SITE FORM, MAPPING, AND SPATIAL REQUIREMENTS (V8.1)

CONTENTS

INTRODUCTION

This document describes requirements for submitting archaeological site forms and mapping information to the Archaeology Branch (the Branch) for inclusion in permit reports, the Provincial Heritage Register (PHR), and spatial files and mapping information for permit applications and obligations (i.e., reports). It is intended to support professional archaeologists and persons with experience in the recording of archaeological sites.

Other persons with archaeological information to report, please contact the Archaeology Branch at ArchSiteForm@gov.bc.ca for assistance.

Version 8.1 of this document includes updates regarding spatial requirements. The *Site Form, Mapping, and Spatial Requirements V8.1* combines these previously separate documents:

- Site Form Requirements (Version 7 revised June 23, 2021)
- Mapping & Spatial Requirements (Version 4 revised June 23, 2021)
- Defining Archaeological Site Boundaries & Protection Status (Version 3 revised November 2017)

THE PROVINCIAL HERITAGE REGISTER

The *Heritage Conservation Act* (HCA) establishes authority for the protection and recognition of British Columbia's diverse collection of heritage sites and objects.

Section 12.1(2) of the HCA provides automatic protection to burial places with archaeological or historical value; rock art of Indigenous origin; sites with physical evidence of human use or occupation prior to 1846; and heritage wrecks.

Other heritage sites and objects that may be protected or recognized under the HCA include:

- **Section 4 heritage sites protected under an agreement between the Province of B.C. (the Province) and a First Nation.** A pilot agreement was ratified in July 2022 and must run for one year, with a review of lessons learned, before the Province will enter additional agreements.

- **Sections 9 and 11.1 designated (protected) heritage places, including:**

  - Cultural or spiritual sites designated for their heritage value
  - Provincial heritage properties (*e.g.*, Barkerville Historic Town, Emily Carr House)
  - Paleontological sites designated for their heritage value (*e.g.*, McAbee Fossil Beds)

- **Section 18 formally recognized (not protected) heritage places** (*e.g.*, Tashme Internment Camp, Todd Inlet, Vancouver Chinatown)

The HCA requires these heritage sites to be recorded in the Provincial Heritage Register. The PHR is digitally stored in a database called the Heritage Resource Inventory Application (HRIA). The Province assigns a unique Borden number[1] to every heritage site recorded in the HRIA. The information in the HRIA can be accessed by authorized users through the Remote Access to Archaeological Data (RAAD) application.

Site records in the PHR and the HRIA are jointly maintained by two government branches:

- The **Archaeology Branch** in the Ministry of Forests is responsible for site records pertaining to Section 12.1(2) automatically protected **archaeological sites**; some Section 9 and 11.1 designated cultural or spiritual sites of Indigenous origin; and the Section 4 pilot project.

- The **Heritage Branch** in the Ministry of Tourism, Arts, Culture, and Sport is responsible for site records pertaining to designated and formally recognized **historic places** (including sites designated or formally recognized under the HCA listed above and sites designated or formally recognized under the *Local Government Act* or *Vancouver Charter*), designated paleontological sites, and some designated cultural sites.

The Archaeology and Heritage branches share responsibility for some types of site records. These may include heritage wrecks, heritage trails, post-1846 burial places with heritage value, and others.

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[1] For more information about Borden numbers, see the Archaeological Survey of Canada 1975 article, "The Borden System of Site Identification" https://web.archive.org/web/20070930045201/http://www.civilization.ca/cmc/archeo/oracles/borden/08.htm

Borden Number Eligibility

In general, only sites that are protected under the HCA are eligible for Borden number issuance by the Archaeology Branch. Some exceptions where unprotected sites may be accepted for Borden number issuance are:

- Sites under Federal jurisdiction that would be protected if they occurred under Provincial jurisdiction.
- Unprotected sites of unique interest and significant heritage value that may warrant future protection or inclusion in another government register (note that the Heritage Branch may have other rules for defining historic place boundaries).
- Sites that require further investigation prior to determination of protection status.

LEGACY SITES

Archaeology Branch staff have delegated authority under HCA Section 3(1) to determine whether an archaeological site is protected under Section 12.1. When a site is recorded in the PHR but no longer meets the criteria for HCA protection, the site is assigned **legacy status**.

An archaeologist may recommend legacy status if they have determined that no protected cultural materials, deposits, or features are present at the site. **Legacy status recommendations will only be considered if the site is clearly demonstrated to have been 100% excavated, removed[2], or stripped down to bedrock or sterile deposits**. A detailed rationale and evidence must be provided which demonstrate how the site meets the above conditions. Please consider how it was determined that the site was 100% excavated or removed and provide that justification in the site form. The same criteria apply when recommending that a portion of a site be removed from the site boundary. **The Branch may apply other criteria at its discretion**.

For culturally modified tree (CMT) sites, where sufficient evidence is provided that all protected CMTs have been removed (such as through wildfire or natural decay) a recommendation for legacy status can be made. Stumps with continued evidence of cultural modification are not appropriate to recommend for legacy status.

Do not provide management recommendations to a client based on legacy status prior to review and approval by the Branch.[3] To receive an expedited legacy status decision, request one when you submit the site form, or submit a follow-up email to ArchSiteForm@gov.bc.ca with "legacy recommendation" in the subject line.

The Branch may reverse earlier decisions and reinstate protection status on a site if it no longer meets current requirements for legacy status. This is determined via review of the site record and/or availability of new information. For example, in the past, sites recorded as *disturbed* were often deemed *destroyed* and were assigned legacy status; however, HCA protection does not distinguish between disturbed and undisturbed sites. In cases such as these, the Branch would revert the previous legacy decision and restore protected status.

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[2] Culture-bearing sediments that are removed and relocated without 100% screening remain protected in their secondary location. CMTs are also protected if the tree is cut down and moved to a new location.
[3] Project Officers and the BC Energy Regulator have final approval on all management recommendations while Inventory staff approve site specific recommendations.

THE "SITE FORM"

Most of the archaeological site records in the PHR are submitted to the Archaeology Branch via an Archaeological Site Registration Form (commonly known as a "**site form**"), with maps and other related information included as attachments. Archaeological site data must be submitted in a format that is compatible with the HRIA database. The site form is designed to ensure that archaeological information is reported in a consistent format.

Each site form contains a succinct summary of key information collected from each archaeological site visit, allowing information from multiple site visits to be stored together as a single record. Compiling information in this way reduces the need to review numerous full-length archaeological reports to find out basic details such as site types, observed features, or site visit dates. Site forms, and the resulting site record in the PHR, allow for certain types of site information to be reviewed quickly and efficiently. This is particularly important for Archaeology Branch staff who respond to 4,000+ information requests annually. It also helps Indigenous communities and archaeologists who are conducting research, reviewing site information against proposed development plans, or planning studies within a large area.

Archaeologists familiar with the large collection of site records in the PHR are also familiar with its shortcomings. Recording standards have evolved over the years, particularly with the emergence and availability of GPS and GIS technology. Many site records in the PHR still rely heavily on information collected several decades ago, when precise site location was not always possible and before any consistent data collection methods and standards existed. As a result, there is much variability in the data within the PHR, and this reduces its reliability. It is much easier to build a site record that is accurate, useful, and reliable into the future with all the tools available today. Every site form submitted under today's standards contributes to a better archaeological record.

THIS DOCUMENT

This document provides instructions for submitting a **complete site form package**, which includes the site form, maps, and other attachments.

Review the following sections and appendices to ensure that each site form package meets all requirements:

The following appendices provide additional information that you might find helpful:

CONTACT THE ARCHAEOLOGY BRANCH

To inquire about site form submissions or site records in the Provincial Heritage Register, contact the Archaeological Site Inventory Section at ArchSiteForm@gov.bc.ca.

To inquire about other matters, see our website for a list of Archaeology Branch Email Addresses.

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PERMIT VS. NON-PERMIT REQUIREMENTS

Permit Requirements

Site form packages submitted under an HCA permit must meet all requirements outlined in this document. Submitting complete and accurate data through the site form package allows Archaeology Branch staff, First Nations, and other partners and stakeholders to make appropriate research and management decisions.

It is the responsibility of permit holders to ensure that site form packages are reviewed prior to submission. Failure to submit satisfactory site records constitutes an outstanding permit obligation that can affect an archaeologist's ability to hold additional permits or obtain permit amendments.

It is a standard permit requirement that site form packages will be submitted within **eight (8) weeks** of the completion of site investigations. Artifact catalogues, faunal catalogues or analysis reports, and dating lab reports may be submitted at a later date, but no later than the deliverables due date noted in the permit.

In addition to the requirements in this document, basic principles of good writing and reporting apply. Be concise and thoughtful. Not all information from a permit report needs inclusion in the site form. Use caution when copying and pasting content from reports into site forms; site forms will *not* be accepted if content is out of context, irrelevant, or pasted into the wrong section. A good site form gives readers a clear and succinct picture of your work and observations at the site.

Non-Permit Requirements

Site form packages submitted for *non-permitted archaeological studies* (*e.g.*, non-permit Preliminary Field Reconnaissance) are expected to follow the same standards as permitted submissions, to facilitate the protection and management of archaeological sites in B.C. In the event that an archaeologist's eligibility for permit holder or field director status comes under review, non-permitted site form submissions related to archaeological studies *may* be considered in an assessment of the archaeologist's ability to record an archaeological site.

In cases where any individual identifies an archaeological site *unrelated to an archaeological study* (*e.g.*, camping, walking the dog, chance find en route to a permitted study area), please use the site form or send an email to ArchSiteForm@gov.bc.ca to report as much information about the site that you are able to collect. See Appendix C: Chance Finds (Non-Permit/Non-Study) for guidance on what information to include when reporting your chance find.

NEW SITES VS. SITE RECORD UPDATES

The site form is used for reporting two types of archaeological site information: new sites and site record updates.

New Sites

Use the site form to submit information about a newly recorded archaeological site. The Archaeology Branch will review your new site submission, determine the site's protection status under the HCA, register the site in the PHR, and assign it a unique Borden number.

For new sites, completion of all applicable sections of the site form is required. "N/A" can be used to identify sections that are not applicable but **do not delete sections from the form**.

Site Record Updates

Use the site form to report newly collected information about a previously recorded archaeological site. The Archaeology Branch will review your site record update, confirm HCA protection status, make any necessary changes to the digitized site boundary, and add your update to the existing site record.

For site record updates, the *Site Identification*, *Site Visit Information*, and *Disturbance* sections are always required. Other sections may or may not be required depending on whether you have information to report. "N/A" can be used to identify sections that are not applicable, but **do not delete any sections**.

A site record update describes work and observations made during a single revisit to a site. Your goal is not to compile new information with previously reported information to create a comprehensive new site record. A site record in the PHR might consist of multiple site forms representing multiple site visits over time, and your site record update representing a single site revisit will be appended as new information. If work at the site took place over multiple visits for the same project, such as testing started in the fall and concluded in the spring, this can be treated as a single revisit for submitting updates.

Your site record update may refer to previously recorded information, particularly if you are clarifying or expanding upon a specific piece of data in the existing record.

Your site record update may also point out corrections to errors in the existing record. However, if you have not revisited a site and you've simply detected an error in the site record or on RAAD, contact the Inventory Section first (ArchSiteForm@gov.bc.ca). Notification of the error may be all we need to correct it.

Combining and Splitting

When recording a new find *near a previously recorded site*, you will need to decide whether to combine the new find with the previously recorded site (which requires a site record update under the same Borden number) or to record it as a new site with a new Borden number. Refer to the Site Boundary and Mapping Requirements for guidance on combining and splitting sites. If in doubt, contact the Inventory Section (ArchSiteForm@gov.bc.ca).

Preparing to Revisit a Site and Submit a Site Record Update

Prior to fieldwork, do your research. Review the entire site record including all mapping and the site's location in RAAD, keeping in mind that sites in RAAD can be misplotted, particularly those recorded prior to the more rigorous site mapping standards established in 2015. Review all attachments in RAAD, including the Pre-2021 Site Records. Check to see if there are any unreviewed site record updates[4] on file. Report errors in the existing site record, especially spatial discrepancies, to ArchSiteForm@gov.bc.ca as soon as possible so that the error can be corrected before you revisit the site and produce updated site maps. Overlooking errors in the existing site record can compound inaccuracies and may constitute failure to meet permit obligations, specifically the need to identify and assess all impacts on archaeological resources which might result from development.

During fieldwork, conduct ground-truthing to verify whether the existing record and RAAD location accurately represent the *actual* site location. If you are unable to relocate the site at the location indicated in RAAD, review the site record for additional information and/or contact the Inventory Section for assistance. If you identify a discrepancy, re-record the site location and report it in your site record update.

Reporting Multiple Visits to the Same Site

In general, you will submit one site form per site visit, project, or permit. For example, if you conduct an AIA under one permit, and then you monitor the site's alteration under another permit, you will submit two site forms: one following the AIA, and one following the alteration. This is because the two site visits in this example are distinct activities, with different purposes, methods, and results.

Occasionally, a single site form *may* be warranted for multiple site visits, as long as all visits were conducted under the same permit. For example, if you started an AIA in the fall and had to stop work due to snowfall, then returned in the spring to complete the work, then returned a third time to flag the site, you could report all 3 site visits under a single site form because they are all part of the same activity.

If you are unsure, contact the Inventory Section (ArchSiteForm@gov.bc.ca) before reporting multiple site visits under a single site form.

This version of the Site Form Requirements adds the ability to use one site form when working under two concurrent permits (concurrent Heritage Inspection Permit/Site Alteration Permit [HIP/SAP]). Use one site form for two permits ONLY when explicitly authorized by the Archaeology Branch to conduct work under two *concurrent* permits.

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[4] As of July 2024, the Branch has a backlog of 7300+ unreviewed site record updates. The 'Unreviewed Site Record Updates' (USRU) layer in RAAD identifies areas where updates to site boundaries have been submitted but are not yet reviewed or updated in RAAD. This layer contains updates with spatial files submitted between Aug 17, 2011 and October 6, 2023.

SITE FORM PACKAGE CONTENTS

The following table summarizes which components of a site form package are required depending on the type of submission. It is only a summary. Click the links to see each component's detailed requirements.

Site Form Package Component	New Site	Site Record Update
Site Form	✓	✓
Midrange Location Map	✓	Required when site boundaries change, testing has occurred, or new observations are spatial in nature.
Detailed Site Map	✓	Required when site boundaries change, testing has occurred, or new observations are spatial in nature.
ESRI Shapefiles (site boundary)	✓	Required only when site boundaries change.
Captioned Photo(s) (site location)	✓	✓
Captioned Photo(s) (artifacts/features)	Required for artifacts: - Diagnostic artifacts (all) - Non-diagnostic artifacts (representative sample) Required for archaeological features: - Rock art (all) - Cultural depressions (representative sample) - Culturally-modified trees (CMTs) (representative sample, including uncommon CMTs and those cored) - Other features (representative sample)	
CMT Table	Required for Level II recording; best practice for Level I recording.	
Artifact Catalogue	Required when an artifact has been collected.	
Subsurface Test Log	Required when subsurface testing has been conducted.	
Stratigraphic Tables and Profile Drawings	Required when an evaluative unit (EU) has been excavated or when complex and notable stratigraphy has been observed in tests and exposures.	
Archaeological Features Table	Required when archaeological features are recorded and details are too numerous for site form.	
Faunal Catalogue or Analysis Report	Required when faunal material is recorded and details are too numerous for site form.	
Dating Lab Report	Required if dates have been obtained.	
License Grant – required as of October 1, 2024 (available via the 2024 permit applications)	Required for all site records, regardless of whether work was done under the authority of a permit, to ensure B.C. has appropriate rights to make minor edits, redact details at a Nations' request and distribute information via the PHR	

THE SUBMISSION EMAIL

Submit site form packages by email to ArchSiteForm@gov.bc.ca. You may submit multiple site form packages in a single email, but please send new sites and site record updates in separate emails, as these go into different queues upon receipt.

Note that site form submissions will not be queued for Borden number issuance unless all required maps and attachments are included. Draft or preliminary versions of any of the documents will not be accepted.

Some types of attachments that contain analysis results (artifact catalogues, dating lab reports, faunal catalogues, faunal analysis reports) may be submitted at a later date, but no later than the permit deliverables due date. If these are intended to be submitted later than the site form package, ensure this is explicitly stated in the email.

Always maintain email threads and use "Reply All" when corresponding with Branch staff. If you received Branch advice over the phone about your site form package, recap the advice in your email. These steps ensure that everyone is aware of what has been discussed in case your submission is passed to another Branch staff member for processing.

Your email must contain the following information to help Branch staff log your submission and verify that all intended documentation has been attached and received:

1. Number of sites.

2. Permit number (or date of non-permit site visit).

3. Project name, including proponent (brief).

4. An indication that you are reporting any of the following, if applicable:
    a. Change in the location, size, or extent of a site boundary (update or correction).
    b. Presence of Ancestral Remains.
    c. Presence of rock art.
    d. Recommendation to apply or remove legacy status.

5. An account of what you are submitting:
    a. List of temporary number(s) or Borden number(s).
    b. Attachments included for each site.
    c. Attachments to be submitted at a later date.

Example 1:

Sent: August 31, 2023
Subject: 2023-0123, MOTI rerouting of Hwy 17, 3 site updates

Hello,

Please find attached 3 site record updates.

Permit number: 2023-0123
Project: MOTI rerouting of Hwy 17
Ancestral remains? Yes (HfSa-76)
Boundary changes? Yes (HfSa -76 and HjSa-123)

Attachments:

1. HfSa-73
    - site form
    - midrange map
    - detailed site map
    - photos

2. HfSa -76
    - site form
    - midrange map
    - detailed site map
    - photos
    - site boundary shapefiles
    - artifact catalog (to be submitted by deliverables due date)

3. HjSa -123
    - site form
    - midrange map
    - detailed site map
    - photos
    - site boundary shapefiles

Example 2:

Sent: July 2, 2023
Subject: 2022-0117, New Sites EfTg-T1, EfTg-T2, EfTg-T3

Hello,

Please find attached the site forms for three new sites. Two are newly identified rock art sites, one is a lithic scatter.

Permit: 2022-0117
Project: Survey of Triangle Island for BC Parks
Rock Art?: Present (2 sites)

Site	Site Form	Maps	Photos	Subsurface Test Log	Artifact Catalogue	Shapefiles	Rock Art
EfTg-T1	Y	Y	Y	N/A	N/A	Y	Y
EfTg-T2	Y	Y	Y	N/A	N/A	Y	Y
EfTg-T3	Y	Y	Y	Y	Y	Y	N

SITE FORM SECTIONS

1. SITE IDENTIFICATION, VISITS, AND LOCATION

1.1 IDENTIFICATION

The Identification section of the site form is required for all new sites and site record updates.

Temporary Number (new site)

A temporary number is required for all new sites. The temporary number should be assigned in the field upon site discovery, used in all field notes, and included on all site form attachments, as it is used to identify the site until a permanent Borden number is issued. Choose a temporary number that is short and unique to the project and site. The letter **T** is a preferred indicator for temporary numbers.

Examples:

DkRi-45784-T3   [Borden grid-project number-T#]
GhRk-Jones-T1   [Borden grid-recorder-T#]
2022-0231-JS-T2   [permit number-recorder's initials-T#]
2023-0342-T7   [permit number-T#]

Enter the site's temporary number <u>once</u> in the *Temporary Number* field. Avoid repeating the temporary number throughout the remainder of the site form, as Branch staff must manually overwrite each instance with the Borden number. Instead, refer to the site throughout the text simply as "the site."

Large projects may benefit from consistent temporary numbers that account for multiple crew leads recording multiple sites over a day (*e.g.,* 2023-0123-Jones-14May23-T1).

Borden Number (site revisit)

Enter the Borden number if you have revisited a previously recorded site and are completing a site record update. Leave this field blank for a new site (the Archaeology Branch will assign the Borden number for a new site).

Site Name(s)

A site can be known by several names or no name at all. It may have an Indigenous place name, a name recorded by an ethnologist, or a name commonly used by people in the area. Enter only known site names. **Do not invent an arbitrary name for a new site**.

Examples: *Marpole site, Xa:ytem, Charlie Lake Cave, Old Songhees Village site, Soquel Shipwreck*

Form Received

Please leave blank.

1.2 SITE VISIT INFORMATION

The Site Visit Information section of the site form is required for all new sites and site record updates.

For archaeological sites identified outside of the permit area during the course of permitted work, the site recording should be treated as non-permitted, but refer to this in the Archaeological Project Description.

Permit Number

Provide the permit number for your project, if applicable, using one of the following formats:

Archaeology Branch Permit	*2020-0037*
BCER Permit	*2022-9032 (BCER)*
Concurrent HIP/SAP	*HIP 2022-0042 / SAP 2022-0043*
Ministerial Order	*M.O. 2023-0156*
Non-Permit	*leave blank*

Issuing Agency

Select the name of the agency that issued the permit. Options are:

Archaeology Branch
BC Energy Regulator (BCER)
Non-Permit

HCA Permit Type

Select the HCA permit type.

HCA Permit Type	Description
Non-Permit	No permit issued.
Heritage Inspection Permit	Heritage inspection permit (HIP) issued under HCA S.12.2 (S.14 prior to May 30, 2019)
Heritage Investigation Permit	Heritage investigation permit issued under HCA S.12.2 (S.14 prior to May 30, 2019)
Site Alteration Permit	Site alteration permit (SAP) issued under HCA S.12.4 (S.12 prior to May 30, 2019)
Concurrent HIP/SAP	Use one site form for two permits ONLY when <u>explicitly authorized</u> by the Archaeology Branch to conduct work under two *concurrent* permits. Sites recorded or revisited under two consecutive or non-concurrent permits (*e.g.*, an inspection followed by an alteration) must be recorded on two separate site forms, with each form describing the work and findings pertaining to each permit.
Heritage Inspection Order	BRANCH USE ONLY Heritage inspection by ministerial order under HCA S.12.3.
Heritage Investigation Order	BRANCH USE ONLY Heritage investigation by ministerial order issued under HCA S.12.3.

Last Date of Visit

Enter the date of site visit. If the site was visited over multiple days, enter the date of the last day on site, then include the full range of dates in the Archaeological Project Description field.

Example:

Date of Visit: 2022/11/03

Archaeological Project Description: Archaeological Impact Assessment of Brownton Forestry Ltd.'s proposed cut block A15384 (on site Oct 27 to Nov 3, 2022)

Site Visit Type

Select the main purpose of the site visit. Options are:

> *Recording (with testing)*
> *Recording (without testing)*
> *Monitoring*
> *Excavation*
> *Surface Collection*
> *Alteration*
> *Other*

An *Other* site visit type might be a chance find, site relocation and reflagging, or a site visit with an unknown purpose if you are reporting information on behalf of a member of the public.

Archaeological Project Description

Describe the *archaeological project* using common descriptors such as archaeological impact assessment (AIA), preliminary field reconnaissance (PFR), monitoring, archaeological inventory, excavation, etc.

The archaeological project description must also include reference to the associated development area/project, if applicable; however, citing *only* the development area/project without mention of the archaeological component is insufficient (*e.g.*, *cut block A15384* is unacceptable).

Be specific. Vague descriptions (*e.g.*, *PhD research*; *AIA; alteration*) will not be accepted. Include the range of <u>site visit</u> dates if the site visit took place over multiple days. If your project took place at a specific civic address, include that address in the project description.

For cultural resource management projects, use the following format:

[**Type of assessment**] of [**specific project and component**] for [**client**] ([**date range**]).

Examples:

- *AIA of Cut Block A15384 for ForCo Ltd. (on site Mar 3 – 7, 2023).*
- *Chance find of archaeological site during a non-permit private hiking trip.*
- *Monitoring of alterations to DgRr-1 at 2833 McKenzie Avenue, Surrey BC (September 5-6, 2022).*
- *Archaeological site inventory of northern Vancouver Island as part of PhD research.*
- *Chance find outside of 2021-0789 permit area, identified during course of work for that permit.*

Site Visit Team Table

The site visit team table lists crew members on site as well as permit holder(s) and field director(s) who may have performed their roles off site.

Choose from the following team member roles:

> *Permit Holder* (leave blank if non-permit)
> *Field Director* (leave blank if non-permit)
> *Field Supervisor*
> *Other* (includes recorders, monitors, testers, excavators, assistants, observers, etc.)

Only list individuals directly involved in archaeological site observation and recording. Do not list individuals in logistical support roles (*e.g.*, pilots, medics, engineers).

Enter names in full (do not use initials). Spell out the first instance of each affiliation in full; the rest can be abbreviated. Indicate whether the permit holder(s) and field director(s) were on or off site. An affiliation must be provided for all people listed.

Example:

Team Member Role	Full Name(s) and Affiliation(s)	On Site?
Permit Holder(s)	*Sophia Wise (Western Archaeological Services Inc. (WASI))*	*No*
Field Director(s)	*Kenneth Riley (ABC Consulting Ltd.)* *Dana Stokes (WASI)*	*Yes*
Field Supervisor(s)	*Erica Adams (Beautiful River First Nation (BRFN))*	*Yes*
Other	*Ricardo Duncan (BRFN)* *Cedar Valdez (BRFN)* *Ramona Morgan (Happy Valley First Nation)* *Francis Lewis (ABC)*	*Yes*

1.3 SITE LOCATION

The Site Location section of the site form describes the location details of the site and is required for all new sites. For site record updates, only complete this section if you have *new* or *improved* location information to add to the site record.

NAD 83 UTM Coordinates

Enter the UTM Zone and both Easting (6 digits) and Northing (7 digits) UTM coordinates using the North American Datum (NAD 83).

The UTM coordinates must fall within the site boundary and must correspond to the datum/UTM coordinates indicated on the detailed site map. GPS error can cause discrepancies between UTM coordinates and site mapping; it is your responsibility to make any corrections necessary so that coordinates on the site form are consistent with site mapping. The goal is to enable precise relocation of the site in the field.

If you only have latitude and longitude coordinates, convert them to UTM coordinates using an online geographic unit converter[5] and verify that the converted UTM coordinates correspond to the datum/UTM point on your site map.

Location Description

Describe the site location in a logical manner from general to specific. Relate the site to geographic features or permanent landmarks (*e.g.*, lakes, mountains, highways, nearest municipality) that are visible in orthophotographic imagery or on TRIM base mapping. Include the street address, if one exists. Include any access details that will assist future visitors to the site (*e.g.*, road deactivations, unmapped roads, helicopter landing zones, etc.).

Examples:

The site is located in the southeastern Vancouver Island region on the western shoreline of Salt Spring Island approximately 2.4 km northwest of the Musgrave landing facility. Recommend access by boat to given coordinates.

The site is located in the Central Interior of British Columbia, approximately 73 km north of Fort St. James, 1 km south of Kalder Lake, and 200 m west of Germansen Landing Road.

The site is located in the District of Hope at 3416 Fifth Street.

1.4 SITE DIMENSIONS AND BOUNDARIES

The Site Dimensions and Boundaries section of the site form is required for all new sites. For site record updates, this section is required when there is a change to the site boundary.

Site Boundary and Mapping Requirements describes standards that are to be applied when defining archaeological site boundaries. Ensure that site boundary requirements are met in site maps before describing dimensions and site boundaries in the site form.

All information entered in this section of the site form must be accurately reflected in associated site maps and shapefiles with zero discrepancies in size, shape, and boundary determinants. Use metric measurements only.

Length and Width

Indicate the length and width of the site in metres along with cardinal (*i.e.,* N, S, E, W) or ordinal *(i.e.*, NE, NW, SE, SW) directions. The length represents the longest dimension regardless of direction. The width represents the maximum direction perpendicular to the length. For a site with an irregular shape where the width varies, provide the maximum width that is roughly perpendicular to the length. For a site with multiple polygons, provide the overall length and width of the entire site. Do not provide the length/width of each individual polygon. Using a GIS program to determine these dimensions is recommended.

Site Boundary Comments

Describe in detail the methods and buffers applied to define site boundaries in all directions. This is distinct from which field methods were used to determine site extent and only applies to how the final digital polygon site boundary was created after fieldwork. Use the Site Boundary and Mapping Requirements to assist in the descriptions of site boundaries. Include the following information:

- Describe exactly how site boundaries were determined in all directions.
- Specify the buffer size that was applied to observations to define the site boundary.
- Describe landforms used to determine natural boundaries and ensure the landforms are reflected on the detailed site map(s).
- Provide rationale for all combining and splitting decisions when there are multiple polygons or multiple sites within a 50 m vicinity.
- Describe the type of marking used (e.g., survey ribbon, CMT flagging, pin flags, paint) and the relationship between the flagged area and the site area (e.g., larger buffered areas are often flagged for avoidance purposes).
- For site record updates where you are revising the site boundary, state the previously recorded dimensions, then clearly explain why and how you are revising the dimensions.
- For a site with multiple polygons, state the number of polygons. You do not need to list their individual dimensions.
- Include any other comments that pertain to site dimensions or boundaries. Comments that do not fit in the Site Boundary Comments field can be entered in the Additional Information section.

Examples:

The north site boundary is naturally defined by the edge of creek bank. South, east, and west site boundaries are based on subsurface testing with a 5 m buffer applied to the positive tests. A total of 45 shovel tests, 33 of which are positive for cultural material. See attached site map.

The site boundary was defined by applying a 10 m buffer to protected CMTs. Site flagged for avoidance (pink ribbon) with an additional 15 m management buffer in all directions.

Site dimensions were originally recorded in 1978 as 37 m EW x 15 m NS. Subsurface testing on Lot 15, just beyond the northwestern end of the previously recorded site boundary, revealed a continuation of cultural deposits. Site dimensions therefore revised to 52 m EW x 22 m NS.

2. JURISDICTION

The Jurisdiction section of the site form is required for all new sites and site record updates. This information is used by the Branch to inform jurisdictional decisions and to determine the applicability of the HCA and other legislation.

Information regarding the jurisdiction can be determined using the [ParcelMap BC Parcel Fabric](#).

Jurisdiction

Select *Yes* or *No* to indicate whether the site falls under Federal land jurisdiction. Select *Yes* if any portion of the site is under Federal jurisdiction.

Comments

Enter any comments relevant to the jurisdiction.

3. SITE TYPOLOGY

The Site Typology section of the site form is required for all new sites. List all site types that you observed during your site visit. For site record updates, list all site types that you observed during your site visit, even if they are already included in the site record; if you have not observed any archaeological materials or features during your site revisit, the Site Typology section may remain blank.

Consult Appendix A: Site Typology Tables to complete this section of the site form. Appendix A describes sites from general to specific using values that are compatible with the provincial database. **Entries not listed in Appendix A will not be accepted**. The database does not accept novel entries.

Use Site Typology to describe all features and materials observed *within* site boundaries. Do not include features and materials observed *outside* of site boundaries; these can be described in the General Remarks section.

All Site Typology entries representing an archaeological feature or cultural material must be further described in the Archaeological Features and Cultural Material sections of the site form. If you cannot find a suitable description in Appendix A, contact the Inventory Section for assistance at ArchSiteForm@gov.bc.ca.

Examples:

Site Class	Type	Subtype	Descriptor(s)
Precontact	*Cultural Material*	*Surface*	*Lithics*
Precontact	*Cultural Material*	*Subsurface*	*Fire-Altered Rock*
Precontact	*Subsistence Feature*	*Cultural Depression*	*Cache Pit*
Traditional Use	*Culturally Modified Tree*	*Aboriginally Logged*	*Flat Stump*
Traditional Use	*Culturally Modified Tree*	*Bark Stripped*	*Large Rectangular Scar*

4. ARCHAEOLOGICAL FEATURES

The Archaeological Features section of the site form is required for all new sites and site record updates where archaeological features have been observed. Use the table in this section to summarize all observed archaeological features. Detailed instructions and examples are included below for each of the following feature types:

> *CMT*
> *Cultural Depression*
> *Rock Art*
> *Other* (*e.g.*, burial mounds or cairns, hearths, petroforms, clam gardens, weirs, trails, etc.)

In addition to completing the table in this section, you may need to attach additional information:
- For CMT sites recorded to Level II, a CMT table must also be attached (see Bulletin 27 & Appendix B: Site Form Attachment Requirements).
- For all other features, a detailed table may be attached if you have more details to report. If only a few features were observed, then you may be able to fully describe them (including metrics) using only the table in this section of the site form.

A unique identifier (feature ID) is required for each feature or group of features. Maps, tables, and other documentation must refer to the feature(s) using the same identifier(s) to enable cross-referencing. A single digit is insufficient; ensure that your identifier includes a word or abbreviation that represents the feature type. This might be a single descriptor for a single feature (*e.g.*, *Cairn 1*) or it might be a series of identifiers to distinguish several features (*e.g.*, *CD1, CD2, CD3*).

If revisiting a previously recorded site where features (*e.g.*, cairns, cache pits) were incompletely or incorrectly recorded, they should be re-recorded (*i.e.*, remapped, remeasured) so that the site record is accurate. Use the same unique identifiers as the original recorder to avoid confusion in the site record. When a unique identifier was not originally provided or cannot confidently be assigned to a re-visited feature, create a new identifier and indicate the possibility that this feature has been recorded previously. For site record updates where you are reporting archaeological features, always clarify whether you are adding new features to the site record or re-recording previously reported features.

Culturally Modified Tree Features

Use the Archaeological Features section of the site form to summarize all CMTs recorded *within the protected site boundary*. A CMT table with full metrics and details must also be attached for CMTs recorded to Level II standards. The Archaeological Features section of the site form will provide a brief and clear summary of the data in your attached CMT table.

To understand which CMTs fall within a protected site boundary and how they are recorded, consult the following:

> Bulletin 27: Culturally Modified Tree Guidelines
> Site Boundary and Mapping Requirements

Number of CMT Features

Enter the total number of CMTs *within the site boundary* that you have recorded during your site visit. Enter the total number of trees recorded, not individual modification features. The total includes all pre-1846 CMTs and any post-1846 CMTs that are located within the protected boundary.

For site record updates, please record the current total number of CMTs. Clearly explain your total in the *Description* column of the table. The objective is to present your data in such a way that summarizes the data collected during your site visit and to clearly explain how many CMTs are now present at the site.

Description (of CMTs)

Describe the CMTs within the site boundary. The following details must be summarized, when available:

- Subtotals for CMT types, subtypes, and descriptors, as appropriate.
- For site record updates, explain whether you have added, re-recorded, or subtracted CMTs from the site, and how many. What was the previous total of CMTs at the site, and what is the new total?
- How many pre-1846? How many post-1846? How many undated/unknown?
- Tree species
- Recording level (I or II)
- Any other relevant CMT information. Refer to specific CMT numbers if appropriate (e.g., when describing a CMT of notable interest)
- Have you attached a CMT table? If so, refer readers to your CMT table for details.

Examples:

Type	# of Features	Description
CMT	*76*	*Site consists of 76 CMTs, including 72 cambium-stripped, 2 kindling collection, and 2 recently blazed (post 1846) lodgepole pines. See Chronology section for date ranges. All CMTs were recorded to Level II standards. See CMT Table for details.*
CMT	*10*	*Site initially recorded in 2012 (permit 2011-0367), total 9 CMTs. An additional 6 CMTs were recorded in 2013 (permit 2012-0432), for a revised total of 15 CMTs. 5 CMTs (#1-5) were removed under the current alteration permit (2015-0128), 2 CMTs (7 & 9) were stubbed, leaving a total of 10 CMTs at the site. See attached site map showing location of removed CMTs and revised site boundary.*
CMT	*5*	*Five CMTs previously recorded under permit 2020-0153 were re-recorded and re-mapped for greater accuracy. No new CMTs were recorded. See CMT Table for details.*

Note Regarding Post-1846 CMTs Outside of the Site Boundary

Information about CMTs that post-date AD 1846 provides insight into traditional use of the area. To inform CMT boundary decisions and prevent future duplication of effort, best practice is to record post-1846 CMTs located *outside* of the protected site boundary and include them in CMT tables, but clearly identify them as excluded *(e.g.*, list them in in a separate section at the end of the CMT table). They should also be illustrated on site maps (outside of the site boundary) and described in the General Remarks section of the site form. In all cases it must be clear that you are describing or illustrating post-1846 CMTs located *outside* of the protected site boundary.

Rock Art Features

Use the Archaeological Features section of the site form to summarize all rock art at the site. Provide the number of rock art designs (the smallest possible interpretive unit). The description should at minimum define the count, type (pictograph/petroglyph), and natural setting (geology, landform, vegetation, etc.) of the rock art. If appropriate, include an attached feature table that, for each design, includes the feature ID, natural setting, description, photo number, and optionally the panel ID# and metrics.

Rock art features must be described by their colour (when applicable) and a general description of the motif(s). Use descriptive terminology accepted in rock art studies such as *zoomorph* rather than *deer*, *anthropomorph* rather than *human*, and *rayed circle* or *geometric design* rather than *sun circle*.

Example:

Type	# of Features	Description
Rock Art	*10*	*Ten (10) pictograph designs on two panels were identified at the site. All in red ochre. The pictographs are located on two cliffs facing one another in a gently incised sandstone ravine. See Feature Table for details.*

Cultural Depression and Other Features

Use the Archaeological Features section of the site form to summarize cultural depressions and any other observed features. For each type of feature, provide the number of features and a general description in the Description column. Details including the feature ID, length, width, depth/height, orientation, shape, typology descriptor (*e.g.*, cache pit, cairn, rock shelter, clam garden, trail, etc.), and berm presence (for cultural depressions only) should be included. For sites with multiple features an attached feature table with this information can be included. In that case the information here can be a summary.

Example:

Type	# of Features	Description
Cultural Depression	*1*	*One cultural depression (CD1) was identified at the site, circular in shape. There is insufficient information to assign CD1 a functional type. CD 1 measures 1 metre in diameter and is 30 cm deeper than the natural ground surface. A berm is present measuring 20 cm above the natural ground surface.*
Other Feature	*2*	*Two canoe runs identified on a shingle beach, defined by cleared cobbles and pebbles along a linear path. See attached Feature Table for details.*
Other Feature	*7*	*At least 7 subsurface hearth features were identified in subsurface tests A3 and A7, and EU 5. See subsurface test log and stratigraphic profile drawings for details.*
Other Feature	*1*	*Trail is defined by a well-worn trail bed, recorded as approximately 1 m wide x 75 m in length. Several blazed trees are located along length of trail.*

5. CULTURAL MATERIAL

The Cultural Material section of the site form is required for all new sites and site record updates where cultural material was **observed** or **collected**. Use this section to summarize all cultural material at the site, including **artifacts, diagnostic artifacts, floral and faunal remains, fire altered rock (FAR), shell/non-shell midden, and other collected samples**. You may describe multiple similar items (*e.g.*, artifacts) within a single row of the table, as long as you can describe them adequately. It is not necessary to enter one row per similar item. All cultural material listed in this section must also correspond to its own unique row in the Site Typology.

This section of the site form is used to describe **Ancestral Remains** and **grave inclusions**, but care must be taken to respect their highly sensitive nature. First Nations have expressed that grave inclusions are to be treated in a manner similar to Ancestral Remains or burial features. Any uncertainty as to what constitutes a grave inclusion should be discussed with First Nations. In the site form, briefly summarize Ancestral Remains and grave inclusions, including quantity and provenience, but restrict details to the final report. Any information that a First Nation has deemed too sensitive for inclusion in the site record may be withheld from the PHR but kept on file at the Archaeology Branch for access by authorized individuals upon special request. The Province has the ability to protect this sensitive information and is happy to discuss security directly with descendent communities.

In addition to completing the table in this section, you may need to attach additional information:

- **If an artifact was collected, then an artifact catalogue <u>must</u> be attached** (see <u>Appendix B: Site Form Attachment Requirements</u>).

- For other types of cultural material, fully describe them, including metrics and provenience, in this section of the site form; or, if details are too numerous for this section of the site form, then you may attach supplementary information (*e.g.*, a table).

- If cultural shell or sediment deposits (i.e., shell/non-shell midden) are observed in subsurface tests or surface exposures but not sampled, they should still be described in their own row in this section.

If cultural material analysis is incomplete and the results (*e.g.*, artifact catalogue, faunal catalogue, or other analysis report) will be submitted at a later date, provide a *general* summary in the description section. Indicate that this is a pre-analysis summary. This will minimize potential for information conflict when the analysis results are eventually submitted.

Type

Select the type of cultural material you are describing.

Ancestral Remains	Ancestral Remains of any date or origin.
Grave Inclusions	Items intentionally placed with buried Ancestral Remains.
Artifact	Portable objects used, modified, or made by humans.
Diagnostic Artifact	Artifacts that allow identification of culture type or age. Diagnostic artifacts listed here must also be included in the *Chronology* section of the site form.
Floral/Faunal Remains	Floral and faunal remains, whether collected for analysis or sent to repository.
FAR	Fire-altered rock.
Midden	Cultural sediments, most frequently shell midden deposits.
Other Sample	Charcoal samples, soil samples, column samples, dendrochronological samples, other samples collected for analysis.

Status

Indicate whether the cultural material was collected, observed, reburied, or repatriated. Collecting protected materials on private or provincial Crown land without a permit is a contravention of the HCA.

Details

Summarize the cultural material observed or collected. Include totals, subtotals, metrics, raw material, and provenience as applicable (or refer readers to the attachment that contains these details). See examples below.

Repository

Enter the name of the place where cultural material collected from the site is to be permanently stored. The repository must correspond to the one identified in the permit. Contact the Archaeology Branch to verify eligibility of repositories.

Cultural Material Table Examples:

Type	Status	Details	Repository
Artifact	*Collected*	*A total of 21 artifacts (including 19 basalt flakes, 1 retouched basalt wedge fragment, and 1 retouched chert flake) were collected from four shovel tests (STs AS4, B13, B15, D27). See attached artifact catalogue.*	*Fort St. John North Peace Museum*
Artifact	*Collected*	*600-800 pieces of lithic debitage of fine-grained volcanic material were identified in EUs 3, 5, and 8. This is a pre-analysis summary and an artifact catalogue is forthcoming.*	*RBCM*
Diagnostic Artifact	*Collected*	*Side-notched projectile point, basal element, Kootenay argillite, small side notches. Recovered from ST 3 (see site map). See Chronology for interpretation. See attached artifact catalogue.*	*RBCM*
Ancestral Remains	*Reburied*	*Burial 1: EU 3, 50-70 cm dbs. Reburied in NW corner of Lot 6 (see detailed site map).*	*n/a*
Grave Inclusions	*Reburied*	*Dentalia shells and red ochre in association with Burial 1. Reburied in NW corner of Lot 6 (see detailed site map).*	*n/a*
Faunal Remains	*Collected*	*27 bone fragments recovered from multiple shovel tests (see attached test log for provenience). Sent to ABC Laboratory for faunal analysis. Report is forthcoming.*	
FAR	*Observed*	*11 pieces of FAR (~800 g) were recorded from STs 1-11 but not collected.*	*n/a*
Other Sample	*Collected*	*10 column samples collected for analysis from EU1, south wall; two charcoal samples also collected from EU 1 for C14 dating (results forthcoming).*	*ABC Consulting Inc.*

6. STRATIGRAPHY

Use the Stratigraphy section of the site form to describe notable or complex site stratigraphy. This section can be used to summarize or elaborate upon the data in subsurface test logs, stratigraphic tables and/or profile drawings (see Appendix B: Site Form Attachment Requirements), when those attachments do not fully describe your observations about site stratigraphy. This section should also be used when observations about stratigraphy were made only via surface exposures without subsurface testing.

The following scenarios, for example, warrant completion of this section:

- A shell midden site with deep or complex stratigraphy. A subsurface test log and profile drawings have been attached, but some additional observations about stratigraphy across the site would benefit the site record. Summarize observations here.

- A site where cultural strata were only observed in exposures. Since no subsurface testing was conducted, a subsurface test log has not been attached. Summarize observations here.

A stratigraphy description might include depth of cultural strata, general matrices, features, natural layers (*e.g.*, volcanic ash layer), presence of overburden, and other details that aid in the understanding of site formation processes.

7. CHRONOLOGY

The Chronology section of the site form is required for new sites and site record updates that include **CMTs, trails,** and/or **diagnostic artifacts**.

Use this section to enter chronological information about the site. Examples are provided below. Provide a clear rationale for why these sites predate or may predate 1846. With the exception of rock art, Ancestral Remains, shipwrecks, and other rare circumstances, Borden numbers will not be issued by the Archaeology Branch for archaeological sites that post-date 1846. **If a dating lab report has been obtained, include it as an attachment to the site form.** Rows may be added to the table if more space is required to provide multiple dates. If a sample has been obtained for the purpose of dating but the results are forthcoming, detail this in the Cultural Material table.

From and To

If exact or approximate dates for the site have been obtained, enter the oldest (*From*) and youngest (*To*) dates, accompanied by a qualifier (*circa*, *before*, *after*, *exactly*) and a calendar (*AD*, *Calibrated BP*, *BC*). A single date can be entered in the *From* fields, leaving the *To* fields blank.

For CMT sites not dated via dendrochronology, enter *Before 1846 AD* in the *From* field and provide cross-dating rationale using the other Chronology fields.

For radiocarbon dates, enter the earliest and latest 2-sigma calibrated BP dates for each sample and provide additional data in the other Chronology fields. **Attach the dating lab report.**

Dating Method

Indicate the method used to date the site: *Academic Source, Carbon 14*, *Cross-dating*, *Dendrochronology*, *Ethnographic Source*, *Geological Source, Historic Source*, *Obsidian Hydration*, or *Other*.

For CMT sites dated via observation of known age markers (*e.g.*, lobe size, tool marks, forest age class or tree stand age), select *Cross-dating*.

Date Source or Reference

Describe the source of the date. Be specific. Examples are provided below.

For CMT dates, provide dendrochronological sample numbers, or leave blank if cross-dating.

For radiocarbon samples, provide the field ID number and material. **Attach the dating lab report.**

For ethnographic, historic, and academic (diagnostic) date sources, summarize here (*e.g.*, Clark 2013; Boas 1888; HBC record n.d.). If the date source is a published work, provide the full reference in the References section of the site form.

Chronology Remarks

Enter any additional remarks about chronology, including information about known archaeological culture types. Examples are provided below.

For CMT sites, provide specific rationale used to determine that the site pre-dates or *may* pre-date 1846. This will include either a summary of dendrochronological results or cross-dating rationale based on observation of known age markers (*e.g.*, lobe size, tool marks, forest age class or tree stand age).

For trail sites, provide specific rationale used to determine that the site pre-dates or *may* pre-date 1846. This might include information from another source or cross-dating rationale based on association with other pre-1846 sites.

For radiocarbon dates, provide uncalibrated dates, margin of error, lab number of the sample, material dated, association (*i.e.,* what is being dated), and specific provenience following this format: *10560 +/- 80 BP [CAMS 2134: Bison bone] from floor of roasting pit, EU7 @32 cm dbs.* When reporting multiple radiocarbon dates, list them all in this section. **Attach the dating lab report.**

For ethnographic, historic, and academic date sources, describe them here.

Chronology Section Examples:

Dendrochronology

From			To			Dating Method	Date Source or Reference
exactly	*1819*	*AD*	*exactly*	*1922*	*AD*	*Dendrochronology*	*Core samples from CMTs 2-4, 6, 7, 10-16, 20-31.*

Chronology Remarks: *23 increment cores were obtained from 40 CMTs. This sample is of sufficient size to capture a representation of the variation of modification ages of these CMTs (Archaeology Branch Bulletin #27). See attached CMT table for individual dates.*

CMT Cross-dating

From			To			Dating Method	Date Source or Reference
before	*1846*	*AD*				*Cross-dating*	

Chronology Remarks: *CMT site is assessed as predating AD 1846 based on healing lobe thickness, tree stand age class 9 (251+ years) and large diameter of the trees. Also, the cultural modification and species type are consistent with pre-1846 CMTs in the region.*

Diagnostic Artifact

From			To			Dating Method	Date Source or Reference
circa	*1200*	*Cal BP*	*circa*	*200*	*Cal BP*	*Academic Source*	*Artifacts AF1-4. Rousseau 2008.*

Chronology Remarks: *Four of the projectile points identified morphologically resemble Kamloops Horizon types. These small triangular points with corner or side-notches are described in Rousseau (2008).*

C14 – one date

From			To			Dating Method	Date Source or Reference
circa	*12117*	*Cal BP*	*circa*	*12650*	*Cal BP*	*Carbon 14*	*Sample #C2 (bone)*

Chronology Remarks: *The following uncalibrated radiocarbon date was obtained:*
Sample #C2: 10560 +/- 80 BP [CAMS 2134: Bison bone] from floor of roasting pit, EU7 @32 cm dbs. See attached CAMS report.

	From			To			Dating Method	Date Source or Reference
C14 – multiple dates	*circa*	*910*	*Cal BP*	*circa*	*850*	*Cal BP*	*Carbon 14*	*Sample EU8#2 (bone)*
	circa	*780*	*Cal BP*	*circa*	*680*	*Cal BP*	*Carbon 14*	*Sample EU3#1 (Charcoal)*

Chronology Remarks: *The following two uncalibrated radiocarbon dates were obtained. EU8#2: 820 +/- 30 BP [Beta 204645: bone] from hearth feature H1, EU8 @ 43 cm dbs. EU3#1: 880 +/- 30 BP [Beta 204643: charcoal] from basal cultural layer, EU3 @35 cm dbs. See attached Beta Analytic report.*

8. DISTURBANCE

The Disturbance section of the site form is required for all new sites and site record updates. This section describes events that have impacted the site, including subsurface testing. For a site record update, it is possible that no changes have occurred since the last site visit; however, do still provide that information.

When

Describe when the disturbance occurred by selecting *Past, Present, Future*, or *Ongoing*. Use *Ongoing* to describe an event that began in the past and will continue into the future, such as erosion. Use *Present* to describe an event that occurred during your site visit, such as subsurface testing.

Cause of Disturbance

Select the cause of disturbance.

The first row of the table in the site form is pre-populated with *Arch Investigation*. Do not delete this row. Use it to describe disturbances that took place during your site visit (*e.g.*, subsurface testing, increment cores, artifact collection). If you have not disturbed the site, then enter "n/a" in the Condition Remarks column.

Options are:

Archaeological Investigation	*Landscaping*	*Unauthorized Collecting*
Cultivation	*Logging*	*Residential Development*
Decay	*Mining*	*Road*
Erosion	*None*	*Seismic Line*
Gravel/Borrow Pit	*Other (specify in Remarks)*	*Sewer/Septic*
Grazing	*Pipeline*	*Transmission Line*
Hydroelectric Development	*Railway*	*Vandalism*
Industrial Development	*Recreational Use*	*Wildfire*

Condition Remarks

Provide site-specific details about:
- The exact number and type of subsurface tests that impacted the site (*i.e.,* within the site boundary only, not the entire tested area).
- When the disturbance occurred or is expected to occur.
- The resulting condition of the site.
- Other pertinent information about site condition.

Disturbance Section Examples:

When	Cause of Disturbance	Condition Remarks
Present	*Arch Investigation*	*Thirty-seven (37) subsurface tests were excavated within the site boundaries*
Present	*Arch Investigation*	*N/A*
Present	*None*	*No obvious disturbance observed*
Past	*Landscaping*	*The surface of the site has been impacted by continuous use as a yard*
Future	*Logging*	*Site area slated for harvest in 2021*
Ongoing	*Erosion*	*The coastline of the site is being eroded by ongoing costal wave action. This has resulted in slumping of marginal deposits and severe undercutting of parts of the bank*

9. RECOMMENDATIONS AND ADDITIONAL INFORMATION

9.1 SITE-SPECIFIC RECOMMENDATIONS

The Site-Specific Recommendations section of the site form is required for all new sites. For site record updates, complete this section if you have new recommendations to report.

List recommendations proposed for the protection or study of the site, including recommendations for additional study in nearby areas of potential (AOPs). Recommendations should be useful to future researchers, landowners, and land-use decision makers. Do not focus on detailed, project-specific management recommendations intended for your client; these belong in the final report. If you choose to summarize them here, be brief, and be very clear that they are project specific. "*No further work*" may be an appropriate management recommendation for your project, but it is not a valid general recommendation for a protected archaeological site.

Describe any known or planned conservation measures, such as restrictive covenants. Include recommendations for a change in protection status (*e.g.*, legacy). See the Site Boundary and Mapping Requirements for criteria describing when a site may and may not be assigned legacy status. Describe as many recommendations as are applicable to the site.

Examples:

- *Site delineation was limited by project footprint. It is recommended that additional archaeological investigation, including subsurface testing, be performed in the area identified as AOP-1 to determine the furthest extent of the site boundaries. In addition, a well-defined knoll was identified about 50 m to the south of this site, identified as AOP-2, and should also be investigated. Recording CMTs to Level II standards is recommended.*
- *A 15-metre management buffer is recommended beyond the protected site boundaries to reduce indirect impacts to the site, such as increased wind exposure due to adjacent logging.*
- *Despite apparent evidence of disturbance, the site contains significant intact deposits beneath the road surface and a systematic data recovery mitigation plan is recommended for future work in the area.*
- *Evaluative testing is recommended for the southern portion of the site, as this area was found to have ~50% more artifacts.*
- *Further survey for trail segments to the north and south of the site should be undertaken to map the route of the feature and any potential CMTs. A survey in the vicinity of IlTd-5 (cultural depression site) and along the western bank of the LaGrande River would help identify portions of the trail.*
- *Legacy status is recommended for this site as all sediments were 100% excavated to sterile deposits by pipeline construction in February 2019.*

9.2 ADDITIONAL INFORMATION

Use this section to enter any additional information about the site. Subjects may include but should not be limited to:

- Relevant details not included elsewhere on the form.

- Indigenous knowledge gathered for the site record.

- A storyline of events to help explain missing, convoluted, or unconventional data.

- A description of activities that took place under two concurrent permits and the results of those activities.

- Justification supporting a decision to combine or split sites with others nearby.

- Notable features located outside of the site boundary (*e.g.*, post-1846 CMTs, historical features).

- A description of nearby areas of archaeological potential.

- Conditions that prevented full recording of the site (*e.g.*, inclement weather, fatigue, bears, bees, stoppage of work).

- A brief history of archaeological work at the site.

- Plans for future archaeological work at the site.

- Disagreements with the results of previous recorders.

- Decisions based on discussions with the Archaeology Branch.

- Interpretation of results, site function, etc.

- Comparisons to other sites.

- Notes about site relocation (*e.g.*, inability to relocate, location correction, description of survey coverage).

- Notable environmental conditions which may help with the interpretation of the site or the identification of unidentified sites in the region. This may include landforms, hydrology, elevation, and vegetation.

- When suspected cultural materials or features have an uncertain origin but may be protected under the HCA rationale must be provided within this section to support the site's inclusion in the Provincial Heritage Register. In such cases of ambiguity, rationale should include your regional expertise alongside local or ethnographic information to support this submission.

10. REFERENCES

List the published and unpublished references that are directly related to your recording of the site. Include references that are cited elsewhere in the form (*e.g.*, published reference about a culture type).

Interim and final permit report references are required for all site forms submitted under permit.

Report titles must always start with the permit number.

Example:

Title(s)	Year	Author(s)
2019-0214, Final Report: Monitoring of alterations to DgRr-1 at 2833 McKenzie Avenue, Surrey BC	*2020*	*Adams, Erica; Stokes, Dana*
2019-0214, Interim Report: AIA Interfor Blocks 674837, 674842	*2020*	*Lewis, Francis*

If a report is in progress and the title/year/author(s) are unknown, record the report title as follows and leave the remaining columns blank. Example:

Title(s)	Year	Author(s)
2019-0471, interim report		
2019-0471, final report		

Include non-permit report references for non-permit archaeological studies. Example:

Title(s)	Year	Author(s)
Preliminary Field Reconnaissance of Lot C, DL 3924, Williams Lake	*2020*	*Valdez, Cedar*

SITE BOUNDARY AND MAPPING REQUIREMENTS

INTRODUCTION

The purpose of this section is to describe the requirements for all site boundaries, maps, and spatial files (shapefiles, KML files) submitted to the Archaeology Branch (see quick-reference table below). The intention of these requirements is as follows:

- to standardize requirements for all HCA permits
- to achieve consistency in the way sites are mapped in the PHR

The following table summarizes which deliverables are required for each phase of the permitting, reporting, and site recording process. All acronyms are defined later in this document.

Deliverables by Phase		HCA Permitting Requirements			Site Record Requirements
		Application Phase	Notification Phase[6]	Reporting Phase	Site Record Submission Phase
Permit Area Overview Map		✔	✔	✔	
Midrange Location Map		✔	✔	✔	✔
Detailed Development Map		✔	✔	✔	
Detailed Results Map		✔		✔	
Detailed Site Map		✔		✔	✔
Permit Area Shapefiles & KML Files		✔			
Site Boundary Shapefiles					✔
Permit Spatial Data Shapefiles	Study Areas		✔	✔	
	STAs			✔	
	AOPs			✔	

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[6] See Multi-Assessment Permit Policy for more information about Notices of Intent.

SITE BOUNDARY REQUIREMENTS

Archaeological site extent is determined in the field using methods specified in a permit application, such as subsurface testing. *Defining an archaeological site boundary* is a desk-top exercise that occurs after fieldwork; it is the process of determining how site extent will be represented by a polygon on a map. That polygon represents the site area that is protected under the HCA.

The role of the archaeologist is to submit a proposed site boundary to the Branch based on field observations and using the Provincial site boundary requirements described here. **The Branch makes final decisions about site boundaries in the PHR and may request that a boundary be revised if it does not meet these standards or if circumstances warrant an alternative site boundary**.

1. Proposed site boundaries will be limited to areas with physical evidence of archaeological features or material, as observed on/above the ground surface, in exposures, or through subsurface testing.

2. In most cases, proposed site boundaries will consist of the known horizontal extent of archaeological features/material plus a 5 m buffer[7] to mitigate spatial error and to protect against impacts.

   a) Buffers will be applied to the outer extent of observed features/material[8], except for CMTs, trails, and positive subsurface tests, which will be buffered from the centre point or line.

   b) Buffers will be uniformly applied to observed features/material (i.e., same distance in all directions), resulting in a curvilinear shape; arbitrarily drawn angular shapes result in a variable buffer size and will not be accepted.

   c) Buffers must not be clipped along arbitrary or administrative lines (e.g., property lines) without prior Branch approval.

   d) CMT site boundaries will use a 10 m buffer (see Defining CMT Boundaries below).

   e) Sensitive site types such as ancestral remains will use a 10 m buffer.

3. When archaeological remains are constrained by geomorphological site formation processes, proposed site boundaries may be defined by the extent of a discrete natural landform (e.g., knoll, islet) or physical feature (e.g., riverbank, terrace edge). Natural boundaries that are substantially larger than the observed horizontal extent of archaeological features/material will require prior Branch approval.

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[7] A buffer is a zone around the observed archaeological features/material that is created by measuring a given distance in all directions from a point or a polygon edge. For example, a point that is buffered by 5 m will result in a circle with a 5 m radius or 10 m diameter; a polygon that is buffered by 5 m will result in a polygon that has expanded by 5 m in all directions.
[8] This includes positive trenches, stockpiles of site sediments, surface scatters, and similar features.

CMT SITE BOUNDARY REQUIREMENTS

CMT site boundaries are defined as follows:

a) Boundaries will be drawn around protected CMTs only. Protected CMTs are CMTs that pre-date 1846 and CMTs that *may* pre-date AD 1846, per HCA Sections 12.1(2)(d) and 12.1(2)(g).

b) Boundaries will not be extended to capture unprotected (i.e., known to post-date 1846) CMTs, regardless of their proximity to other protected CMTs.[9]

c) An individual CMT boundary will include a **10 m buffer** applied to the tree's centroid (if standing or stumped) or centre line (if fallen/felled); the boundary for a single standing CMT will therefore be a 20 m diameter circle.

d) For multiple CMTs, buffered trees will be combined into a single site polygon that is drawn around the outermost extent of the 10 m buffers, unless distance or distribution patterns warrant splitting. See Combining and Splitting section.

e) Post-1846 CMTs located outside of the protected site boundary, if recorded, should be included on site maps and in CMT tables, clearly showing that they do not fall within the protected site boundary. CMT tables should include a separate section at the end including these CMTs.

f) Larger site impact management buffers (e.g., wind-firm buffers, machine-free zones) requested by clients or First Nations must be differentiated from proposed archaeological site boundaries.

g) To illustrate that CMT site boundaries have been appropriately applied, all CMTs on site maps must be identified as either (1) *pre-1846*, (2) *post-1846*, or (3) *undated/undetermined/inferred pre-1846* (choose an applicable term).

COMBINING AND SPLITTING

Decisions to combine or split observed features must be clearly explained in site forms and illustrated in site maps. The Archaeology Branch has final authority over the combining and splitting of site boundaries; you are encouraged to resolve uncertainties by contacting the Inventory Section at archsiteform@gov.bc.ca prior to submitting site forms.

This section discusses the combining and splitting of archaeological sites when archaeological remains in a shared vicinity are discontinuous, intersected by natural or arbitrary boundaries, sporadically observed, or otherwise separated. For the purpose of this section, observed feature broadly describes any discrete locale found to contain archaeological remains of any type, including an individual CMT.

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[9] Some post-1846 CMTs will occasionally be captured within the boundary drawn around the protected CMTs. Such captured post-1846 CMTs are considered part of the site because they fall within the protected boundary; they must therefore be included in site forms, site maps, and CMT tables.

Archaeologists must determine on a case-by-case basis whether multiple observed features will be recorded as one site or multiple sites, and whether site boundaries should be represented by one polygon or multiple polygons. Observed features will be combined or split according to the archaeologist's professional judgment, depending on the relevant factors of each case. The following is a sample of questions that should be considered:

- Are the observed features separated by distinct topography? If so, splitting may be warranted.
- Are the observed features located on the same landform and could be reasonably understood to be temporally or culturally related? If so, combining may be warranted.
- Has the area between the observed features been thoroughly tested and assessed to be negative for archaeological material? If so, splitting or multiple polygons excluding the negative areas may be warranted.
- How significant is the potential for additional archaeological materials to be present in between the observed features? If high, combining may be warranted.
- Is there a difference in site type or date of occupation that calls for site splitting?
  - Wrecks should never be combined with any other site type. Wreck clusters will receive one Borden number per vessel, if possible.
  - A CMT site adjacent to a much older shell midden may warrant splitting.
  - A long trail usually warrants splitting from other site types (partly for ease of spatial record-keeping), but a short trail segment captured entirely within another site type might be combined.

In the absence of these kinds of determining factors, observed features separated by more than 50 m are generally recorded as separate sites (i.e., split), but there are some common exceptions:
- CMTs: clusters of CMTs separated by more than 50 m are often recorded as a single site with multiple polygons.
- Trails: trail segments that belong to the same trail are usually recorded as multiple trail segment polygons under a single Borden number, even if they are separated by more than 50 m or are located in different Borden blocks.

Your decision whether to combine or split observed archaeological features will determine whether you need to submit (a) a site form for a new site, or (b) a site record update. Splitting a newly observed feature from a nearby known archaeological site will result in a new site with a discrete Borden number. Combining a newly observed feature with a previously recorded site will result in a site record update for that known site.

SPLITTING ARCHAEOLOGICAL SITES IDENTIFIED WITHIN HISTORIC PLACES

If you have observed archaeological remains within the boundary of a previously recorded *historic place*, then overlapping polygons with separate Borden numbers may be warranted. Contact the Inventory Section at archsiteform@gov.bc.ca for guidance in this situation prior to submission of site forms.

RECORDING RELOCATED MATERIALS

When archaeological materials or Ancestral Remains have been reburied on- or off-site, the source location and reburial location must both be clearly recorded. In most cases, the following rules will apply:
- If the reburial location is within 50 m of the source site, then the reburial location will be mapped and recorded as a component of that site. Create a separate polygon for the reburial location if it is located outside of the source site boundary.
- If the reburial location is over 50 m away from the source site, then a new site with a distinct Borden number is likely warranted.

BASIC REQUIREMENTS FOR ALL MAPS

STANDARD MAP ELEMENTS AND ATTRIBUTES
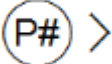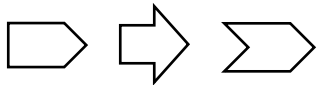
All maps submitted to the Archaeology Branch will include the following map elements and attributes.

Title Block	All maps must include a discrete title block containing the following information: ✓ Map title (be specific) ✓ Temporary site number (new sites only) ✓ Borden number (site-specific maps only; leave blank if BN not yet assigned) ✓ Your company/affiliation (name or logo) ✓ Permit number (if permitted) ✓ Base map source and date ✓ Date (of map creation) ✓ Last date of site visit (site-specific maps only)
Legend	Include a discrete legend block that identifies *all* symbols used on the map. Do not include symbols in the legend that are absent from the map. Long lists of inapplicable symbols from client-sourced development maps or other base mapping will not be accepted.
Landmark Labels	Clearly label significant landmarks (*e.g.*, roads, rivers). All landmarks mentioned in a site form or report must be labelled on the associated maps. Non-archaeological trails must be descriptively labelled (*e.g.*, recreation trail, game trail, quad trail).
North Arrow	Include a north arrow to indicate true north. The north arrow must always point to the top of the page; landscape and portrait orientations are both acceptable, with the "top" being the upper edge of the page when page is oriented for reading.
Bar Scale	Include a bar scale inside the map area for all maps and map insets. Scale bar intervals should use whole numbers that are most logical for the scale of your map.
Digitized	All maps must be digitized. Hand-drawn sketches will not be accepted without prior Branch approval.
Final Copy Only	Submit a final copy of the map only. DRAFT maps will not be accepted.

The following symbols are approved for use on map submissions to the Archaeology Branch. Variations may be allowed to enhance clarity or to accommodate more complex maps and the need for differentiation between similar map features.

Symbol	Usage	Comments/notes/direction
	New/Updated Archaeological Site Boundary	For newly recorded sites and updates to the boundaries of existing sites. The colour **RED** is <u>only</u> to be used for protected archaeological sites/features.
	Previous Archaeological Site Boundary (prior to updating)	For updated sites. Previous Archaeological Site Boundary will almost always be the boundary as shown in the Remote Access to Archaeological Data (RAAD) application immediately prior to your update. For areas where the boundary has not changed the red and black boundaries should overlap.
	Previously Recorded Archaeological Site Boundary	For sites that **were not visited** but are within the frame of your map.
	Study Area	
	Area of Potential	AOPs are best represented by a transparent fill (of any colour) that does not obscure other map information. This includes both pre-field and field verified areas of potential. **Note:** AOPs should not fall within Archaeology Site boundaries.
	Survey Coverage	Survey coverage is best represented by a transparent fill (of any colour) that does not obscure other map information; when applied, it should reflect the width of survey transects. If 100% survey coverage is achieved, this can be simply stated in the report and excluded from the map. For site form submissions, survey coverage is not required unless the data is relevant to site relocation or site boundary decisions.
	Water Feature (Polygon or Linear)	The colour **BLUE** is <u>only</u> to be used for hydrological features.
(P#) >	Photo Number and Direction	Several acceptable variations are possible if direction is clearly indicated.
⊕	UTM Point	UTM point symbol may be omitted if the UTMs are clearly tied to another feature on the map (*e.g.*, shovel test, CMT, surface artifact).

Symbol	Label	Description
▲	Pre-1846 CMT	A common acceptable variant is differentiation of CMTs by colour:
⚠?	Undated/Undetermined/Inferred pre-1846 CMT *(choose an applicable term)*	Pre-1846 = red Post-1846 = green Undetermined = yellow
△	Post-1846 CMT	
▶	Fallen CMT	Adjust fallen/felled CMT symbol to scale and orientation. Apply fill consistent with other CMT symbols.
✳ or ✕ / hatched box, starred box	Surface Find	Single surface finds *or* small surface scatters that would appear as points on your map.
	Surface Scatter/Midden Exposure	For larger surface scatters and exposures better represented as polygons.
☼	Cairn/Mound	Adjust symbol to scale and orientation.
⊕	Cultural Depression	Adjust symbol to scale and orientation.
●	Positive Probe/Auger Test	Use symbols to indicate whether tests are positive or negative for cultural material. The legend must indicate the size of all tests: shovel tests, probe tests, auger tests, and EUs.
○	Negative Probe/Auger Test	
■	Positive Shovel Test	Examples:
□	Negative Shovel Test	■ Positive Shovel Test (intact, 35 cm x 35 cm) ○ Negative Auger Test (40 cm diameter) ● Positive Probe Test (intact, 2 cm diameter) EU# Evaluative Unit (1 m x 1 m)
EU# / EU#	Evaluative Unit Positive/Negative fill scheme can be used for EUs.	Red is an acceptable colour variant for positive tests.

Positive Test Disturbance

Symbol	Label	Description
■	Intact	Symbols indicating intact/disturbed nature of positive shovel tests are required where relevant (*e.g.*, residential development containing complex archaeological deposits); otherwise use standard positive/negative symbols.
◨	Intact with disturbed	
⊠	Disturbed	

REQUIREMENTS FOR SPECIFIC MAP TYPES

PERMIT AREA OVERVIEW MAP

The purpose of this map is to illustrate the exact location of the permit area within the surrounding landscape. This map is required for the permit application and subsequent report(s).

Basic Requirements	Consult the following sections on basic requirements for all maps: • *Standard Map Elements and Attributes* • *Map Symbology*	
Scale	Use a scale appropriate to the size of the permit area.	
Base Mapping	Use a topographic base map that is conducive to presenting the permit area in a clear and accurate manner	
Required Elements	1	Use clearly labeled polygons to represent the permit area.
	2	Include development area boundaries where appropriate. For multi-assessment permit applications, this information is not necessary unless specific developments are identified within the permit application.
	3	Include known archaeological sites within an appropriate distance of the permit area. For multi-assessment permits, it is unnecessary to list previously recorded sites, unless specific developments are identified within the permit application. Sites should be represented as a polygon, unless the scale is such that the red triangle symbol would be more appropriate. Only label those archaeological sites identified and/or relevant to the application. Newly recorded sites must be included on this figure with report submission.
	4	Include the potential model overlay where relevant to the permit and ensure that the model used is identified in the legend.
	5	An inset showing the permit area location within an outline of the province of B.C. (show entire province or north/south half).

MIDRANGE LOCATION MAP

The purpose of a midrange location map is to illustrate the exact location and extent of the study area and all newly recorded or revisited archaeological sites within the surrounding landscape (e.g., clearly labeled streets, water bodies, geographic features) so they can be easily relocated in the field. This map is required for permit applications, permit reports, and site record submissions. When submitting a site form package, include only the midrange map(s) relevant to that site (not all the midrange maps for the project).

Basic Requirements	Consult the following sections on basic requirements for all maps: • *Standard Map Elements and Attributes* • *Map Symbology*
Scale	Use a midrange scale that allows inclusion of distinctive topographical or cultural features without compromising detail. As a general rule, this can usually be accomplished with a scale ratio ranging between 1:5,000 and 1:15,000. A scale ratio of 1:20,000 is usually too small for illustrating precise site location. For Notice of Intent packages where the main purpose of the midrange location map is to show the location of areas to be assessed, a smaller scale ratio may be appropriate.
Base Mapping	Base mapping for midrange maps must use orthophotographic or LiDAR imagery when available. If imagery is unclear, overly pixelated, or completely obscures the site area (unbroken forest/clouds), consider an informative alternative like TRIM to illustrate base data such as elevation contours, water bodies, roads, or railways. <u>Client-sourced development maps will not be accepted as base mapping for midrange location maps</u>.

Required Elements	1	Include and label *all* known archaeological sites and relevant historic places within the map area, including new and previously recorded sites. Polygons should be used if the scale allows.
	2	For revisited sites where the site boundary is being revised, midrange maps must show both the original site boundary and the new site boundary.
	3	Include all relevant administrative (cadastre, parks, Indian Reserves, etc.), study area, and development boundaries as scale allows.
	4	Include survey transects and general subsurface test areas as appropriate. **Note:** For site form submissions, survey transects are not required on midrange maps unless it illustrates information relevant to site boundary decisions or site relocation.

Options	The midrange map may be submitted as an inset on the detailed site map, as long as mapping quality has not been compromised and all other mapping requirements have been met.
	With prior Branch approval, a single combined site map *may* be accepted in place of separate detailed and midrange maps, especially when zooming in/out would not provide additional useful information. Such combined maps are sometimes appropriate for single finds or small CMT sites and are usually around 1:4,000 – 1:5,000 in scale. Combined maps will only be accepted if mapping detail has not been compromised, the site location within the surrounding landscape is immediately evident, and all other mapping requirements have been met.

DETAILED DEVELOPMENT MAP

The purpose of this map is to illustrate the details of a small to medium sized development activity. The detailed development map may not be required for multi-assessment permits where the midrange location map provides sufficient detail (applicable to both the application and reporting phases).

Basic Requirements	Consult the following sections on basic requirements for all maps: • *Standard Map Elements and Attributes* • *Map Symbology*	
Scale *<1:2000*	Use a scale that is generally less than 1:2,000.	
Base Mapping	Client-sourced development maps are acceptable. Digital imagery should only be used if it is sharp and informative.	
Required Elements	1	Site boundaries for all new and previously recorded sites must be displayed as accurately scaled polygons (not points or triangles).
	2	Identify all the project components discussed in the permit application and/or report. Where feasible, provide maximum depth of impact, building envelope, footprint extent, etc.
	3	Ensure the property boundaries or outline of study match the permit area overview map and the midrange location map.
	4	Clearly label significant landmarks.

DETAILED RESULTS MAP

The purpose of this map is to illustrate an overview of survey coverage and testing results. More than one map may be required depending on the size of the project and location of assessments. This map is intended to capture an overview of results that differ from detailed site maps (such as negative test areas).

Basic Requirements	Consult the following sections on basic requirements for all maps: • *Standard Map Elements and Attributes* • *Map Symbology*
Scale	Use a scale appropriate to the size of the development.
Base Mapping	Use a base map that is conducive to presenting data in a clear and accurate manner, such as TRIM or orthophotography (*e.g.*, Google Earth, ESRI world imagery). Client-sourced development maps will not be accepted as base mapping for a detailed results map if they contain superfluous information not relevant to the results.
Required Elements	Include all relevant information such as survey coverage (transects denoted on map will reflect the width of survey coverage), subsurface test areas, potential model, areas of potential (AOP), as well as previously recorded and new archaeological sites.
	Maps for small scale projects, such as single development properties, must contain detailed results including negative testing. Illustrate all factors affecting the extent of subsurface test areas, such as microtopography and features like drainages, vegetation, slope, roads, rights-of-way, pipelines, bridges, railway tracks, development and administrative boundaries, or any other factors.
Options	For large scale development permits where multiple subsurface test areas are included, detailed results mapping of negative test areas may not be a requirement, provided sufficient detail is included on the midrange location map and in the report. Negative data must be accounted for so the level of work completed under the study can be properly assessed. This approach is subject to approval by the Archaeology Branch on a project-specific basis and may entail additional requirements such as a formal data management and reporting plan.

DETAILED SITE MAP

The purpose of this map is to present details within and immediately adjacent to the site boundary. The frame of the map need not be significantly larger than the limits of the site as illustrated.

Basic Requirements	Consult the following sections on basic requirements for all maps: • *Standard Map Elements and Attributes* • *Map Symbology*
Scale	Use the largest mapping scale to accommodate as much detail as possible within the site boundary. The scale will depend on site dimensions but, generally speaking, can usually be accomplished using a scale ratio ranging between 1:500 and 1:4,000. Smaller sites may require a larger scale ratio (1:250 to 1:400) to appropriately capture site details.
Base Mapping	If applying a base map, use one that is conducive to presenting archaeological data in a clear and accurate manner, such as TRIM or orthophotography (*e.g.*, Google Earth, ESRI world imagery). Client-sourced development maps will not be accepted as base mapping for a detailed archaeological site map if they contain superfluous information not relevant to the site or the project. Legal plans are often acceptable.
Required Elements	**1** Detailed site maps must include a UTM point positioned within the site boundary. Use the standard UTM symbol if the UTM coordinates cannot be clearly tied to a feature on the map (*e.g.,* shovel test, CMT, surface artifact). The UTM point must be labeled directly on the map with its corresponding coordinates or in the legend adjacent to its symbol.
	2 Accurately illustrate the location of all surface artifacts, archaeological features (to scale), and individual CMTs. Label them with unique identifiers that correspond to those used in all related documents (site form, tables, reports). Site form updates must clearly distinguish previously recorded, re-recorded, and newly recorded features. When referring to previously recorded features, wherever possible, use the same unique identifiers used by the original recorder.
	3 Accurately illustrate the location of all subsurface tests, indicating whether these tests were positive or negative for archaeological material. The symbols used for subsurface tests and EUs do not need to be to scale, but their actual size must be recorded in the map legend. Label all positive tests, plus specific negative tests mentioned in site forms and reports, with the same unique identifiers used elsewhere in the documentation.
	4 Landforms and features used to define site boundaries must be clearly mapped. Include other nearby microtopography and features, such as rivers (indicate direction of flow if relevant), lakes, vegetation cover, slope, roads, rights-of-way, pipelines, seismic lines, bridges, railway tracks, and other structures.
	5 If disturbance patterns are known, indicate which areas of the site are intact, disturbed, or subject to future disturbance, and if variances exist within those categories. Illustrate individual surface and tree-throw exposures if this informs the definition of the site boundary. Where exposures are too dense and numerous to practically illustrate, indicate the general area of disturbance.

	6	Illustrate *all* known archaeological sites and relevant historic places within the map area including new and previously recorded sites as accurately scaled polygons (not as points or triangles).
Required Elements	7	For revisited sites where the site boundary is being revised, illustrate both the original site boundary (in RAAD at time of submission) and the new (revised) site boundary. If the original site location or boundary is incorrect in RAAD, this must be corrected as part of your update in consultation with the Archaeology Branch prior to completion of site mapping.
	8	Site boundaries will be limited to areas with physical evidence of archaeological features or material, as observed on/above the ground surface, in exposures, or through subsurface testing (see *Site Boundary Requirements*). Illustrate associated areas of potential on the detailed site map, but do not include these areas within the corresponding site boundary shapefiles.
	9	Include all relevant administrative, study area, and development boundaries.
	10	Use a directional photo symbol (see Map Symbology) to show the point of origin and direction of each attached photo that illustrates *site location, surrounding landscape, and site condition*. Photo symbols are not required on the map for artifact photos, stratigraphy photos, etc. Insert the photo number inside the photo symbol *(e.g.*, P3). If the photo was taken outside of the map area the marker should be placed at the edge of the map.
Option		With prior Branch approval, a single combined site map *may* be accepted in place of separate detailed and midrange maps, especially when zooming in/out would not provide additional useful information. Such combined maps are sometimes appropriate for single finds or small CMT sites and are usually around 1:4,000 – 1:5,000 in scale. Combined maps will only be accepted if mapping detail has not been compromised, the site location within the surrounding landscape is immediately evident, and all other mapping requirements have been met.

SPATIAL FILE REQUIREMENTS

Archaeologists are required to submit spatial files at various stages of the permitting process to the Archaeology Branch:

Permit Application Stage:

1. Proposed Permit Areas (shapefiles and KML files)

Throughout Life of Permit:

2. Notice of Intent (NOI) Areas (shapefiles and KML files)
3. Site Boundaries (shapefiles) *also required for non-permit submissions*

On Completion of the Project (or annually, if required as a condition of the permit):

4. Permit Deliverables (shapefiles), which includes:
   a) Study Areas (SAs) *can be submitted for non-permit Preliminary Field Reconnaissance*
   b) Subsurface Test Areas (STAs)
   c) Areas of Potential (AOPs) *can be submitted as non-permit*

INSTRUCTIONS FOR SPATIAL FILE TYPES

NAMING SPATIAL FILES

Use the following naming convention for all spatial files submitted to the Archaeology Branch to clearly describe the contents:

Permit Area: PermitArea_ + Application#

> Example: PermitArea_24A0001

NOI Area: NOI_+ Permit#_ + Unique Identifier

> Example: NOI_2024_0999_Area001

Spatial files are stored and processed independently of their accompanying emails. **Ensure spatial files have an identifying application or permit number.**

Site Boundary: New/Update_ + Temporary/Borden#_ + Permit#/Non_Permit

> Example: New_DkSf_T47_2020_0165
> New_DkSf_T47_non_permit
> Update_FjUb_15_2019_0322

Permit Spatial Data: Spatial_ + Type_ + Permit# (Types = SA, STA, AOP)

> Example: Spatial_SA_2023_0587
> Spatial_AOP_non_permit_TriangleIsland

To avoid ArcGIS errors related to file names, follow these best practices:

- Avoid starting file names with numbers.
- Avoid very long file names.
- Avoid overly generic names e.g. 'StudyArea'.
- Use underscores instead of spaces or dashes.
- Restrict characters to letters, numbers, and underscores.
- Ensure precise naming practices (i.e., all files associated with the shapefile must be named exactly).

SHAPEFILE FORMAT

Shapefiles must be:

- in ESRI format and include all files, especially .shp, .shx, .dbf, and .prj.
- in B.C. Environment Albers projection (EPSG:3005).
- represented as polygons; points or lines will not be accepted.
- contain no NULL geometry or self-intersecting polygons.

Shapefile polygons and their corresponding polygons on all maps must be identical in shape, size, and location.

Templates for all spatial file types are located on our website.

1. PROPOSED PERMIT AREA SHAPEFILES AND KML FILES

Permit area shapefiles and KML files describe the area of proposed archaeological work in an application. They are submitted via APTS with permit applications and must be named using the convention: PermitArea_ + Application# (Example: PermitArea_24A0001). A permit area defines the geographic area in which the permit holder is authorized to conduct field work upon permit issuance. All HCA permit applications submitted to the Branch require both permit area shapefiles and KML files.

Permit Area (PA) Shapefile

Permit Area shapefiles must contain only a single feature per application (represent multiple areas with a multi-part feature).

The attribute table (.dbf) of Permit Spatial shapefiles must contain **all** of the following fields:

- App_Number (String): Application number "24A0524"
- Descr (String): Brief description or title of the application as used in APTS
- Comments (String): Any special information about the application

> Permit area and NOI shapefiles submitted with applications within Tsilhqot'in National Government (TNG) Engagement Zones B and C must also comply with TNG portal specifications. These should be single-part features and are an exemption to the single feature per application rule.

Example:

App_Number	Descr	Comments
23A0624	Proposed construction alterations to archaeological site ZzXx-99	Associated with the MOTI upgrades of XYZ Highway (S.12.2 permit 2023-0512)

Permit Area (PA) KML

The Branch requires that KML polygons have a vertex limit of 20,000.

In some cases, a GeoMark file is required to support engagement with First Nations. The Provincial Government GeoMark system only accepts a polygon with a maximum of 20,000 vertices.

2. NOI SHAPEFILES

Assessments subject to the Multi-Assessment Permit Policy require NOI shapefiles and KML files to describe a proposed assessment area. Use the naming convention: NOI + Permit# + UID (Example: NOI_2024_0999_Area001). NOIs must fall within the geographic area in which the permit holder is authorized to conduct field work (i.e., the permit area).

Notice of Intent Area (NOI) Shapefile

NOI Shapefiles must contain only a single feature per application (represent multiple areas with a multi-part feature).

The attribute table (.dbf) of NOI shapefiles must contain **all** of the following fields, using the template:
- P_Number (String): Permit number "2023-0587"
- Name (String): Unique name of the NOI
- Descr (String): Brief description or title of the application
- Comments (String): Any special information about the application

Example:

P_Number	Name	Descr	Comments
2023-0587	Forestry Block A12345	MAP for AIA of forestry related operations on behalf of BC Timber Sales-Prince George Business Area	All trees under 50 years

Special Instructions for Disaster Response and Recovery Permits

The Disaster Response and Recovery Permits are complex, authorising multiple delegated archaeologists to conduct assessments across the province, and require specialised instructions to support data management. Those permits may include terms and conditions specific to data management; if in conflict with these instructions, the permit terms and conditions of those permits will prevail.
- Send all spatial files from these permits to project-specific emails as instructed (e.g., WildfireHCA@gov.bc.ca or FloodRecoveryHCA@gov.bc.ca).
- From 2024, new permits will implement a naming system with additional attribute data for all spatial files. Each NOI should have a name combining their delegated archaeologist code (the Branch will issue this code as archaeologists are added to the permit) and a sequential number.
  - For example, the first NOI for ABC Consulting Ltd. will be ABC001 then ABC002, etc.
  - Each Disaster Response and Recovery NOI should be named using the convention NOI + Permit# + Delegated Archaeologist Code + UniqueID (Example: NOI_2024_0999_ABC001).
- A Disaster Response and Recovery NOI Area adds the following two attributes:
  - NOI (String): The unique NOI number "ABC001"
  - Event (String): The unique ID of the fire or flood event e.g., "X9999" (if available)

Example:

P_Number	Name	NOI	Event	Descr	Comments
2023-0620	Purple Creek Fire	ABC001	X1234	AIA of fire suppression activities, and wildfire-related infrastructure upgrades, and reforestation activities	All fire guards will be 100 % surveyed

Other applications for complex projects are welcome to use this approach to a naming system.

3. SITE BOUNDARY SHAPEFILES

Submit archaeological site boundary shapefiles with site form packages to ArchSiteForm@gov.bc.ca. These shapefiles are included for all new sites, and for site record updates where the site boundary has changed. For site updates where the site dimensions have increased, the shapefile must be inclusive of the entire site, not just the addition resulting from your site visit. KML and GPX files will not be accepted for site boundaries at this time.

4. PERMIT DELIVERABLE SHAPEFILES

Permit deliverables shapefiles are available through RAAD to support future in-field assessments and archaeological overview assessments . They are a permitting obligation; failure to submit permit deliverables may affect an individual's ability to hold or amend additional permits. HCA permits will include the schedule for deliverables. They should be submitted as separate shapefiles to ArchPermitSpatial@gov.bc.ca after field work is complete. There are three types:

1. **Study Areas (SAs)** are locations assessed for archaeological sites or archaeological potential. In most cases, study areas were subjected to in-field inspection; however, they may also include areas that were subjected to a desktop assessment and were not inspected in the field because they were evaluated to have low potential for archaeological sites.

   Note the difference between a permit area (the area where archaeological work has been authorized) and a study area (an assessed area within the permit area). A permit area may have multiple study areas. For multi-assessment permits, the permit area will be a large geographic area and the study areas are the individual assessments. For single developments like a private lot, the permit area and study area may be consistent.

2. **Subsurface Test Areas (STAs)** are areas subjected to subsurface testing with **negative** results (*i.e.*, an archaeological site was not identified). They can include areas within an archaeological site provided that all tests were negative (e.g., within a CMT site).

3. **Areas of Potential (AOP)** are areas identified during in-field assessments as having potential for archaeological sites but not subjected to subsurface testing or other investigations. If they are located outside a study area, they should be labelled as NON-PERMIT.

The attribute table (.dbf) of Permit Spatial shapefiles must contain **only** the following fields (templates are available on the webpage.

Study Areas (SAs) Shapefile

- P_Number (String): Permit number "2023-0587" or "NON-PERMIT." For non-permit projects the title of the associated report must be listed under Project_Description (Descr).
- Year (Short): Year of the assessment

- Type (String): "Study Area Field" or "Study Area Desktop"
- Name (String): Unique ID for the Study Area (for example: Block XYZ)
- Descr (String): Brief description or title of the assessment.
- Comments (String): Any special information about the location.

Example:

P_Number	Year	Type	Name	Descr	Comments
2023-0587	2025	Study Area Field	Block A12345	MAP for AIA of forestry related operations on behalf of BC Timber Sales-Prince George Business Area	Negative results
2023-0587	2024	Study Area Desktop	Block A12345	MAP for AIA of forestry related operations on behalf of BC Timber Sales-Prince George Business Area	Low potential

Subsurface Test Areas (STAs) Shapefile

- P_Number (String): Permit number "2023-0587"
- Year (Short): Year of the assessment
- Type (String): "Subsurface Test Area"
- Name (String): Unique ID for the Subsurface Test Area (for example: STA 01)
- Num_Test (Short): Number of subsurface tests placed.
- Descr (String): Brief description or title of the assessment.
- Comments (String): Any special information about the location.

Example:

P_Number	Year	Type	Name	Num_Test	Descr	Comments
2023-0587	2025	Subsurface Test Area	Block A12345, STA-01	25	MAP for AIA of forestry related operations on behalf of BC Timber Sales-Prince George Business Area	Terrace overlooking wetland

Areas of Potential (AOPs) Shapefile

- P_Number (String): Permit number "2023-0587" or "NON_PERMIT." For non-permit projects the title of the associated report must be listed under Project_Description (Descr).
- Year (Short): Year of the assessment
- Type (String): "Area of Potential"
- Name (String): Unique ID for the Area of Potential (for example: AOP 01)
- Descr (String): Brief description or title of the assessment.
- Comments (String): Any special information about the location.

Example:

P_Number	Year	Type	Name	Descr	Comments
NON-PERMIT	2025	Area of Potential	AOP1	PFR of Lot 5452, Barrier	AOP on North edge of 2024-0567 Study Area

Special Instructions for Disaster Response and Recovery Permits

To ensure appropriate data management, complex Disaster Response and Recovery Permits require specialized instructions; if in conflict with these instructions, the permit terms and conditions of those permits will prevail.

- Send all spatial files to project-specific emails as instructed (e.g., WildfireHCA@gov.bc.ca or [FloodRecoveryHCA@gov.bc.ca)](mailto:FloodRecoveryHCA@gov.bc.ca).
- As of 2024, permits will implement a new naming system with additional attribute data.
  - Each Permit Reporting File should be named using the convention Spatial + "Type_" + Permit# + NOI# (Example: Spatial_SA_2023_0620_ABC001).
- A Disaster Response and Recovery Reporting File has the same requirements as Permit Reporting Files with the addition of two attributes:
  - NOI (String): The unique NOI number "ABC001"
  - Event (String): The unique ID of the fire or flood event e.g 'X1234' (if available)

Example:

P_Number	NOI	Event	Year	Type	Name	Descr	Comments
2023-0620	ABC001	X1234	2024	Area of Potential	AOP1	AIA of fire suppression activities, and wildfire-related infrastructure upgrades, and reforestation activities	Ridge 20 x10 m in Purple Creek valley adjacent to Guard TCS84-0165-012

PRECONTACT SITE TYPES

CLASS →	*TYPE* →	*SUBTYPE* →	*DESCRIPTOR*
Precontact	Cultural Material	Subsurface	Fauna
			Fauna (Worked)
			Flora
			Fire-Altered Rock
			Lithics
			Metal Artifact
			Plant Fibre
			Portable Art
			Shell Midden
			Non-Shell Midden
			Wet Site
			Wood
			Other
		Surface	Fauna
			Fauna (Worked)
			Flora
			Fire-Altered Rock
			Lithics
			Metal Artifact
			Plant Fibre
			Portable Art
			Shell Midden
			Non-Shell Midden
			Wet Site
			Wood
			Other

CLASS	*TYPE*	*SUBTYPE*	*DESCRIPTOR*
Precontact	Ancestral Remains	Petroform	Burial Cairn
			Stone Ring
		null	Burial
			Burial Box
			Cave
			Cemetery
			Grave Inclusions
			Grave House
			Ledge
			Platform
			Rock Shelter
			Scattered
			Talus
			Tree

PRECONTACT SITE TYPES (con't)

CLASS	→	*TYPE*	→	*SUBTYPE*	→	*DESCRIPTOR*

CLASS	TYPE	SUBTYPE	DESCRIPTOR
Precontact	**Habitation Feature**	**Cultural Depression**	Housepit
			Mat Lodge
			Menstrual Lodge
			Plank House
			Sweat Lodge
		null	Cave
			House Post/Mould
			Plank House
			Platform
			Refuge
			Rock Shelter
			Village
			Other

CLASS	TYPE	SUBTYPE	DESCRIPTOR
Precontact	**Subsistence Feature**	**Cultural Depression**	Cache Pit
			Roasting Pit
			Steaming Pit
		null	Blind
			Hearth
			Post Mould
		Bird Hunting	Blind
			Bird Net Feature
		Fishing	Fish Drying Rack
			Fishing Weir
			Fish Net Stone Feature
			Fish Smokehouse
			Fish Smoking Rack
			Fish Trap
		Land Mammal Hunting	Blind
			Trap
			Drive
			Fence
			Surround
		Petroform	Clam Garden
			Root Garden
		Sea Mammal	null

CLASS	TYPE	SUBTYPE	DESCRIPTOR
Precontact	**Earthwork Feature**	null	Fortification
			Mound
			Trench Embankment

PRECONTACT SITE TYPES (con't)

CLASS	→	TYPE	→	SUBTYPE	→	DESCRIPTOR

CLASS	TYPE	SUBTYPE	DESCRIPTOR
Precontact	Ceremonial/Religious Feature	Rock Art	Petroglyph
			Pictograph
		Monumental Art	Crest Pole
			Memorial Pole
			Mortuary Pole
			Pole
		null	null

CLASS	TYPE	SUBTYPE	DESCRIPTOR
Precontact	Transportation Feature	null	Trail
		Petroform	Canoe Run
			Canoe Skid

CLASS	TYPE	SUBTYPE	DESCRIPTOR
Precontact	Other Feature	Cultural Depression	Function Unassigned
		Petroform	Boulder Alignment
			Boulder Bowl
			Cairn
		null	Cleared Beach
			Cultural Stratum
			Thermal Feature
			Quarry
			Other

CMT AND ROCK ART SITE TYPES

CLASS	→	TYPE	→	SUBTYPE	→	DESCRIPTOR
Traditional Use		**Culturally Modified Tree**		**Aboriginally Logged**		Canoe
						Barberchair Stump
						Basin Stump
						Felled
						Flat Stump
						Log
						Notched
						Planked
						Undercut
						Sectioned
						Step Stump
						Stump
						Tested
				Bark Stripped		Cambium Stripped
						Girdled Scar
						Large Rectangular Scar
						Other Scar
						Tapered Scar
				Other Modified Tree		Arbourglyph
						Arbourgraph
						Blazed
						Burned
						Delimbed
						Kindling Collection
						Knotted Tree
						Marker
						Message
						Pitch Collection
						Sap Collection
						Other

CLASS	→	TYPE	→	SUBTYPE	→	DESCRIPTOR
Traditional Use		**Rock Art**		*null*		Petroglyph
						Pictograph

POSTCONTACT SITE TYPES

CLASS →	TYPE →	SUBTYPE →	DESCRIPTOR
Postcontact	**Building**	null	Null
	Ceremonial/Religious Feature	**Monumental Art**	null
	Cultural Depression	null	null
	Cultural Material	**Surface**	Refuse
			Glass (Worked)
			Historic Material
		Subsurface	Refuse
			Glass (Worked)
			Historic Material
	Habitation Feature	null	House Post/Mould
	Ancestral Remains	null	Burial
		null	Cemetery
		null	Grave
		null	Grave Inclusions
		null	Grave Stone
		null	Mausoleum
	Landmark	null	null
	Other	null	null
	Other Structure	null	null
	Rock Art	null	null
	Transportation	**Air**	Airplane Wreck
		Marine	Shipwreck
		Rail	null
		Trail	null

TRADITIONAL USE SITE TYPES

CLASS →	TYPE →	SUBTYPE →	DESCRIPTOR
Traditional Use	**Ceremonial/Religious**	null	Sweat Lodge; Marker Tree
		Monumental Art	Crest Pole; Memorial Pole; Mortuary Pole; Pole
	Cultural Landform	null	Marker Site
	Domestic	null	null
	Food Harvesting	null	Berry Gathering; Corral; Pit; Snare; Fence; Butchering Site; Blind; Trap; Deadfall; Bitterroot Gathering; Berry Drying
	Material Harvest	null	null
	Renewable Resource Activity	null	null
	Supernatural/Mythological	null	Wishing Rock
	Traditional History	**Legendary**	Transformer Site
	Transportation	**Trail**	null

APPENDIX B: SITE FORM ATTACHMENT REQUIREMENTS

A site form attachment is any document containing archaeological site information that is submitted to the Archaeology Branch along with a site form. **Table 1** describes format requirements. **Table 2** describes the content requirements for all common site form attachments.

Table 1. Attachment Format Requirements

Identification in Header/Footer	**EACH DISCRETE PAGE** of the attachments listed in Table 1 must clearly display the following information in a header/footer: a) Permit number (if permitted) or "[Year]-non permit" (if not permitted) b) Company/affiliation (or individual's name if unaffiliated) c) Temporary number and space for Borden number (if new site) d) Borden number (if site record update) e) Last Date of Site Visit
File Types	Expected file types for site form submissions are as follows: • Site form (.docx) • Maps (.pdf) • Captioned Photos (.docx, .pdf) • Subsurface Test Log/Stratigraphic Table (.docx, .xlsx, .pdf) • Digital Stratigraphic Profile (.pdf) • Faunal Analysis Report (.docx or .pdf) • Dating Lab Report (.pdf) • Other Lab Report (.pdf) Results of a poll distributed to B.C. archaeologists in 2015 indicated overwhelming support for submission of tables in a practical format to aid in future analysis. To facilitate this, provide the tables below in either of the noted file formats: • CMT Table (.xlsx, .csv, or .dbf) • Archaeological Features Table (.xlsx, .csv, or .dbf) • Artifact Catalogue (.xlsx, .csv, or .dbf) • Faunal Catalogue (.xlsx, .csv, or .dbf) Multiple tables may be submitted *either* as separate Excel files (.xlsx) *or* as separate worksheets/tabs within a single Excel workbook (.xlsx).

File Naming	Files submitted to Inventory must be named in a way that clearly describes the contents. For example:
	
	[Site Number], [Permit] or [Year], [Contents]
	
	Example—new site non-permit:
	    ALZ-2014-T2_2019, site form.docx
	    ALZ-2014-T2_2019, maps.pdf

	ALZ-2014-T2_2019, photos.docx
	ALZ-2014-T2_2019, subsurface test log.xlsx
	Example—site record update submitted under permit:
	DcRu-346_2018-0013, site form.docx
	DcRu-346_2018-0013, maps.pdf
	DcRu-346_2018-0013, photos.docx
	DcRu-346_2018-0013, CMT table.xlsx
	DcRu-346_2018-0013, artifact catalogue.xlsx
	For information on naming shapefile submissions, please see Site Boundary and Mapping Requirements.
Page Size	All attachments must be printable on letter size (8 ½ x 11”) or legal size (8 ½ x 14”) paper. **Letter size is preferred.** Attachments where contents have been shrunk to fit, resulting in a miniscule font size, will not be accepted.
Abbreviations Key	Where abbreviations or classification systems (e.g., size class) are used, a glossary or key must be included. These documents can be accessed by other authorized Archaeology Branch clients including researchers, First Nations governments, and local, provincial, and federal government branches who may not be familiar with archaeological terminology and conventions.

Table 2. Attachment Content Requirements

Midrange Location Map & Detailed Site Map & ESRI Shapefiles	• Maps and shapefiles are required for all new sites. • For site record updates, maps are required when site boundaries have changed, testing has occurred, or new observations are spatial in nature; shapefiles are required when site boundaries have changed. • See Site Boundary and Mapping Requirements for full requirements.
Captioned Photo(s)	• At least one photo documenting **site location and condition** is required for all new sites and site record updates. Best practice would be to include multiple photos in order to accurately capture the site setting and condition. • Additional photos are required for **artifacts**, either observed or collected: ○ Diagnostic artifacts (all) ○ Non-diagnostic artifacts (representative sample of each artifact type or class) • Additional photos are required for **archaeological features**: ○ Rock art (all panels) ○ Cultural depressions (representative sample) ○ CMTs (representative sample, including uncommon CMTs and those cored) ○ Other features (representative sample) • Do not include the site's temporary number in photo captions; only include it in the header or footer of each page. • The photo caption should reference the subject and direction of view (*i.e.*, N, S, E, W, plan view). • If numbering photos, start at Photo 1. • Artifacts should be photographed so that cultural modifications can be easily identified by others. Artifact photos should be sufficiently illuminated and be in focus. Artifact photos should include a scale bar and provenience. • An optional template is provided on the Archaeology Branch website for your convenience. • Captioned photos may be included as insets on the detailed site map, as long as they do not compromise mapping quality. • Due to their sensitive nature, photos of Ancestral Remains are excluded from the Provincial Heritage Register and are not requested in a site form submission. A location/condition photo should still be submitted for sites containing Ancestral Remains; depending on image and context, it may be withheld from the PHR but kept on file at the Archaeology Branch for access by authorized individuals upon special request.

CMT table	- A CMT table is required for all CMT sites recorded to Level II standards; best practice for CMT sites recorded to Level I standards. - All CMTs captured within the site boundary, including post-1846 CMTs, must be included in the CMT table. This includes trees recorded to Level I and Level II standards. - Post-1846 CMTs recorded outside of the protected site boundary should also be included in the CMT table, in a way that clearly identifies them as excluded (e.g., a separate section at end of table). - Unique identifiers must be consistent across all documents. - Must include an abbreviations key.
Artifact Catalogue	- An artifact catalogue is required when artifacts have been collected. - Artifact catalogues may be submitted at a later date, but no later than the permit deliverables due date. - If submitting the catalogue at a later date, ensure artifact details on the site form are kept sufficiently general in the event that subsequent analysis amends results. - Include artifacts only. Provide a separate faunal catalogue for fauna. The catalogues can be separate work sheets or tabs in the same workbook or spreadsheet file. - If the artifact catalogue accompanies a site record update, sequential catalogue numbers may already be assigned to previous collections; you must obtain the next available catalogue number from the <u>Royal BC Museum, Archaeology Collections</u>. - The following fields are required for all artifact catalogues: - Catalogue number. - Quantity (*e.g.*, 1 or count of artifacts in a "lot"). - Material type. - Type of artifact. - Horizontal provenience (*e.g.*, subsurface test number, surface collection #, EU # and quadrant, mechanical excavation unit #). - Vertical provenience (*e.g.*, depth below surface or depth range, stratigraphic layer if applicable). - Other provenience or associations, if applicable (e.g., grave inclusions must specify the associated burial). - Measurements: - For diagnostic artifacts/tools: Length, width, thickness, and weight are required. - For lots of non-diagnostic artifacts (*e.g.*, debitage) only bulk weight is required. - The above fields are the minimum requirements, additional information to further describe the collected artifacts is encouraged.

Subsurface Test Log	• A subsurface test log is required when subsurface testing or monitoring of subsurface work has been conducted. • Reference all tests that are located within the approved site boundary. • Individual tests with similar stratigraphy can be combined into a single row. • Unique identifier labels must be consistent across all documents. • An optional template is provided on the Archaeology Branch website for your convenience.
Stratigraphic Tables and Profile Drawings	• Stratigraphic tables and digital profile drawings are required when an EU has been excavated or when complex and notable stratigraphy has been observed in tests and exposures. • For multiple EUs where stratigraphy is fairly consistent, submit a representative profile drawing; for multiple EUs where stratigraphy varies significantly, submit multiple profile drawings. • If EU stratigraphy has already been captured as part of the subsurface test log, then the digital profile drawing can be submitted without the additional stratigraphic table.
Archaeological Features Table	• An archaeological features table is required if features or descriptive details are too numerous for inclusion in the Archaeological Features section of the site form. • Unique identifiers (*e.g.*, CD 1) must be consistent across all documents. • Consider using fields such as: length, width, diameter, DBS, shape, orientation, berm presence.
Faunal Catalogue or Analysis Report	• Required when faunal material is collected and analyzed, and details are too lengthy for inclusion in the Cultural Material section of the site form. • Faunal analysis results may be submitted after the date of site form submission, but no later than permit deliverables due date.
Dating Lab Report	• Required if samples are submitted to a lab for dating. • Dating results/reports may be submitted after the date of site form submission, but no later than permit deliverables due date.

APPENDIX C: CHANCE FINDS (NON-PERMIT/NON-STUDY)

In cases where any individual identifies an archaeological site *unrelated to a professional archaeological study* (*e.g.*, camping, walking the dog, chance find en route to a permitted study area), please use the site form or simply an email to ArchSiteForm@gov.bc.ca to report as much information about the site that you are able to collect. When a chance find is unrelated to an archaeological study, the Archaeology Branch will accept a basic submission containing enough information to record the site's location and some key attributes in the PHR.

Provide as much detail about the circumstances of the chance find as possible; the following minimum information is requested when available:

1. **Site Visit Information**.
   - Calendar date of when the chance find occurred.
   - Description of context for the find (e.g., *chance find during hiking trip; chance find located while en route to project area*).
2. **Photos** showing the object and the immediate area where it was originally found are particularly helpful.
3. **A map** showing the site's location is also helpful; a Google Earth screenshot showing an approximation of the observed site extent with a dropped pin is often sufficient.
4. **Location**
   - GPS coordinates (using a dropped pin on most mapping websites will provide a set of coordinates)
   - Street address (if applicable)
5. **Dimensions**. A brief description of the observed site extent or potential for the site to extend beyond the observed area is also helpful and will inform future study.
6. **Site Typology**. What type of site is it?
7. **Features/Artifacts**. What features or artifacts did you see, and how many? Where is the artifact now?
8. **Chronology**. Can you estimate the age of the site? If it's a CMT or trail, is it likely to pre-date AD 1846?

APPENDIX D: MS WORD FORM TECHNICAL FAQ

The site form uses Microsoft Word's form tool. Its special features include drop-down lists, checkboxes, and tabbing from field to field. If you experience technical difficulties, check for the solution below or contact the Archaeology Branch.

Q: Why isn't there enough room for the text that I want to add?

The character limit of each text field has been set to match character limits in the provincial database. The database feeds into other provincial data systems, so increasing the number of characters is not possible. You have two options: be more concise or move overflow comments to the Additional Information section.

Q: Why doesn't spell check work?

Microsoft disables spell check on form fields. The Archaeology Branch recognizes that this poses challenges for users and we are working with our IT partners to investigate options and solutions. Spell check does work if the form is unprotected (see *How do I turn protection on*).

Q: Can I add more rows to tables?

Yes. Normally the form is protected from this kind of editing so that data entry features work properly. However, you can temporarily stop protection to add new rows (See *How do I stop form protection?* below). To quickly add more rows to a table and retain the function of the dropdown lists: *once form protection has been turned off*, select and copy a whole row of the table that has blank forms you'd like to add rows to:

Then, right click the same table the row was copied from and click the "Insert as New Rows" button:

Make sure to re-protect the form right away after adding new rows and before typing new text into forms, or the dropdown lists will not work properly.

Site Class	Type	Subtype	Descriptor(s)
Precontact	**Cultural Material**	**Subsurface**	**Lithics**
Precontact	**Cultural Material**	**Subsurface**	**Fire Altered Rock**
Precontact	**Cultural Material**	**Surface**	**Fauna**
Traditional Use	**Culturally Modified Tree**	**Bark Stripped** ±	**Tapered Scar**

4. ARCHAEOLOGICAL FEATURE

Aboriginally Logged
Air
Bark Stripped
Bird Hunting
Cultural Depression

Summarize all observed archaeological f̲̲̲̲ ____ ____ must̲ also be attached. For all other features, a detailed table may̲ be attached if additi̲ ____ res must be attached.

Type	# of Feature

Hint: If you want all tables in the site form to display gridlines, first stop protection, then click anywhere inside a table, open the Layout tab, and click View Gridlines.

Q: How do I stop form protection?

You will need to stop protection of the form in order to add new rows to tables or enable spell check in completed form fields. If these instructions do not work for your version of Word, open Microsoft Help, and search for "*protect form*" or contact the Archaeology Branch for assistance.

1. Select File, then Info, then Protect Document, then Restrict Editing.
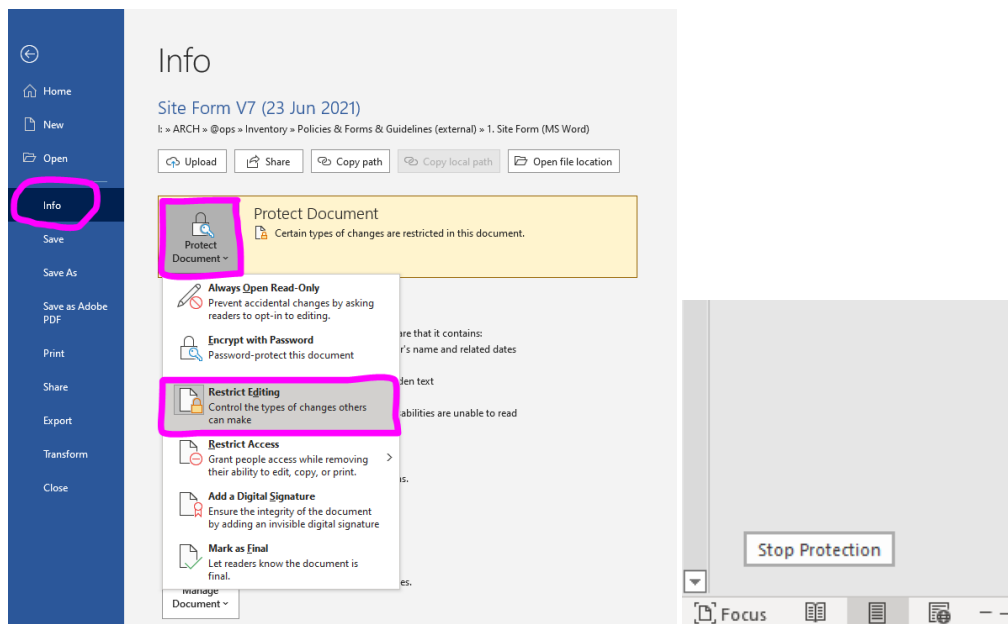
2. At the bottom of the task pane that appears, select **Stop Protection**.

3. Make sure that you re-protect the document before you proceed with more data entry. See *How do I turn form protection on*?

Q: How do I turn form protection on?

The form needs to be protected in order for data entry to work properly. If these instructions do not work for your version of Word, open Microsoft Help and search for "*protect form*" or email us at ArchSiteForm@gov.bc.ca for assistance.

1. Select *File*, then *Info*, then *Protect Document*, then *Restrict Editing*. In the task pane that appears, select **Yes, Start Enforcing Protection**.
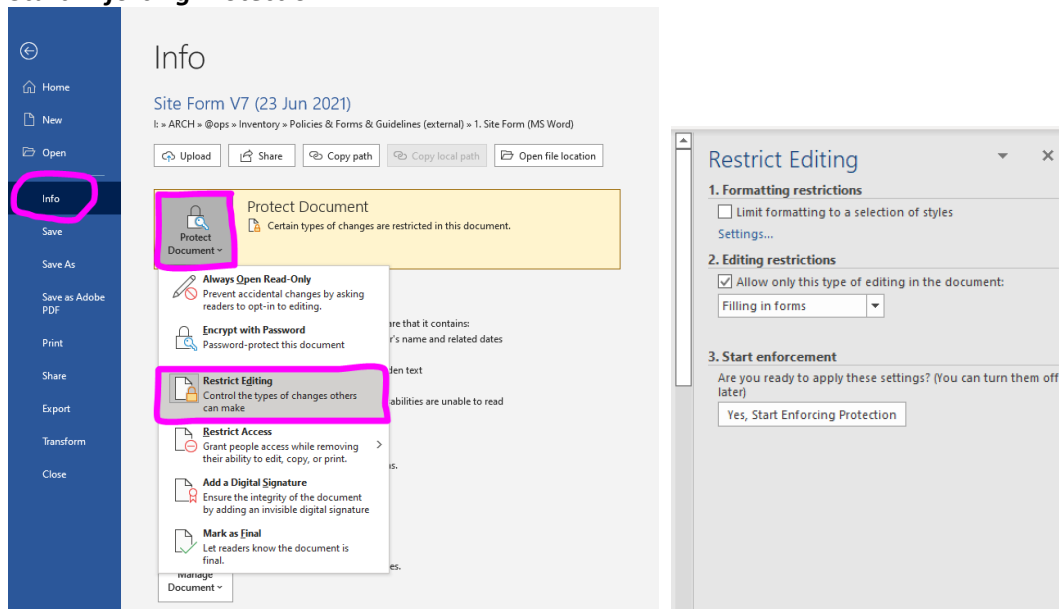
2. A password prompt will appear. There is no password. Simply leave the password fields blank and click OK. The form is now ready for data entry.

Q: Why can't I type directly onto the form? I have to enter data into a pop-up window.

If you clicked in a field and a *Text Form Field Options* window appeared (see right), then your form has become unprotected. You need to re-protect the form in order to enter data into the form. See *How do I turn form protection on?*