SURVEY & INVENTORY STANDARDS

Washington State Standards For Cultural Resource Reporting

DEPARTMENT OF ARCHAEOLOGY & HISTORIC PRESERVATION
Protect the Past, Shape the Future

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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 the hundreds, if not thousands, of years of human activity within the present-day boundaries of Washington.

Chambers Prairie Excavations

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 invaluable 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) retain and manage inventory records of sites in Washington. Records held in the Inventory document "property types" in one of the following general categories: buildings, structures, sites, districts, and objects.

As steward 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. Several staff members devote their full time and energy toward this end. As a result, major progress has been made to place the new records into electronic databases and on-line. The department has been working to transform the Inventory's legacy paper documents into an electronic image. This transformation into a digital format is designed to speed the retrieval of a specific record while at the same time helping to conserve the original documents.

Within the pages of this booklet, DAHP conveys general guidelines, specific requirements, and useful tips about the survey and inventory process. The resulting document is intended to explain survey standards and expectations plus provide direction for preparing and submitting inventory forms (both the **Archaeology Site Inventory Form** and the electronic **Historic Property Inventory Database**) along with the survey reports that accompany them. The document's intended audience includes survey project personnel charged with conducting survey activities, plus those completing inventory forms and writing the survey project reports. Readers should be aware that information in this booklet is guided in large part on National Park Service (NPS) directives as identified in the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, 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. For survey projects tied to federal, state, or local laws, these guidelines provide only technical information about the survey and

inventory process 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 our office 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 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 onto inventory forms) 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, archival 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 petty 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 in identification 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.

In essence, the guidelines contained within this publication are intended to translate the four identification principles as set forth above into specific technical guidance. Keep in mind that DAHP has tailored this guidance to meet the special considerations and practices of the Washington State Inventory of Cultural Resources and its associated databases.

A Word About Nomenclature

With background information of cultural resource identification principles, it is now useful to set some ground rules about historic preservation nomenclature used in this document. Like other highly 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 and more technical than would be encountered in common usage. While useful for communication amongst professionals, these fine distinctions in word usage in historic preservation conversations also may cause confusion amongst persons outside (and sometimes even for persons within) the historic preservation community.

Therefore, 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 is a database that 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 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.

Another important term to discuss is **"historic properties."** Confusion arises with this term 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 what is now Washington state. For the purposes of this document and informal usage, DAHP follows this interpretation and use of the term "historic properties." As a result, existing elements of the built environment that include buildings, structures, sites, districts, and objects dating from the contact era will be referred to as "historic properties" and the Historic Property Inventory Database is used to document these resources.

Confusion over use of the term "historic property" derives from formal NPS definition and usage. In essence, NPS usage 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 dating from after 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.

Before Starting Fieldwork

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, it is wise for survey project personnel to do some planning that will help make actual fieldwork go smoother. Recommended tasks include the following:

1) For Section 106 Actions, Follow Necessary Procedures

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 take into consideration the affect 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 all cultural resources that are 50 years of age or older within a pre-determined project Area of Potential Effect, referred to as the APE. The consultation process also requires, at minimum, contact with the SHPO and tribal governments to obtain comments about the effect of the project on cultural resources. Depending upon circumstances, other interested members of the public should be identified and contacted as well.

The survey and inventory guidelines contained in this booklet are intended to convey DAHP's expectations of the survey and inventory process as it relates to the "identification" stage of the Section 106 consultation process. Please be aware that these guidelines are not intended to serve as Section 106 instructions. For such instruction, good sources of information about 106 procedures may be obtained from the federal Advisory Council on Historic Preservation (ACHP) website at www.achp.gov; this site may also be linked from DAHP's website at www.dahp.wa.gov. However, as the requirement to survey cultural resources is of paramount importance in the Section 106 process (see 36CFR 800.4), policies and guidelines contained within this document should be strictly adhered to when conducting survey and inventory activities and other steps fulfilling 106 procedures. Special note is made to pay close attention to delineating and documenting the project APE (see paragraph 5, below). The federal regulations defining the Section 106 process, 36 CFR Part 800.4, requires 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, but 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 (see guidelines beginning on page 22).

2) Develop a Research Design

Before fieldwork is performed, a statement of objectives, or research design, should be drafted. The research design provides a mechanism for integrating the identification activities and links those activities to 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:

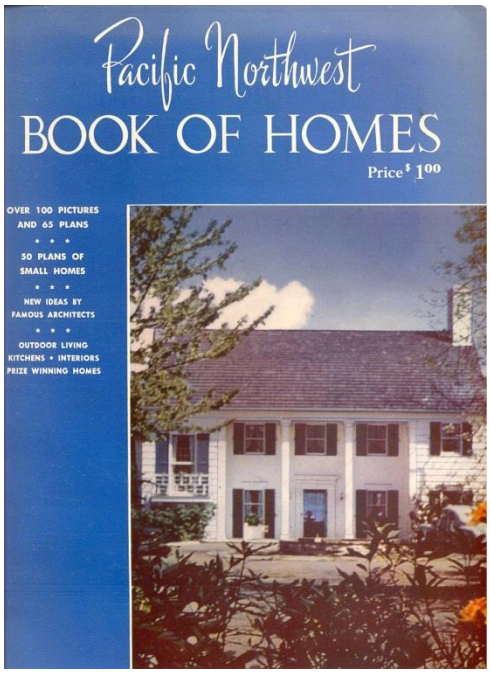
A. Defined objectives about the identification activities. The statement of objectives should refer to current knowledge about the historic contexts or property types in the area based upon background research. It should clearly define the physical extent of the area to be investigated, how the area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

B. Methodology proposed to obtain data. Archival and field survey methods should be carefully explained so that survey report readers can understand how 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.

3) 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.



4) Identify Public Involvement

All historic preservation professionals know that public involvement can be an important (though sometimes complex) element of a cultural resource survey project. Indeed, for agency reviews of land use actions triggered by Section 106 of the NHPA, the federal regulations guiding 106 consultation requires that public involvement be addressed as part of the consultation process. Though required under Section 106 and other public review procedures, public input should be pursued regardless of actual requirements. 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 and goal development stage, project managers and survey personnel should identify the extent and format of public involvement. Survey timelines and budgets should then be adjusted accordingly.

5) Plan the Field Survey Process

Numerous techniques combined with varying levels of applied effort give great flexibility to implementing field surveys. 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 historic property survey projects, field survey work should document:

A. The survey boundaries or “Area of Potential Effect” (APE) for survey projects undertaken in fulfillment of Section 106 consultation.
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 work, be sure to document field methods including number and spacing of transects and subsurface examination procedures. 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 (See Figure 2 for an example of proper survey area documentation).
E. The precise location of identified properties by providing UTM data.
F. Description of identified properties.
G. Information on the integrity, significance and boundary of each property, if possible to obtain during the survey.

6) Establish the 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 area of potential effect (APE). In Section 106 consultation, identification of the APE is a required step and serves, in essence, as the survey boundary. Although for small projects such as the weatherization of a residence, the APE is usually straightforward and would typically be comprised of the parcel boundary. However, for larger more complex projects, the APE must be drawn to include all areas that have any potential to be affected by project planning, construction, and operation. The APE could conceivably 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 almost always change during the course of project planning and construction. Therefore, 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.

7) Evaluate which Inventory Form to Use

Cultural resource survey project personnel typically record data using either an **Archaeology Site Inventory Form** or the **Historic Property Inventory Database**. Samples of both forms plus the less frequently used **Archaeology Isolate Inventory Form** can be found in the Appendices. Keep in mind that in general, DAHP considers archaeological resources to be cultural resources found beneath the ground surface, such as lithic scatters, shell middens, village sites, and building foundations. Archaeology Site Inventory Forms are to be completed in order to document these kinds of resources. The Archaeological Survey Report Guidelines, as found on page 25) should be followed when reporting on related sites.

Similarly, for survey projects that focus on documenting buildings, structures, districts and property types comprising the existing built environment, data should be recorded in the Historic Property Inventory Database, an electronic Microsoft Access database. This electronic database has been designed specifically to standardize the data collection process across the state. More importantly, DAHP developed the Historic Property Inventory Database to facilitate the transfer of data into DAHP's Geographic Information System (GIS) format and to streamline record storage and retrieval. As with archaeological site surveys, historic property surveyors should be familiar with and use the Historic Properties Survey Report Guidelines as found on page 31.

Surveyors often come across situations where it is unclear about 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 Tables (found on page 19) should first be consulted. If still unclear, please contact DAHP staff for specific instruction.

PREPARING THE ARCHAEOLOGY SITE INVENTORY FORM

Archaeological site numbers, termed Smithsonian Trinomials, are assigned to archaeological resources submitted on FINALIZED **Washington State Archaeology Site** or **Isolate Inventory Forms** (see appendix A). DAHP Site and Isolate Inventory forms are available online at http://www.dahp.wa.gov. The form must be completed, reviewed or approved by an individual meeting the Secretary of the Interior's Standards for Historic Preservation as being a professional archaeologist.

To submit an Archaeology Site or Isolate Inventory Form for Smithsonian Trinomial assignment, all mandatory information categories must be completed (these fields are delineated by an asteric). When updating a Site or Isolate Inventory form, please use a Washington State Archaeology Site or Isolate Inventory Form and document any changes under the appropriate fields. Be sure to include a map illustrating the current site boundaries. Please check your form to assure the following information is included with your submission:

1) **UTM Coordinates (Northing/ Easting)**
   - **Define the site area (point, polygon, line) by a single coordinate / list of coordinates.**
   - **Indicate the UTM Zone and Datum used (E.g. UTM, Zone 10, NAD83 feet)**

2) **Legal Description including Quarter Quarter Sections (E.g. T09R04E S21 located in the NW ¼ of the NW ¼ of the SE ¼)**

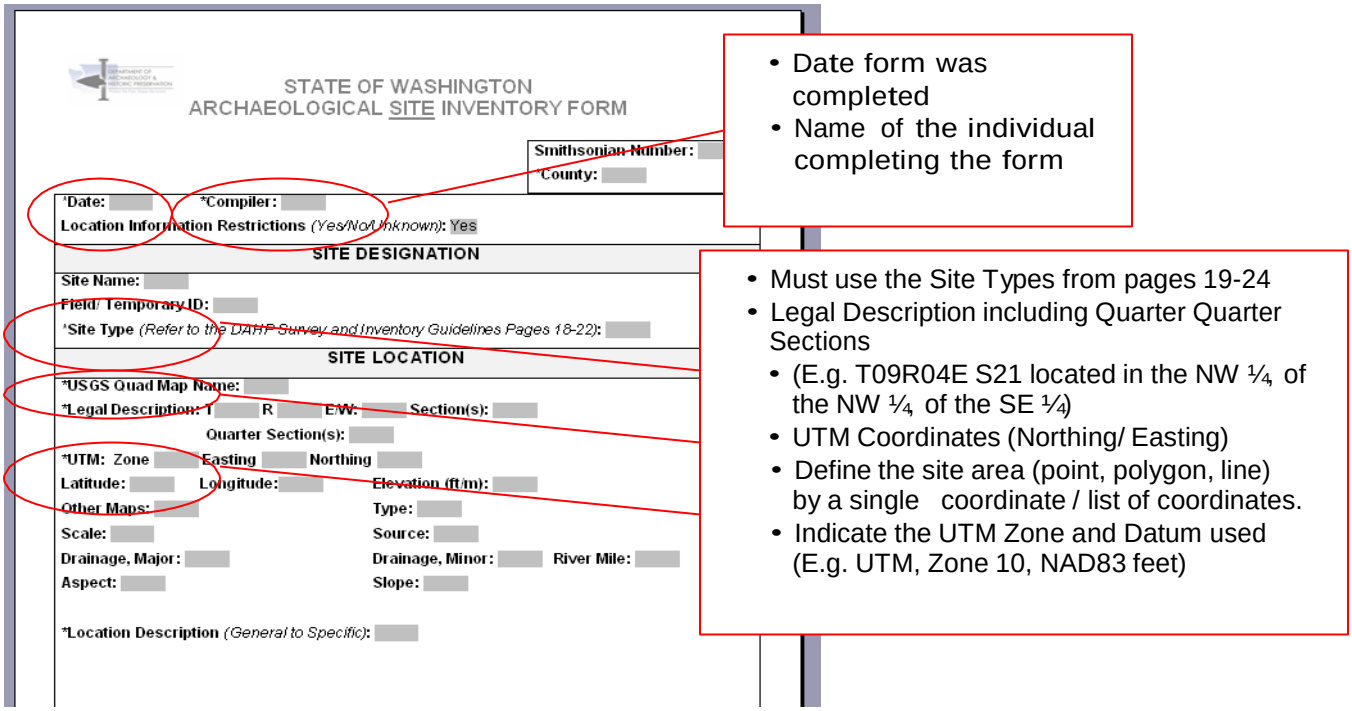


Figure 1. Archaeological Site Inventory Form example.

3) **Site Area (Length x Width x Depth in Meters or Feet, as appropriate)**

4) Site Description

- **Define the Site Type (pre-contact or historic archaeology)**

For a specific listing of archaeological and historic site types, how they are classified and which inventory forms to use, please refer to the Site Type Table on page 19.

5) Dates

- **Including the date recorded and approximate age of the resource**

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 feel you have an important archaeological site from the recent past that you would like to inventory, please contact DAHP before proceeding.

6) A 7.5min USGS Quad map clearly depicting the boundaries of the site location

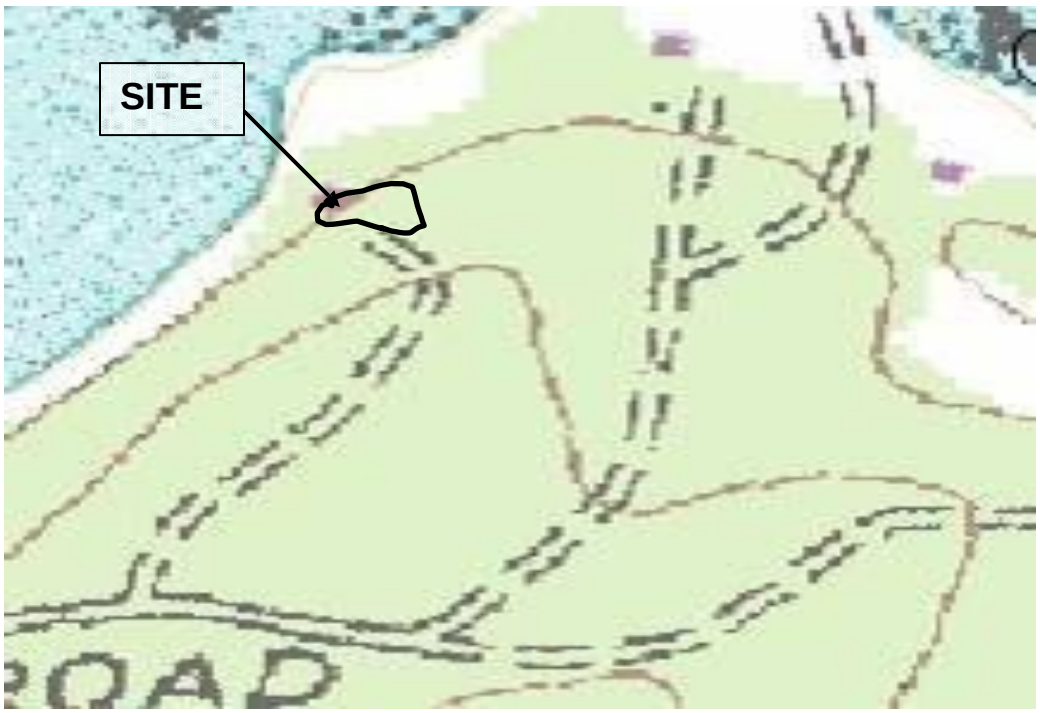


Figure 2. USGS Quad Map showing location of site with boundaries.

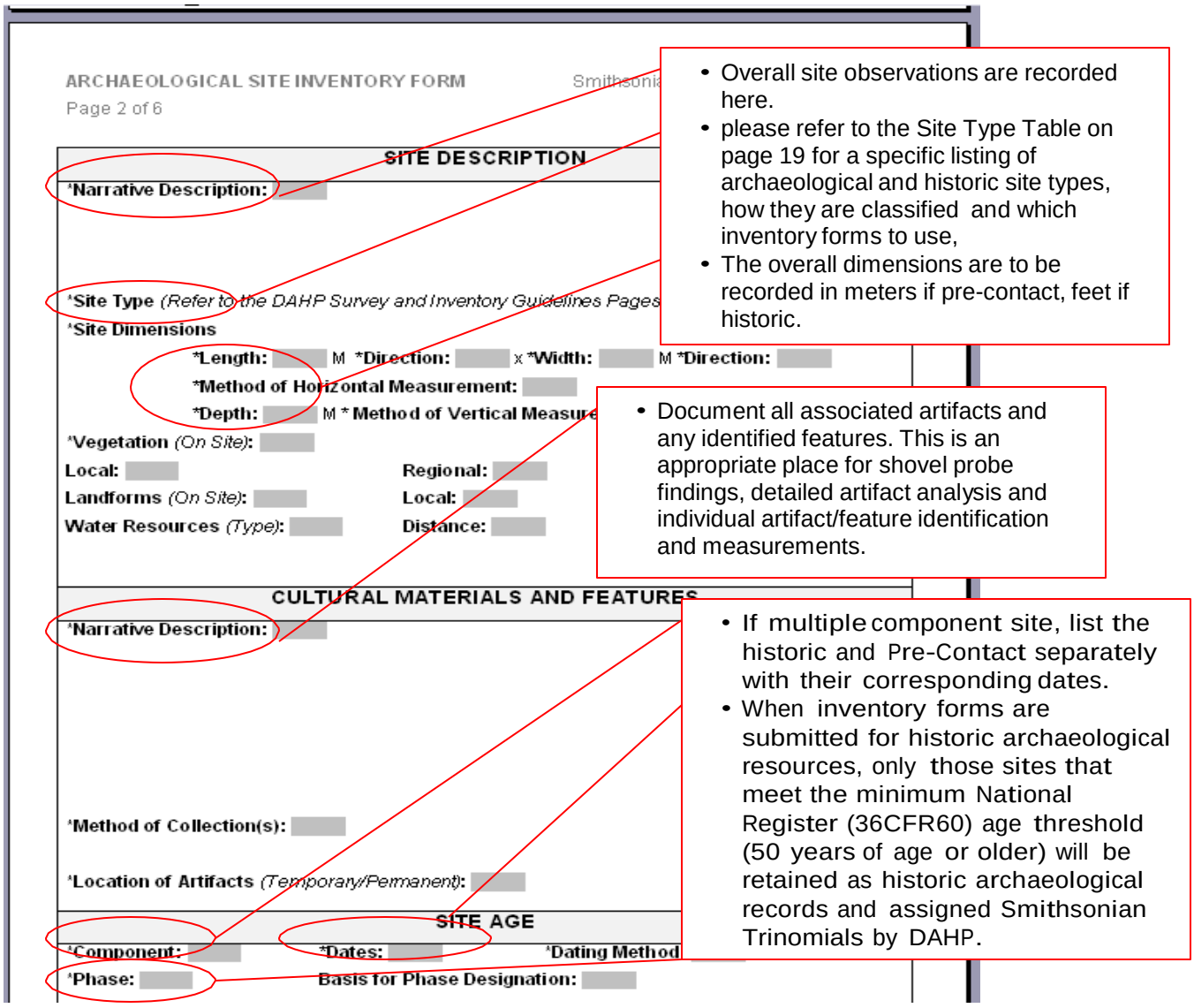


Figure 3. Archaeological Site Inventory Form example continued.

Please note that DAHP will return to the author or project manager, forms not submitted on the Washington State Archaeology Site Inventory Form, Isolate Inventory Form, or a National Register of Historic Places nomination form 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 Standards (36 CFR 61 Appendix A) for the relevant discipline, or if the forms contain erroneous or false information.

PREPARING HISTORIC PROPERTY INVENTORY FORMS

In its effort to enhance efficiency and streamline processes, DAHP is moving much of its program operations to online databases. To this end, inventory forms for historic properties must be submitted to DAHP using the agency's web-based Historic Property Inventory (HPI) database. For all users, the gateway to the HPI database is through the DAHP website http://www.dahp.wa.gov/survey-and-inventory. From this page, an introduction is provided to DAHP's Survey & Inventory Program plus instructions, tutorials, and links to first obtain a SAW (Secure Access Washington) account and then access to the database system itself. Questions about the system can be directed to the Survey & Inventory Program Manager, Megan Duvall at Megan.Duvall@dahp.wa.gov or 360-586-3074.

The extent to which the inventory database is completed will depend upon whether the survey effort will result in detailed documentation of each resource, or a "quick and dirty" look to gain a general understanding of the architectural and historical development of a given area. These two distinct levels of survey effort are classified as either ***intensive*** or ***reconnaissance*** level of survey. Both types have a place, depending on the amount of information to be collected, the time and budget available, and the geographic dispersion of the resources.

Reconnaissance surveys (also called " windshield surveys") are visual or predictive surveys that identify the general distribution, location and nature of historic resources within a given area. A reconnaissance survey of the built environment generally entails the field identification of resources that appear to meet broad survey requirements. Documentation at this level does not exceed property address, photographic information, and observational information on architectural style and features. However, it may be possible to discern if the property appears to be a unique resource based on the observations of the overall survey area. If so, this information should be recorded in the "Statement of Significance" section of the database. Reconnaissance surveys are often conducted to establish the boundaries for intensive surveys to follow.

Reconnaissance surveys literally consist of driving around a community and noting the general distribution of buildings, structures, and neighborhoods representing different architectural styles, periods and modes of construction. Reconnaissance level survey forms must still be completed on the electronic DAHP Historic Property Inventory Database. Because reconnaissance surveys record only observable information, they may not provide sufficient information with which to make determinations of eligibility beyond architectural significance.

A reconnaissance level survey **should** include the following:

- All of the location information including UTMs/ State Plains for each property inventoried
- Surveyor and survey name, but not necessarily the owner information for the property (current and historic)
- The "Resource Status" should at least include "survey/inventory", but if the National, State or Local Register information is not known, that need not be researched
- The current use of the building should be noted since it is observable from the street, although historic use does not necessarily need to be researched
- All observable architectural information should be completed within the database
- The "Description of Physical Appearance" section on the Narrative **must** be completed

- A concise “Statement of Significance” based on the knowledge of the surveyor (usually related to the architecture of the building) **must** be completed
- A Determination of Eligibility (based solely on the architectural qualities of the structure)
- A best guess date of construction
- Digital image(s) of the resource

A reconnaissance level survey **does not need** to include the following:

- National, State or Local Register status
- Ownership information – either historic or current
- The historic use of the property
- The historic or common name of the property (unless its discernable from the street)
- The Study Unit Theme
- The architect/engineer/builder
- An in-depth “Statement of Significance” based on all NR Criteria
- A bibliography (unless sources were consulted by the surveyor)

Intensive level survey and evaluation combines a reconnaissance survey with an evaluation by a trained professional. Intensive survey involves in-depth archival research and field-work to record properties in the survey area. For all types of intensive survey and evaluation projects, the objective is to gather sufficient information to recommend proposed significance or non-significance of the investigated properties and develop historic contexts in terms of National Register of Historic Places listing. An intensive level survey should include the completion of all of the fields on the database and should consist of research on the property beyond what can be noted from the street.

An intensive level survey **should** include all of the information required for a reconnaissance level survey **plus** the following:

- An accurate date of construction based on research
- Historic images if found
- The name of the architect or builder
- A bibliography
- A determination of National Register eligibility by a trained professional
- The historic use of the property
- Ownership information
- Historic or common name of the property
- The Study Unit Theme
- And a thorough, in-depth statement of significance section based on the history of the resource, its context, integrity and eligibility for the National Register of Historic Places criteria.

Based upon the above discussion, the surveyor should consider as a general rule that a historic property inventory form includes all relevant location information, including UTM references, a physical description of the property and a statement of significance, which is specific to the resource that is being inventoried. The form must also include at least one black and white or color digital photograph.

It is important to keep in mind that a complete historic property inventory form is understood to mean that all information pertinent to the surveyed property is accurate and all applicable data fields are entered. A description of the expected information for each data field can be found in the **Historic Property Inventory Database User Manual**. The Manual can be downloaded from DAHP's website or obtained by contacting staff.

Washington Water Power Headquarters, Spokane

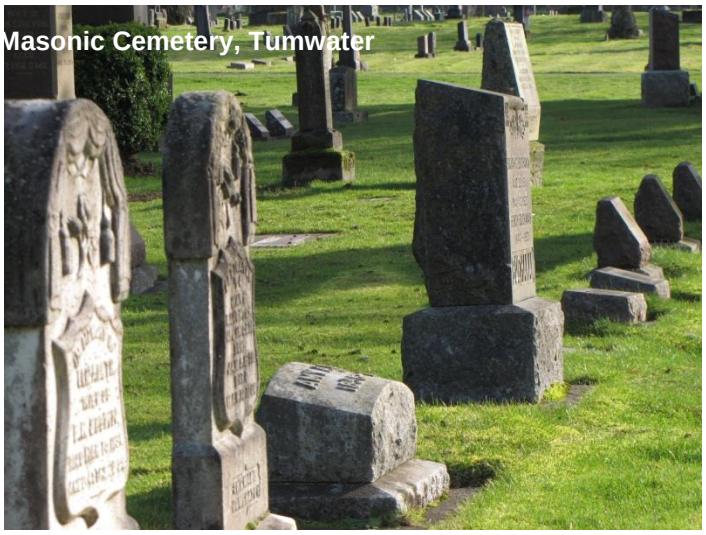
Individual maps or site plans are not required for each inventoried property. Some consultants have elected to scan a map or site plan and then link these to the database record as you would a photograph. This is acceptable and encouraged, but not required. However, if the form is accompanied by a survey report, an overall map(s) of the surveyed area must reside with the survey report itself and need not be individually created for each inventoried site as long as the survey report is cited on each associated inventoried site form.

As with the Archaeology Site Inventory Form, DAHP has adopted a policy that Historic Property Inventory Database submittals will 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 the DAHP to develop and maintain a centralized database and geographic information systems (GIS) spatial layer of all known cemeteries and known sites of burials of human remains in Washington state. The information will be available by confidentiality agreement 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 July 2008, and has created a unique cemetery database and linked it to our archaeological sites database. We are currently populating that database.


Masonic Cemetery, Tumwater

During the same legislative session, the definition of professional archaeologist was modified, and
DAHP can now only accept site forms from professional archaeologists.

However, in order to populate the database and GIS layer, and to remain consistent with the new definition, professional archaeologists should continue to use Archaeological Site Inventory Forms (See Appendix, Page 43) to record all cemeteries regardless of age or condition. All others should use our Cemetery Inventory Form (see Appendix, page 61) regardless of age or condition. These forms can be downloaded from our website.

SITE TYPE TABLES

Three types of inventory forms are used to document cultural resources in the state of Washington. Archaeological site types are recorded onto DAHP's Archaeology Site and Isolate Inventory Forms. Components of the built environment (i.e. buildings and structures) are submitted into the Historic Property Inventory Database. The following table has been generated to provide guidance when it is not entirely clear which inventory form should be used to record data. Below is a list of property types that may be encountered in the field. If questions arise, contact DAHP staff for further guidance.

Remember that a single site may have multiple components – both historic and archaeological, or historic and historic archaeological, etc. More than one site type may be used for a single site. Please select all types that may apply and record each feature on the appropriate inventory form.

Central Service Station, Rosalia

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 at all unless it possesses exceptional significance.

SITE TYPES	**DESCRIPTION**	**INVENTORY FORM**
Archaeology Site – Archaeology Site (two or more artifacts) Inventory Form Isolate – Archaeology Isolate (single artifact) Inventory Form Cemetery – To be used only by non professionals Submerged –To be used for retaining salvage rights on Historic Resources Historic Property– Historic Property Inventory Form		
Pre Contact Camp	Short term occupation site	Archaeology Site
Pre Contact Village	Describes larger sites or cluster of dwellings/ house pits	Archaeology Site
Pre Contact House Pit/ Depression		Archaeology Site
Pre Contact Trail		Archaeology Site
Pre Contact Burial	Buried/ eroding human remains	Archaeology Site
Pre Contact Cairn	Rock pile, cache or suspected burial	Archaeology Site
Historic Cairn/Rock Feature	Rock pile alignment or wall	Archaeology Site
Pre contact shell midden	Matrix of shell/ bone/ FCR/ lithics	Archaeology Site

Pre Contact Fishing Station	Including weirs	Archaeology Site
Pre Contact Lithic Material	Lithic scatter/ quarry/ misc. tool/ debitage	Archaeology Site / Isolate
Pre Contact Isolate	Single artifact- flake, knife, point, pestle, canoe anchor, net sinker, etc.	Isolate
Pre Contact Rock Alignment	Walls, circles, figures and miscellaneous rock features	Archaeology Site
Pre Contact Talus Pit	Hunting blinds, storage pits, cache, depressions	Archaeology Site
Pre Contact Feature	Post molds, hearth, oven, fire cracked rock concentration	Archaeology Site
Pre Contact Cave Site	Greater depth than width	Archaeology Site
Pre Contact Rock Shelter	Shallow overhang/ coverage, greater width than depth	Archaeology Site
Traditional Cultural Property	Traditional cultural property or place	Archaeology Site
Historic and Pre Contact Components	Site contains both pre contact and historic archaeological materials	Archaeology Site
Pre Contact Petroglyph	Pre contact carvings	Archaeology Site
Historic Petroglyph	Historic period graffiti/ carvings	Archaeology Site
Pre Contact Pictograph	Pre contact paintings	Archaeology Site
Historic Pictograph	Historic period graffiti/ paintings	Archaeology Site
Pre Contact Culturally Modified Tree	Pre contact carvings	Archaeology Site
Historic Culturally Modified Tree	Historic period graffiti or carvings, surveyor's marks, signs	Archaeology Site
Submerged Other	Pre contact or historic feature (if greater than 50 years old) located in draw down zone	Archaeology Site / Isolate

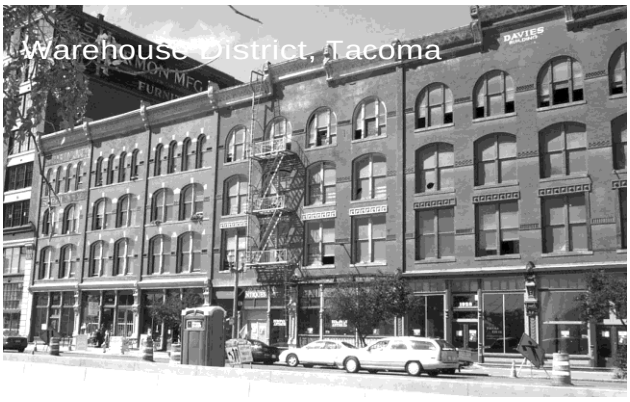
Historic Maritime Properties	Schooners, tugboats, sternwheelers, etc.	Historic Property/ Archaeology Site (if in ruin)
Historic Homestead	(inventory the entire homestead as one site and if necessary, record each archaeological feature and/or historic property as a separate detail)	Historic Property / Archaeology Site (if in ruin)
Historic Agriculture	Designed landscape (shelter belts, orchards) ranch/ farm features (stock pens, corrals, fences, canal or irrigation features)	Historic Property/ Archaeology Site (if in ruin)
Historic Railroad Properties	Segments (intact or missing one or more components), campsites, berms, trestles, tunnels, material dumps and associated structural ruins (if greater than 50 years old)	Archaeology Site
	Intact/ complete tracks, cars, tunnels, bridges, standing shelters and stations	Historic Property
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 as a separate detail)	Archaeology Site
	Open mines, shafts, portals (inventory the entire mine as one site and if necessary, record each archaeological feature and/or historic property as a separate detail)	Historic Property
Historic Logging Properties	Segmented/ structural ruins (mills, flumes, chutes and railroad) logging camps, holdings (if greater than 50 years old)	Archaeology Site
	Free standing/ intact structures (mills, flumes, chutes and railroad)	Historic Property

Cemetery/ Burial		Archaeology Site * see page 18
Historic Bridges	Structural ruins (pilings, abutment, footings) (if greater than 50 years old)	Archaeology Site
	Free standing/ intact bridges and foot bridges (along a trail)	Historic Property
Historic Road(s)	Segments, abandoned roadbeds, puncheon, corduroy and wagon roads (if greater than 50 years old)	Archaeology Site
	Intact/ functioning roads	Historic
Historic Object(s)	Wagon frames, car parts, machinery (farm equipment), etc. (major/ large object or objects) (if greater than 50 years old)	Archaeology Site/ Isolate
	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)	Archaeology Site
Submerged Shipwreck	(if greater than 50 years old)	Archaeology Site
Submerged Aircraft	(if greater than 50 years old)	Archaeology Site
Historic Trail	All	Archaeology Site
Historic Townsite	Site of former town with no extant buildings	Archaeology Site
Historic Isolate	One item- single can, bottle, etc. (if greater than 50 years old)	Isolate
Historic Residential Structure	Includes homes, cellars, garages, sheds, privies	Historic Property/ Archaeology Site (if in ruin)
Historic Structure Unknown	Function unknown, foundation, etc.	Archaeology Site (If in ruin)
Historic Cabin	Forest service cabins, summer homes, recreational	Historic Property/ Archaeology Site (if in ruin)

Historic Commercial Properties	Hotels, motels, gas stations, stores, blacksmith shops, museums, town halls, etc.	Historic Property
Historic Schools	Includes educational buildings	Historic Property
Historic Libraries		Historic Property
Historic Theatres		Historic Property
Historic Lookouts		Historic Property
Historic Fire Stations		Historic Property
Historic Forts		Historic Property
Historic Depression Era Properties	Including CCC, WPA i.e. PWA structures	Historic Property
Historic Military Properties		Historic Property
Historic Federal Properties	Includes parks, post offices, USFS admin properties, border stations/ crossings, courthouses, etc.	Historic Property
Historic Religious Properties	Churches, parsonages & rectories	Historic Property
Historic Hydroelectric	Dams and associated features	Historic Property/ Archaeology Site (if in ruin)
Historic Industrial		Historic Property/ Archaeology 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 archaeological feature and/or historic property as a separate detail)	Historic Property/ Archaeology Site (if in ruin)
Historic Public Works	Water systems, sewer systems, tanks, power transmission features	Historic Property/ Archaeology 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 covering large areas, documenting diverse property types, and affecting complex issues will obviously need 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 toward 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, and interested parties to make informed decisions. The report must be completed, review, and approved by an individual meeting the Secretary of the Interior's Standards for Historic Preservation as being a professional archaeologist. If a report submitted to DAHP lacks this type of documentation, DAHP reviewers reserve the right to return the report to the author or lead agency for additional work. However, DAHP realizes 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 should be unbound and unstapled. Fasten only with clips or rubber bands. Also note that an electronic copy of the report including the cover sheet, is required. Our imaging system will only accept PDF Formats.

I. Cultural Resources Report Cover Sheet and Title Page

See the format and content of the Cultural Resources Survey Cover Sheet in Appendix A to these guidelines. This cover sheet must be completed and attached to all project reports. 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. You can download an electronic version of the cover sheet on our website at: www.dahp.wa.gov.

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 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 0505, 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. (See http://www2.cr.nps.gov/laws/ProfQual83.htm for the professional standards) RCW 27.53.030.
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.
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 shapefile for GIS, DAHP needs to recapture the exact surveyed area (see figure 4).

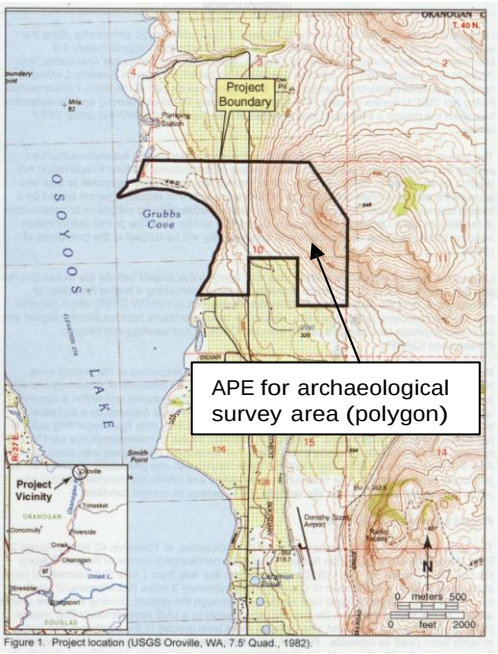
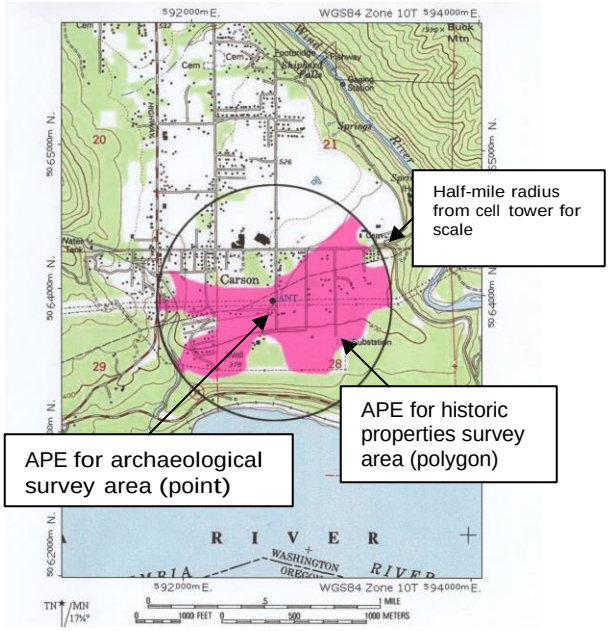


Figure 4. Examples of project survey areas indicating APEs.



III. Environmental & Setting

A. Summary of the environmental setting with an emphasis on current and historical vegetation, geomorphology, regional depositional history, watershed information and natural resources.

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.

V. Literature Review

A. Existing Data and Background Data

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; local historic societies; state and federal agencies with technical information; or Native American Tribes.

VI. Research Design

A. Objectives / Expectations

1. Delineate research goals and questions based on both the environmental and cultural setting. Include hypothesis formulation and testing procedures.
2. Describe the data and methods required to answer research questions. Include sampling strategies.
3. Describe how this study will add to the knowledge base developed through other archaeological inventories in the vicinity of the project area.

B. Field and Laboratory Methodology

1. Describe the proposed inventory methodology.

   This section must include a discussion of the following:

   - proposed archaeological survey methods
   - 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.

   This section should include the proposed interval range for shovel tests, backhoe trenches, auger cores, test units, screen size, etc. Please provide justifications for interval spacing, vertical termination of subsurface tests, and screening protocol.

   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.

2. 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. Survey 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.
E. Include drawings, photographs and descriptions of stratigraphic profiles for all subsurface investigation units. 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 inventory area illustrating the location of all transects, subsurface tests, structures, features and other pertinent information as depicted on Figure 3. The map should display all field methods including transect patterns; positive vs. negative shovel probes, auger points, etc.

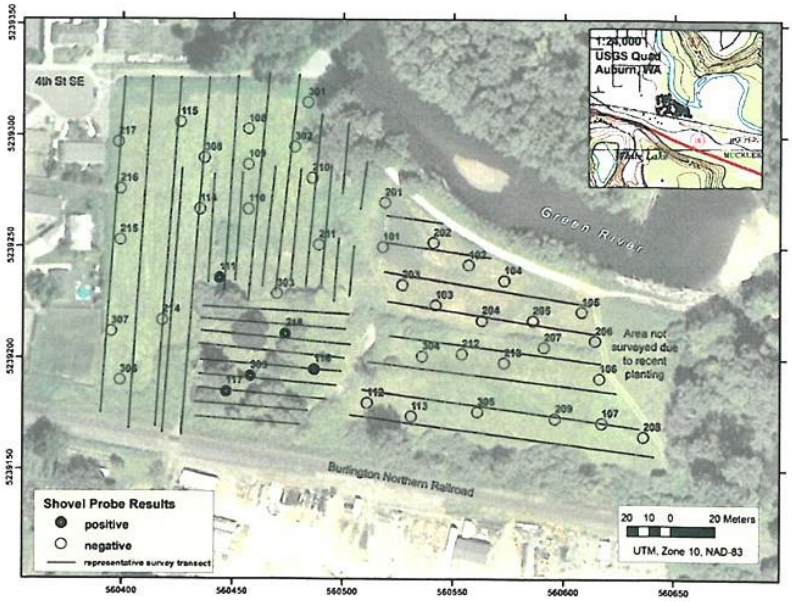


Figure 5: Typical Map showing the location of shovel probes and transects.

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. Provide a description and the results of dating or analysis techniques.
C. 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 of the archaeological deposits. 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. Discuss the eligibility recommendations of each property according to National Park Service standards and evaluate each for the National Register of Historic Places and/or the Washington Heritage Register using the appropriate 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. Include an analysis of the depositional environment for archaeological properties.
4. List persons and entities to whom 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 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. Appendices

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

HISTORIC PROPERTY SURVEY REPORT GUIDELINES

The outline presented below indicates the organizational format of a professional inventory report documenting historic resources, herein defined as cultural resource property types represented in the realm of the existing built environment. This 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. However, DAHP realizes that the size of the survey project is related to the detail required in a report. Smaller survey projects may not require the level of detail and analyses proposed below. In all cases, reports submitted to DAHP should be unbound and unstapled. Fasten only with clips or rubber bands. An electronic copy of the report including the cover sheet, in pdf format is required.

I. Cultural Resources Survey Cover Sheet and Title Page

See the format and content of the Cultural Resources Survey Cover Sheet in Appendix A to these guidelines. This cover sheet must be completed and attached to all survey project reports. Be sure to enter the total number of acres surveyed during the project. You can download an electronic version of the cover sheet on our website at: www.dahp.wa.gov.

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
4. Qualifications Standards, and what tasks these persons performed during the project. (See http://www2.cr.nps.gov/laws/ProfQual83.htm for the professional standards).
5. Acknowledge other individuals and/or organizations involved in initiating the survey process.

6. If applicable, describe noteworthy circumstances or chain of events that occurred to instigate the survey.
7. 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 from 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 (see Figure 4).
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 Processes

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 upon 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 and State 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. Appendices

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 <u>must</u> 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 Forms

1. Attach hard copies of historic property inventory forms.
   Enclose a CD with sites in export text format derived from the Historic Property Inventory Database (Microsoft Access format). Also include on the CD digital photos of sites linked to the database. For more information on sharing database information, see the Database User Manual available at www.DAHP.wa.gov.

In conclusion, each survey project is unique in reflecting the historic resource(s) (and its context) which the inventory forms 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.

FREQUENTLY ASKED QUESTIONS ON THE WASHINGTON STATE INVENTORY OF CULTURAL RESOURCES

1. When are archaeological site numbers assigned?

Archaeological site numbers, termed Smithsonian Trinomials, are assigned to archaeological resources upon the receipt of a completed Washington State Archaeological Site or Isolate Inventory form.

The form must be completed, coauthored or approved by an individual meeting the Secretary of Interior's Standards as being a professional archaeologist (36CFR61 Appendix A) prior to submittal to DAHP. When archaeological site 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 archaeological records and assigned Smithsonian Trinomials by DAHP.

Archaeological site numbers are usually requested by archaeologists two different ways: 1) If a previously unrecorded site is located during a survey, a Smithsonian Trinomial can be obtained by transmitting the site form to DAHP, before the final survey report is submitted. This way, the proper Smithsonian number can be used throughout the text of the final report. 2) A site form for a previously recorded site can be submitted as an appendix in a report.

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

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

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.

3. For inventory purposes, what distinguishes an historic resource 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. 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 in the Historic Property Inventory Database. The Historic Property Inventory Database should also be used if the irrigation canal has been abandoned but conceivably still could function for its intended purpose. 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.

Sarrett House, Port Townsend

For a specific listing of historic site types, how they are classified, and use of DAHP's Archaeology Site Inventory Form, Isolate Inventory Form or the Historic Property Inventory Database, please refer to the Site Type Table (Page 19).

4. Will DAHP give inventory numbers 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 contributing properties on the respective DAHP archaeological site inventory form or historic property inventory form and/or the NPS National Register form.

5. Will DAHP reject inventory forms or reports?

DAHP will reject any submitted archaeology site or isolate inventory forms, historic property inventory forms, 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 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 feel you have an important archaeological site from the recent past that you would like to inventory, please contact DAHP before proceeding.

Lewis & Clark Hotel, Centralia

DAHP is encouraging the submittal of historic property inventory forms 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".

6. How often should inventory forms be updated?

Existing **archaeology site inventory forms** should be updated anytime an archaeological site or traditional cultural place is visited by an archaeologist. A site form update should be a standard part of survey procedures and plans.

DAHP expects existing **historic property inventory forms** to be updated when new information about the property arises or becomes available, or if the form is **more than 10 years old**. New information that would trigger the updating of an existing form should be substantial enough to the point of affecting any evaluation of the property for National Register eligibility. 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 Historic Property Inventory Database entry.

In taking these 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.

If the inventory form is less than 10 years old and the property has not changed, then within your report please provide the name and address of the building, state that it has been previously surveyed, and provide the date and a verification of a previous determination of eligibility by providing either a DAHP Log number and/ or a letter verification with date.

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

For all survey projects, DAHP requires 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. Many large-scale projects in Washington may extend beyond a ten-year time frame. 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.

Paul Kirk Architectural Office, Seattle

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 important 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.

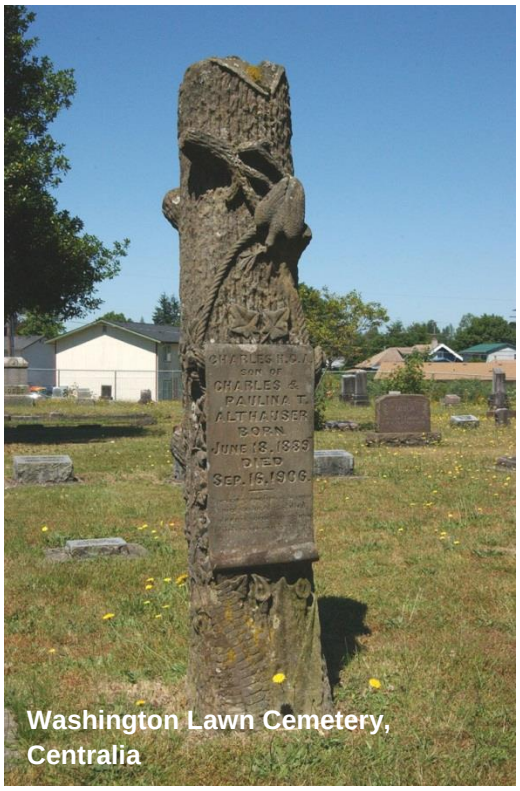
8. What are the specific laws and regulations that protect archaeological resources in the state?

In Washington State several laws protect shipwrecks; archaeological sites; Native American graves; and abandoned, historic pioneer cemeteries and graves, whether or not they are maintained. These include the RCW 27.44 (the Indian Graves and Records Act, RCW 27.53 (the Archaeological Sites and Resources Act), WAC 25-48 (Archaeological Excavation and Removal Permit), RCW 68.60 (Abandoned and Historic Cemeteries and Historic Graves), and RCW 79.90.565 (Aquatic Lands).

In addition, the State Environmental Policy Act (SEPA), the Shoreline Management Act (SMA), the Forest Practices Act (FPA), and GEO 05-05 protects cultural resources during the environmental review process. For the full text of the various laws visit our website at: www.dahp.wa.gov.

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

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. In addition, the finding of human skeletal remains must be reported to the county coroner and local law enforcement in the most expeditious manner possible. The remains should not be touched, moved, or further disturbed.



Washington Lawn Cemetery, Centralia

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 the appropriate cemeteries and affected tribes. 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.

10. 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 different will be that the various sections will be smaller/ shorter in nature and in some cases not applicable.

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

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.

APPENDICES

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.

ARCHAEOLOGICAL INVENTORY FORM EXAMPLES
(Cover sheets)

STATE OF WASHINGTON
ARCHAEOLOGICAL SITE INVENTORY FORM

Smithsonian No.:
***County:**

***Date:** ***Compiler:** **Human Remains?** ☐
Location Information Restrictions *(Yes/No/Unknown)*: **DAHP Case No.:**

SITE DESIGNATION

Site Name:
Field/ Temporary ID:
***Site Type(s)** *(Refer to the DAHP Survey and Inventory Guidelines Page 19)*:

SITE LOCATION

***USGS Quad Map Name(s):**
***Legal Description: T** **R** **E/W:** **Section(s):**
Quarter Section(s):
UTM: Zone **Easting** **Northing**
Latitude: **Longitude:** **Elevation (ft/m):**
Other Maps: **Type:**
Scale: **Source:**
Drainage, Major: **Drainage, Minor:** **River Mile:**
Aspect: **Slope:**

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

***Directions** *(For Relocation Purposes)*:

**Mandatory Information for Official Smithsonian Number designation.* *Revised 7/2011*

STATE OF WASHINGTON
ARCHAEOLOGICAL ISOLATE INVENTORY FORM

Smithsonian No.:
***County:**

***Date:** ***Compiler:** **Human Remains?** ☐ **DAHP Case No.:**

ISOLATE DESIGNATION

Isolate Name:
Field/ Temporary ID:
***Site Type** *(Refer to the DAHP Survey and Inventory Guidelines Pages 19-23)*:

ISOLATE 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:**
Scale: **Source:**
Drainage, Major: **Drainage, Minor:** **River Mile:**
Aspect: **Slope:**

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

***Directions** *(For Relocation Purposes)*:

**Mandatory Information for Official Smithsonian Number designation.* *Revised 2/2010*

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 Pages 18-22)*:

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*

CEMETERY INVENTORY FORM EXAMPLE

(Used for Non-Archaeologists)

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 Stephenie Kramer, Assistant State Archaeologist, 1063 S. Capitol Way, Suite 106, Olympia, Washington 98504-8343, (360) 586-3065.

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):

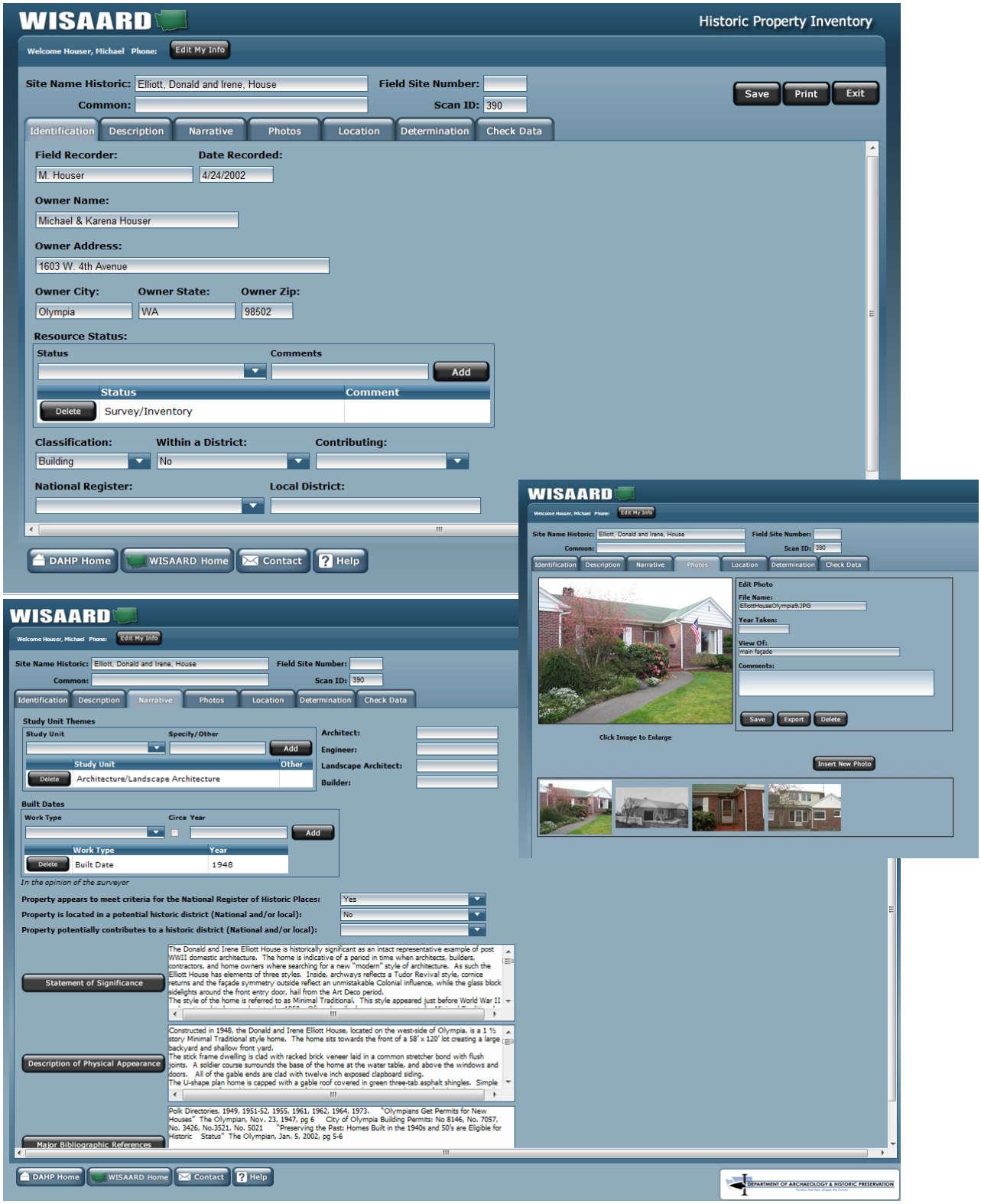
_____

_____

DEPARTMENT OF ARCHAEOLOGY & HISTORIC PRESERVATION

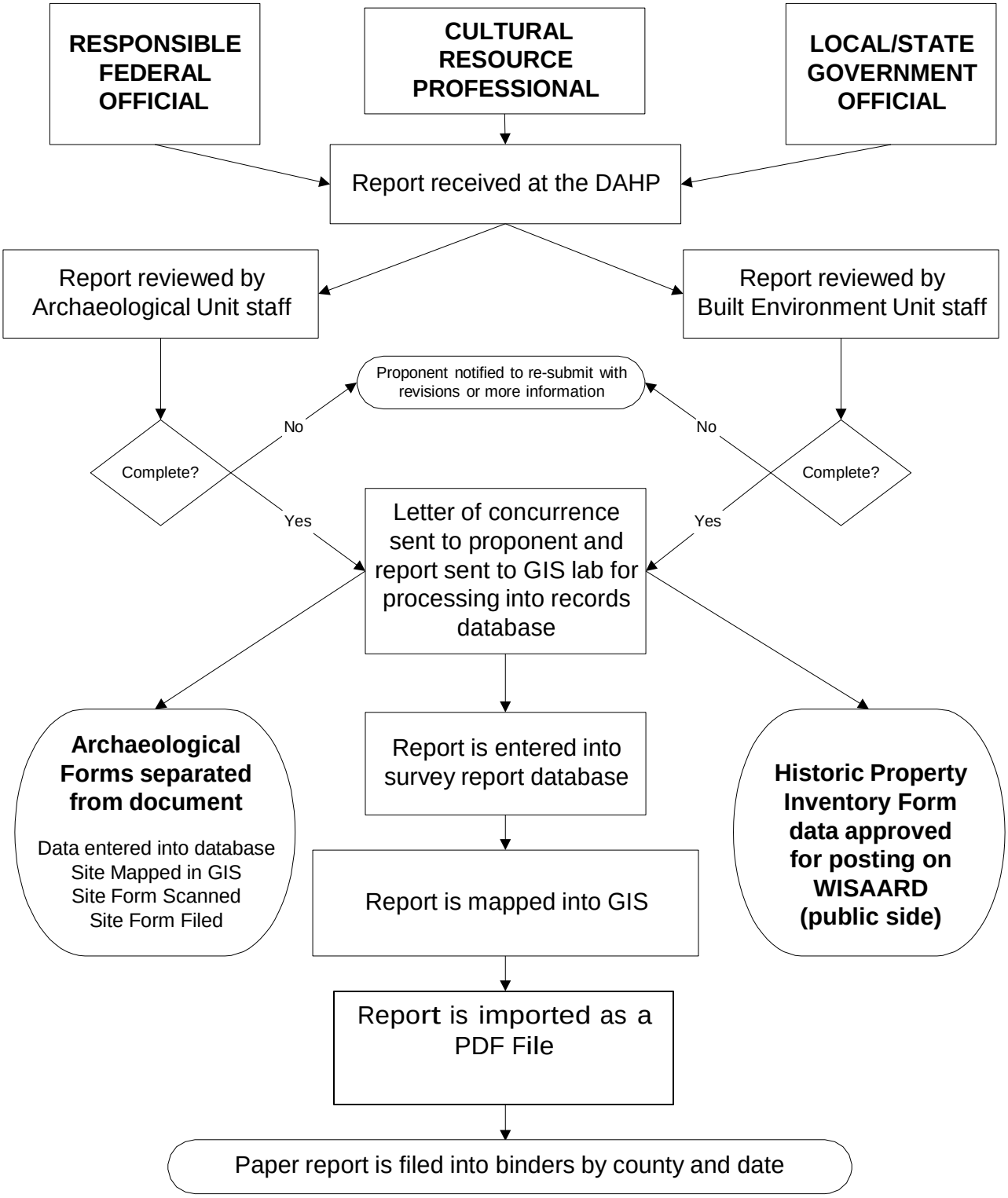
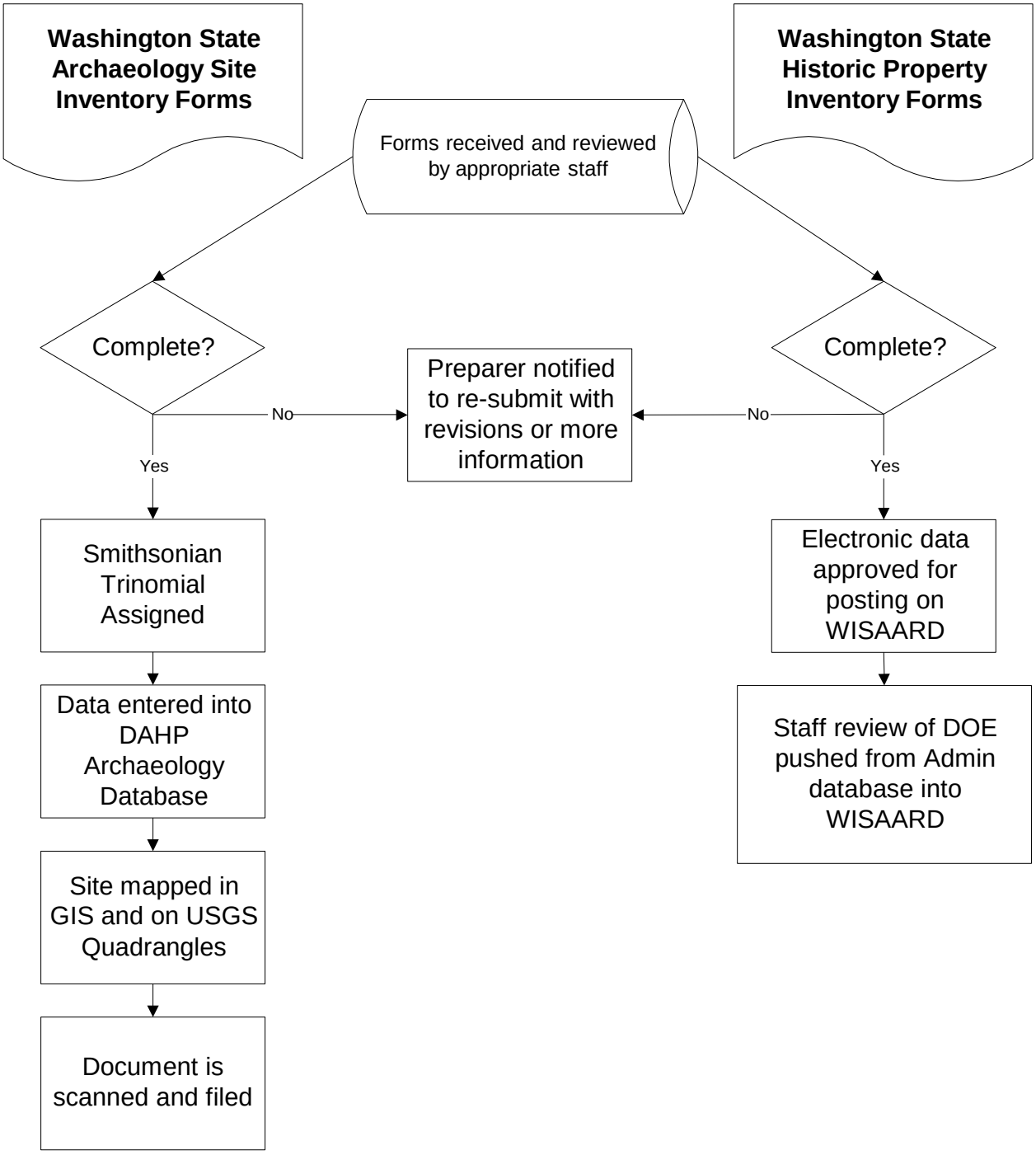
HISTORIC PROPERTY INVENTORY FORM EXAMPLE

From WISAARD On-Line Database



Cultural Resource Survey Report Flowchart:

Review and Compliance Tracking



Cultural Resource Inventory Forms Flowchart: