

**FISCAL YEAR 2013 PROCEDURES AND REPORTING STANDARDS FOR CULTURAL RESOURCE  
CONSULTANTS CONDUCTING CRUP PROJECTS FOR THE  
GRAND JUNCTION AND COLORADO RIVER VALLEY FIELD OFFICES  
BUREAU OF LAND MANAGEMENT**

Effective April 1, 2013, and until further notice, the following procedures and reporting standards will govern the conduct and review of permitted work conducted in the Grand Junction and Colorado River Valley Field Offices (GJFO/CRVFO).

**I. PROCEDURES**

- A. **Pre-fieldwork check-in:** Consultants must schedule a check-in with a GJFO/CRVFO archaeologist to conduct the files search, discuss the scope of the project and the adequacy of the proposed survey, and to obtain a project number. Scheduling the check-in may be done by phone or email. Please allow at least a week's notice for scheduling.
- B. **Files search:** Consultants will either 1) have already been notified to submit a blanket field work authorization to conduct surveys within the GJFO/CRVFO area or 2) will need to submit a fieldwork authorization request for each project. The literature search must include both the OAHF database **and the BLM Field Office cultural resource files**, and a review of the GLO historic maps. GLO historic maps may be accessed online prior to completing a files search at the BLM office, however, proof in the form of a print-out is required at the time of the BLM Field Office file search to show such research. Additional historic literature review may be warranted depending on the files search findings. The files search must review at a minimum the results of previous work **within one mile radius** of the project survey area boundary and serves to provide a background and interpretive context for the appropriate sections of the Inventory Report. Legal location searches on COMPASS that exceed the one mile radius will be accepted.
- C. Before any GJFO/CRVFO gate keys or equipment can be released, a Department of Interior form 104 will be required. A decision as to whether this equipment will be given out will be determined on a case-by-case basis.
- D. Notification of when and where your crews are in the field may be necessary during fire season/emergencies.
- E. **Previously surveyed areas** must be re-surveyed if 1) they were not originally completed to current standard, or 2) they are older than 30 years. There is some flexibility on point 2, depending on the quality of the project, the possibility that the area has been surveyed numerous times with negative results, or for other reasons. Please consult with the BLM archaeologist to clarify areas that need re-survey.
- F. **Specific to project surveys associated with the oil and gas (O&G) industry:** To reduce miscommunication on what areas need a Class III survey and to keep up with any project location changes we are requiring that you ask your client who their BLM O&G contact is, and as part of the pre-field check-in you must talk to that BLM person about the project to confirm the project location and any other issues that may affect the survey before going to the field. This requirement will cover all well-pads, access roads, pipelines (gas, oil, water) and other energy related rights-of-ways or projects. Please contact the appropriate BLM Field Office for the Oil and Gas contact.
  - 1) A minimum of 40 acres will be inventoried for individual well locations, unless otherwise stated. Additionally, large block cultural resource inventory areas may be required for "entire lease or full field development areas based on regional research designs. Areas in which this survey policy has been and can successfully be applied include: (a) development areas with high cultural site density or unusual resource protection requirements; (b) areas in which long-term development or in-fill drilling will continue; (c) areas in which repeated or cumulative impacts may occur; and (d) areas where rapid APD or Sundry Notice approval is an industry priority" (WOIM2003-147).
  - 2) Minimum 200-ft. wide corridor for O&G rights-of-way.
- G. **Post-fieldwork:** After completion of fieldwork, please email a GJFO/CRVFO archaeologist to report on the findings of the fieldwork. After you've reported your results the GJFO/CRVFO archaeologist will

contact SHPO to obtain the OAHP documentation number for the survey or limited results report for inclusion on the written report.

The BLM will provide you with an OAHP documentation number. Please provide the following information in your post-fieldwork email to the GJFO/CRVFO archaeologist:

- 1) County or Counties the project occurred in
- 2) Type of finding (positive or negative)
- 3) Working Title Report
- 4) The BLM GJFO/CRVFO CRIR number assigned to the project.

## II. RECORDING STANDARDS

### A. Site/Isolate Distinction

The BLM Cultural Resources Handbook (Revised Oct. 1, 2007) identifies the definitions for site and isolate to diminish the arbitrary aspect of past criteria (e.g., 5 flakes define an isolate, six flakes define a site) and, instead, place reliance on the professional judgment of the consultant. The following is the criteria for recording cultural resources in the GJFO/CRVFO:

- 1) A *site* is the locus of previous (50 year age minimum) human activity at which the preponderance of evidence suggests either one-time diagnostically interpretable use or repeated use over time, or multiple classes of activities. For example: a) Isolated thermal features such as hearths are to be designated as sites, even though they may represent a single event, due to the interpretable function of such utilization and the potential for chronometric and economic data recovery; b) Single element rock art panels are to be designated as sites due to the interpretable nature of such an event and the potential diagnostic value of the motif; c) Isolated human burials; or d) Loci exhibiting ground stone and flaked stone in association.
- 2) An *isolate* refers to one or more culturally modified objects not found in the context of a *site* as defined above. Note that this definition makes no reference to an absolute quantitative standard for the site/isolate distinction. For example: a) A discrete concentration of flakes from the same material regardless of the number of artifacts present likely represents a single, random event and is properly designated as an isolate, or b) A ceramic pot bust regardless of the number of sherds that remain.
- 3) All wickiups, platforms, brush fences, or other similar aboriginal wooden or brush structures will require an Aboriginal Wooden Structure Component Form for each structure in addition to the OAHP Prehistoric Component Form. These can be found at [dargnet.org](http://dargnet.org).
- 4) Certain geographic areas of the GJFO/CRVFO may warrant special consideration to address what could be considered a landscape of human activity. For example, some areas may exhibit a sparse but continuous presence of lithic debitage, others may have a number of isolated but related historic features (50 yr. +). Rote recordation of these will result in a meaningless plethora of IF forms. When such circumstances arise, it is required for the consultant to devise, in consultation with the GJFO/CRVFO archaeologist, alternatives to standard recording procedures prior to the completion of fieldwork.
- 5) If there is *any* uncertainty regarding the site/isolate distinction, or uncertainty about areas to be surveyed, the consultant must contact the GJFO/CRVFO archaeologist to discuss the salient issues prior to completing OAHP forms and assigning Smithsonian numbers. Final decision is the GJFO/CRVFO Archaeologist's responsibility. The Field Office may discuss any variance from state procedure with the SHPO as needed. Additionally, if a site is discovered within the APE but the site boundary extends outside the APE, the entire site should be recorded.
- 6) **Collection** of the following is expected in the Field Office and permitted under the consultant's Cultural Resource Use Permit: 1) **Obsidian** – contractors are expected to collect a representative sample of obsidian debitage or tools located during survey for sourcing. 2) **All ceramics** – Native American ceramics are unusual in our area. Therefore, if ceramics are encountered, the field office archaeologist should be contacted to discuss collection options. 3) **Complete diagnostic points** – the Field Office is increasingly seeing less points due to unauthorized collection. Consultants are expected to collect complete points that can provide seriation and metric information to help researchers better understand the typologies in the area. 4) **Diagnostic artifacts, trade items, and unusual items** should be collected if the project could damage,

destroy, or put the artifact in danger of being collected. These types of artifacts will either be photographed or illustrated as fine line drawings in the report and appropriate OAHP form. All photographs and illustrations will have an appropriate scale. Reports should have a section that details the items collected during the project so that the archaeologists know what is being curated at the Museum of Western Colorado annually. If artifacts are collected from your project, include a table and paragraph discussing the items collected and their associated numbers (Field Specimen numbers for multiple collections from a single site are required-in the report).

- a. Collection is not permitted on **private land** unless otherwise authorized by the private landowner in a written agreement.
- B. Please check with OAHP and use the most current OAHP forms for sites and isolated finds will be used. Do not change the format of the OAHP forms. It is preferred that all fields be completed, even if the field is not applicable (use "N/A" or "none"). Fields can be compressed or expanded as needed (e.g. rows in the artifact tables in the historic component form).
- C. A photograph with a scale included is required for every recorded feature in addition to at least one site overview photo with horizon. Additionally, natural or human caused disturbances or vandalism specifically identified in the site form should be documented through photographs. Adequate photography documentation is very important in ARPA cases.

### III. REPORTING STANDARDS

- A. Unless otherwise stated in a contract Statement of Work, all survey reports must be received by the GJFO/CRVFO within 30 days following the completion of fieldwork.
  - 1) Extensions may be granted for large surveys with complex findings. However, in such cases, a preliminary report of the results with identification of the findings, the NRHP evaluation for each site, and a project level site location map and a site sketch map of each site (copy of field map) must be received within the 30-day period. The due date for site forms and the final report will be negotiated on a case-by-case basis.
- B. Legal Locations/Maps
  - 1) Accurate legal and UTM locations will be required for each cultural resource on the appropriate form. ***No site location or detailed descriptions of site localities will be presented anywhere in the report narrative.*** It is preferred that the SE corner and east section line will be used as an anchor for obtaining legal locations. If another corner is used, it must be reference on the site/IF form.
  - 2) All site plan maps will be drawn to scale and will include, at a minimum: datum, identified tools, features, topography, proposed disturbances, and any recent disturbance or intrusions to the site. Disturbance or intrusions including but are not limited to: previous mechanical disturbance or vegetation manipulation, trash dumping, artifact collect piles, unauthorized excavation, off road vehicle activity, cattle trampling, trailing, or erosion. Each map key will relate specifically to each site plan map.
  - 3) Only 8.5 by 11 inch maps will be accepted in the report and site forms (no folded large-scale maps), unless in extreme cases. For complex sites that require large-scale maps, one 8.5 by 11 inch overview map with additional, detailed inset maps are suggested as an alternative to one large map.
  - 4) Please include the CRIR and OAHP project numbers in addition to any relevant data (e.g. site number, date, etc.) in the title of the map.
- C. Interpretive Considerations
  - 1) The Colorado Historic and Prehistoric context documents were designed to provide an overview of large regions of the state as an aid to the interpretation of cultural resources. As such, they adequately provide a general framework of inquiry. More detailed discussion of context should take into consideration previous work in the project area.
  - 2) For surveys that record sites which result in a Positive Findings CRIR:
    - a. Briefly summarize the cultural history from the relevant Colorado contexts
    - b. Discuss the findings of previous work from the literature review, describe the expected results based on the context and previous work, and include the previous finds results in the report via narrative or table.

- c. Summarize how the current survey results relate to the context, previous findings, and expected results, remembering that the discussion of results in the gray literature should be used by the next CRIR in the area and in future contexts.

Large scale inventory projects, Class I overviews, testing, and data recovery require more discussion. Consultants are encouraged to use the results of their work to either defend or challenge models, constructs, or facts that have been presented in other previous published projects or contexts.

#### D. Report Editing

##### 1) General Report requirements

- a. Consultants are required to use the *OAHP Colorado Cultural Resource Survey Manual* to verify the completeness of their reports prior to submitting draft reports to the BLM for review.
- b. Include the assigned BLM GJFO/CRVFO CRIR number (assigned with the fieldwork authorization) and the OAHP document number in the **title** of the report and the upper right header of site forms, maps and IFs.

##### 2) **Draft Report** requirements

- a. One unbound copy (stapled is fine) or an electronic version (preferred) of the draft Cultural Resource Inventory Report (CRIR)
- b. One stapled copy or an electronic version (preferred) of the site/IF forms
- c. One CD or e-mail (preferred) containing survey area and site and/or IF boundaries GIS shapefiles should be submitted unless otherwise requested. This information will be reviewed by the GJFO/CRVFO archaeologists and must contain the attribute and metadata information as required by SHPO in the attached *BLM GJFO/CRVFO GIS Digitization and Data Standards*
- d. These documents must have final versions of the maps and tables, and photocopies of any photographs as they will appear in the final report and forms.
- e. Correction of minor errors will be handled informally at the discretion of the BLM reviewer. Reports with major errors will be returned. Errors continue to occur when consultants fail to carefully review the report and supporting documents. The use of “boiler-plate” reports or forms that neglect to adequately address the changes in the environmental or cultural contexts from project to project is considered a major error. Other major flaws are: failure to follow OAHP procedures, recording and reporting standards, errors in location information, maps not at a scale of 1:24,000, lack of logical follow through with site evaluations and recommendations, failure to identify the specific criterion for eligibility, or continual spelling and grammatical errors that make the report difficult to read (not to be confused with style). Repeated failure to perform to standards will result in a letter to the Colorado State Office to document failure to meet this condition of the Cultural Resource Use Permit and, if the BLM has funded the project, a letter will also be sent to the Contracting Officer to serve as documentation of past performance in the consideration of future contract awards.

##### 2) **Final Report** Requirements

- a. After the GJFO/CRVFO review, please provide the requested corrections to finalize the report.
- b. Submit two copies of the final report and forms (double-sided is highly preferred, except the 1:24,000 maps which should remain single sided) and one final shapefile CD with survey and site/IF location.
- c. At the OAHP suggestion we are now requiring consultants to send a CD with the **PDF files of the survey report and site/IF documents**. These files will ultimately be utilized by SHPO to place the electronic documents on to the Compass database for easier retrieval by authorized cultural resource professionals.

# BLM GJFO/CRVFO GIS Digitization and Data Standards

April 2013

**BLM GJFO/CRVFO CD Metadata Information:**

When submitting your shapefile information CD to the BLM, please include a text document (.txt, .doc, .docx) on the CD with the following metadata information presented in the table format below. This allows BLM and SHPO to link the CD to the appropriate sites and projects.

<i>Topic</i>	<i>Description</i>
Project Title	Project title
Company or Agency	The proponent or company that the survey/site work was done for.
Data creator	Company, agency, or other organization that created the data in the dataset.
Date created	Date on which the dataset was finalized.
Associated Identifying numbers	A list of identifying numbers associated with this dataset. This should include your internal organization project number, and associated Smithsonian site and isolated find numbers. The purpose is to lead the user to appropriate paper records.
BLM CRIR Number	BLM number assigned to project (contact GJFO/CRVFO archaeologist for number)
SHPO Doc. number	SHPO document number assigned to project (contact GJFO/CRVFO archaeologist for number).
Methods, data processing description	Methods and data processing techniques used to create the data. A brief description will suffice. This topic can include the field procedures, equipment, and protocols used for collecting spatial data. For GPS data collection, this could include receiver make and model, PDOP cutoff, etc. GIS/Mapping software, post-field processing, aggregation, digitization, and smoothing may be described in this section.
Responsible party and point of contact in creating organization	The name(s), title, and contact information of a person in the data-creating organization who is familiar with the data and responsible for its quality.
Coordinate system, units, and datum of data	This topic must cover the coordinate system and datum in which the data are conveyed (not necessarily the coordinate system in which the data was created – this might be covered in the “Methods” section of the metadata document, including conversion from the source coordinate system to the conveyed coordinate system).

**BLM GJFO/CRVFO Data Information:**

- GIS data on the CD must be submitted in the form of shapefiles (.shp). Consultants do not need to use a specific GIS software program to create shapefiles, and many free options are available (DNR Garmin Application etc) to convert GPS receiver information to shapefiles. If a consultant does not have the ability to create or digitize shapefiles, they are responsible for obtaining them either from their company’s GIS specialists or from another firm or company that currently holds a BLM Colorado Cultural Resource Use Permit. This ensures the protection of sensitive cultural resource data.

**BLM GJFO/CRVFO GIS Digitization Standards for Sites and Isolated Finds**

- Projection information must be in the following formats: UTM Zone 12N or 13N as appropriate and datum NAD 83
- **All sites and isolated finds must be represented as polygons.** We prefer that isolated finds and sites are collected in the field as polygons and will maintain the shape of the polygon in both the BLM and SHPO databases. In the cases where only a point is taken for an isolated find, the following buffer in Table 1 should

be added:

- Tolerance for IF buffer (Table 1):

Size of the Site (Acres)	Buffer Tolerance	Acreage of Resultant Polygon
IF	3.5 meters	.009

- **Linear sites must be represented as polygons** and not lines. If collected in the field as a line, the site must be buffered during follow-up map-making to a width that represents the actual site (ex: width of road, grade, or trail that represents the cultural resource).
- The attributes tables associated with the site spatial data are defined as follows [be careful to maintain exact attribute name (including underscores) or the data will not copy seamlessly into existing databases]. If your database includes additional fields, they may be included, but at a minimum the attribute table must contain the following:

Attribute	Definition
SHAPE	Shape of the spatial features in the data set. In this case, polygons. ( <b>LEAVE BLANK</b> )
ID	Unique sequential numeric ID for a given spatial feature. ( <b>LEAVE BLANK</b> )
AREA	Area of the spatial features in the data set (Calculate via GIS)
PERIMETER	Perimeter of spatial features in the data set. (Calculate via GIS)
ACRE	Acreage of the site calculated by the GIS from the spatial features in the data set. (Should match site form information)
SITE_	Smithsonian site number in SHPO format (ex 5ME.4000 or 5GF.342).
BND_CMPLT	Boundary completeness. Refers to the completeness of the site boundary. Values for this field will either be Y (YES the boundary is complete) or N (NO the boundary of the site is not complete or unknown) or 9 if the completeness of the site boundary has not been checked.
VER	( <b>LEAVE BLANK</b> for OAHF use)
Date (or Date_ if Date isn't allowed by your program)	Date site was digitized in GIS.
Linear	Enter 1 or 0. A "1" denotes that the site is a linear site. A "0", the default, is used for all non-linear sites.
Zone	This is the UTM zone the site is located in.
X	The X coordinate in UTM meters of the center point of the site.
Y	The Y coordinate in UTM meters of the center point of the site.
Source	Source of the data (Consultant's Firm or Company name)
CONF	Confidence given to the spatial accuracy of the digitized feature. Values for this attribute consist of LC (Low Confidence – ex: digitizing from hand drawn maps, or not field checked), HC (High Confidence – collected via GPS units in the field) or P (Paleontological).

## BLM GJFO/CRVFO/Colorado OAHP GIS Digitization Standards for Surveys

- All surveys are represented as polygon features.
- Linear survey features are buffered lines to a given specified user tolerance to most accurately represent the width of the survey transect.
- The tabular data associated with the survey spatial data must include at a minimum:

Attribute	Definition
SHAPE	Shape of the spatial features in the data set. In this case polygons. <b>(LEAVE BLANK)</b>
ID	Unique sequential numeric ID for a given spatial feature. <b>(LEAVE BLANK)</b>
AREA	Area of the spatial features in the data set
PERIMETER	Perimeter of spatial features in the data set
ACRES	Acreage of the survey area calculated by the GIS from the spatial features in the data set
DOC_	<b>(Get Number from GJFO/CRVFO Archaeologist after fieldwork is complete)</b> Unique SHPO number referring to a specific report document.
CONF	Confidence given to the spatial accuracy of the digitized feature. Values for this attribute consist of LC (Low Confidence – ex: digitizing from hand drawn maps, or not field checked), HC (High Confidence – collected via GPS units in the field) or P (Paleontological).
VER	<b>(LEAVE BLANK FOR OAHP use)</b>
Zone	UTM Zone the survey is located in. If a survey crosses two zones, digitize it in the zone in which the most land is covered.
X	<b>(LEAVE BLANK for OAHP use)</b>
Y	<b>(LEAVE BLANK for OAHP use)</b>
Agency_	Any project number unique to the agency responsible for the document (BLM CRIR Number assigned to your project: BLM GJFO/CRVFO CRIR XXXX-XX).
Source	Source of the data if received from an external source. (Consultant Firm or Company Name)

## BLM GJFO/CRVFO - Site and Survey PDFs

Please include the survey report and the site forms (with their associated components such as maps, etc.) for your project as PDFs with your GIS data on the CD. These files ultimately will be utilized by SHPO to place the electronic documents on to the Compass database for easier retrieval by all cultural resource professionals. Please set dpi to 300 or higher.