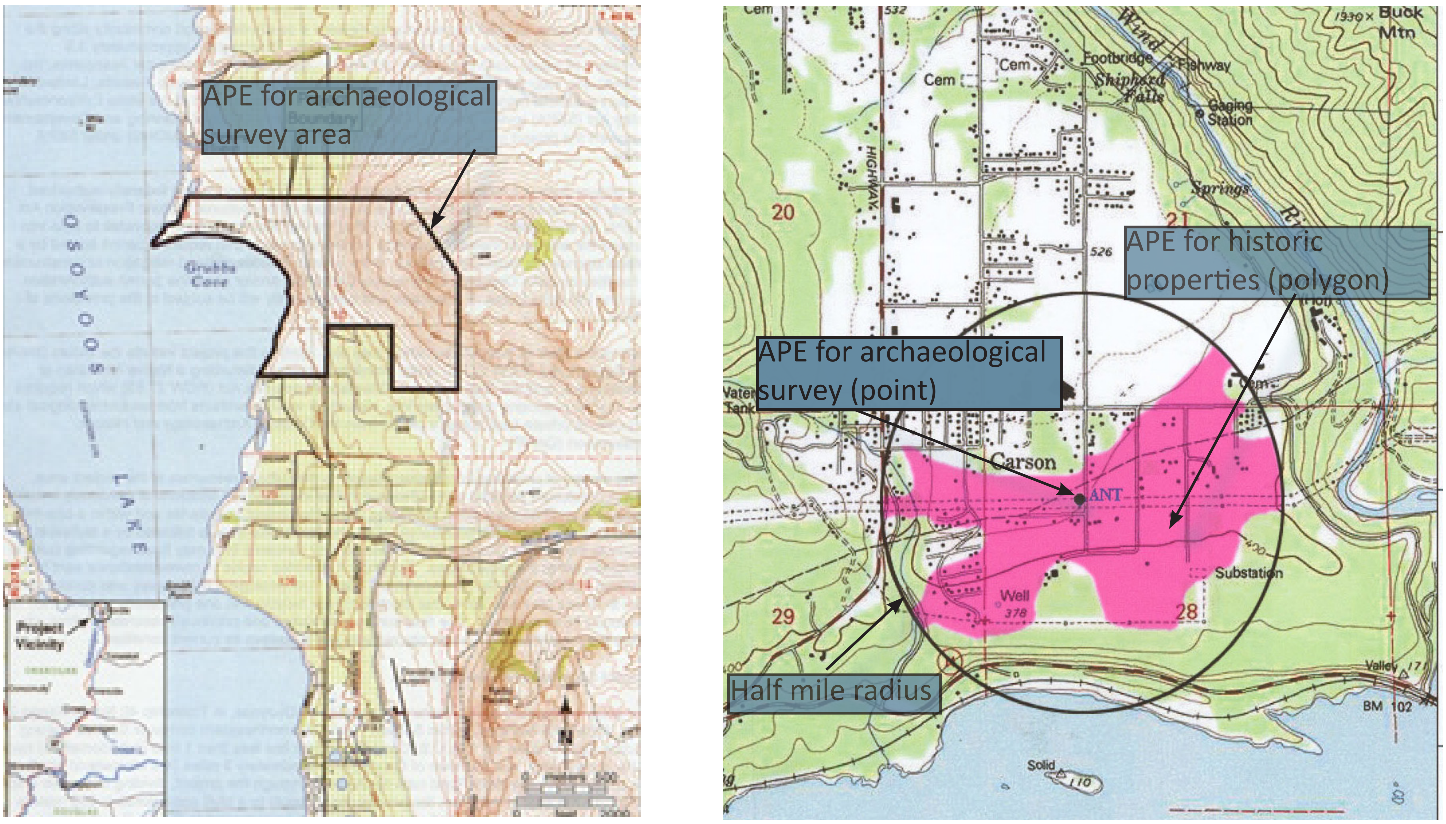
B. Title Page
1. Report Title
2. Principal Investigator, author, and organization
3. Date of submission DAHP understands that the size of the undertaking is related to the detail required in a report. As such, smaller undertakings may not require the level of detail and analyses as outlined below. In all cases, survey reports submitted to DAHP must be uploaded as a PDF to the Wisaard database. Other formats will not be accepted. The cover sheet should be integrated into one PDF with the report.
4. Contracting sponsor, permit number, Human Skeleteal Remains case number, contract number
5. Federal or state lead governmental agency

II. Introduction

A. Introduction
B. Credits and Acknowledgements
C. Table of Contents
D. List of Figures and Tables
E. Project Description
1. Describe proposed project activities and elements
2. Describe vertical and horizontal depth of disturbance
3. Include a description of borrow and staging areas, cut and fill, and excavation for utilities

F. Project Background
1. Report the location and size (in acres) of the survey area.
2. Identify the project proponent, property owner, agency, or compliance action that the survey project is addressing. Include address and parcel number if applicable.
3. Regulatory background: SEPA, Section 106, EO 2102, Forest Practice Act, Shoreline Management Act, etc.

4. List survey personnel. Indicate project personnel meeting Secretary of the Interior's Professional Qualifications Standards, and what tasks these persons performed during the project. If archaeological personnel do not meet professional standards, submit a supervisory plan for personnel to DAHP in advance of field work. See Appendix H for an example.
5. List other individuals and/or organizations involved in initiating the survey process.
6. If applicable, describe noteworthy circumstances or chain of events that occurred to prompt the survey
    a. Indicate if this report is a follow-up to a previous report, etc.
7. Indicate where copies of the inventory forms and report are located (for example: DAHP, university, library, planning agency, etc.)
8. Provide a portion of a USGS 7.5 minute quad map indicating Township/ Range/ Section number and U.S.G.S. quadrangle name clearly defining both the APE and the surveyed area (if different). In order for DAHP to digitally create a shape file for GIS, DAHP needs to recapture the exact surveyed area (see figures below)



Examples of project survey area maps indicating differing Areas of Potential Effect

III. Environmental & Setting

A. Summary of the environmental setting with an emphasis on current and historicalvegetation, geomorphology, regional depositional history, watershed information and natural resources
    1. If this information has been provided in a previous report for the project, you do not need to replicate it. Please either reference the original report, or include an abbreviated version of the summary

IV. Cultural Setting

A. Summary of the cultural history, ethnography, and history of the region with an emphasis on historical settlement and activity in the specific project area. This information should be included regardless of whether or not any new sites were recorded during the fieldwork.

1. If this information has been provided in a previous report for the project, you do not need to replicate it. Please either reference the original report, or include an abbreviated version of the summary.

V. Literature Review

A. Existing Data and Background Data

1. Current knowledge about archaeological properties both in the APE and within one mile of the APE based upon a review of existing archaeological inventories and databases, historic records, and other archival repositories. This research should also include information obtained from interested parties such as local historical societies, local, state, and federal agencies, or Native American Tribes.
    a. If this information has been provided in a previous report for the project, you do not need to replicate it. Please either reference the original report, or include an abbreviated discussion of the prior research.

    2. If previous reports were completed for the project, include a summary here

VI. Research Design

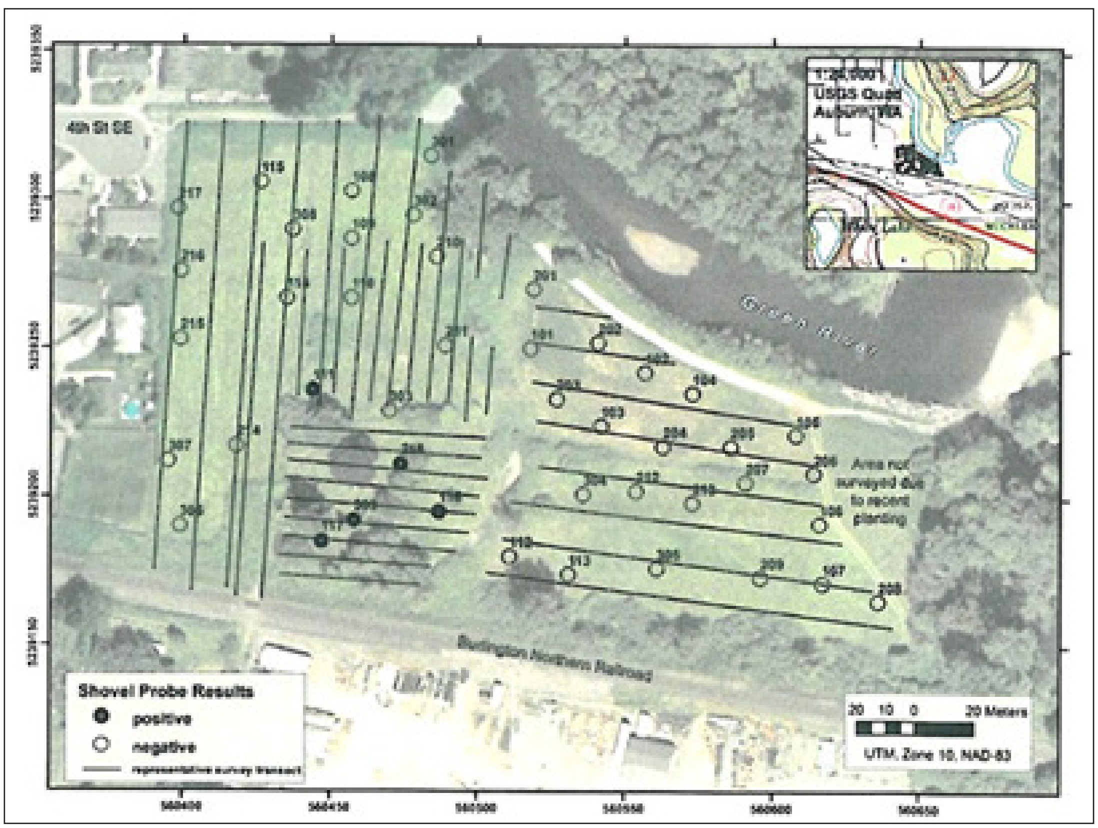
A. Objectives/Expectations

1. Define survey goals and research questions based on both the environmental and cultural setting. Include hypothesis formulation and testing procedures
2. Field and Laboratory Methodology
    a. Describe the proposed inventory methodology including the following:
        - Proposed archaeological survey methods
            - Include the proposed interval range for walking transects, shovel tests,backhoe trenches, auger cores, test units, etc. Provide justifications for interval spacing, termination depth of subsurface test units, and screening protocol and screen mesh size
        - Standing structure inventory method
        - Geoarchaeological techniques for assessing the depositional environment
        - Archaeometry (all instruments must be in metric with English equivalents)
        - Methods for identifying Traditional Cultural Properties
        - Remote sensing strategies, etc.
            - Remote sensing strategies should be identified with a description of how they will be used and expected results. Detail how any signatures were examined and the results of that examination

    b. Describe the proposed laboratory methods for processing, analyzing, and curating artifacts found and/or collected:
        - Tracking of artifacts from the field to the laboratory
        - Techniques for processing and analysis of artifacts
        - Person or persons conducting the analyses
        - If artifact analysis is to be conducted in the field, describe procedures to be followed in data collecting
        - Ultimate disposition of any collected materials

VII. Results

A. Detail the date(s) of the survey noting the field and weather conditions
B. List personnel (first and last names) conducting the survey. The amount of time the Principal Investigator spent in the field must be noted.
C. Summarize actual methodology (noting variations from research design)
D. Quantify and describe the number of shovel tests, backhoe trenches cores etc. for all subsurface trenching. Please use a tabular format (i.e. shovel probe table). Discuss the rationale for survey intervals, as well as shovel probe termination depths; shovel probes should not be terminated arbitrarily
E. Include drawings and photographs of stratigraphic sections from test units and exposures, and descriptions of soil and sediment characteristics including color, texture, cohesion, and stratigraphic boundary attributes. If trenches could not be drawn by hand, please provide information as to why this could not be accomplished
F. Discuss screening protocols and results
G. If subsurface testing is not utilized, justify the decision against such methodology
H. Provide final curation location of original field data and artifacts, if collected
I. Describe types of artifacts, features and/or other cultural materials identified. If artifacts are collected, provide an artifact catalogue.
J. Provide a map of the survey area illustrating the location of all transects, subsurface tests, structures, features and other pertinent information as depicted on the figure below. The map should display all field methods including transect patterns; positive vs. negative shovel probes, auger points, etc.



Typical map illustrating shovel probe and transect locations

VIII. Analyses

A. Provide a detailed analysis of cultural material, historic properties, and archaeological sites identified as part of the inventory. Provide a description of each property, drawings or photographs of the

properties, and a description and drawings of the associated features.
B. If applicable, provide a description and the results of dating or analysis techniques.
C. If applicable, provide a description and results of remote sensing techniques. Discuss the value and use of the remote sensing program for determining presence or absence of archaeological deposits.
D. Describe the stratigraphic and temporal context and provide a summary stratigraphic diagram of any archaeological deposits, if identified. This should be discussed with reference to landform development history. If no archaeological deposits were located discuss the potential for false negative results, and use the depositional and landform analysis to review possible environmental reasons for the absence of archaeological deposits
E. If applicable, discuss the eligibility recommendations of each property according to National Register criteria. Please justify any recommendations made.

IX. Conclusions and Recommendations

A. Results
1. Discuss the results of the project based on the research design
2. Include a discussion of the findings based on the developed hypotheses
3. If no properties were located, identify probable explanation for a “no properties” finding.
4. Include an analysis of the depositional environment for archaeological properties.
5. List persons and entities to which the report was distributed

B. Recommendations
1. What are the recommendations for future archaeological work, property management, and avoidance or mitigation options based on the nature of the undertaking or the significance of the property?
2. If monitoring is recommended, provide a figure depicting the area to be monitored. Explain why monitoring is necessary, what techniques should be employed to monitor, what resources could be encountered, and protocols in the event of a discovery.

X. Bibliography

A. Provide a full citation of all published sources including author, title, place, publisher, and date following the Society for American Archaeology Style Guide
B. Indicate names and locations of all unpublished sources
C. Names and addresses of local informants plus names and dates of oral interviews

XI. Consultation

A. Provide evidence of consultation with concerned Native American tribes
B. Provide evidence of consultation with SHPO
C. Provide evidence of consultation with the local preservation officer
D. Provide evidence of consultation with other governmental agencies
E. Provide copy of ARPA permit if surveying on federal land
F. Provide copy of DAHP excavation permit, if applicable
G. Approval of report by the federal agency (the federal agency should formally submit the report)

XII. Appendix

A. Location of original field data
B. Site inventory forms with assigned Smithsonian trinomial
C. Informants
D. Location of Artifacts (if applicable)
E. Osteological report (if applicable)

ARCHAEOLOGY MONITORING SURVEY REPORT GUIDELINES

I. Report Cover Sheet and Title Page

A. All reports submitted to DAHP require a Cultural Resources Report Cover Sheet (download from our website). This cover sheet should be integrated into the PDF report. Smithsoinian number(s) are to be listed and must be referenced in the report. Be sure to enter the total number of acres surveyed during the project.

B. Title Page
1. Report Title
2. Principal Investigator, author(s), and organization(s)
3. Date of submission
4. Contracting sponsor, permit number, Human Skeletal Remains case number, contract number
5. Federal, state, or local government lead agency

II. Introduction

A. Introduction
B. Credits and Acknowledgements
C. Table of Contents
D. List of Figures and Tables

III. Project Description

A. Describe proposed project activities and elements
B. Regulatory background: SEPA, Section 106, Executive Order 05-05, Forest Practice Act, Shoreline Management Act, etc.
C. Describe the reason for monitoring
1. Indicate whether this report is a follow-up to a previous report (e.g. a monitoring report prepared in response to survey report recommendations)

D. Identify the project proponent, property owner, agency, or compliance action that the project is addressing. Include address and parcel number if applicable
E. Report the location and size (in acres) of the survey or monitoring area
F. Describe vertical and horizontal depth of ground disturbance
G. Include a description of borrow and staging areas, cut and fill areas, and excavation areas for utilities
H. List survey or monitoring personnel. Indicate project personnel meeting Secretary of the Interior's Professional Qualifications Standards, and what tasks these persons performed during the project. If archaeological personnel do not meet professional standards, submit a supervisory plan for personnel to DAHP in advance of field work. See Appendix H for an example
I. Indicate where copies of the inventory forms and report are located (for example: DAHP, university, library, planning agency, etc.)
J. Provide a portion of a USGS 7.5 minute quad map indicating Township/ Range/ Section number and U.S.G.S. quadrangle name clearly defining both the APE and the surveyed or monitored area (if different). In order for DAHP to digitally create a shape file for GIS, DAHP needs to recapture the exact surveyed or monitored area (see figures below).
K. Provide a table of known sites within a mile of the project area
L. Attach site form(s) for any known sites located within or adjacent to the project area

IV. Methodology

A. Detail the date(s) of monitoring activities, noting the field and weather conditions
B. List personnel (first and last names) performing the monitoring. The amount of time the Principal Investigator spent in the field must be noted
C. Summarize monitoring methodology
D. Quantify and describe the ground-disturbing activities monitored, including area and depth of ground disturbance, types of equipment used, etc.
E. Include photographs and/or drawings of monitoring activities, including:
F. State of the project area upon arrival and departure of monitoring personnel
G. Representative photographs of different construction/ground-disturbing activities
H. Stratigraphic profiles within excavated areas
I. If applicable, discuss screening protocols and results
J. Describe any artifacts, features, and/or other cultural materials identified during monitoring activities.
 1. Pause work and contact the DAHP to determine whether an archaeological excavation permit will be necessary
 2. If human remains are encountered, follow the protocol in Appendix F
K. Provide a map of the project area illustrating the monitored locations, structures, features, and other pertinent information

Note: If no (additional) archaeological material and/or historic properties are identified during monitoring activities, an extensive Analysis section is not necessary; a brief explanation of the negative results will suffice.

V. Conclusions and Recommendations

A. Summarize the results of the monitoring efforts
B. What are the recommendations, if any, for future archaeological work, property management, and avoidance or mitigation options based on the nature of the undertaking or the significance of the property?
C. If additional monitoring is recommended, provide a figure depicting the area to be monitored. Explain why additional monitoring is necessary, what techniques should be employed to monitor, what resources could be encountered, and protocols in the event of a discovery

HISTORIC PROPERTY SURVEY REPORT GUIDELINES

There are two types of survey for above-ground resources, Reconnaissance and Intensive, and each serves a particular purpose. The field work component is generally the same. Photos are taken and visible building characteristic data is collected. The main difference between the two types of survey is the amount of research required. Please see the section for Historic Property Inventory Forms for specific information about HPI form requirements.

Reconnaissance Survey or Windshield Survey is designed as a first-look at a broad group of historic resources, generally buildings. It is the chosen method when the resources are relatively unknown, to gain an understanding of what is within a particular area. The most important data gathered from this assessment is whether the resources may be archtecturally significant and/or if they retain enough integrity to convey historic significance. Reconnaissance survey is commonly used in the context of establishing the boundaries of a historic district and determing which properties may be contributing. The results of a reconnaissance survey may also identify properties that warrant intensive research. Surveys for compliance projects are usually a little more involved than Reconnaissance surveys in their strictest sense. This is due to the need to reach a decision on National Register eligibility, which may or may not be readily apparent.

Intensive Survey is appropriate when significant properties have already been identified, either during a reconnaissance survey or based on existing information. In addition to the requirements for reconnaissance, Intensive inventory forms should contain thorough physical descriptions and statements of significance, which provide a solid basis for individual, district, or multiple property National Register documentation. A survey report for an intensive survey should contain a thorough historic context of the surveyed area that goes well beyond basic background research.

The outline presented below indicates the organizational format of a professional survey report documenting historic, above-ground resources. The survey report contains information needed by public agencies, DAHP staff, property owners, planners and interested parties to make informed decisions about historic resource management. If the report does not address the elements described below, DAHP reserves the right to return the report to the author or lead agency for additional work. Smaller survey projects may not require the level of detail and analyses proposed below. The surveyor should use their professional judgment to assess the level of detail required in a survey report. An electronic copy of the report including the cover sheet, in PDF format, is required and must be uploaded to Wisaard. Paper copies will not be accepted.

I. Cultural Resources Survey Cover Sheet and Title Page

See the Cultural Resources Survey Cover Sheet in the Appendix to these guidelines. This cover sheet must be completed and integrated with all survey project reports. Be sure to enter the total number of acres surveyed during the project. You can download an electronic (Word) version of the cover sheet on our website.

A. Title Page
   1. Report Title
   2. Principal Investigator, author and organization
   3. Date
   4. Contracting Sponsor, permit number, contract number
   5. Federal or State lead governmental agency

II. Introduction

A. Executive Summary or Abstract
B. Credits and Acknowledgements
C. Table of Contents

D. List of Figures and Tables

E. Project Background

1. Report the location and size (in acres) of the survey area

2. Identify the project proponent, property owner, agency, or compliance action that the survey project is addressing.

3. Acknowledge survey personnel. Indicate project personnel meeting Secretary of the Interior's Professional Qualifications Standards and which tasks these persons performed during the project.

4. Acknowledge other individuals and/or organizations involved in initiating the survey process.

5. If applicable, describe noteworthy circumstances or events that occurred to instigate the survey.

6. If applicable, indicate where copies of the inventory forms and report are located (for example: DAHP, university, library, planning agency, etc.).

III. Research Design

A. Objectives

1. Relate the objectives of the survey project and how resulting data will be put to use.

2. When appropriate, survey project objectives should reference and relate to goals and objectives of the State Historic Preservation Plan. The plan may be downloaded from the DAHP website or obtained by contacting the Department.

B. Survey Methodology

1. Describe and assess archival research materials available including both primary and secondary sources

2. Describe the specific survey method used

3. Describe the field techniques used

4. Identify maps used in the survey process

5. Describe the extent of public participation and project publicity such as public meetings, media coverage, etc.

C. Expectations

1. Discuss expected results of the survey. Expectations should be related in terms of the number, type, and distribution of cultural resources.

D. Delineate Area Surveyed

1. Describe the geographic/jurisdictional/thematic/temporal boundaries of the survey project

2. Include a map(s) of the survey area or APE with all surveyed properties clearly marked

3. If related to a public agency action, be sure to identify and explain.

4. Describe how the APE was established (if an undertaking has numerous alternatives please relate each APE to each alternative)

5. Summarize earlier survey efforts in the vicinity of the survey area noting a sample of properties already listed in national/state/local registers of historic places

E. Integration with Planning Process

When and where appropriate, describe how results or information derived from the survey will be incorporated into appropriate planning processes (for example: DAHP historic preservation planning, local comprehensive planning, federal/state agency planning, property management planning, project planning).

IV. Historical Overview

A. Historical Development

1. Describe the natural setting. Include natural resources that impacted the historical development of the community. Examples include rivers, harbors, fords, passes, minerals, timber, etc.
2. Provide a brief description of local history and pre-history including a summary of Native American habitation and/or use
3. Relate important events and persons that have shaped the course of community development. When appropriate, mention or list architects, engineers, builders, craftsmen, or other designers who had an impact on the community.
4. Address past economic trends and the resulting fluctuations in population and impacts upon cultural resources
5. Mention important sites or structures that played pivotal roles in community life such as public buildings, parks, industrial sites, etc.
6. Discuss how transportation routes affected past and present settlement and land use patterns
7. Be sure not to overlook key 20th century events. Discussion would likely include building booms, the Depression, impact of wars, post-war growth, etc.
8. Analysis

B. Survey Results
1. Summarize the survey experience by conveying general impressions of the community's cultural resources
2. Identify noteworthy properties documented as a result of the survey
Reference or include location maps of these properties in the report
3. Describe the extent to which the survey findings adhere to, or diverge from, initial expectations

C. Development Trends
1. In broad terms, describe emerging local development trends including population growth or decline and planning efforts designed to address related issues
2. Discuss perceived and/or real threats to historic properties. Examples include development; deterioration, alteration or vandalism of historic properties; economic fluctuations; zoning; threats from natural causes; or any other events or circumstances which could have a future impact upon the community's cultural resources.
3. Discussion on development trends may reference major threats or events in the past such as urban renewal, fires, earthquakes, etc.

V. Report Recommendations

A. Preservation Planning Issues
1. Address the need for future survey work
2. Note the presence of potential National Register- eligible properties or districts
3. Comment on the status of local historic preservation activity manifested through various interest groups, a downtown revitalization program, historic preservation commission, etc.
4. Comment upon how results of the survey relate to or impact upon the state's historic preservation planning goals and objectives
5. Comment on how results of the survey relate to or impact upon local planning goals and objectives
6. Discuss or list any research questions that surfaced during the survey process. This should include topics that would help in understanding or evaluating historic properties in the community.

B. Community Historic Preservation Concerns
1. Comment on the opportunity for public education and awareness efforts
2. Assess local comprehensive planning and how it addresses cultural resource protection.

3. Suggest ways in which historic preservation goals may affect, and/or be affected by, other local planning goals, objectives, procedures, regulations, etc.
4. Feel free to raise other issues that should be addressed in light of the survey experience

VI. Appendix

A. Bibliography
1. Provide a full citation of all published sources including author, title, place, publisher, and date
2. Indicate all unpublished sources including names and location
3. Names and addresses of local informants plus names and dates of oral interviews

B. Maps
1. A master map indicating all inventoried sites recorded as a result of the survey process must accompany all DAHP supported survey projects. If of a manageable size, the master site map may be included in the appendices.
2. Include any other maps that are of value in understanding results of the survey project or illustrate points raised in the report

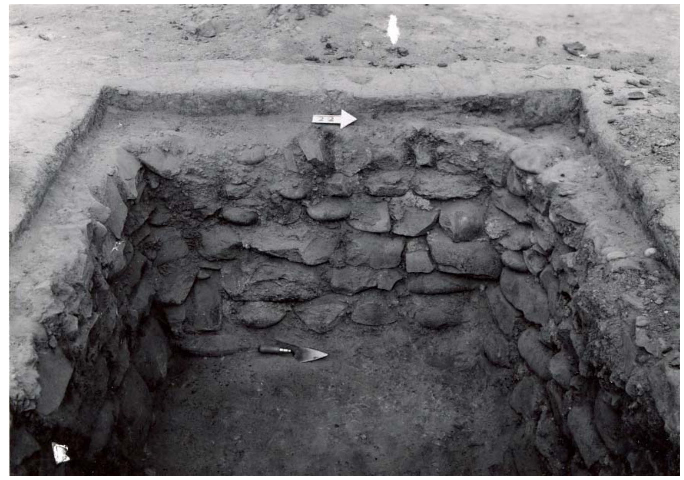
C. Inventory Records
1. Historic HPI form data should be entered into the web-based Wisaard Database. They do not need to be appended as PDF documents for reports submitted to DAHP.

Paper/PDF/emailed forms are not accepted.

In conclusion, each survey project is unique in reflecting the historic resource(s) (and its context) which the inventories aim to illustrate. As a result, authors of the survey project report are encouraged to tailor the document to reflect the unique character of the survey area. Survey projects that cover a county or region with multiple jurisdictions may result in a more complex survey report. In such a situation, the historical overview portion of the report may specifically address important communities within the county or region. However, other sections of the survey report should treat the entire survey area in general terms using specific examples where appropriate.

1. What is the formal definition of an archaeological site?

The definition of an archaeological site, including both pre-contact (prehistoric) and historic period sites, is defined in Washington State Law. Generally an archaeological site is defined as a geographic locality that contains artifacts and or features of human construction. Specific references are found in RCW 27.44 and RCW 27.53 noted below.



RCW 27.53.030 Archaeological Site and Resources Act defines the protected resources as: "Archaeological Site" means a geographic locality in Washington, including but not limited to, submerged and submersible lands and the bed of the sea within the state's jurisdiction, that contains archaeological objects. "Archaeological object" means an object that comprises the physical evidence of an indigenous and subsequent culture including material remains of past human life including monuments, symbols, tools, facilities, and technological by-products.

RCW 27.53.030 also defines "Historic Archaeological Sites" as properties which are listed in or eligible for listing in the Washington State Register of Historic Places (RCW 27.34.220) or the National Register of Historic Places as defined in the National Historic Preservation Act of 1966 (Title 1, Sec. 101, Public Law 89-665; 80 Stat. 915; 16 U.S.C. Sec. 470).

RCW 27.53.040 declares as examples: All sites, objects, structures, artifacts, implements, and locations of prehistoric or archaeological interest, whether previously recorded or still unrecognized, including, but not limited to, those pertaining to prehistoric and historic American

Indian or aboriginal burials, campsites, dwellings, and habitation sites, including rock shelters and caves, their artifacts and implements of culture such as projectile points, arrowheads, skeletal remains, grave goods, basketry, pestles, mauls and grinding stones, knives, scrapers, rock carvings and paintings, and other implements and artifacts of any material that are located in, on, or under the surface of any lands or waters owned by or under the possession, custody, or control of the state of Washington or any county, city, or political subdivision of the state are hereby declared to be archaeological resources.

2. For inventory purposes, what distinguishes an historic property from an archaeological resource?

DAHP considers historic properties to be existing elements of the built environment that include buildings, structures, sites, districts, and objects that date from the contact era. Any historic features that are in ruin (i.e. collapsed structures, foundations, etc.) and that are 50 years of age or older are considered archaeological sites. Such properties must be recorded on Archaeology Site Inventory Form. If the resource in ruin is less than 50 years in age it should not be recorded at all unless it is determined to possess exceptional significance.

For example, If a surveyor needs to record a historic irrigation canal that continues to serve this function, the canal is considered to be a "historic property" and should be recorded on a HPI form. However, using this same example, if the canal structure has been significantly breached or lies only in ruins or disconnected segments, the resource would be considered an historic archaeological site and documented on the Archaeological Site Inventory Form.

For a specific listing of historic site types, how they are classified, and use of DAHP's Archaeology Site Inventory

Form, or the Wisaard Database, please refer to the Site Type Table (Page 22).

3. Will DAHP assign Smithsonian trinomials to cultural landscapes?

DAHP will not assign inventory numbers to cultural landscapes as a class of properties. Those wishing to document cultural landscapes should follow the NPS guidelines and provide the associated properties on the respective DAHP Historic Property Inventory Form or Archaeological Site Inventory Form.

4. Will DAHP reject inventory forms or reports?

DAHP will reject any submitted archaeology site/isolate inventory forms, Traditional Cultural Property templates, historic property inventories, cemetery forms or cultural resource reports, when the information provided is deemed to be incomplete by DAHP reviewers.

DAHP will also return forms that are not submitted on approved DAHP forms. Forms may also be rejected if they are not completed, reviewed and/or approved by a professional meeting the Secretary of Interior's *Qualification Standards* for the relevant discipline or if they contain erroneous or false information.

Note that DAHP will not accept archaeology site or isolate inventory forms for resources that are less than 50 years old. If you have encountered an important archaeological site from the recent past that you would like to inventory, please contact DAHP before proceeding.

DAHP is encouraging the submittal of historic property inventories for resources that are less than 50 years old that have exceptional significance. This program is part of the on-going "Nifty From the Last 50 Initiative", a program developed to encourage the discussion and appreciation of architecture that best represents the last 50 years. If you have identified an important historic property from the recent past that you would like to inventory, please contact DAHP's architectural historian for additional information about the "Nifty From the Last 50 Initiative".

5. How often should inventory forms be updated?

Existing Archaeology Site Inventory forms and Traditional Cultural Property Templates should be updated anytime a site or traditional cultural place is visited by an archaeologist. An Archaeological Site Inventory form update should be a standard part of survey procedures and plans. In instances where the original site form is lacking essential information or where substantive changes have occurred in the majority of site elements (e.g. site boundary changes, considerable ground disturbances, natural disasters, etc.), a fully completed Archaeological Site Inventory form is necessary. However, in other situations, use the Archaeological Site Inventory form and update the sections as necessary. Please be sure to include the site visit date, reporting date, compiler's name, site recorder's information, a site observation narrative, USGS quad map with a clearly delineated site boundary, photos, and any other pertinent information. Similarly, updates to Traditional Cultural Property Templates should follow the same guidelines.

DAHP recommends that existing historic property inventory forms be updated when new information about the property arises or becomes available, or if the data is more than 10 years old. New information that may trigger an update of an existing form should be substantial enough to affect the evaluation of the property in accordance with National Register criteria. For example, if a fire at a residence resulted in repairs using inappropriate materials and designs, these repairs comprise information that should be recorded and included on an updated Wisaard Database entry. Current photographs are required.

In taking steps to update inventory forms on a regular basis, inventory data can maintain its usefulness to those needing to access the information and make the best decision possible. DAHP retains all previously submitted inventory forms for future reference and as a record of the property.

6. What is the cut-off date for historic properties when conducting a survey project for DAHP?

For all survey projects, DAHP recommends that inventory forms be created for all properties within the APE that are 50 years of age and older regardless of their condition or integrity level. However, many large- scale projects in Washington may extend beyond a ten-year time frame. For this reason DAHP recommends that a survey cut-off date of 40 years be implemented in order to identify properties that may reach 50 years of age during the project period.

The preservation of the recent past is quickly becoming an important aspect of preservation activities across the country and DAHP encourages surveyors to be aware of particularly significant resources from the 1960s and even 1970s within their survey areas. While not required, DAHP encourages surveyors to inventory these sites as well. Full coverage of the survey area is fundamental to historic preservation projects which have federal involvement. The survey results become formal legal documentation and identification of historic resources under federal law.

7. What are the specific laws and regulations that protect archaeological resources in the state?

In Washington State several laws protect shipwrecks, archaeological sites, Native American graves, and abandoned historic pioneer cemeteries and graves, regardless of the current state of maintenance. These laws include the Indian Graves and Records Act (RCW 27.44), Archaeological Sites and Resources Act (RCW 27.53), Archaeological Excavation and Removal Permit (WAC 25-48), Abandoned and Historic Cemeteries and Historic Graves (RCW 68.60), Aquatic Lands (RCW 79.90.565), and more recently Archaeological Sites (RCW 42.56.300).

In addition, the State Environmental Policy Act (SEPA), the Shoreline Management Act (SMA), the Forest Practices Act (FPA), and Governor's Executive Order 21-02 require government agencies to consider cultural resources during the environmental review process. For the full text of the various laws visit our website at: www.dahp.wa.gov.

8. What if I find human remains on non-federal and non-tribal land in the state of Washington?

The finding of human skeletal remains must be reported to both the county coroner and local law enforcement in the most expeditious manner possible. If ground disturbing activities encounter human skeletal remains during the course of construction, then all activity must cease that may cause further disturbance to those remains and the area of the find must be secured and protected from further disturbance. Remains should not be touched, moved, or further disturbed.

The county coroner will assume jurisdiction over the human skeletal remains and make a determination of whether those remains are forensic or non-forensic. If the county coroner determines the remains are non-forensic, then they will report that finding to the Department of Archaeology and Historic Preservation (DAHP) who will then take jurisdiction over the remains and report them to any appropriate cemeteries and all affected tribes. The State Physical Anthropologist will make a determination of whether the remains are Indian or not and report that finding to any appropriate cemeteries and the affected tribes. The DAHP will then handle all consultation with the affected parties as to the future preservation, excavation, and disposition of the remains.

9. Will DAHP accept "short reports" and if so what are the requirements?

Yes, DAHP will accept "short reports". Note that the requirements for these reports are the same requirements as outlined above in this document. The only difference will be that the various sections will be smaller/ shorter in nature and in some cases not applicable.

10. Why do reports have to be submitted in PDF format?

PDF is a universal, non-proprietary format that can be viewed using free software that is available on most computers. PDF files will be displayed in our imaging system in color, the text within the document will also be searchable, and the graphics within the document are clearer and easier to read.

11. How long does it take to receive a Smithsonian Trinomial when I submit a site form?

Requests for Smithsonian trinomial numbers are processed within eight business days of receipt. Within that time frame an email notification of the assigned Smithsonian numbers or a request for more information if the Inventory forms are incomplete and/or do not meet the Department of Archaeology and Historic Preservation Reporting Standards and Guidelines will be sent. If DAHP sends a request for more information, the processing timeline will reset once the revised Inventory forms are received.

APPENDIX

Appendix A: Cultural Resources Report Cover Sheet
Appendix B: Submerged Historic Archaeological Resource Form (non-Archaeologist)
Appendix C: Cemetery Inventory Form (Non-Archaeologist)
Appendix D: Sample Supervisory Plan for Archaeological Monitoring
Appendix E: Smithsonian Trinomial Merger Policy and Form
Appendix F: Recommended Inadvertent Human Remains Discovery Language

APPENDIX A
CULTURAL RESOURCES REPORT COVER SHEET

CULTURAL RESOURCES REPORT COVER SHEET

Author: ______

Title of Report: ______

Date of Report: ______

County(ies): ______ Section: ______Township: ______Range: ______E/W

Quad: ______ Acres: ______

PDF of report submitted (REQUIRED) ☐ Yes

Historic Property Inventory Forms to be Approved Online? ☐ Yes ☐ No

Archaeological Site(s)/Isolate(s) Found or Amended? ☐ Yes ☐ No

TCP(s) found? ☐ Yes ☐ No

Replace a draft? ☐ Yes ☐ No

Satisfy a DAHP Archaeological Excavation Permit requirement? ☐ Yes # ______ ☐ No

Were Human Remains Found? ☐ Yes DAHP Case # ______ ☐ No

DAHP Archaeological Site #:

______
______
______
______
______
______
______
______
______

- Submission of PDFs is required.
- Please be sure that any PDF submitted to DAHP has its cover sheet, figures, graphics, appendices, attachments, correspondence, etc., compiled into one single PDF file.
- Please check that the PDF displays correctly when opened.

STATE OF WASHINGTON
SUBMERGED HISTORIC ARCHAEOLOGICAL RESOURCE(S) REGISTRATION FORM

Smithsonian Number:

***County:**

***Date:** ***Compiler:**

Time Received *(To Be Completed By DAHP Staff)*:

Date Received *(To Be Completed By DAHP Staff)*:

SUBMERGED RESOURCE(S) SITE DESIGNATION

Submerged Resource(s) Name:

Field/ Temporary ID:

***Site Type** *(Refer to the DAHP Survey and Inventory Guidelines Page 19)*:

SUBMERGED RESOURCE(S) SITE LOCATION

***USGS Quad Map Name:**

***Legal Description: T** **R** **E/W:** **Section(s):**

Quarter Section(s):

***UTM: Zone** **Easting** **Northing**

Latitude: **Longitude:** **Elevation (ft/m):**

Other Maps: **Type:**

***Location Description** *(General to Specific)*:

Approach *(For Relocation Purposes)*:

THIS REGISTRATION FORM MUST BE SUBMITTED VIA FEDEX OR OTHER DELIVERY SERVICE WHICH RECORDS TIME AND DATE OF DELIVERY.

Mandatory Information for Official Smithsonian Number designation. *Revised 10/2008*

SUBMERGED RESOURCE(S) SITE DESCRIPTION

***Narrative Description:**

Site Type** *(Refer to the DAHP Survey and Inventory Guidelines Page 19):**

***Submerged Resource(s) Site Dimensions**

***Length:** M ***Direction:** x ***Width:** M ***Direction:**

***Method of Horizontal Measurement:**

***Depth:** M *** Method of Vertical Measurement:**

Water Resources *(Type)***:** **Distance:** **Permanence:**

SUBMERGED RESOURCE(S) DESCRIPTION

***Narrative Description:**

Describe the historic archaeological resource sufficiently to identify its historic association and the integrity of its physical remains. Any historic information you have on the resource and the circumstances of its loss will assist the Department in making its evaluation.

***Method of Collection(s):**

Location of Resource** *(Temporary/Permanent):**

SUBMERGED RESOURCE(S) SITE AGE

***Dates:** ***Dating Method:**

SUBMERGED RESOURCE(S) SITE RECORDERS

***Date Recorded:**

***Name:**

***Affiliation:** ***Affiliation Phone Number:**

***Affiliation Address:** ***Affiliation E-mail:**

Date Revisited: **Revisited By:**

SUBMERGED RESOURCE(S) SITE HISTORY

Previous Work *(Done on Submerged Resource(s))*:

LAND OWNERSHIP

***Owner:**

***Address:**

RESEARCH REFERENCES

***Items/Documents Used In Research** *(Specify)*:

USGS MAP
Quad Name:** ***Series:** ***Date:** *INSERT 7.5 MIN USGS MAP ***HIGHLIGHTING SUBMERGED RESOURCE(S) ***LOCATION AND BOUNDARIES***
US COAST AND GEODETIC SURVEY CHART
***Chart Description:** *Attach a copy of the relevant United States Coast and Geodetic Survey Chart indication the location of the resource(s).* *INSERT CHART

PHOTOGRAPH(S)
***Photograph Description(s):**
*INSERT PHOTOGRAPH(S)

CONTINUATION/ ADDENDUM SHEET
Label all additional pages by corresponding headings. *(e.g. Submerged Resource(s) Site Description, Submerged Resource(s) Site History, Research References, etc.)*

This form is to be used by organizations and individuals wishing to record a cemetery with the Department of Archaeology and Historic Preservation under the provisions of RCW 27.34.415. Please note that Professional archaeologists should use a DAHP Archaeological Site Inventory Form. If you have questions about the form, please contact Guy Tasa, State Physical Anthropologist or Lance Wollwage, Assistant State Archaeologist, 1110 Capitol Way South, Suite 30, Olympia, Washington 98501, (360) 586-3534 or (360) 586-3083.

1. PERSON(S) COMPLETING THIS FORM

Name: _____ Organization: _____

Address: _____

City: _____ State: _____ Zip:_____

Telephone: (___)_____ Fax: (___)_____

E-mail: _____

Signature: ____ Date: _____

2. CEMETERY LOCATION INFORMATION

Cemetery Name(s): _____

Street Address (if available): _____

Town (or nearest town): _____ County: _____

Parcel Number(s) (if known): _____

Township: _____ Range: _____ Section(s): _____

Description (size, fencing, gates, visibility from road, landscaping, vegetation, etc.):

____

____

Directions (how to get there):

____

____

Please enclose a copy of the cemetery boundary map and a USGS Quadrangle map or terraserver map clearly outlining the location of the cemetery.

3. CEMETERY OWNERSHIP INFORMATION (if available)

Name: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (___)_____ Fax: (___)_____

E-mail: _____

Please provide as much information as you can about the cemetery:

1. If you have visited the cemetery, what was the date of your last visit? _____
2. If you have a list of individuals and their birth and death dates, please attach the list.
3. How many individuals do you estimate are buried here? _____
4. How many have visible stones/markers? _____
   How many are without stones/markers? _____
5. Please attach photographs, if available.
6. Please include any other information you wish to share, such as marker iconography, architecture, landscaping, cemetery history, etc.

Send the completed form and attachments to:

Department of Archaeology and Historic Preservation
Attn: Guy Tasa, State Physical Anthropologist or
Lance Wollwage Assistant State Archaeologist
1110 Capitol Way South, Suite 30,
Olympia, Washington 98501
Guy.Tasa@dahp.wa.gov
Lance.Wollwage@dahp.wa.gov

APPENDIX D
SAMPLE SUPERVISORY PLAN FOR ARCHAEOLOGICAL MONITORING

Project:
Location:

Monitoring Plan: Submitted February 2, 2010
Name of Archaeological Monitor:
Monitor's Resume: Attachment A

Summary of Monitor's Qualifications:

- At least 5 years of archaeological experience
- Experience in archaeological excavation
- Experience with historical and prehistoric archaeological artifacts and deposits that could be found at the monitoring location
- Experience in archaeological monitoring

Professional Archaeologist(s) who will serve as Monitoring Supervisor(s):

Name, Degree, Position

Supervisory Requirements:

- Monitor will have cell phone and digital camera
- Supervisor will advise the monitor on the previous work conducted and the results with reference to detailed maps of previous finds at the beginning of the field monitoring. Supervisor will visit the project site periodically if the monitoring work continues longer than two full-time weeks. Supervisor will visit the project site if a find is made that needs immediate attention (i.e. potential human remains)
- Monitor will record daily notes on standard monitoring form (Attachment B)
- Monitor will take at least one photograph daily to record the work progress
- Monitor will telephone Monitoring Supervisor daily to describe construction work, monitoring methods, and findings, and to discuss any questions.
- Monitor will send electronic photographs of any finds of artifacts or deposits to supervisor for discussion of treatment measures and decisions. One or more of the Supervisors will be available to visit site on short notice to view finds that are questionable and/or need immediate attention.
- Monitor will submit written notes weekly for Supervisor's review
- Supervisor will review written notes at least weekly and/or during site visits, and will sign each monitoring form

DEPT OF ARCHAEOLOGY + HISTORIC PRESERVATION

Merging of Archaeological Smithsonian Numbers (Site Numbers)

Effective June 16, 2015

Approved by

Allyson Brooks, Director, State Historic Preservation Officer

Purpose

The purpose of this policy is for the Department of Archaeology and Historic Preservation (DAHP) to provide clarity for the merging of archaeological site/Smithsonian numbers.

Smithsonian Numbers represent the unique nationwide identification number of archaeological sites.

A Smithsonian Number consists of the State Number (Washington is 45) followed by the two-letter County Designation (Example: Asotin is AS) followed by the number of the archaeological site recorded consecutively in the County. Attachment 1 lists the Washington Counties and their two-letter Designation.

Archaeological sites are defined as a polygon and represent a distinct geographic locality characterized by the surface and or subsurface distribution of artifacts and or features. (RCW 27.53.030 (3)).

The goal of recording archaeological sites and maintaining an inventory of such sites with designated unique Smithsonian Numbers used is to create an accurate scientific, historical, and cultural record of the human occupancy and use of the land in Washington. (RCW 27.53.020)

Merging of Legacy Data

Existing site numbers should only be merged under the following situations, after concurrence is received from a DAHP archaeologist:

- When the original site form has no clearly established boundaries nor mapped boundaries and the resurvey documents a continuous surface or subsurface scatter of artifacts.
- When the new site form is geographically isomorphic with the existing Smithsonian Number.
- When the new site form has an overlap with the existing Smithsonian Number and thus the new form expands the boundary in any direction.

Merging at Request of Non-DAHP staff

If an archaeologist outside of DAHP requests that two or more existing site numbers or a new and existing site be merged, the following steps must be followed:

- Form Smithsonian Number Merger must be filled out.
- Form Smithsonian Number Merger must be concurred with and signed by the DAHP archaeologist who reviewed the project associated with the merger request.
- Form Smithsonian Number Merger will be appended to the archaeological site forms of the merged sites to create a paper trail of the decision making process.
- Survey, Testing, and Associated Reports will have the NADB annotated

Merging at Request of DAHP staff.

DAHP staff must follow the following steps for merging sites:

- Form Smithsonian Number Merger must be filled out.
- Staff must obtain concurrence from a DAHP staff archaeologist.
- DAHP staff archaeologists cannot sign their own Merger Request Forms.
- Form Smithsonian Number Merger will be appended to the archaeological site forms of the merged sites to create a paper trail of the decision making process.
- Survey, Testing, and Associated Reports will have the NADB annotated.

Smithsonian Number Merger Form

Smithsonian Numbers: ______ ______ ______ ______ **DAHP Log #** ______ **Date:** ______

[Type your name here] **has made a request to merge the above site numbers into the following site number:**

Proposed Final Site Number: ______ [Use the smallest Smithsonian number.]

Reports that contain each site number: ______ ______ ______ ______ [Use NADB numbers.]

Please Describe Reason for Merger(s)

(Be as detailed as possible to avoid having to provide additional information)

Signature ______ *Date* ______

☐ **Concur** ☐ **Do Not Concur**

Explanation

Signature of DAHP Archaeologist ______ *Date* ______

APPENDIX F

RECOMMENDED INADVERTENT HUMAN REMAINS DISCOVERY LANGUAGE

In an effort to standardize language as to be consistent with state law, the Department of Archaeology and Historic Preservation offers the following text relating to the inadvertent discovery of human skeletal remains to be used in the development of inadvertent discovery protocols:

Inadvertent Discovery of Human Skeletal Remains on Non-Federal and Non-Tribal Land in the State of Washington (RCWs 68.50.645, 27.44.055, and 68.60.055)

"If ground disturbing activities encounter human skeletal remains during the course of construction, then all activity will cease that may cause further disturbance to those remains. The area of the find will be secured and protected from further disturbance until the State provides notice to proceed. The finding of human skeletal remains will be reported to the county medical examiner/coroner and local law enforcement in the most expeditious manner possible. The remains will not be touched, moved, or further disturbed. The county medical examiner/coroner will assume jurisdiction over the human skeletal remains and make a determination of whether those remains are forensic or non-forensic. If the county medical examiner/coroner determines the remains are non-forensic, then they will report that finding to the Department of Archaeology and Historic Preservation (DAHP) who will then take jurisdiction over the remains. The DAHP will notify any appropriate cemeteries and all affected tribes of the find. The State Physical Anthropologist will make a determination of whether the remains are Indian or Non-Indian and report that finding to any appropriate cemeteries and the affected tribes. The DAHP will then handle all consultation with the affected parties as to the future preservation, excavation, and disposition of the remains."