

**ARCHAEOLOGICAL RESOURCE MANAGEMENT TRAINING
GUIDELINES FOR GROUND-DISTURBING ACTIVITIES**

Prior to conducting ground-disturbing activities on state lands, refer to these instructions, tables, definitions, and forms for guidance on project review and reporting requirements for archaeological resources.

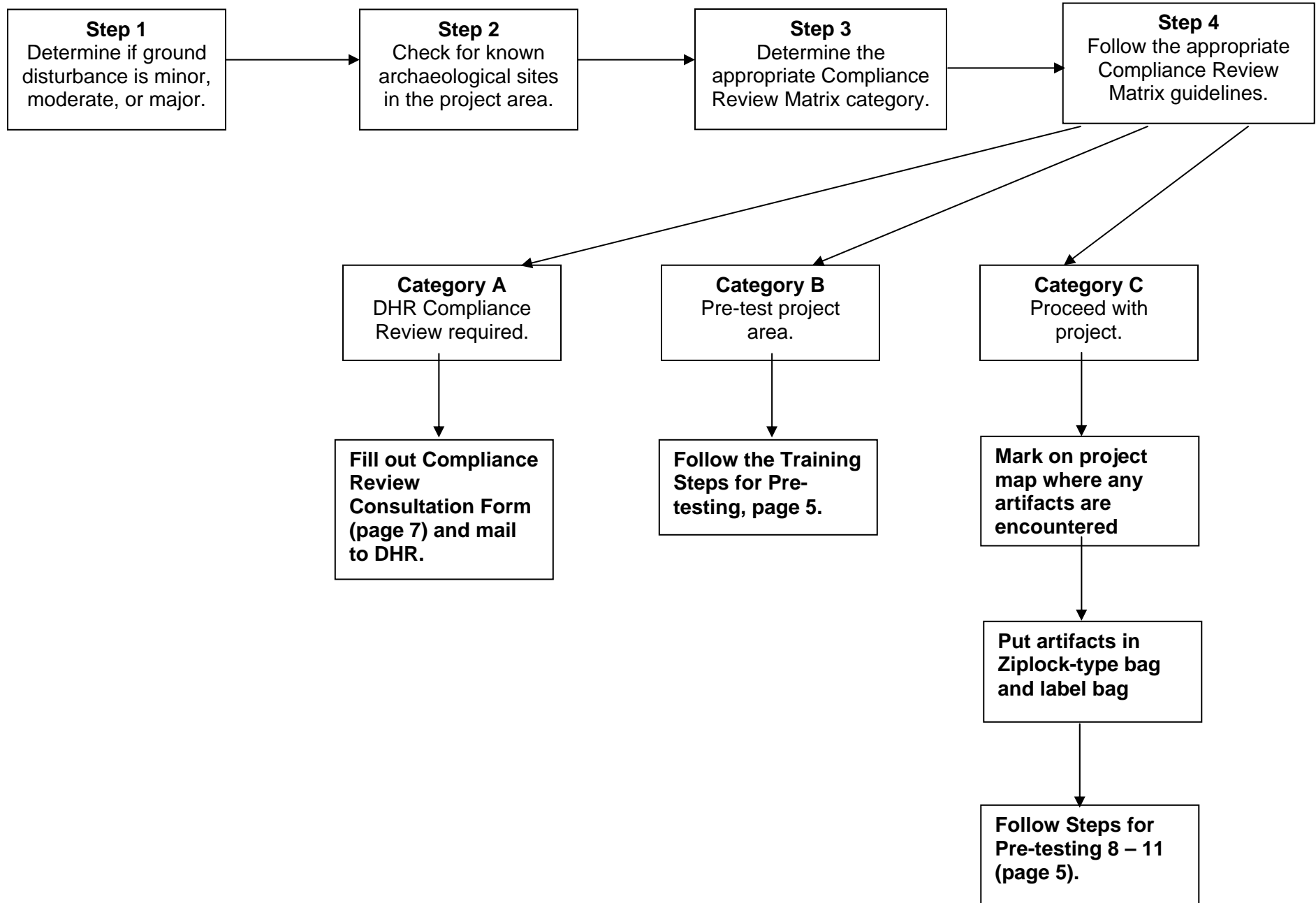
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If you have any questions while going through this process, please contact Andrea White at (850) 245-6325 or Susan Harp at (850) 245-6333.

ARCHAEOLOGICAL RESOURCE MANAGEMENT TRAINING
GUIDELINES FOR GROUND-DISTURBING ACTIVITIES

Flow Chart



Steps for Using the Compliance Review Matrix

1. Identify the type and extent of ground-disturbing activities associated with the project to determine if the disturbance is minor, moderate, or major. Refer to the examples on page 4.
2. Check for the presence of known archaeological sites and whether or not an archaeological survey has been conducted in the project area. Check the following sources:
 - Managed area's management plan
 - Information you obtain completing your course completion assignment for the training course
 - CARL Archaeology Program Cultural Resource Assessment report (if one exists for your managed area)
 - Florida Master Site File. See the "Request for Information" form located in the Florida Site File Information and Forms section of your training manual
 - Personal and local knowledge of site locations
3. Based on information obtained in steps 1 and 2, determine the category in which the project falls on the Compliance Review Matrix (page 3).
4. Follow the corresponding Compliance Review Matrix category guidelines.

Archaeological Resource Management Training Compliance Review Matrix

- Ground disturbing construction projects should be located to avoid known cultural sites whenever possible. Where avoidance of sites is not possible, projects should be designed to avoid or minimize ground disturbance.
- When emergency situations require ground-disturbing activities in order to repair existing equipment or protect the public, ground-disturbing activities may proceed without DHR review. Staff must follow guidelines for "Moderate" or "Minor Disturbances", as appropriate, in "Un-surveyed Areas".
- When existing in-ground equipment must be replaced but only the soil that has previously been disturbed will be affected, DHR review is not required. Follow Category C guidelines.

Extent of Disturbances	Known Sites	Un-Surveyed Areas	Surveyed, No Sites
Major Disturbances	DHR Review Required Category A	DHR Review Required Category A	DHR Review Not Required Category B
Moderate Disturbances	DHR Review Required Category A	DHR Review Not Required Category B	DHR Review Not Required Category B
Minor Disturbances	DHR Review Not Required Category B	DHR Review Not Required Category C	DHR Review Not Required Category C

Category A Guidelines

If the project falls under category "A" on the Compliance Review Matrix, complete a Compliance Review consultation form (page 7). Use the "Minimum Documentation for State and Local Reviews" sheet as a checklist. Please mail the completed form to the address listed at the bottom of the form.

Category B Guidelines

If the project falls under category "B" on the Compliance Review Matrix, proceed with pre-testing as described in "Steps for Pre-testing."

Category C Guidelines

If the project falls under category "C" on the Compliance Review Matrix, the project may proceed as planned. If any artifacts are encountered during project work,

- mark on a map where the artifacts were encountered;
- put artifacts in a ziplock-type bag and label the bag with management area name, project name, date of collection, and recorders' names;
- follow pre-testing steps 8 – 11.

Archaeological Resource Ground-Disturbing Activities Subject to DHR's Compliance Review Program

Note: Activities not listed below but that are similar in nature to other activities within a category should be considered as being in the category.

Note: When unusual activities (unlike those listed below) are proposed, Please consult with Susan Harp (850) 245-6333. FPS staff should contact the Bureau of Natural and Cultural Resources (850) 921-8485 for guidance.

Note: Metal fence posts driven into the ground without excavation or drilling do not require a DHR Compliance Review request.

Minor Disturbances

Bicycle racks	Kiosks on post
Cable burial with blade-type devices	Lifeguard stands
Campsite markers	Lightning arresters
Emergency holes (for safety, accident or emergency repairs)	plantings (shrubbery, seedlings or plugs)
Fireplaces/grills	Plant aeration (auger type)
Flagpoles	Poles for utilities, lights, speakers
Garbage can or recycle bin posts	Prescribed burns (not initial)
Gardening (existing activity)	Road/trail barriers & signs
Horse hitching posts	Roller chopping (light-empty tank posts)

Moderate Disturbances

Boardwalks, catwalks or piers	Playground equipment installation
Decks or platforms	Prescribed burns (initial)**
Docks	Septic tank/drainage (replacement, no enlargement)
Drainage swale maintenance*	Stabilizing existing unpaved roads (not historic roads)*
Equipment racks	Temporary open shelter construction
Fence posts and railings	Tower construction
Fire lane maintenance*	Unpaved road maintenance (disking, harrowing, plowing, etc.)
Garden installation (new areas)	Well drilling (includes catchment basins)
Monument construction	
Parking lot boundary posts	
Picnic shelter/table structures	

Major Disturbances

Animal burials	Sewage treatment plant construction
Bridge construction	Telephone lines (trenched)
Concrete slab installation	Terracing for erosion control
Drainage swale construction*	Tree trunk removal (big trees)
Dredging*	Tree or big plant planting or root ball removal
Foundation repair or stabilization	Trenching
Mobile home installation	Water retention area construction
Public utilities (trenched)	Water/sewer line installation
Septic tank/drain field installation (new or enlargement)	

* Excavated soil is not required to be screened unless stipulated by DHR at a "Known Site".

** Where initial prescribed burns do not require fire lane construction or maintenance, or other ground disturbance, a representative number of holes or project area will not need to be screened in advance. However, following a burn, staff should walk the project area to determine if archaeological sites may be present.

Archaeological Resource Management Steps for Pre-testing

1. Be prepared to use any or all of the following pre-testing equipment:
 - Notebook, pen, camera, copies of field sheets (see page 9)
 - Maps (see below), compass, and/or measuring tapes
 - Shovels, posthole diggers, trowels, dust pans
 - 2' x 2' ¼-inch screen box and stand
 - Ziplock-type bags, indelible markers (sharpies)
2. Have a map of the project area that includes the project plans to use in the field (sample on pg 10).
3. Mark on the map where you plan to dig holes, numbering each test hole in sequence.
 - A representative number of holes should be planned. For linear lines place a shovel test no more than 80 ft apart unless otherwise directed.
4. Make each hole 1.5 feet x 1.5 feet in size. Dig each hole to a depth of 3 feet in the area planned for ground-disturbance.
 - Indicate on map if holes are moved from planned location (due to extensive roots, etc.)
5. Screen excavated soil through a ¼-inch screen, unless DHR recommends otherwise.
- **If artifacts are recovered, stop digging and contact DHR at (850) 245-6333 for further instruction.**
6. Fill out an Archaeological Field Sheet (page 9):
 - a. Fill out a line for each test hole dug (even if no artifacts recovered).
 - b. Indicate for each test hole whether or not artifacts were recovered. If so assign a FS# to the test hole. Also write that number on the corresponding bag of artifacts from the test hole.
 - c. Indicate for each test hole whether or not excavated material was screened.
 - d. Include additional information such as soil color, artifact description, approximate artifact depth, and other information you deem necessary in the comment section.
7. Put artifacts from the same hole in a ziplock-type bag (or bags) and label the artifact bag(s) as follows (do not put artifacts from different holes in the same bag):
 - a. Name of management area and county
 - b. Site Number (if known)
 - c. Project name
 - d. Test hole number (to correspond with the map)
 - e. Recorders' names
 - f. Date of collection
 - g. Number of artifacts
8. If a new site is discovered, fill out a Florida Master Site File Form for that site. See the Florida Site File section of your training manual for assistance.
9. Fill out the "Archaeological Monitoring Results/Letter of Transmission" form (page 11)—**even if no artifacts were found**, or if following Category C guidelines for artifacts encountered.
10. Mail the Letter of Transmission form, field map, Archaeological Field Sheet form(s), site file form(s) (if any), artifacts (if any), and project maps to the address at the bottom of the transmission form.
11. Include a copy of pre-testing records (maps, field sheets, photos, etc.) and site file forms in your management area's permanent files for future reference.

Archaeological Resource Management Training

Definition of Terms

Archaeological Survey means investigation of an area by a qualified archaeologist to determine the presence and significance of archaeological sites. The completion of such surveys does not mean that areas are automatically cleared for construction or other ground-disturbing activities. Archaeological surveys and excavations on state owned, controlled, and sovereignty submerged lands require permits from DHR, Bureau of Archaeological Research. State park lands also require permits from DRP, Bureau of Natural and Cultural Resources.

Artifact means an object produced or modified by human workmanship or activity.

Artifact recorded means identification of artifacts recovered, e.g. bone, pottery, glass, stone, wood, coins, metals, shell, and other materials of possible historic or prehistoric origin. Recording artifacts also includes noting the depth of artifacts encountered, soil conditions, and identifying the location of recovered artifacts on a map, and placing correspondence to a notation on the map.

DHR Compliance Review Request means a written request from a management area, park, forest, district, or central office asking for comments from the DHR regarding activities that may affect cultural resources. Project planning should allow a minimum of 2 to 4 weeks for DHR comment prior to project commencement.

DHR Compliance Review Comment means a written response from the Bureau of Historic Preservation consisting of a notice to proceed with the project with or without stipulated conditions, or an alternative approach to the project to prevent adverse impacts to cultural resources. Comments may also require professional archaeological surveys and reports on survey findings, or monitoring of ground-disturbing activities, or excavations to mitigate impacts.

Emergency situations means unforeseen conditions that result in the unavoidable need for immediate ground-disturbing activity.

Florida Site File/Florida Master Site File means the paper and computer inventory located at DHR of all archaeological and historical sites reported to DHR. Many other sites exist and are unknown or unreported.

Known site means an archaeological site that has been discovered and is, or should be, recorded in the Florida Site File.

Potentially hazardous ordnance means any weapons, ammunition, or other devices that detonate, or cause to detonate any kind of explosives, whether or not such materials may appear to be live.

Pre-testing/Monitoring means screening of representative portion of the area or holes to be disturbed prior to construction. It may also mean examining the ground during construction to detect the presence of archaeological resources. The Bureau of Historic Preservation may require monitoring by a qualified archaeologist or may determine that pre-testing or monitoring by a DHR-certified state employee is appropriate. A DHR-certified state employee is authorized to stop or alter construction on state lands to avoid impacting a discovered site.

Un-surveyed areas means areas not surveyed by archaeologists that meet Rule 1A-32, F.A.C. qualifications.

Surveyed, No Sites means an area surveyed by a qualified archaeologist who has determined that no evidence of archaeological resources has been found. Within these areas, occasionally archaeologists may miss some sites; therefore, any artifacts discovered must be reported.

DHR Compliance Review Consultation Form

(Complete this form and mail to : Ms. Susan Harp, Bureau of Historic Preservation,; Mail Station 8, R. A. Gray Building, 500 S. Bronough Street, Tallahassee, Florida 32399-0250)

District (FPS): _____
Date: _____
Mgt. Area: _____

Contact: _____
Address: _____

Need for project: _____

Nature of Project Activities (Esp. all ground-disturbing activities): _____

Township: _____
Range: _____
Section: _____

Description of Project Area or Historic Building (identify location of nearby structures or landmarks): _____

For a known site, indicate why impact may not be avoided: _____

Florida Site File Numbers of Archaeological or Historic Sites affected: _____

Sites or Structures listed on National Register or designated as National Landmarks? Yes No

Attachments Provided:

Photographs: Yes No Location Map: Yes No

Base Map: Yes No Drawings: Yes No
or

Park Brochure Map: Yes No

Florida Park Service Only:

cc: Bureau of Natural and Cultural Resource, 3900 Commonwealth Boulevard, Mail Station 599, Tallahassee, Florida 32299-3000

**Department of State
Division of Historical Resources**

Minimum Documentation for State and Local Reviews

Division's Involvement – Provide the local law/ordinance that triggered DHR's review of the proposed undertaking

Project Name/Address – Provide the name, address and/or the Tax Parcel identification for the project.

Project Description – Provide a detailed written description of the proposed project, including related activities, which will be carried out in conjunction with the project. For example, the proposed rehabilitation (include specific details) or demolition of a building or structure, or the extent of proposed land clearing or ground disturbing activities.

Project Location – Provide the ¼ Section, Section, Township and Range coordinates from the legal description. Provide a site map(s) with dimensions and/or scale and the total project area acreage.

Location Map(s) – Provide a general project study area/project site location map. Provide an USGS Quadrangle map (to scale – additional enlargements may be included) depiction of the study area and project site. Depict the project study, when available.

Photographs – Provide photograph(s) of the project site if available (no photocopies). Provide aerial photographs (current or past) of the project study area and project site are recommended, when available. If a project does or may involve building(s) or structure(s) 50 years of age or older, photographs must be provided of the exterior and interior (as appropriate). Provide photographs of specific elements of the building(s) affected by the project if applicable. All photographs should be keyed to a project or building sketch plan.

Description of Project Study Area – Describe the present condition of the project study area and a history the past land use activities, i.e., agriculture or silviculture. Describe any manmade improvements in the study area. Provide information on the study area drainage, wetlands, soils, vegetation, etc., information describing the natural environment(s) (biological and geological).

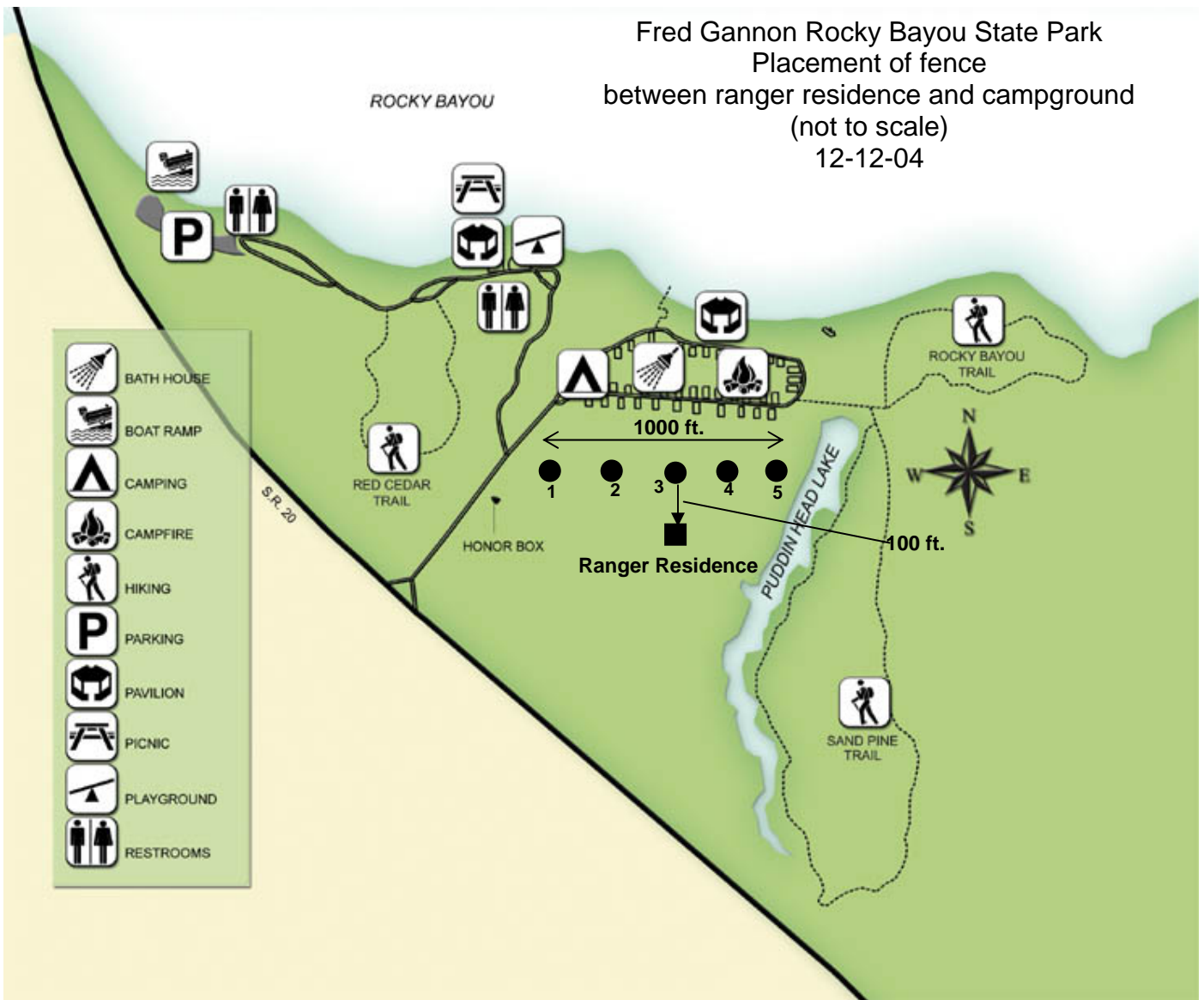
Description of Buildings or Structures – If the project study area includes a building or structure, or the project specifically involves such properties, describe the condition and setting of each. Describe any surrounding buildings or structures (include photographs of such improvements keyed to a map). Indicate the recorded or estimated construction dates for each building or structure.

Recorded Archaeological Sites or Historic Buildings/Structures – Provide the Florida Master Site File number of all such recorded properties in or adjacent to the project study area. Identify any such properties listed on the National Register of Historic Places or determined eligible for listing. Identify such properties as locally designated as landmarks. Identify which such properties may be directly or indirectly affected by proposed project activities. Please contact the Florida Master Site File at (850) 245-6440.

If you have any questions, please contact Compliance Review Section at (850) 245-6333 or (800) 847-7278, or visit our Web site at <http://www.flheritage.com/bhp/compliance/index.html>.

Please submit documentation to: Director, Division of Historical Resources
Attn: Compliance Review Section
R.A. Gray Building, 4th Floor
500 South Bronough Street
Tallahassee, Florida 32399-0250

Example Map Indicating Location of Test Holes



This is a state park base map with hole locations, numbers, and dimensions added. This was done on the computer for example only. This can be done by hand as well.

ARCHAEOLOGICAL MONITORING RESULTS/LETTER OF TRANSMISSION

Date of this form / / _____

Name of Park/Management Area _____ **County** _____

Project Name/Activities _____

Project Undertaken Because of ___ Compliance Review Letter or because of ___ Matrix (check appropriate one)

Archaeological Monitor(s) _____

Large Scale Plans of Site & Project attached? _____ (yes or no)

REQUIRED: Copy of USGS Map (other maps if applicable) indicating precise project location attached _____
USGS Map name & Date

Section, Township, Range _____

Were Artifacts Encountered? ___ Yes ___ No

If yes: 1) DHR notified and permission to proceed obtained? Date and Contact Person _____

2) Florida Master Site File form completed and attached (either an update form or a form for a new site) _____ (yes or no)

3) All artifacts must be transmitted to this agency with the appropriate Archaeological Field Sheet unless other arrangements have been made by contacting BAR Collections & Conservation Lab. Date contacted _____

Description and Dates of Monitoring Activities _____

Methods Employed:

- ___ Pedestrian Survey ___ Shovel Test ___ Posthole
- ___ Local Informant ___ Monitoring Heavy Equipment
- ___ Other (describe) _____

Remarks (use additional sheet if necessary) _____

What to send if no artifacts collected:

- This completed form

Project Maps:

- USGS 7.5" plot of Project area
- Large scale map with test excavations and negative areas of surface collection plotted

What to send if artifacts collected:

- Florida Master Site File form with site plotted on attached USGS map
- Artifacts properly packaged
- Archaeological Field Sheet(s)
- This completed form

Project Maps:

- USGS 7.5" plot of project area
- Large scale map with test excavations and areas of surface collection plotted

Please submit completed form along with project maps, and if applicable, site file form, Letter of Transmission and any artifacts to:

**Susan Harp
Bureau of Historic Preservation
Division of Historical Resources
R. A. Gray Building
500 S. Bronough St
Tallahassee, FL 32399-0250**

Contact numbers: Bureau of Archaeological Research: (850) 245-6444
For project planning/adequacy – Compliance & Review: (850) 245-6333
For questions concerning forms - Florida Master Site File: (850) 245-6440
For artifact questions – Conservation Lab: (850) 245-6444

FOR DHR USE ONLY

____ Accession #
 ____ / ____ / ____ Date Received
 ____ This form copied to BHP
 ____ Receipt sent to Recorder

DIVISION OF HISTORICAL RESOURCES
BUREAU OF ARCHAEOLOGICAL RESEARCH

COLLECTIONS GUIDELINES

MINIMUM REQUIREMENTS FOR B.A.R. ACQUISITION AND ACCESSIONING FOR
ARTIFACTS COLLECTED DURING AN ARCHAEOLOGICAL MONITORING PROJECT.

The guidelines are recommended procedures for turning over artifacts and field notes collected during an archaeological monitoring project conducted on State Lands by a certified monitor. These guidelines are the minimum standards of packing, labeling, and documentation. Better packing standards, fuller documentation, more complete labeling, or any other improvements are always welcome. Please do not hesitate to call B.A.R. and ask collections for advice or clarification (850/245-6444).

Material sent to B.A.R. should be accompanied by a Letter of Transmission the form is available in the ARM training Notebook and from the web sites at:

<http://flheritage.com/archaeology/education/training/arm.cfm>

All material must be accompanied by a Field Specimen log and copies of any relevant field notes, maps and diagrams, or any other documents pertaining to artifacts.

Field Specimen Log

During an archaeological monitoring project, fill out the Archaeological Field Sheet (Page 9). This will also serve as your Field Specimen Log (FS Log). If you collect artifacts from a shovel test, be sure to assign a Field Specimen Number (FS#) to the artifacts and fill the FS# in on the Archaeological Field Sheet. This number should also be written on the bag.

A Field Specimen number (FS#) is a unique numeric identifier usually corresponding to a unique provenience within a site. Usually the FS# is an integer number (1, 2, etc.). Remember that it is important to keep the artifacts from each hole separate. Do not bag all the artifacts together. No single bag may ever contain material from more than 1 site (or isolate locales).

The Archaeological Field Sheet/FS log at a minimum must include the Name of the Management Area, the name of the project, FMSF site number, date, the test hole from which there was artifacts recovered, and the types of artifacts recovered (i.e. 3 pottery, 1 bone, etc.). Other information can be provided in the comment section and/or on the artifact bags. For example the depth at which the artifacts were recovered.

Remember if you have more than 3 artifacts you should stop and call DHR.

BAGS and LABELING:

It is preferred that bags 4 mil (or thicker) polyethylene plastic are used. These are sold retail as 'storage or freezer' thickness bags with a track-system seal.

All bags must be labeled with a permanent ink marker. Please use a bag large enough to contain the information- large amounts of information written in micro script are difficult to read and are at risk of being rubbed off by mechanical abrasion. Please confirm labels are not smeared or otherwise unreadable. Please redo sloppily written labels.

Each bag must be clearly labeled with the name of the Management Area, the county, a Florida site number (you might have to request one if you have discovered a new site), the FS#, the project name, the recorder, the date, and the number of artifacts in the bag.

Example of Bag Label:

Famous State Park	FS#_____
County	
Site number (8LE2545) (if known)	
Project Name (picnic area south)	
Shovel Test #5	
Recorder	
Date	
Number of Artifacts	

Please note the required label information is a bare minimum, and bags may contain as much additional information as needed or desired.

SHIPPING INFORMATION:

Material should be sent to B.A.R. in well-packed boxes. Send all artifacts and documents in a single shipment, unless other arrangements have been established prior to shipment.

Please call ahead so BAR knows it is coming and can notify the sender if it the shipment does not arrive in a timely manner. The B.A.R. mailing address is:

Division of Historical Resources
Bureau of Archaeological Research
ATTENTION: Collections
R.A. Gray Building
500 S. Bronough Street
Tallahassee, FL 32399-0250

Phone: 850/245-6444

If there are any questions about these instructions, please do not hesitate to call for clarification.