

Cultural Resource Review Procedures for CAL FIRE Projects



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Revised: April 3, 2020

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I. General Information

Introduction

The Cultural Resources Review Procedures provide assistance and direction to Department of Forestry and Fire Protection (CAL FIRE) Archaeologists, Environmental Scientists, Foresters, VMP Coordinators, Environmental Coordinators, Forestry Assistance Specialists, Pre-Fire Engineers, State Forest Managers, and other key project delivery personnel towards completing an archaeological review for a CAL FIRE project. These procedures provide guidance for determining the level of effort for archaeological review and detailed instructions for completing the Archaeological Survey Report Form for CAL FIRE Projects. The term CAL FIRE projects, as used here, means any type of project where CAL FIRE is acting as lead agency pursuant to the California Environmental Quality Act (CEQA) except for timber harvesting projects subject to the Forest Practice Act and Rules.

This document is intended to cover all forms of CAL FIRE projects including, but not limited to, California Climate Investment grants, cost-share grants administered by CAL FIRE's Forestry Assistance Program, vegetation management projects implemented under CAL FIRE's VMP or Pre-Fire Programs, Urban Forestry grants, CAL Vegetation Treatment Program (CAL VTP) projects, Demonstration State Forest projects, as well as Capital Outlay and/or Facility Improvements on other CAL FIRE properties. This document is organized into three chapters: General Information, Procedures for Cultural Resource Review of CAL FIRE Projects, and Completing the Archaeological Survey Report Form. The primary objective of the CAL FIRE Cultural Resource Program is to ensure significant cultural resource sites are protected through site identification and avoidance. Every effort must be made to ensure significant cultural resource sites are identified during project development and avoided during project implementation.

Role of CAL FIRE Archaeologists

CAL FIRE has full-time professional Archaeologists on staff to assist and support the archaeological review and consultation on CAL FIRE projects. The CAL FIRE Archaeologists provide assistance and recommendations to CAL FIRE Project Managers with environmental compliance and delivery of CAL FIRE projects.

The CAL FIRE Archaeologists are expected to provide quality control, work flow review, field and reporting inspection and review, and to make recommendations towards those ends. The degree of involvement of a CAL FIRE Archaeologist during review, inspection, and guidance should take into consideration the technical complexity of the project and previously identified cultural resources. The expected outcome should ensure the completion of work ultimately protects or avoids significant cultural resource sites.

Ultimately, CAL FIRE Project Managers and the Registered Professional Forester (RPF) of Record are responsible for the accuracy and completeness of all project documentation required for submittal with the final archaeological survey report. Archaeologically trained resource professionals must maintain their archaeological training certification from CAL FIRE, and should consult with a CAL FIRE Archaeologist during project planning when the technical complexity and need to develop specific protection measures exist. When consulted, CAL FIRE Archaeologists are available to review work products and provide advice and recommendation on archaeological surveys, site records, protective measures and written reports. CAL FIRE Project Managers developing and completing CAL FIRE projects should consider all recommendations provided by the CAL FIRE Archaeologists when developing final Archaeological Survey Reports. Project approval will be provided through final signature on CEQA compliance documentation by the CAL FIRE Director or designee.

For archaeological work completed by archaeological consultants or other agencies, such as the State Department of General Services which oversees capital outlay projects, the archaeological consultant should also consult with the appropriate CAL FIRE Archaeologist. As feasible, CAL FIRE Archaeologists should review the work products submitted by such consultants. Although the written reports provided by those professionals do not need to follow the CAL FIRE Archaeological Survey Report format, such reports should nevertheless follow the standards of Preservation Planning Bulletin Number 4, Archaeological Resource Management Reports (ARMR): Recommended Contents and Format (December 1989, California Office of Historic Preservation). The CAL FIRE Archaeologist's primary role is not to approve the reports but to help ensure the data transferred to the California Historic Resource Information System Information Centers meets the standards as required by the California Office of Historic Preservation.

How to Reach a CAL FIRE Archaeologist

CAL FIRE Project Managers are encouraged to contact the appropriate CAL FIRE Archaeologist for assistance, but may request assistance from any CAL FIRE Archaeologist if the primary contact is unavailable. A list of CAL FIRE's State Archaeologists is provided on the [CAL FIRE Archaeology website](#).

Role of the Project Manager and Registered Professional Forester of Record

A key element of the procedures described in this document is a coordinated effort between CAL FIRE staff developing the project (CAL FIRE Project Manager), the RPF of Record and the appropriate CAL FIRE Archaeologist responsible for review, support and assistance. The CAL FIRE Project Manager is the CAL FIRE Certified Archaeological Surveyor who is preparing the project and completing these Procedures.¹ The RPF of Record is responsible to 1) ensure that archaeological review procedures have been satisfactorily completed and 2) the final Archaeological Survey Report and all accompanying documentation are accurate and complete. The CAL FIRE Project Manager and RPF of Record (which could be the same individual) shall sign the final Archaeological Survey Report approving the content.

A Registered Professional Forester is licensed through the California Board of Forestry and Fire Protection ensuring a minimum standard of professionalism as explained and described in the Professional Foresters Law (PRC §750-783). If an RPF determines they lack professional expertise in any resource discipline, they are legally required to consult a subject matter expert. Accordingly, the RPF of Record shall consult a CAL FIRE Archaeologist if they determine a lack of expertise to adequately identify, avoid and protect cultural resources.

Minimum Qualifications of CAL FIRE Personnel

Archaeological review of CAL FIRE projects should be conducted by persons meeting the same training standards specified in the Forest Practice Rules for the preparation and review of THPs (see 14 CCR Section 929.4). These standards require that archaeological surveys, site protection and mitigation, site recording, and preliminary studies be conducted either by a professional archaeologist or an archaeologically trained resource professional. For most CAL FIRE projects, the preliminary study, survey work, and preparation of an Archaeological Survey Report can be completed by an archaeologically trained professional or other key official in a Unit in consultation with a CAL FIRE Archaeologist as needed.

¹ Although the CAL FIRE Certified Archaeological Surveyor is often the same individual as the person ultimately responsible for the project and the RPF of Record, they may be different individuals. Because they are the one who will be responsible for archaeology on the project however, for the purposes of this document, the CAL FIRE Certified Archaeological Surveyor will be referred to as the Project Manager.

Web Site

The CAL FIRE Archaeology Program maintains a web site that, among other functions, provides CAL FIRE staff and others with information, reports, forms, instructions, and other types of assistance in the task of conducting archaeological review work for CAL FIRE projects. These web pages can be located through [the Department's main Internet Web Site](#). CAL FIRE Project Managers are encouraged to regularly visit this web site and become familiar with its contents which include the current Native American Contacts List, a List of Information Centers, the Archaeological Training Schedule and Enrollment Instructions, Survey and Recording Forms, CAL FIRE's Management Plan for Historic Buildings and Archaeological Sites, and many additional items needed to conduct archaeological reviews for CAL FIRE projects.

Other Legal Requirements

State and Federal laws and regulations require CAL FIRE to identify and protect cultural resources. The primary mandate requiring archaeological review of CAL FIRE projects is found in the California Environmental Quality Act (CEQA). This state law requires CAL FIRE to identify potential impacts to archaeological resources, historical resources, and tribal cultural resources during the Department's assessment of environmental impacts of proposed CAL FIRE projects, and to change the project or develop mitigation measures to eliminate or reduce the severity of those impacts. Additional state agency requirements pertaining to the management of cultural resources on state-owned lands are found in Public Resources Code (PRC) Section 5024. [California Executive Order W-26-92](#) directs CAL FIRE to develop programs for the preservation of the state's heritage resources throughout our jurisdiction. Section 106 of the National Historic Preservation Act and its implementing regulations apply to some CAL FIRE projects when federal funds or permits are required.

II. Procedures for Cultural Resource Review of CAL FIRE Projects

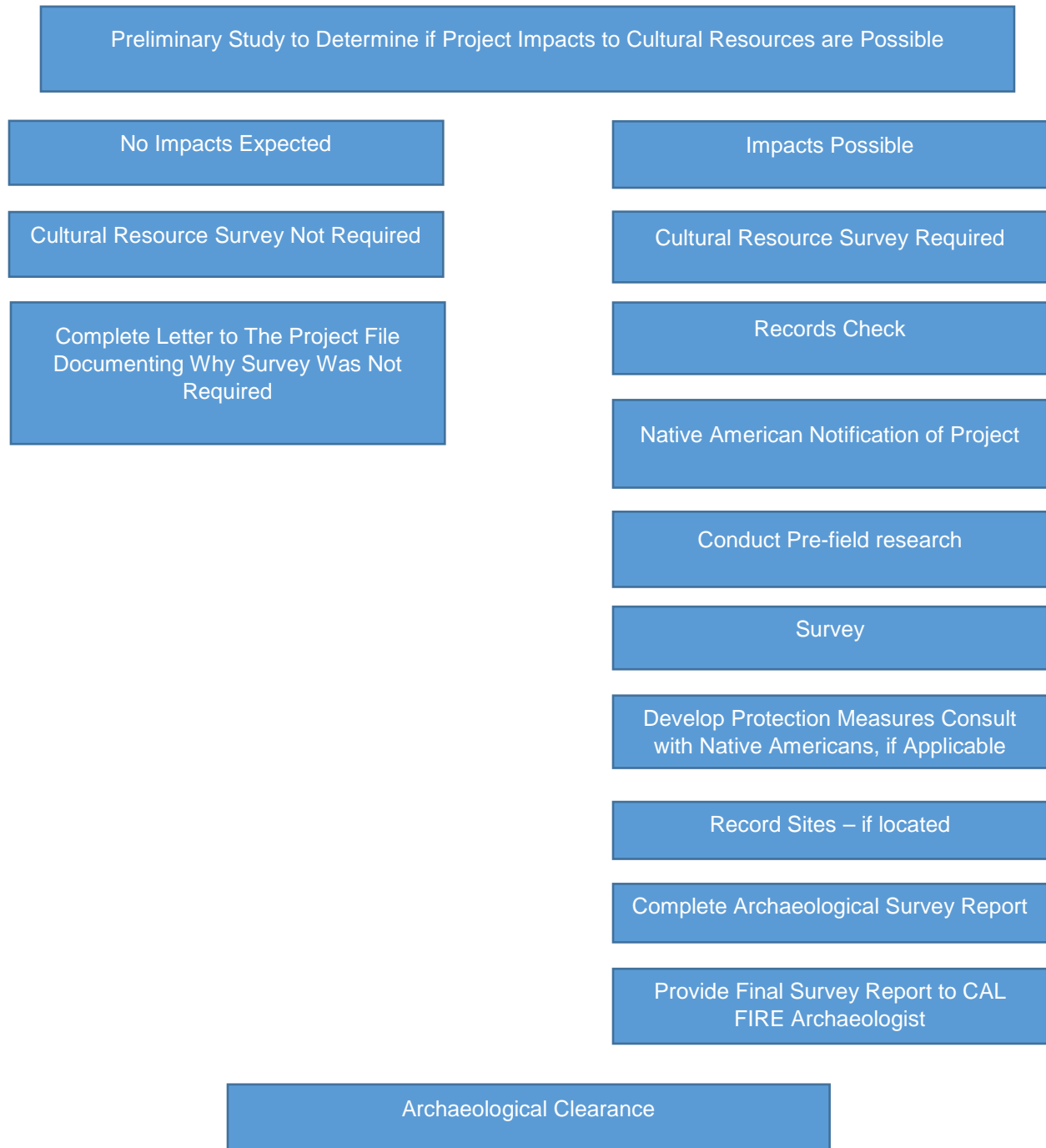
Preliminary Study

The first step in the process of conducting a cultural resource review for a CAL FIRE project is the completion of a Preliminary Study. The purpose of the Preliminary Study is to determine if impacts to cultural resources are possible. This determination should be made after considering the full range of specific project activities and practices, the location of the project, and other relevant factors. The CAL FIRE Project Manager should consult a CAL FIRE Archaeologist if there is a potential the project might qualify for one of the Exempt Practices. If at any time the CAL FIRE Project Manager concludes the project has a potential to impact cultural resources, the Project Manager may proceed directly to Cultural Resource Compliance Procedures described below. If the project has the potential to meet one of the Exempt Practices the CAL FIRE Project Manager and CAL FIRE Archaeologist should identify and evaluate the full range of project activities and compare those activities to the list of Exempt Practices provided in this document.

If the Preliminary Study concludes that the proposed project does not have the potential to affect cultural resources, pursuant to the list of Exempt Practices (listed below), or other circumstances, then a cultural resource survey would not be required. In such cases, a records check, Native American notification, pre-field research, and survey report are not required. Archaeological clearance of the project should be documented in the project file (prepared by the CAL FIRE Project Manager and/or CAL FIRE Archaeologist) that indicates the rationale supporting the decision to waive cultural resource survey requirements. A copy of the clearance documentation shall also be sent to the appropriate CAL FIRE Archaeologist.

The CAL FIRE Project Manager shall complete an Archaeological Survey Report if the Preliminary Study reveals the potential to affect cultural resources. In most situations, this Survey Report will include the procedural steps discussed below on the Cultural Resource Review Procedures flow chart. During the review of certain projects, the CAL FIRE Project Manager in consultation with a CAL FIRE Archaeologist may determine that one or more of procedural steps could be omitted.

Cultural Resource Review Procedures



* see discussion below for exceptions to the use of this flow chart

List of Exempt Practices

The following are examples of CAL FIRE projects that, because they are unlikely to impact cultural resources, do not require archaeological survey, investigation, and reporting. An archaeological records check, notification to Native Americans, pre-field research, cultural resource survey, or the completion of

an archaeological survey report are not considered necessary for projects that involve these types of practices. It should be noted that there may always be exceptions to these exemptions and early scoping can help determine, or redesign a project to fit an exemption that otherwise may not.

1. Management Plan: A long term forest and land management plan to assist forest landowners in developing their land management objectives and feasible projects. The preparation of a forest land management plan is not a ground disturbing practice and may be funded without an archaeological survey. In such cases, archaeological surveys should precede any significant ground disturbing practice as described in the management plan. The inclusion of some level of cultural resource planning in the management plan itself is recommended however, such as a record search for the entire property, an overview of local archaeology, ethnography, and history as it relates to predicting the kinds of cultural resources likely to exist on the property, and a discussion regarding future archaeological survey work and how sites will be managed.
2. Reforestation: Tree planting after harvest or other natural disturbances
3. Follow-up (Release): Practices necessary to promote the survival of seed or seedlings within 36 months of planting. Generally, such work is intended to control insects, diseases, rodents, weeds or brush competition and may include the use of herbicide, chain saw, weed-eater, or hand-grubbing. This work will usually be done by crews using hand tools. If other equipment is used, archaeological surveys may be needed.
4. Timber Stand Improvement: Activities designed to improve timber stands include pre-commercial thinning of young commercial tree species to reduce the number of stems per acre, release of commercial tree species by removing competing noncommercial species of trees and shrubs, and pruning of young trees by removing lower branches from commercial tree species. This work will usually be done by crews using hand tools and the slash is just left on the ground, typically lopped and scattered. If the slash will be piled and burned, or mechanically collected and removed for biomass utilization, archaeological surveys may be recommended.
5. Wildlife Habitat Improvement: The creation of snags, installation of nest boxes, roost poles, platforms, or artificial cavities for animal habitat improvement.
6. Reseeding: Hand or aerial applications of seed or nutrients.
7. Mulch: Hand application of mulch, placement of weed barriers, hay bales, or animal repellent.
8. Irrigation: Surface installation of trickle irrigation system.
9. Urban Forestry Projects: The planting of trees in urban settings. Typically, these settings occur in areas previously landscaped such as within public parks or schools and other developed areas. Most of these projects will not require archaeological survey unless known cultural resources exist in a planning location or the area possesses high archaeological sensitivity. Trees can be an important part of a historic landscape in both rural and urban areas. CAL FIRE project managers should keep in mind that planting new trees in a historic district or on the property of a historic building may affect the setting of that historic property. In such situations, the appropriate CAL FIRE Archaeologist should be consulted at an early stage of project planning.
10. Shaded Fuel Breaks: Thinning and pruning of trees, generally along both sides of a road or along the crest of a ridgetop, to create an effective fuel break to potentially stop a wildfire. To be exempt such projects must involve the chipping and removal of woody material or the chipping and scattering of woody material. Shaded fuel break projects involving mechanical methods or the piling and burning of slash will likely require archaeological survey.
11. Fire-Safe Projects: Treatment of vegetation surrounding communities to reduce the risk of catastrophic wildfires through thinning and/or removal of vegetation by crews using hand tools or non-

ground disturbing equipment. To be exempt such projects must involve the chipping and removal of woody material or the chipping and scattering of woody material.

12. Disposal of Piled Brush: This activity involves the disposal and removal of brush piles. CAL FIRE often administers federal grants to provide chipping and removal of biomass to homeowners doing their own legally mandated defensible space clearing required by PRC 4291. In these instances, the treatment of the vegetation is not a CAL FIRE project and CAL FIRE's responsibility for environmental review only pertains to the disposal of brush piles. A chipper may be utilized to chip and scatter woody material near the brush piles.

13. Diseased Oak Removal: Activities related to the eradication, gathering and removal of diseased oak trees, limbs and slash from oak trees, including, but not limited to, infestation zones of Sudden Oak Death without causing significant ground disturbance. Note: Ground disturbing practices such as stump removal, mechanical yarding, site preparation, and/or the burning of slash piles, are not exempt activities and will require archaeological survey.

14. Fuelwood and Christmas Trees: The collection and personal use of fuelwood and the harvesting of Christmas trees.

15. Sign Posts: The installation of sign posts and monuments

16. Disturbed Areas: Those activities or projects where the area of potential effect is entirely within obviously disturbed contexts, and the disturbance is such that the presence of cultural resources is considered highly unlikely.

17. Pesticides: The application of pesticides.

18. Existing Borrow Pits: Work within the perimeter of existing material borrow pits.

19. Stream Channels: Activities limited within stream channels. Major alteration to stream channels that require mechanized equipment would likely entail more involved archaeological review.

20. Handlines: The creation of narrow handlines using hand tools to establish a burn perimeter. Handlines are often used to keep prescribed fire from entering a cultural resource. This includes hand grubbing around trees or near cultural resources to prevent fire from entering or damaging such resources. Such activities are limited to light brushing of vegetation to expose mineral soil using hand tools.

21. Trail Maintenance: Routine trail maintenance limited to brushing and light maintenance of existing trails with hand tools only.

22. Road Maintenance: Routine road maintenance and resurfacing where work is confined to previously maintained surfaces, ditches, culverts, and cut and fill slopes along road segments. Proposed road maintenance activities within known archeological or historical sites should be carefully reviewed by the CAL FIRE project manager in consultation with the appropriate CAL FIRE Archaeologist.

23. Hazard Tree Removal: The felling of hazardous trees within recreation areas or other areas for health and safety reasons.

24. Fences: The construction of fences where no significant ground disturbance is involved.

25. Existing Nonstructural Facilities: The maintenance or replacement in-kind of existing nonstructural facilities that does not involve significant new or additional ground disturbance (e.g., maintenance or replacement of existing cattle guards, gates, fences, stock tanks, guardrails, barriers, traffic control devices, light fixtures, curbs, sidewalks, etc.).

26. Recent Facilities: Activities or alterations involving facilities or structures that are less than 50 years of age. For activities involving CAL FIRE buildings or facilities older than 50 years of age, consult

the Management Plan for CAL FIRE's Historic Buildings and Archaeological Sites (Foster and Thornton 2001).

27. Installation of Law Enforcement Detection Devices: The installation of law enforcement detection devices within historic properties to assist investigations of site looting and to prevent site vandalism where such installation is unlikely to cause substantial adverse change to the site.

28. Other Practices: Other practices on an individual basis as agreed to in consultation with a CAL FIRE Archaeologist.

Cultural Resource Compliance Procedures

The CAL FIRE Project Manager is responsible for completing the Cultural Resource Compliance Procedures, compiling the Archaeological Survey Report and submitting the report to the RPF of Record for review and approval. The CAL FIRE Project Manager and the RPF of Record will sign all final Archaeological Survey Reports as accurate and complete. The RPF of Record will then submit the report to the respective CAL FIRE Archaeologist for review. This is not a final level of approval but provides archaeological oversight and the opportunity for the CAL FIRE Archaeologist to review the Archaeological Survey Report to ensure all required material are included and that material submitted are in accordance with the policies specified in OHP's Instructions for Recording Historical Resources (1995). Ultimately, project approval will occur when the Director or designee signs the final CEQA documentation. For projects that do not meet one of the above exempt practices, the following tasks identify the components required for CAL FIRE projects to receive cultural resource compliance:

Records Check

A current archaeological records check (defined in Section 895.1 of the Forest Practice Rules) should be reviewed during project planning. CAL FIRE may use an existing record check previously completed for another project on the same property if that records check is current (i.e., was conducted within the previous five years), and if all the current project areas were covered in the previous records check(s). For CAL FIRE properties, consult with a CAL FIRE Archaeologist to determine whether a records check has already been completed for the property. Typically, the CAL FIRE Project Manager should initiate a new archaeological record check for the newly proposed project. The entire parcel must be included in the request for a records check so that this information may be used in the development of future project on the same property.

The policies and procedures obligating records checks for CAL FIRE projects are found in the Memorandum of Understanding (MOU) between CAL FIRE, the State Historic Preservation Officer (SHPO), and the Information Centers (<http://www.fire.ca.gov/programs/resource-management/resource-protection-improvement/environmental-protection-program/archaeology-program/>). Access to information from an Information Center is fee based. For some programs, the CAL FIRE Unit pays the fee. In other programs, the fee might be paid by the consulting RPF preparing a management plan or project in one of our cost-share or grant programs. In such circumstances the records search fee may be reimbursed by CAL FIRE. Alternatively, landowners/applicants may have to pay the fee. The CAL FIRE Archaeology Program Web Site provides downloadable forms to request an archaeological records check.

Native American Project Notification and Information Gathering

The CAL FIRE Project Manager will notify, in writing, applicable Native Americans listed on the most current version of [CAL FIRE's Native American Contact List \(NACL\)](#). The purpose of this notification is to inform Tribes, local Native American groups, and the Native American Heritage Commission (NAHC) about the proposed project, and to invite their views and comments about the project. It also serves as an information gathering step. The CAL FIRE project manager will request information concerning the

location of any archaeological or cultural sites that may be known within the project area. In response, the NAHC will complete a check of its Sacred Lands File. The Project Manager should follow-up and investigate any potential positive result revealed through this request for information. Notification is best completed early in the process of developing a project (such as the same time as the archaeological records check) to avoid delays, allow time for Native American groups and/or individuals to respond, and create the opportunity to document the results of any consultation that may follow receipt of the notification letters, and include this in the archaeological survey report. Use the most current version of the NACL available at the time the environmental impact review is being conducted. This list is updated twice per year (July and January). The notification letter must include the following items:

- A request for information concerning their knowledge of archaeological, historical, or other cultural resources within the project boundaries,
- A description of the project location including the county, section, township, range, base and meridian, and the approximate direction and distance from the nearest community or well-known landmark,
- Two maps-a general location map such as a Thomas Brothers Map that shows the travel route from the nearest community or well-known landmark to the project area and a copy of the relevant portion of the USGS topographic quadrangle map clearly depicting the location of the project boundaries as well as a map legend and scale,
- A statement that all replies, comments, questions or other information should be directed to CAL FIRE and provide the name, address, and telephone number of the CAL FIRE Project Manager,
- A statement that CAL FIRE is requesting a response within thirty days from the date of the notice so the information can be utilized during project planning,
- A statement that the Native American groups and/or individuals may participate in the project review process by submitting written comments to CAL FIRE within 30 days,
- A statement that locations of sites disclosed will be kept confidential.

Additional guidance pertaining to consultation with Native Americans is provided [on our web site](#) .

[Assembly Bill 52](#) amended the California Environmental Quality Act to require specific consultation with California Native American tribes that are traditionally and culturally affiliated with the geographic area of a proposed project. The consultation is required when the lead agency prepares a negative declaration, mitigated negative declaration or environmental impact report. This does not apply to timber harvesting plans or other documents subject to the functional equivalent Forest Practice Program. However, it may apply to environmental documents associated with timberland conversions. Assembly Bill 52 went into effect July 1, 2015. If there could be an effect on cultural resources, and, if the project will require the preparation of a negative declaration, mitigated negative declaration or environmental impact report, the CAL FIRE Project Manager shall do the following in lieu of the above-described Native American notifications:

California Native American Tribe Project Notification and Information Gathering: The CAL FIRE project manager shall send written notification of the proposed project to the appropriate California Native American tribes listed on the most current version of the Native American Heritage Commission's Assembly Bill 52 list. The purpose of this notification is to inform California Native American tribes about the proposed project, to invite their views and comments, to gather information about the location of any tribal cultural resources that may be known within the project area, and to notify the tribes that they may request consultation about the project's effects, alternatives and mitigations. This step should be completed early in the process of developing a project (such as the same time as the archaeological records check) in order to avoid delays, allowing time for California Native American tribes to respond and to schedule any necessary consultation meetings. CAL FIRE shall follow up and investigate any

potential positive result revealed through this request for information. The notification letter must include the following items:

- A statement that the California Native American tribe may request consultation with CAL FIRE concerning environmental review, cultural resources on the project area, potential impacts, project alternatives and mitigations.
- A statement that the tribe's request for consultation must be made in writing within 30 days of the CAL FIRE notice.
- A statement that the California Native American tribe should designate a lead contact person if requesting consultation.
- A statement that the consultation does not limit the ability of the tribe to submit information to CAL FIRE regarding the significance of the tribal cultural resources, the significance of the project's impact on tribal cultural resources, or any appropriate measures to mitigate the potential impacts.
- A description of the project location including the county, section, township, range, baseline and meridian, and the approximate direction and distance from the nearest community or well-known landmark.
- Two maps-- a general location map, such as a Thomas Brothers Map, that shows the travel route from the nearest community or well-known landmark to the project area and a copy of the relevant portion of the USGS topographic quadrangle map clearly depicting the location of the project boundaries, as well as a map legend and scale.
- A statement that all replies, comments, questions or other information should be directed to CAL FIRE in writing.
- A statement that questions and comments can be made by phone, but should be followed by an email or letter.
- The name, address, and telephone number of the CAL FIRE project manager.
- A statement that locations of sites disclosed will be kept confidential.
- A statement that maps displaying locations of cultural sites should include a note or stamp indicating the map is confidential.

Pre-field Research

The CAL FIRE Project Manager, designee, or an Archaeologist working on the cultural resources survey should conduct pre-field research as part of the cultural resources review. Pre-field research is intended to allow the Project Manager to identify the necessary survey strategy and familiarize a surveyor with the types of cultural resources likely to be encountered in a project area. It further enables surveyors the ability to interpret, record, and evaluate these findings within the context of local history and prehistory. The CAL FIRE Project Manager will determine the adequacy of pre-field research and document the research in the Archaeological Survey Report.

Reference Material to Consider for Pre-field Research

The Handbook of North American Indians - Volume 8 – California (Smithsonian Institution 1978) and the Handbook of the Indians of California (Kroeber 1925) are two primary ethnographic sources. Determine which tribal group or groups occupied the area containing the proposed project and review information about those tribal groups.

Another excellent source is the General Land Office (GLO) plat maps for the township of the project. Most GLO plat maps date from the 1850s to the 1870s although some are as late as 1900. The GLO surveyors often mapped homesteads, cabins, orchards, roads, trails, fence lines, mining areas, etc. that were

observed during their survey. If any such features are depicted on the map within what is now the project area, a careful field search should be made for surviving remnants.

The GLO surveyor's notes usually accompany the plats. GLO plat maps and records may be obtained through the mail or in-person at the Bureau of Land Management Office of Survey Records in Sacramento. They may also be viewed [on their website](#). GLO plat maps are also kept on file at some of the Information Centers. An Information Center may provide a copy of a relevant portion of a GLO plat map as part of a Complete Records Check, if requested by the surveyor.

Old topographic maps may be examined for the locations of old houses, roads and other features that may have been displayed on these early maps but not on current USGS topographic quadrangle maps. Historic topographic maps can be accessed and downloaded (no charge) from the [United States Geological Survey website](#).

Consulting a series of [aerial photographs](#) taken over a period can help date historic structures, and aid in the assessment of the types of previous land-use practices and prior ground disturbances. Persons contacted should include individuals belonging to any local historical society, agency archaeologists, landowners, ranchers, neighbors, and/or other knowledgeable individuals that may have lived or worked in the area being studied.

Pre-field research may also include a review of archaeological reports (either survey reports or excavation reports) and/or site records for the local area. This review will provide specific examples of the kinds of cultural resources that have been previously discovered in the general area, a discussion of archaeological, historical, and ethnographic information pertaining to the area being studied, and examples of typical artifact assemblages. Look for site location patterning and the types of artifacts or features being recorded.

For projects on CAL FIRE facilities or state-owned lands, be sure to review CAL FIRE's Management Plan for Historic Buildings and Archaeological Sites (Foster and Thornton 2001), and A Survey and Historic Significance Evaluation of the CAL FIRE Building Inventory (Thornton 1994 & 2011). This two-volume report includes a complete listing of all CAL FIRE buildings and provides the date of construction for each building. For projects containing CAL FIRE lookouts, review An Inventory and Historical Significance Evaluation of the CAL FIRE Lookout Stations (Thornton 1993). This volume also provides the age and historical significance of each surviving CAL FIRE lookout facility.

With a records check, Native American project notification, and pre-field research in hand, the CAL FIRE Project Manager will determine the appropriate survey strategy and methods to ensure cultural resource identification and avoidance.

Survey

The CAL FIRE Project Manager will determine the appropriate survey strategy and methods to ensure cultural resource site identification and avoidance. If the CAL FIRE Project Manager has uncertainty regarding the appropriate survey strategy and methods to employ, they should consult a CAL FIRE Archaeologist.

According to the outcome of the records check, preliminary study, Native American notification and pre-field research, a cultural resource survey should be done in the proposed project area. The field survey should be performed by the trained CAL FIRE Project manager or a professional archaeologist. It is possible, however, that the survey work will be completed by a consulting RPF or professional archaeologist retained by the landowner, as part of the grant, or retained by CAL FIRE. CAL FIRE Archaeologists are available to help guide this work.

The objective of a field survey is to detect the specific location of all cultural resource sites within the project area, including but not limited to: historic landscapes, prehistoric or historic archaeological sites, features, or artifacts, historic buildings or structures, or other types of resources that have significant

cultural importance to Native Americans such as traditional cultural properties, cemeteries, gathering areas, and/or sacred sites.

California Code of Regulations Section 929.1(a)(3) requires that a field survey be done to detect “archaeological and historical sites,” also referred to here as cultural resource sites. The Office of Historic Preservation and CAL FIRE have defined the term “archaeological site” to require more than the presence of a single deposit or feature (see CCR Title 14, Div, 4, Ch. 11.5 Appendix A and CAL FIRE’s 2003 “Definitions of Terms and Acronyms Used in the CDF Archaeology Program.”) Specifically, the Office of Historic Preservation requires the site be “defined in part by the character and location of such deposits or features.”

For a deposit or feature identified in a survey to require recording and either avoidance (“flag and avoid”) or evaluation of significance, it must be part of an archaeological or historical site, and it must be at least 45 years old. The Office of Historic Preservation’s 1995 Manual states that any physical evidence of human activities over 45 years old may be recorded. This age limit should be considered a trigger, an initial qualifying attribute for determining significance and recordation. Barring any distinguishing features, a single beverage container (isolate) usually is not part of a cultural resource site and does not need to be recorded or considered for significance. Non-distinctive corrugated metal culverts are usually not part of a cultural resource site and do not need to be recorded or considered for significance. Additional culvert features such as masonry headwalls and outflow features however, may constitute the presence of a site.

For recent human activity, if the age requirement is likely met for a deposit that is part of a cultural resource site and damaging effects from operations cannot be avoided, a determination of significance can be made by the project representative who satisfies the requirements specified in 14 CCR 929.4 [949.4, 969.4]. If the project representative determines that the cultural resource site is not significant, it does not need to be protected but it still needs to be recorded in the Archaeological Survey Report.

For projects the Department has lead agency responsibility for under the California Environmental Quality Act, the determination should be based upon the criteria for determining Historical Resources (Public Resources Code §5024.1) and Unique Archeological Resources (Public Resource Code §21083.2(g)).

In some situations, archaeological survey work may be phased in after the project has begun based on the size and timeframes for implementation. For example, on large projects that will involve multiple years to implement, surveys may be conducted in subsequent years (phased) prior to project operations.

Survey methods and techniques employed to achieve adequate coverage will vary based upon a variety of factors. These include the physical characteristics of the property, especially topographic and other environmental attributes, and other information gathered during the records check, in response to the Native American information request, and/or other pre-field research, as well as the results of archaeological inventories in areas with a similar cultural and natural setting. To the greatest extent possible past survey efforts should be used to avoid duplicating survey efforts and to demonstrate the totality of survey coverage within the project area. The CAL FIRE Project Manager will determine to what extent the project area has been covered by past survey efforts. In making this determination they should consider the age of the survey and what extent of the project area was surveyed. The CAL FIRE Project Manager should attempt to relocate any previously recorded sites and determine if associated site records need to be updated.

For large projects that will be implemented over several years and to facilitate project implementation, a phased survey approach is encouraged to obtaining full survey coverage. The CAL FIRE Project Manager will conduct an initial survey of the project areas prior to operations. The CAL FIRE Project Manager should be onsite sufficiently during project operation to ensure cultural resource protection through identification and avoidance. Upon completion, survey results will be provided to the CAL FIRE Archaeologist. Should unknown cultural / historical resources be discovered during project operations the CAL FIRE Project Manager should follow the Post-Approval Discovery of Cultural Resources procedures explained below.

There are four different levels of archaeological survey coverage intensity: complete, general, intuitive, and cursory. These are described below:

- **Complete.** A complete reconnaissance is one in which archaeologically-trained individuals systematically traverse the area at 10 meter intervals or less, looking carefully for all evidence of prior human activity. Team members usually walk abreast. All archaeological phenomena in each area may not be visible or as easily definable at the same time: different seasons, varying light conditions, differential erosion, and/or deadfall and duff cover may obscure the investigator's vision or reveal certain remains at different times. Nevertheless, most features should be observable to a trained surveyor walking over the entire area under investigation in a complete manner. Coverage should be sufficient to allow the investigator to encounter the smallest of the archaeological sites likely to occur in the area under study. Spacing must be narrow enough and ground cover must be modified (if it is an observational problem) to the extent that will allow the investigator to locate the sites. If needed, ground cover modifications (e.g., systematic removal of duff) should be used to allow inspection of mineral soil for evidence of human activity. During a complete reconnaissance areas will be encountered that could contain archaeological remains (such as prominent rock outcroppings, benches, suspicious-looking features, possible artifacts, etc.). These areas should be intensively examined to determine if archaeological remains are present before transect coverage is resumed.
- **General.** A general reconnaissance is one in which an attempt is made to systematically cover an area as in a complete reconnaissance but with wider transect intervals. This might be due to steepness of slope, absence of water, or because of other physical conditions or observational constraints (e.g., deadfall, brush, steep slopes). Transect spacing may be increased to 30 meters.
- **Intuitive.** Detailed inspection is given only to specific localities that exhibit previously identified characteristics that may be associated with the location of archaeological properties. Coverage is usually accomplished by traverses 30-50 meters apart. For example, if the reconnaissance is within steep timberland, remains of historic activities are not expected for the area and prehistoric sites will likely occur only on benches and near springs, the investigator might be justified in covering the area in a manner sufficient to locate those natural phenomena that have potential for association with the location of archaeological sites. Detailed inspection is reserved for those areas identified as archaeologically sensitive. Localities within low potential areas that should receive detailed inspection in this study include springs, seeps, and low rises in flat plains.
- **Cursory.** A cursory reconnaissance is one in which the inspector gives the areas a quick field inspection rather than intensive coverage. Sometimes these areas can be examined by walking briefly through and checking likely or probable spots close to the line of travel. Such methods should be employed along with visual aids (e.g., aerial photographs) to ensure that specific localities that exhibit characteristics that may be associated with archaeological site locations are not overlooked. The environmental factors that should be scanned for have been mentioned above.

Develop Protection Measures

Every effort must be made to identify and avoid cultural resource sites. The CAL FIRE Project Manager shall develop effective protection measures to avoid all identified cultural resource sites located within project areas. These measures may include adjusting the project location or design to entirely avoid cultural resources or changing project activities so that damaging effects to cultural resources will not occur. These protection measures should be written in clear, enforceable language, and should be included in the archaeological survey report. CAL FIRE should exercise a strategy of avoiding all adverse impacts to cultural resources. If impacts to cultural resources cannot be avoided, a CAL FIRE Archaeologist must be consulted to help develop appropriate protection measures.

Consultation with Native Americans

If Native American or Tribal Cultural Sites (defined in the Forest Practice Rules and CEQA) are identified within a project area, the CAL FIRE Project Manager will notify Native Americans regarding the existence of such sites, provide information regarding the proposed protection measures, and provide Native Americans the opportunity to submit comments and participate in consultation to resolve issues of concern.

Typically, CAL FIRE project development affords 30 days for Native American Tribes to reply to notifications. To expedite, the CAL FIRE Project Manager may consult over the telephone or through a face-to-face meeting with each required tribal contact and document this consultation in the project files and the Archaeological Survey Report.

For projects subject to AB 52, the following will apply:

If a California Native American tribe responds to CAL FIRE requesting consultation and/or if CAL FIRE identifies tribal cultural resources on a project area, CAL FIRE will notify the California Native American tribe regarding such consultation and/or the existence of such sites. Any notification meant to initiate consultation must occur within 30 days of receiving the California Native American tribe's request for consultation.

If the notification concerns only the consultation request, then the notification letter must contain the following:

- An acknowledgment of receipt of the consultation request.
- A brief description of the project.
- A statement that the consultation may be done by email, by letter, by phone or in person with the CAL FIRE project manager, the CAL FIRE cultural resource manager, and/or the appropriate unit, program or regional manager.
- A statement that the consultation may cover potential significant adverse effects to tribal cultural resources within the geographic area traditionally and culturally affiliated with the tribe, including the type of environmental document necessary, the significance of tribal cultural resources, and, if necessary, project alternatives or the appropriate measures for preservation or mitigation that the tribe may recommend.
- A statement that the consultation does not limit the ability of the tribe to submit information to CAL FIRE regarding the significance of the tribal cultural resources, the significance of the project's impact on tribal cultural resources, or any appropriate measures to mitigate the potential impacts.
- A statement that all replies, comments, questions or other information should be directed to CAL FIRE.
- The CAL FIRE project manager's contact information.
- A statement that locations of sites disclosed will be kept confidential.

If the notification concerns both the consultation request and identified tribal cultural resources, then the notification letter must contain all of the above, as well as the following:

- A description of the tribal cultural resources identified in the project area.
- A description of the proposed protection measures.

The consultation is considered concluded when CAL FIRE and the California Native American tribe

agrees to measures to mitigate or avoid a significant effect, if a significant effect exists, on a tribal cultural resource, or one of the parties, acting in good faith and after reasonable effort, concludes that mutual agreement cannot be reached [Public Resources Code §21080.3.2(b)].

If CAL FIRE identifies cultural resources on a project area and no one has requested consultation, CAL FIRE will notify the appropriate entity (California Native American tribe or Native Americans) regarding the existence of cultural resources.

Record Sites

CAL FIRE will record all significant cultural resource sites detected in a proposed project area. Site recording will be done in accordance with the policies specified in OHP's Instructions for Recording Historical Resources (1995). Additional guidance for site recording is provided in CAL FIRE's Suggestions for Preparing Archaeological Site Records and Site Maps (2001). Both documents are available on our web site. CAL FIRE Archaeologists will be provided with all site records and will ensure that final records submitted to OHP comply with required standards.

Native American groups may request certain types of cultural resources (such as ceremonial or sacred sites) not be recorded as a condition of their disclosure during consultation. In such instances, CAL FIRE will honor the request and not record these types of sensitive cultural resources, although some information will be included in the Survey Report.

Complete Archaeological Survey Report

For projects that do not meet one of the exempt activities, CAL FIRE will ensure an Archaeological Survey Report is completed for cultural resource surveys conducted for CAL FIRE projects. This report will be prepared using CAL FIRE's Archaeological Survey Report Form for CAL FIRE Projects (available on our web site) or an equivalent format containing the same information in the same order. Detailed instructions for completing this report are provided in Chapter III. It is the CAL FIRE Project Managers responsibility to develop and complete the task required for the Archaeological Survey Report. The final Archaeological Survey Report will be signed by the CAL FIRE Project Manager and RPF of Record. The RPF of Record will provide the assurance that standards required for cultural resource compliance are met.

CAL FIRE Archaeologist Review and Oversight:

A CAL FIRE Archaeologist should carefully review the contents of all archaeological survey reports prepared for CAL FIRE projects to ensure adequacy prior to submittal to OHP. The CAL FIRE Archaeologist should ensure that a complete copy of the survey report is provided to the appropriate Information Center for permanent retention.

The CAL FIRE Project Manager is responsible for completing the Cultural Resource Compliance Procedures, compiling the Archaeological Survey Report and submitting the report to the RPF of Record for review and approval. The CAL FIRE Project Manager and the RPF of Record will sign all final Archaeological Survey Reports as accurate and complete. The RPF of Record will then submit the report to the respective CAL FIRE Archaeologist for review. This is not a final level of approval but provides archaeological oversight and the opportunity for the CAL FIRE Archaeologist to review the Archaeological Survey Report to ensure all required material are included and that material submitted are in accordance with the policies specified in OHP's Instructions for Recording Historical Resources (1995). Ultimately, project approval will occur when the Director or designee signs the final CEQA documentation.

Procedures for Post-Approval Discovery of Cultural Resources

If a cultural resource site is discovered within a project area during operations, the following applies:

1. Project activities within 100 feet of the newly discovered cultural resource should be immediately halted until the CAL FIRE Project Manager can identify and ensure avoidance of the site. Project activities may continue outside this 100-foot perimeter during the identification and avoidance process.
2. If the newly discovered site has been negatively impacted by project operations the appropriate CAL FIRE Archaeologist will be notified to assist in development of protection measures and any necessary remediation.
3. The CAL FIRE Project Manager should ensure the newly discovered site is recorded and its discovery and protection measures are documented in the project files.
4. If the newly discovered site is a Native American Archaeological or tribal cultural resource (defined in the Forest Practice Rules and CEQA), the CAL FIRE Project Manager should notify the appropriate Native American tribal group and the NAHC, if appropriate.

Private Landowner Involvement

Many CAL FIRE projects are located on privately owned lands. CAL FIRE should respect the landowner's rights when implementing these procedures. This courtesy includes notifying the landowner(s) of CAL FIRE's cultural resource responsibilities and inviting their comments and participation. Landowners should be notified regarding the scheduling of archaeological survey or other inspection work carried out by CAL FIRE and given the opportunity to comment on and participate in such inspections. CAL FIRE should provide a copy of any completed survey reports to the appropriate landowner(s), if so requested. Landowners should also be advised that such reports containing specific site locations are confidential and should not be distributed to the public.

III. Completing the CAL FIRE Archaeological Survey Report Form

Introduction

The purpose of the CAL FIRE Archaeological Survey Report Form is to document the results of an archaeological survey and impact assessment, demonstrate completion of required tasks, identify specific protection measures, ensure review and advice by a CAL FIRE Archaeologist, ensure review and approval by the RPF of Record and to ultimately support the Department's approval of the project. This information is kept by CAL FIRE but not made available to the public to prevent disclosure of sensitive resource locations to unauthorized individuals. Once approved, the completed report is forwarded to the appropriate Information Center of the California Historical Resources Information System for permanent retention so that this information can be added to the state's database of cultural resources and benefit future management or research on the property. The current version of the Archaeological Survey Report Form for CAL FIRE Projects was created in January 2003 and was designed to closely follow the recently revised Confidential Archaeological Addendum for Timber Harvesting Plans (THPs). A downloadable version of the form is available from the [CAL FIRE Archaeology Web Site](#) or through written request by email to any of CAL FIRE's staff Archaeologists. The survey report form is designed to document investigations for typical CAL FIRE projects. Complex investigations, such as those requiring site testing, may require additional documentation. This report form is intended for use by a CAL FIRE resource professional who has completed archaeological training. CAL FIRE Archaeologists are available to help guide, assist and conduct the investigation documented in the report.

Title Block and Footer

The title block should contain the name of the project, county, author's name, author's affiliation, address, and phone number. Provide the date the report was written. [Be sure to delete the parentheses which were placed on the form only to guide the insertion of the appropriate project specific information.] The following are typical examples of how the title block should appear:

An Archaeological Survey Report for the Rice Canyon VMP Project Lassen County, California

by: Joe Forester, RPF #0001 Unit Forester, Lassen-Modoc Unit

697-345 Highway 36

Susanville, CA 96130

(123) 456-7890

January 23, 2003

Part 1: Project Information

Provide the project number and the name of the CAL FIRE Project Manager. Include the title, headquarters location and telephone number of the project manager if the project manager is not the author of the report. The author of the report is usually also the project manager and archaeological surveyor. In such instances the address and telephone numbers do not need to be repeated in Parts 1 and 5. Indicate the size of the project, usually in acres, although linear projects (such as shaded fuelbreaks) can be described differently. Provide the name of the 7.5 minute topographic quadrangle map, the name of the landowner or landowners, and the legal location. Briefly discuss the source of funds supporting the project. Indicate if the project includes state funds, federal funds, or both. For projects involving federal funds, indicate the federal agency that provided funding. This funding information is needed to comply with programmatic agreements and to prepare annual reports specified in those agreements. Provide a brief project description and be sure to include a discussion of all ground disturbing activities.

Part 2: Archaeological Records Check Information

A current archaeological records check conducted at the appropriate Information Center (IC) of the California Historical Resource Information System must have been conducted for the project area. A request form and additional instructions are available on our web site. Indicate the date this check was completed and attach a copy of the completed records check request, maps, and reply from the Information Center (IC) including mapped information. Provide the IC file number and summarize the results of the records check discussing whether archaeological or historical sites are known or suspected to exist within the project area, and whether the property was previous archaeologically investigated.

In some instances, CAL FIRE project managers will be using a different method to complete an archaeological records check. CAL FIRE maintains a data base of information on cultural resources on Demonstration State Forests, and these sources may be reviewed in lieu of a typical records check at the IC if the database has been kept current. CAL FIRE also keeps records on archaeological surveys for many of its facilities. CAL FIRE must update its database every five years for those sources in order for that database to continue to be an adequate and legal alternative to IC record checks for every project.

Part 3: Native American Consultation Information

The first half of this section must be completed for all projects. It documents the first notice and information request sent to Native Americans. The second half, beginning with the phrase “Date Notification Letters were sent to Native Americans (if applicable)” must be completed only in those instances where a Native American archaeological or tribal cultural resource was confirmed to exist within the proposed project area. In the first part, provide an example of an information request letter that was sent, including the maps. Be sure the information request letters include all the information and statements identified within this document.

List all the Native American contacts that were provided written notification, the date of the CAL FIRE Native American Contact List that you used to determine the appropriate tribal contacts, and the date your letters were sent. Check the appropriate box pertaining to the results of this request and check the appropriate box pertaining to the presence or absence of Native American archaeological or cultural sites identified within the CAL FIRE project area. If you check “No” (that such sites have not been identified), then you may delete the remaining portions of the form in this section or leave them blank.

If you check “Yes” (that such sites have been located within the project) additional notification to Native Americans is expected with a discussion of the results in Part 3. To avoid delays in project approval, send the second letters immediately after the survey has been completed and protection measures have been determined by the CAL FIRE Project Manager. Protection measures should involve identification and avoidance. This second letter should contain the following:

- the name, address, and telephone number of the CAL FIRE Project Manager sending the notice,
- the name, number, or other designator of the CAL FIRE project,
- a list of all known Native American archaeological or cultural sites located within the project area, including a name, number or other designator, and a brief description of each site,
- a brief discussion of how each site should be protected,
- a statement that written comments may be submitted for CAL FIRE’s consideration at the address provided if received within 30 days

If, during review of certain CAL FIRE projects, the typical practice of allowing 30 days for reply to this second notice will create difficulties, the CAL FIRE project manager may consult over the telephone or through a face-to-face meeting with each required tribal contact and document this consultation in Part 3 of the report.

There may be times, such as when working on a project that has previously surveyed, when you know the location of the Native American archaeological or cultural sites and appropriate, specific, enforceable protection measures prior to starting your project. You have the option of combining the two letters into one if you make sure that you include all information required for both letters. If there are any changes to the project, such as the discovery of new (i.e., previously unrecorded) archaeological sites during additional surveys, or changes to the protection measures, you would then have to send an additional notification letter to the Native American groups and individuals previously contacted.

Part 4: Pre-field Research

The pre-field research will help you determine where you are going to intensify your survey and what you should be looking for. Be sure to list the literature reviewed and the persons contacted during the pre-field research, and most importantly, provide a summary of the results of this research as it relates to this project. The summary of pre-field research results should include a discussion of the history of the area. Indicate which Native American people lived in the area, briefly characterize the nature of their settlement

patterns and describe how the tribe may have used the project area. Describe the historic settlement in the area and list the sites known in the area and the type of sites that are expected to be found in the project area and vicinity.

Part 5: Training and Experience of Archaeological Surveyors

Provide information concerning the training and qualifications of the person or persons who conducted the archaeological survey to demonstrate that the surveyors meet the qualification standards described in Section 929.4 of the Forest Practice Rules. List the name of the current archaeological surveyor. Provide that person's affiliation, address, and phone number if this information is not already included in the title block or in Part 1 of the report. If the archaeological survey was conducted by a person with current CAL FIRE archaeological training, provide the most recently completed training course number and the date the training course was completed. The training must be current (within five years prior to the survey). If the current surveyor is a professional archaeologist check the appropriate box. If, according to the Information Center response, the project area or part of the project area had been previously surveyed, list the previous surveyor's name and title of any applicable survey report on file.

Part 6: Survey Methods and Procedures

The information provided in this section describes the effort to search for cultural resources in the project area, and to describe that level of effort. In describing the survey strategy explain the archaeological survey rationale for the methods used. Survey strategy may be influenced by considerations such as topography and/or other physical attributes of the property. Describe where you looked, what methods were employed, and what you were looking for. Demonstrate that you know what you should have been looking for and that you employed a survey strategy that was appropriate for the area or region in which the property is located. CAL FIRE has produced a few articles designed to assist CAL FIRE personnel in developing appropriate strategies. These are available on the CAL FIRE Archaeology Program Web Site and in the Reference Manual and Study Guide for the CAL FIRE-CLFA Archaeological Training Program For Registered Professional Foresters And Other Resource Professionals.

Provide the length of time spent conducting the cultural resource survey. If you indicate that only one day was spent on the archaeological survey for a 500 acre project this might cause question regarding the adequacy of the survey effort. Provide the date or dates of your survey.

Discuss the survey coverage intensity. If you applied systematic survey coverage, describe transect intervals. For surveys on smaller parcels, it is perfectly acceptable to describe a survey coverage intensity that results from looking for archaeological sites while you were covering the area in the conduct of other tasks. Be sure, however, that you proceed slowly enough and cover the ground intensively enough to ensure that adequate survey coverage has been applied. For large project areas, it is better to apply different forms of systematic coverage. A lengthy discussion of systematic survey coverage is provided above in this document. Discuss ground visibility and/or other limitations you encountered during the survey. If heavy duff or grass cover inhibited ground visibility and you used surface scrapes to improve your ability to see the soil, or if you observed exposed soils in road cut banks or creek banks, mention this. If portions of the project area were not included in the site survey area, be sure to explain why (i.e., the terrain was too steep, it was vegetated with abundant poison oak, etc.). Also, include other relevant information concerning the survey such as relevant details about the history of the area, any sites from a previous study, facts about previous land management practices, burn history, etc.

If recorded archaeological or historical sites were identified during the archaeological records check are in or adjacent to your project area, attempt to relocate each site during the survey. Recorded sites adjacent to the project area, should be relocated to determine if they extend into your project area.

Be sure you have obtained permission to enter any adjacent lands (trespassing is not appropriate).

Once archaeological and/or historical sites are detected, determine their horizontal extent to facilitate mapping, recording, and the extent of protection measures if warranted. If flagging is to be used, we recommend the use of printed flagging that contains the words "Special Treatment Zone" with substantial placement that site boundaries are readily visible to equipment operators and other members of the project crew.

Part 7: Survey Results

List and briefly describe all cultural resource sites identified within the project area including their size, type, and condition, regardless of their significance. Display the specific location of all identified cultural resource sites, and the areas covered, on an attached map or set of maps. At least one of these maps must be a 1:1 scale copy of a USGS 7.5' quad map so the information can be accurately transferred to the official data base maps at the Information Center. The designations used for the sites on these maps must correspond to the designations for each of these sites in Parts 7, 8, and 9 of the report. This list and description must include previously recorded sites in addition to the new ones you discovered. If the Records Check shows sites that you were not able to relocate, discuss this in your survey results. Here is an example of a good site list with brief, but adequate site descriptions:

- Site #1. This is a previously recorded site, assigned the trinomial of CA-MEN-1806/H, recorded by Mark Gary in 1992. It is a multi-component site with both prehistoric and historic components. The majority of the site area contains a rich midden deposit with three possible housepits and a cupule boulder--evidence suggesting that this was a major prehistoric village site. The site appears to be in excellent condition. Artifacts observed on the surface include a rich scatter of chert and obsidian flakes and three projectile points. The historic element is the ruins of a one-room log cabin built with wire nails in circa 1920. The site measures about 250 m. X 100 m. in area.
- Site #2. I discovered this site during the survey and named it the Bear Creek Site. It is a prehistoric lithic scatter of moderate density (about 5 flakes per square meter). Chert and obsidian flakes were found but no midden, features, or flaked tools. The site measures about 50 m. X 30 m. and appears to have been disturbed by previous logging operations.
- Site #3. Another site I discovered, named the Callie Homestead, is an historic homestead with a cabin, corral, fruit trees, and scattered historic artifacts including cans and bottle fragments. The site area measures about 200 ft. X 150 ft. The cabin and trees are in good condition but the corral is in ruins. Only about 10% of it has survived.
- Site #4. Another site I discovered, this one named the Bear Creek Can Scatter, is a can scatter measuring 15 X 15 feet. It contains mostly beer cans and food tins and, based on the types of cans, appears to date to circa 1950. As a scatter, there is no depth to this site, which is in poor condition since the cans are extremely rusty and markings are not legible.
- Site #5. This is the location of another recorded site, CA-MEN-1807, recorded by Jim Mismap in 1973 as a small sparse lithic scatter. I did not relocate the site during my survey. The recorded location provided by the Information Center is included on the attached Archaeological Coverage Map, but no site was observed at that location.

In the above example, all five site locations must be plotted on the attached maps, and these plotted locations should be designated Sites 1 through 5. Although site descriptions in the survey report may be kept brief, the same information can be copied and pasted/inserted into the site record, but be sure to include all pertinent detail.

Following the list and description of each identified site, check the appropriate boxes indicating how CAL FIRE's recording requirements have been or will be met. CAL FIRE is responsible for recording sites

located within project areas and these site records must be completed in accordance with OHP standards. The following additional suggestions concerning site recording are offered:

- Site records should be included with the report forwarded to the CAL FIRE Archaeologist for review.
- If the site was previously recorded you may need to update the site record by re-recording it, if new information pertaining to the site was found.
- When determining the appropriate level of site recording, the following general guidelines are offered; bearing in mind that some sites may need additional recordation above these suggested levels. Small, recent, or ubiquitous sites such as historic can dumps, minor ditch segments, etc. may qualify for recording with the minimum acceptable standard, which is a 2-page record including a completed Primary Record and Location Map. Small prehistoric sites (such as sparse lithic scatters) which are to be completely avoided may also be recorded with a Primary Record and Location Map, although CAL FIRE recommends a Site Map to ensure the site can be relocated in the future. Larger, more complex sites should be recorded using at least a 4-page record consisting of a Primary Record, Archaeological Site Record, Site Map, and Location Map. In general, all but the very simplest resources should be recorded with a Primary Record, Location Map, and an appropriate detailed recording form or forms (e.g., Archaeological Site Record, Linear Feature Record, Milling Station Record, Rock Art Record). At a minimum, any significant site should be recorded to the 4-page standard (Primary Record, Archaeological Site Record, Site Map, and Location Map). Sites containing diagnostic artifacts should include scale drawings and/or photographs of the artifacts. CAL FIRE staff should be familiar with two important references on site recording that are available on our web site. These are: Suggestions for Preparing Archaeological Site Records and Site Maps (Betts 2001) and Instructions for Recording Historical Resources (Office of Historic Preservation 1995).

Part 8: Evaluation of Site Significance

An evaluation of site significance is applicable only if damaging effects to identified cultural resource sites cannot be avoided. For recent human activity, if the age requirement is likely met for a deposit that is part of an archaeological or historical site and damaging effects from operations cannot be avoided, a determination of significance can be made by the project representative who satisfies the requirements specified in 14 CCR 929.4 [949.4, 969.4]. If the project representative determines that the cultural resource site is not significant, it does not need to be protected but it still needs to be recorded in the Archaeological Survey Report. When CAL FIRE personnel encounter situations where damaging effects to sites cannot be avoided, a detailed discussion of site significance must be included in this section and a CAL FIRE Archaeologist must be consulted.

For projects the Department has lead agency responsibility for under the California Environmental Quality Act, the determination should be based upon the criteria for determining Historical Resources (Public Resources Code §5024.1) and Unique Archeological Resources (Public Resource Code §21083.2(g)). If CAL FIRE proposes to protect the site from all substantial adverse change (defined in PRC Section 5020.1) and the site has been adequately recorded, then this section does not need to be completed. Instead, simply provide a statement that since the site will be protected and recorded, a significance assessment is not required.

Part 9: Protection Measures

List the specific protection measures to be implemented for each identified cultural resource site. The cultural resources should be listed using the same site designations as in Part 7, with specific protection measures included for each listed site. Describe measures designed to ensure protection within the site

boundary and within 100 feet of the site boundary. Complete avoidance is the preferred treatment within the site boundary, if this is practical. When the report author proposes to carefully implement activities in and around identified cultural resources, an assessment of likely or possible impacts must be presented. In such situations, we advise you develop this language in close consultation with a CAL FIRE Archaeologist and include an element of on-site supervision to ensure that protection measures or restricted project activities are closely followed. If complete avoidance is not possible or is impractical, the author should develop a plan describing project activities and specific protection measures. This plan will then be carefully reviewed by a CAL FIRE Archaeologist and key elements of that protection plan included in the second written Notice to Native Americans, if the site is a tribal cultural resource.

If CAL FIRE determines that the proposed project may cause a substantial adverse change (as defined in PRC Section 5020.1) to a potentially significant archaeological or historical site and these potential impacts cannot be avoided, one or more of the following scenarios will most likely ensue:

- The project may need to be changed to avoid the affected sites.
- CAL FIRE may need to retain a consulting archaeologist to investigate the significance of the site or complete data recovery as mitigation. This investigation could include subsurface testing and artifact analysis and detailed documentation.
- The project may have to be cancelled.
- The project may require an Environmental Impact Report (EIR) including public and agency review.
- The project may require consultation with the appropriate federal agency and the State Historic Preservation Officer (SHPO) if federal funding is involved.

Any plan should, at a minimum, contain recommendations for the mitigation and/or the reduction of impacts to avoid or prevent substantial adverse change to significant archaeological or historical sites, and should meet the standards of Preservation Planning Bulletin Number 4 December 1989, Office of Historic Preservation, entitled Archaeological Resource Management Reports (ARMR): Recommended Contents and Format. Detailed information on site impacts and appropriate protection measures is available in the Reference Manual and Study Guide for the CAL FIRE Archaeological Training Program For Registered Professional Foresters And Other Resource Professionals.

Part 10: Implementation of Protection Measures

In this section, the author should describe the efforts made to ensure that protection measures are effectively carried out. For example, the protection measures should be included in the Incident Action Plan for VMP projects so crews carrying out project activities are adequately informed. For CFIP projects, protection measures may be inserted into the Forestland Management Plan, and specific directions given to work crews. On-site supervision is another useful tool to ensure the protection measures are carefully followed. Protection measures should be included in the Environmental Checklist for CFIP and VMP projects. Upon request the CAL FIRE Archaeologist may provide assistance in developing the appropriate language for the Cultural Resources Section in this Checklist. The CAL FIRE Project Manager or RPF of Record may need to revise the Project Description to incorporate the results of the archaeological investigation, especially when specific protection measures have been developed to protect archaeological sites. Remember that archaeological site locations are exempt from the Public Records Act; they must be kept confidential and must never be included in any public document. The CAL FIRE Archaeologist should review any perceived conflict between confidentiality policy and public disclosure requirements. A decision needs to be made regarding who must know where sites are located and how much information they need to know about them. Those individuals trusted with archaeological site location information must be advised of the importance of keeping this information confidential. The project manager should incorporate results of the archaeological investigation into the Management Plan

for the property, if one is being prepared, and should notify all appropriate project personnel of specific archaeological protection measures that were agreed-to, and ensure that these measures are carried out. The CAL FIRE Project Manager should monitor and evaluate the effectiveness of any plan used to protect archaeological or historical resources upon completion of the project by inspecting sensitive areas to determine if desired objectives have been met. These efforts should be discussed in Part 10 of the report.

Part 11: Other Applicable Information

This section may be used to provide other applicable information to explain difficulties with survey, or unordinary circumstances that were encountered conducting the review and survey.

Part 12: Attachments

The following attachments should be included with your survey report:

- A copy of the completed records check request and its accompanying map, and the written response from the appropriate Information Center including all information and/or site records provided by the IC.
- An example of CAL FIRE's correspondence with the local Native American tribal groups and individuals including maps, and any response that has been received.
- Site records including maps.
- Archaeological Coverage Map or Maps, one of which must be a USGS 7.5-min. quad map (or digitally generated topographic equivalent) at 1:24,000 scale. The map must show a project boundary, location of all archaeological and historic sites identified (with site size and configuration mapped accurately), regardless of significance, and specific areas examined during the archaeological survey. Make sure the designations used to list sites in Parts 7, 8, and 9 are the same designators used to differentiate mapped site locations on the Archaeological Coverage Map. Additional maps at other scales to provide increased clarity are encouraged, and in small projects may be necessary, but the 1:24,000 scale map is also necessary. The reason for this is to enable accurate transfer of site locations and survey coverage areas onto the official base maps kept at the Information Centers which are original 7.5 minute topographic quadrangle sheets.

Part 13: Review, Approval and Submittal to OHP

The primary goal of these procedures are to ensure cultural resources are identified and protected. The final Archaeological Survey Report and all accompanying documentation will be compiled and signed by the CAL FIRE Project Manager. The RPF of Record will also sign the final Archaeological Survey Report documenting the contents of the report and all accompanying documentation as accurate and complete. The RPF of Record must also meet the same archaeological training standards specified in the Forest Practice Rules for the preparation and review of THPs (see 14 CCR Section 929.4).

The final report will be submitted to a CAL FIRE Archaeologist for review, advice and recommendation to ensure OHP standards prior to submittal to OHP. The CAL FIRE Project Manager, RPF of Record and CAL FIRE Archaeologist should work to make any adjustments to the report as necessary prior to submittal to OHP. Final adjustments should not delay project CEQA compliance if all content of the survey report are included and complete. The CAL FIRE Project Manager is encouraged to consult with a CAL FIRE Archaeologist as often as necessary during the investigation and development of the report,

including providing a draft copy of the report to the CAL FIRE Archaeologist for review. The final report will be circulated through Departmental chain-of command for final approval along with other pertinent CEQA documentation. The reports and all content shall be kept confidential per OHP guidance and state law. Final approval will occur when the Director or designee signs the final CEQA documentation.

CAL FIRE Archaeological Survey Report Form

An Archaeological Survey Report for the (name of project)

(name of county), California

by: (author's name)

(author's affiliation/title)

(author's mailing address)

(author's telephone number)

(date report was written)

Part 1: Project Information

Project Number:

Name of CAL FIRE Project Manager: Project Size (acres):

Name of 7.5' USGS Quad Map: Name of Landowner:

Legal Location: Funding Information: Project Description:

Part 2: Archaeological Records Check Information

Date of Records Check Conducted by Information Center: Information Center File Number:

Summary of Records Check Results:

Records Check Request, Map, and written reply from the Information Center are attached

Records Check Not Attached

Justification:

Part 3: Native American Consultation Information

Example of a notification letter(s) (including maps) is attached

List of Native American individuals or groups that were provided written notification: Date of the CAL FIRE Native American Contact List that was used:

Date notification was sent: Results of Information Request:

No reply received as of (date):

Written reply received (copy attached)

- Verbal reply received (summarize verbal reply):
- Native American archaeological or cultural sites were not identified within the project area
- Native American archaeological or cultural sites have been identified within the project area

Date Notification Letters were sent to Native Americans (if applicable):

Date copies of notification letters sent to the Director:

Results of Notification to Native Americans:

- No reply received as of (date):
- Written reply received (copy attached)
- Verbal reply received (summarize verbal reply):

Part 4: Pre-Field Research

Literature Reviewed:

Persons Contacted:

Summary of Results of Pre-Field Research:

Part 5: Training and Experience of Archaeological Surveyors

Name of current Archaeological Surveyor(s):

- Archaeological Survey conducted by Professional Archaeologist
- Archaeological Survey conducted by person with current CAL FIRE Archaeological Training
CAL FIRE Archaeological Training Course # Date Training Course was completed:
- Archaeological Survey for previous project within site survey area previously conducted by (provide name):

Part 6: Survey Methods and Procedures

Survey strategy:

Time spent conducting archaeological field survey: Date or Dates the survey was conducted:

Survey coverage intensity:

Ground visibility/other limitations:

Other relevant information:

Part 7: Survey Results

List and description of all sites found:

- No sites found within the site survey area.

- The following sites have been recorded and completed records are attached:
- The following sites were previously recorded, updates not prepared (attach copy(ies)):
- The following sites were previously recorded, updates prepared (attach copy(ies)):
- The following sites will not be recorded, justification provided below:

Part 8: Evaluation of Significance

Preliminary determination of significance of listed sites (if required):

Part 9: Protection Measures

Specific enforceable protection measures:

Part 10: Implementation of Protection Measures

Discuss actions taken to carry out protection measures:

Part 11: Other Applicable Information

Additional Information:

Part 12: List of Attachments

- Archaeological Records Check Request
- Archaeological Records Check Request Map Information Center Reply
- Example of Notice(s) to Native Americans: USFS or other Agency Correspondence:
- Other:
- Archaeological Coverage Map (1:1 scale of USGS 7.5' quad) Additional Archaeological coverage map(s)
- Project Vicinity Map
- Written Reply from Native Americans Site Records
- Photographs

Part 13: Professional Review and Approval

The final survey report shall be signed by the CAL FIRE Project Manager and RPF of Record confirming the content of the report are accurate and complete. Final project approval is obtained when the CAL FIRE Director or designee provides signature on the final CEQA compliance documentation.

Signature of CAL FIRE Project Manager

Date Signed: Printed name: Title:

Signature of RPF of Record: RPF Number:

Date Signed: Printed name: Title: