
SITE FORM GUIDE

INTRODUCTION

The Archaeological Site Inventory Section of the Archaeology Branch maintains the Provincial heritage register in a database called the *Heritage Resource Inventory Application* (HRIA). The HRIA stores site records for over 45,000 known archaeological sites in British Columbia. Archaeological site data must be submitted to the Archaeology Branch in a format that is compatible with the HRIA. The British Columbia Archaeological Site Inventory Form (“**site form**”) is designed to ensure that archaeological information is reported in a consistent format for the HRIA. This guide provides instructions for completing the site form.

For **new sites**, all sections of the site form must be completed unless they are clearly inapplicable (e.g., the Stratigraphy section is not required if no subsurface testing occurred). Except for the *temporary number* field, avoid referring to the site throughout the text of the site form by its temporary number, as each instance will need to be overwritten with the Borden number; instead, refer to the site simply as “the site.”

For **site form updates**, the *Identification*, *Site Visit Information*, and *Condition* sections are always mandatory; other sections may or may not be required depending on whether you have information to report that relates to your most recent site visit. The Archaeology Branch keeps one site form per site visit on record. Do not attempt to compile your new information with previously reported information. To save paper and improve readability, delete the sections for which you have no new information. Very brief site form updates can be submitted on a single page using your own headings that correspond to the headings 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.

Best practice is to submit site forms within 6 weeks of recording the site in the field. Site form submissions will not be queued for Borden number issuance unless all mandatory attachments (e.g., site form, maps, shapefiles, photos, data tables) are included. Artifact catalogues, faunal analysis reports, and dating lab reports may be submitted later. Consult the checklist at the end of the site form for a summary of requirements for attachments.

The Archaeology Branch maintains two distribution lists, one for Inventory issues and one for Permitting and Assessment issues. Topics regarding site recording and reporting are frequently discussed via these lists. Archaeologists submitting site forms and related documentation to the Archaeology Branch should subscribe to the lists here:

http://lists.gov.bc.ca/mailman/listinfo/l_flnr_archaeological_site_inventory
http://lists.gov.bc.ca/mailman/listinfo/l_flnr_archaeological_permitting

Submit complete site form packages and any questions about site forms to the Inventory Section:
ArchSiteForm@gov.bc.ca

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SITE FORM SECTIONS

1. IDENTIFICATION

Temporary Number (new site)

A temporary number is mandatory for all new sites. The temporary number should be assigned in the field upon site discovery and included on all related documentation, as it is used to identify and track 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 temp numbers.

Examples:

| | |
|-----------------------|--|
| <i>DkRi-45784-T3</i> | [Borden grid-project number-T#] |
| <i>GhRk-Jones-T1</i> | [Borden grid-recorder-T#] |
| <i>2016-231-JS-T2</i> | [permit number-recorder's initials-T#] |
| <i>2015-342-T7</i> | [permit number-T#] |

Borden Number (site revisit)

Enter the Borden number if you are completing a site form update for a previously recorded site. Leave this field blank for a new site; the Archaeology Branch assigns permanent Borden numbers for new sites.

Site Name(s)

A site can be known by several names or no name at all. It may have an aboriginal place name, a name recorded by an ethnologist, or a name commonly used by people in the area. Enter all 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.

2. LOCATION

The Location section describes the location of the site and is mandatory for all new sites. For site form updates, complete this section if you have *new* or *improved* location or access 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. A datum/UTM point corresponding to the UTM coordinates must be included 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.

Indicate the source of the UTM coordinates:

| | |
|--------------------|---|
| <i>GPS</i> | Coordinates were recorded using your GPS unit. |
| <i>Digital Map</i> | Coordinates were derived from local and online mapping applications such as RAAD, iMap, ArcGIS, Google Earth, OziExplorer, Garmin Mapsource, etc. This method is particularly useful when an object contained within or near site boundaries is clearly visible in orthophotographic imagery. |
| <i>Printed Map</i> | Coordinates were calculated from a NTS 1:50,000 or BCGS 1:20,000 map. The basic method for calculation of UTM coordinates is explained on the border of most gridded maps. This is the least accurate method of calculating coordinates and should be avoided, given the availability of GPS technology and online mapping tools. |

If you only have latitude and longitude coordinates, convert them to UTM coordinates using an online geographic unit converter.¹ and verify that the converted UTM coordinates correspond to the datum/UTM point on your site map.

¹ Example of geographic unit converter: <http://www.rcn.montana.edu/resources/converter.aspx>

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.

Examples:

The site is located in the northwestern Vancouver Island region on the eastern shoreline of Pamphlet Cove, Drake Island, Quatsino Sound, approximately 10 km southwest of the town of Coal Harbour.

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.

Access Description

The access description complements the location description by referring to field-verified features not necessarily found in orthophotographic imagery or on TRIM base mapping and by indicating the method of travel required. Use cardinal and ordinal directions (*e.g.*, north, east, northwest, southeast). Only use *left* or *right* in combination with cardinal and ordinal directions.

Do not repeat the same information verbatim for individual sites found clustered in an area. Each site is unique and the access descriptions must be site-specific. The goal is to enable precise relocation of the site in the field. Be specific; vague or generalized descriptions (*e.g.*, *by boat*) will not be accepted.

In urban areas, since it is possible to navigate to a civic address using a variety of methods, detailed step-by-step access descriptions may be less relevant. Do provide access comments where applicable such as parking restrictions, gate information, etc.

Examples:

The site can be accessed by boat from Coal Harbour. From Coal Harbour, travel south through the Quatsino Narrows, then west along Quatsino Sound to the northern side of Drake Island, located just southwest of the southwestern mouth of Quatsino Narrows. The site is located on the eastern shoreline of Pamphlet Cove approximately 400 m south from the mouth of the cove on a small rocky beach.

From the bridge over the Bulkley River, east of Smithers, BC, travel east on Hwy 16 for 3.5 km. Turn left (east) on Babine Lake Road and travel for 51.7 km. Turn left (northwest) on the Nilkitkwa FSR and travel for 55 km. Park and walk ~250 m east to the site.

Drive to 1234 Main street, Kamloops, BC. Park at back of lot, off 5th Ave.

Parcel Identifier (PID or PIN)

The Property Identification Number (PID) is a 9-digit number assigned by the Land Titles Office to a parcel of private land and does not change when the property's ownership is transferred. The PID can be obtained by asking the land owner or querying the cadastral layer in government mapping applications (e.g., iMap, online municipal GIS systems). **The PID is mandatory for all sites on private property.**

The Parcel Identifier Number (PIN) is a unique identification number used for Crown land. The PIN is mandatory for all sites located on surveyed Crown land. Unsurveyed Crown land will not have a PIN; indicate this by entering *Unsurveyed Crown Land* in the Legal Description field.

A site may cover more than one land parcel. List all the PINs and PIDs associated with the site (or the portion of the site within your project area).

Legal Description

The legal description for a parcel of land is created when the parcel is registered in the Land Title Register or Crown Land Registry. Enter the legal description(s) for all land parcels overlapping with the site. Legal descriptions will include some of the following terms:

Section, Plan, Block, Township, Range, Lot, District Lot, Sub-lot, Parcel, Division, Legal Subdivision, Meridian, Fractional, Portion, Unsurveyed Crown Land

Street Address

Enter the street address(es) of properties which overlap the site.

3. TENURE/RESERVES

Indicate the tenure(s) or reserve(s) associated with the land containing the archaeological site. Tenure information describes who owns or has a registered interest in the land (e.g., cutting permit, road right-of-way). This information is used by the Branch to inform jurisdictional decisions and to determine the applicability of the *Heritage Conservation Act* and other legislation.

This section is mandatory for all new sites. A parcel of land can have more than one tenure; at minimum you must include the tenure associated with your client at the time of recording or the base land tenure (e.g., private land, unsurveyed Crown land). For site form updates, this section is mandatory where the tenure associated with your project is different from the tenure already on record, or if your project has a major industry client (e.g., forestry, hydro, oil & gas).

Jurisdiction

Check the box describing the level of government responsible for administering the tenure/reserve. Options are:

Provincial Jurisdiction
Federal Jurisdiction
Local Jurisdiction
Private Land
Treaty Settlement Lands

Type

Next to the jurisdiction that you selected, choose a tenure or reserve type. Options are:

| | | |
|---------------------------|------------------------------|----------------------------|
| <i>Crown Lease</i> | <i>Intertidal</i> | <i>Park</i> |
| <i>Ecological Reserve</i> | <i>Land Reserve</i> | <i>Road</i> |
| <i>Forestry</i> | <i>License of Occupation</i> | <i>Short Tenure Permit</i> |
| <i>Grazing</i> | <i>Minerals</i> | <i>Water</i> |
| <i>Hydro</i> | <i>Oil & Gas</i> | <i>Other (specify)</i> |

Land Management Agency

If possible, enter the name of the agency or company associated with the land tenure, as well as any licensees or lease holders. Do not enter names of private land owners; use *Private Land Owner*.

Details

If applicable, enter the name, file number, or other unique identifier to describe the tenure or reserve (e.g., reserve name, park name, OGC file number, cut block number, road name, plan number). Also provide any other comments relating to tenure or reserve.

Examples:

| Jurisdiction | Type | Land Management Agency | Details |
|-------------------------|----------------|--|------------------------------|
| Provincial Jurisdiction | Forestry | ABC Forestry Company | Cutblock CP12-345 |
| Provincial Jurisdiction | Oil & Gas | XYZ Petroleum Products | OGC# 9876543 |
| Provincial Jurisdiction | Road | Ministry of Transportation and Infrastructure (MOTI) | Highway 17 km 34 to km 52 |
| Federal Jurisdiction | DND | CFB Esquimalt | Rocky Point, Training Area A |
| Federal Jurisdiction | Indian Reserve | Lhtako Dene Nation | IR No. 1 Quesnel |
| Local Jurisdiction | Park | City of Courtenay | Lewis Park |
| Private Land | | Private Land Owner | |
| Treaty Settlement Lands | | Tla'amin Nation | |

4. SITE VISIT INFORMATION

Site Visit Information is mandatory for all new sites and site form updates.

Permit Number

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

| | |
|---------------------------|-----------------|
| Archaeology Branch Permit | 2015-037 |
| Ministerial Order | M.O. 2015-156 |
| OGC Permit | 2015-9032 (OGC) |
| Non-Permit | leave blank |

Issuing Agency

Select the name of the agency issuing the permit. Options are:

Archaeology Branch
Oil and Gas Commission (OGC)
Non-Permit

Permit Type

Select the permit type. Options are:

Inspection (S.14)
Investigation (S.14)
Alteration (S.12)
Ministerial Order
Non-Permit

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: 2015/11/03
Archaeological Project Description: AIA of cut block A15384 (Oct 27 to Nov 3, 2015)

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 purpose of the archaeological project using common project descriptors such as archaeological impact assessment (AIA), preliminary field assessment (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 is insufficient (*e.g., cutblock A15384* is unacceptable; *AIA of cut block A15384* is acceptable). If your project took place at a specific civic address, include that address in the project description.

Be specific. Vague descriptions (*e.g., PhD research*) will not be accepted. Include the range of site visit dates, if the site visit took place over multiple days.

Examples:

- *AIA of Cut Block A15384, Prince George Forest District (Mar 3 – 7, 2015).*
- *Chance find of archaeological site during a non-permit private hiking trip.*
- *Monitoring of alterations to DgRr-1 at 2833 McKenzie Avenue, Surrey BC.*
- *Archaeological site inventory of northern Vancouver Island as part of PhD research.*

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 performed their roles off site.

Choose from the following team member roles:

Permit Holder (leave blank if non-permit)

Field Director

Field Supervisor

Other (includes recorders, testers, excavators, 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. A brief description of an “Other’s” role may be added after their affiliation if affiliation alone isn’t sufficient to explain their presence.

Example:

| Team Member Role | Full Name(s) and Affiliation(s) | On Site? |
|----------------------------|--|--|
| Permit Holder(s) | Sophia Wise (Western Archaeological Services Inc.) | Y <input type="checkbox"/> N <input checked="" type="checkbox"/> |
| Field Director(s) | Kenneth Riley (ABC Consulting Ltd.) Nelson Stokes (WASI) | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |
| Field Supervisor(s) | Erica Adams (WASI) | Y |
| Other | Ricardo Duncan (ABC) Ross Valdez (WASI) Ramona Morgan (ABC) Francis Lewis (ABC) | Y |

5. SITE TYPOLOGY

Site Typology is mandatory for all new sites and site form updates. For site form updates, list all the site types *that you observed during your site visit*, even if they are already included in the site record.

The site typology table for archaeological and heritage sites in British Columbia is located in Appendix A. It describes sites from general to specific. Consult Appendix A to complete this section of the site form. **Entries incompatible with Appendix A will not be accepted** as the provincial database only accepts pre-defined typology strings.

Site typology should describe all features and materials recorded within site boundaries. Do not include features and materials observed *outside* of site boundaries; these can be mentioned elsewhere in the site form.

Example:

| 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 |

6. CULTURALLY MODIFIED TREES

The Culturally Modified Trees (CMT) section of the site form summarizes all CMTs recorded *within the protected site boundary*. **Full metrics and details for CMTs recorded to Level II standard must be reported in an attached CMT table.**

Consult *Defining Archaeological Site Boundaries, Archaeology Branch Mapping and Shapefile Requirements*, and relevant CMT recording guidelines for detailed CMT recording requirements. In summary:

- Site forms for CMT sites known to entirely post-date AD 1846 will not be accepted by the Archaeology Branch for Borden number issuance, as they are not protected under the *Heritage Conservation Act* (HCA).
- CMT site boundaries are drawn around individually protected features only. Protected CMTs are CMTs that pre-date AD 1846 and CMTs that *may* pre-date AD 1846, per HCA Sections 13(2)(d) and 13(2)(g).
- CMT site boundaries must not be extended to capture unprotected (*known* to post-date AD 1846) CMTs, regardless of their proximity to other protected CMTs. However, it is expected that post-1846 CMTs will sometimes be captured within the boundary drawn around protected CMTs. Such *captured* post-1846 CMTs are considered features of the site because they fall within the protected boundary; therefore, at minimum, their location and type must be recorded and reported in site forms, site maps, and CMT tables.
- CMTs are buffered by 10 m (so a single standing CMT will be mapped as a circle 20 m in diameter).

Total Number of CMTs

Enter the total number of CMTs *within the site boundary* that you have recorded during your site visit. The total includes post-1846 CMTs that are captured within the protected boundary, as these are features of the site.

For site updates, the total is the number of CMTs that you are adding to the site, re-recording, or subtracting from the site following tree harvest. Use (-) when subtracting CMTs or (+) when adding CMTs (see examples below). Clearly explain your total in the *Summary of CMTs* section below. If re-recording previously recorded CMTs, use the same unique identifiers as the original recorder.

Summary of CMTs

Describe the CMTs within the site boundary. The goal is to provide a brief and clear summary of the data in your CMT table. The following details must be summarized, when available:

- Subtotals for CMT types, subtypes, and descriptors, as appropriate.
- For site form 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:

Total Number of CMTs: 74

Summary of CMTs: *Site consists of seventy-four (74) CMTs, including seventy-two (72) cambium-stripped and two (2) kindling collection lodgepole pines. Twenty-four (24) of the CMTs predate 1846, thirty-two (32) are undated but likely to predate 1846 based on stand age and proximity to pre-1846 CMTs, and three (3) postdate 1846 but were captured within the protected site boundary. CMTs were recorded to Level II standards. See CMT table for details.*

Total Number of CMTs: 3

Summary of CMTs: *Site consists of three (3) CMTs. These include two (2) taper-strip scarred trees and one (1) rectangular-stripped tree. All three are western redcedar. CMTs recorded to Level I standard; no dates or metrics were recorded, but they are suitable for dating and likely pre-date 1846. A post-1846 taper-strip scarred western redcedar tree is located to the south of the site, but due to its recent date was not included within the site's boundary.*

Total Number of CMTs: -7

Summary of CMTs: *Site initially recorded in 2012 (permit 2011-367), total 9 CMTs. An additional 6 CMTs were recorded in 2013 (permit 2012-432), for a revised total of 15 CMTs. Seven (7) CMTs (#1-5, 7, 9) were harvested under the current alteration permit (2015-128), leaving a total of 8 CMTs at the site. See attached site map showing location of harvested CMTs and revised site boundary.*

Total Number of CMTs: +6

Summary of CMTs: *Site initially recorded in 2008 (permit 2008-291) with a total of 20 CMTs. A site revisit under current permit 2015-441 identified an additional 6 CMTs northwest of the previous site boundary, for a new total of 26 CMTs at the site. The newly recorded CMTs include 4 taper bark-stripped and 2 large rectangular stripped western redcedar trees, all believed to pre-date AD 1846. The previously recorded CMTs were observed but not re-recorded as they were outside of the current permit area. New CMTs recorded to Level II standard; see attached CMT table for metrics and site map for expanded site boundary.*

Summary of CMTs: 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, post-1846 CMTs falling outside of the protected site boundary, if recorded, should be listed in CMT tables, included on site maps, and described in the General Remarks section of the site form. It must be clear on maps and in CMT tables that these excluded CMTs do not fall within the protected site boundary. It is recommended that CMT tables have a separate section for reporting excluded post-1846 CMTs.

7. ARCHAEOLOGICAL FEATURES

Use the table provided in the site form to summarize archaeological features other than CMTs. Such features might include cultural depressions, rock art, burial mounds or cairns, hearths, petroforms, clam gardens, weirs, etc. If more space is required to provide additional details, add rows to the table or attach a supplementary Feature Table.

For site form 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.

Feature ID#

Enter a unique identifier for each feature or group of features. 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*). Maps and other documentation must refer to the feature(s) using the same identifier(s).

If re-recording previously reported features, use the same unique identifiers as the original recorder.

Length and Width

Enter the length and width of features in metres. Length is the longest dimension.

Diameter

Enter the diameter of circular features.

Depth/Height (for surface features)

Enter the depth of surface depressions or height of other surface features in metres, if applicable.

DBS from and DBS to (for subsurface features)

Enter the depth below surface (DBS) of each subsurface feature in metres, if applicable.

Shape

Choose a term that best describes the shape of the feature. Options are:

| | |
|------------------------|----------------------|
| <i>Anthropomorphic</i> | <i>Rectangular</i> |
| <i>Circular</i> | <i>Semi-circular</i> |
| <i>Irregular</i> | <i>Square</i> |
| <i>Lenticular</i> | <i>Triangular</i> |
| <i>Linear</i> | <i>Wheel</i> |
| <i>Oval</i> | <i>Zoomorphic</i> |

Orientation

Choose the cardinal direction that best describes the orientation of the feature, if applicable.

Options are:

N-S, E-W

NW-SE, NE-SW

NW, NE, SW, SE

N, S, E, W

Berm or Rim

Indicate whether a berm or rim is present or absent for all cultural depressions. Comments pertaining to the berm or rim, such as measurements, should be included in Feature Remarks or in an attached Feature Table.

Feature Remarks

Summarize any additional feature data in Feature Remarks.

Rock art features must be summarized here by describing the number of panels or designs, the colour, and a general description of the motif(s) including dimensions and illustrations. Use descriptive terminology accepted in rock art studies such as *zoomorph* rather than *deer*, *anthropomorph* rather than *man*, and *rayed circle* or *geometric design* rather than *sun circle*. Interpretative information such as *deer*, *man*, or *sun*, can be included within the Feature Remarks, but it must be made clear that these are the recorder's interpretations.

Examples:

CD 2 and CD 3 are conjoined and share a continuous berm. CD 7 is interpreted as a house pit based on diameter and location.

The western half of Hearth 2 appears to be mainly intact, but the eastern half has been disturbed by rodent burrowing.

TER1 is a large, artificially flat, rectangular-shaped terrace or bench located on a steep shoreline point. This is interpreted as an architectural house platform or occupation deposits within a house structure that built up and levelled the ground over time.

8. CULTURAL MATERIAL

Use this section to summarize all cultural material at the site. Cultural material includes **artifacts, diagnostic artifacts, human remains, floral and faunal remains, FAR, and other collected samples**. All cultural material listed in this section must also be reflected in Site Typology.

If only a few cultural materials were observed or recovered, then you may be able to fully describe them (including metrics) in this section's table. You may combine similar items (*e.g.*, artifacts) within a single row of the table, as long as you can list and describe them in full. It is not necessary to enter one row per artifact. For larger amounts of cultural material, summarize them here and attach a supplementary cultural material table or artifact catalogue.

If artifact analysis is incomplete and a full catalogue 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 with the artifact catalogue when it is eventually submitted.

Type

Select the type of cultural material you are describing.

| | |
|------------------------------|--|
| <i>Artifact</i> | Portable objects used, modified, or made by humans. |
| <i>Diagnostic Artifact</i> | Artifacts that allow identification of culture type or age. Diagnostic artifacts listed here must also be included in the <i>Archaeological Culture</i> section and/or the <i>Chronology</i> section of the site form. |
| <i>Human Remains</i> | All human remains. |
| <i>Floral/Faunal Remains</i> | Floral and faunal remains, whether collected for analysis or sent to repository. |
| <i>FAR</i> | Fire-altered rock. |
| <i>Other Sample</i> | 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 artifacts on private or provincial Crown land without a permit is a contravention of the *Heritage Conservation Act*.

Details

Summarize the cultural material observed or collected. State the total number of artifacts and include subtotals if applicable. For small artifact assemblages, provide at minimum the raw material type, metrics, and provenience in this field. For larger artifact assemblages that can't be adequately described in this field, summarize the details here and refer readers to an attached cultural material table or artifact catalogue. Provide a general summary of human remains, but do not describe in detail. See examples below.

Repository

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

Cultural Material Table Examples:

| Type | Status | Details | Repository |
|-----------------------|-----------|---|----------------------------------|
| Artifact | Collected | A total of twenty-one (21) artifacts including nineteen (19) basalt flakes, one (1) retouched basalt wedge fragment, and one (1) retouched chert flake. Collected from four shovel tests (STs AS4, B13, B15, D27). See attached artifact catalogue for metrics. | Fort St. John North Peace Museum |
| Diagnostic Artifact | Collected | Side-notched projectile point, basal element, Kootenay argillite, small side notches. Recovered from ST 3 (see site map). Measures 10.5 mm L x 16.1 mm W x 8.4 mm THK. Wt = 0.6 g. See <i>Archaeological Culture and Chronology</i> for interpretation. | RBCM |
| Human Remains | Reburied | Burial 1: 50-70 cm dbs, facing W, adult (likely female), dentalia shells and red ochre in association. Burial 2: 60-85 cm dbs, neonate under large boulder. Both reburied in NW corner of Lot 6. | n/a |
| Floral/Faunal Remains | Observed | Approximately 8 faunal elements (deer and fish) observed in tree throw. Left in situ. | n/a |
| FAR | Observed | Eleven (11) pieces of FAR (~800 g) were recorded from STs 1-11 but not collected. Recombined with backdirt. | n/a |
| Other Sample | Collected | Ten (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. |

9. ARCHAEOLOGICAL CULTURE

Archaeological Culture Name

The following list contains the archaeological cultures listed in the Provincial heritage register as of October 2015. Enter the archaeological culture(s) represented by the diagnostic artifacts or features at the site. Additional cultural names can be added to the list upon request. Your choice of archaeological culture must be supported by diagnostic material evidence described in *Diagnostic Materials* or other evidence described in *Archaeological Culture Remarks*.

| | | | |
|-------------------------------|-----------------------------|-----------------------------------|--------------------------|
| <i>Annie Lake Complex</i> | <i>Kamloops Phase</i> | <i>Nesikep Tradition</i> | <i>San Juan Phase</i> |
| <i>Archaic</i> | <i>Late Lochnore Phase</i> | <i>Northern Archaic</i> | <i>Scottsbluff</i> |
| <i>Cathedral Phase</i> | <i>Lehman</i> | <i>Old Cordilleran Type</i> | <i>Shonitkwu Period</i> |
| <i>Charles Phase</i> | <i>Locarno Beach Phase</i> | <i>Oxbow</i> | <i>Shuswap Horizon</i> |
| <i>Chilliwist Phase</i> | <i>Locarno Beach Type</i> | <i>Paleo-Indian</i> | <i>Shwayip Period</i> |
| <i>Deer Park</i> | <i>Lochnore</i> | <i>Pasika Phase</i> | <i>Sinaskst Period</i> |
| <i>Developed Coast Salish</i> | <i>Marpole Phase</i> | <i>Pelican Lake</i> | <i>Slocan Phase</i> |
| <i>Eayem Phase</i> | <i>Marpole Type</i> | <i>Plateau Horizon</i> | <i>St. Mungo</i> |
| <i>Esilao</i> | <i>Mayne Phase</i> | <i>Plateau Pithouse Tradition</i> | <i>Strait of Georgia</i> |
| <i>Goatfell Complex</i> | <i>Mazama Phase</i> | <i>Prince Rupert 1</i> | <i>Thompson Phase</i> |
| <i>Graham Tradition</i> | <i>McKean Complex</i> | <i>Prince Rupert 2</i> | <i>Vallican Phase</i> |
| <i>Gulf of Georgia Type</i> | <i>Milliken Phase</i> | <i>Protohistoric</i> | |
| <i>Inissimi Complex</i> | <i>Montague Harbour III</i> | <i>Queen Charlotte Strait</i> | |
| <i>Kamloops Horizon</i> | <i>Moresby Tradition</i> | <i>Rabbit Island</i> | |

Diagnostic Materials

List all diagnostic artifacts or features. Any artifacts described here must also be included in the Cultural Material section.

Archaeological Culture Remarks

Briefly discuss any contradictory or extenuating information concerning artifact and feature attributes or depositional history. Provide information on artifacts that do not fall under any of the archaeological cultures listed above or cannot be definitively attributed to a particular archaeological culture, but bear close resemblance.

10. CHRONOLOGY

Use this section to enter chronological information about the site. Examples are provided below. **A chronology statement is mandatory for CMT and trail sites;** provide clear rationale for why these sites predate or may predate AD 1846. With the exception of rock art, human remains, shipwrecks, and other rare circumstances, Borden numbers will not be issued by the Archaeology Branch for archaeological sites that post-date AD 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 additional details.

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 2 sigma calibrated BP date range and provide additional data in the other Chronology fields. **Attach the dating lab report.**

Dating Method

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

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 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. Examples are provided below.

For CMT sites, provide specific rationale used to determine that the site pre-dates or *may* pre-date AD 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 AD 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 | |
| | exactly | 1819 | AD | exactly | 1922 | AD | Dendrochronology | Core samples from CMTs 2-4, 6, 7, 10-16, 20-31. |
| Chronology Remarks: Twenty-three (23) increment cores were obtained from forty (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 | |
| | 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. | | | | | | | | |
| Trail | From | | To | | | Dating Method | Date Source | |
| | before | 1846 | AD | | | | Cross-dating | |
| Chronology Remarks: Trail likely pre-dates AD 1846 given 3 lithic sites identified within 100 m of the trail corridor (EkRi-15, -16, -17) and precontact site FgRh-19 at the northwestern trail terminus. | | | | | | | | |
| C14 – one date | From | | To | | | Dating Method | Date Source | |
| | 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. | | | | | | | | |
| C14 – multiple dates | From | | To | | | Dating Method | Date Source | |
| | 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. | | | | | | | | |

11. SITE DIMENSIONS AND BOUNDARIES

Defining Archaeological Site Boundaries describes standards that are to be applied when defining archaeological site boundaries. Ensure that site boundary requirements in that document are met 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 length and width of the entire site, then list individual polygon dimensions in Site Boundary Comments.

Site Boundary Type

Future site impact management decisions depend on whether your recorded site boundaries are likely to vary significantly from actual site boundaries. For this reason, you must indicate whether your site dimensions are based on *natural*, *observed*, or *arbitrary* site boundaries, or any combination thereof. These boundary types are defined briefly below. **Refer to *Defining Archaeological Site Boundaries* for detailed boundary requirements.**

Natural boundaries are those defined by the extent of a natural landform (*e.g.*, knoll) or physical feature (*e.g.*, river) where it can be reasonably deduced that the extent of archaeological remains is constrained by geomorphological site formation processes.

Observed boundaries are those determined by the horizontal extent of archaeological remains observed on the ground surface, in exposures, or through subsurface testing.

Arbitrary boundaries are those that reflect artificial or administrative boundaries (*e.g.*, property lines or rights-of-way), the presence of existing disturbance or developments (*e.g.*, roads), or project area limits. Boundaries are arbitrary when the whole or original site area likely extends beyond the area you have assessed. Arbitrary site boundaries should only be applied when the site boundary cannot be defined by natural limits or observation.

Site Boundary Comments

Describe in detail the methods and buffers applied to define site boundaries in all directions. Include the following information:

- Elaborate upon the boundary type(s) that you have selected (*natural, observed, arbitrary*). It is mandatory to describe exactly how site boundaries were determined in all directions.
- Describe landforms used to determine natural boundaries, and ensure the landforms are reflected in site mapping and in the Environment section of the site form.
- Specify testing methods, number of positive and negative tests, buffer sizes, and other means used to determine site boundaries. It is insufficient to state that boundaries were determined by negative shovel testing—be more specific.
- Justify 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 form 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, list the dimensions of each individual polygon.
- Include any other comments that pertain to site dimensions or boundaries.

Examples:

North site boundary is naturally defined by edge of creek bank. South site boundary is observed, based on subsurface testing with boundary drawn around nearest negative test. East and west site boundaries are arbitrarily defined by lot boundary. Total 45 shovel tests, 33 of which are positive for cultural material. See attached site map.

Site boundary is a 5 m circle per Archaeology Branch standard for isolated find. Site was not combined with nearby GhkT-33 as the sites are found on distinct landforms.

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

Site dimensions 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. Site boundary in Lot 15 defined around the nearest negative shovel test.

12. STRATIGRAPHY

Briefly describe the general depth and physical nature of cultural strata at the site. Completion of this section is mandatory for all sites that have been subsurface tested.

Depth of Cultural Strata

Enter the minimum and maximum depth of the subsurface cultural component of the site in metres. There are two general approaches to recording minimum and maximum depth in this section:

- a. Enter the minimum and maximum depth of the cultural stratigraphic layer(s), or;
- b. Enter the shallowest base depth (minimum) and deepest base depth (maximum) of cultural deposits observed across an area. For example, a shell midden that was observed via numerous tests to be 30 cm deep in one part of the site and 2 m deep in another part of the site would be entered as *Minimum 0.3 m, Maximum 2 m*.

The approach you use should be clearly described in Stratigraphy Description.

Stratigraphy Description

Provide details about the minimum and maximum depth recorded above.

Also summarize the general matrices, features, natural layers, presence of overburden and other details that aid in the understanding of site formation processes. Detailed profile drawings, subsurface test logs, or descriptions of stratigraphic layers can be submitted as attachments.

13. DISTURBANCE

This section describes events that have impacted the site, including subsurface testing. It is mandatory for all new sites and site form updates.

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

Enter the cause of disturbance. If you have conducted subsurface testing, then you must include *Archaeological Investigation* as a cause of disturbance. Options are:

| | | |
|-------------------------------------|----------------------------------|-----------------------------------|
| <i>Airport</i> | <i>Industrial Development</i> | <i>Recreational Use</i> |
| <i>Archaeological Investigation</i> | <i>Insect Infestation</i> | <i>Refuse Dumping</i> |
| <i>Commercial Development</i> | <i>Institutional Development</i> | <i>Relic Collecting</i> |
| <i>Cultivation</i> | <i>Landscaping</i> | <i>Residential Development</i> |
| <i>Decay</i> | <i>Logging</i> | <i>Road</i> |
| <i>Erosion</i> | <i>Marine Development</i> | <i>Rodent Burrowing</i> |
| <i>Environmental Testing</i> | <i>Military</i> | <i>Seismic Line</i> |
| <i>Fire</i> | <i>Mining</i> | <i>Sewer/Septic</i> |
| <i>Gravel – Borrow Pit</i> | <i>Park Development</i> | <i>Transmission Line</i> |
| <i>Grazing</i> | <i>Pipeline</i> | <i>Vandalism</i> |
| <i>Hydroelectric Development</i> | <i>Railway</i> | <i>Other (specify in Remarks)</i> |

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.
- The percentage of the site that remains intact, if this can be reasonably estimated.
- Other pertinent information about site condition.

14. ENVIRONMENT

The Environment section must be completed for all new sites. For site form updates, provide only new or changed information.

Lower and Upper Elevation

Record the lower and upper elevation of the site above sea level (asl) in metres.

Elevation Comments

Indicate how the elevation measurement was obtained (*e.g.*, GPS). Record other elevations relevant to the site, such as elevation above local topographic features. Describe changes in elevation across the site.

Nearest Hydrological Feature

The nearest hydrological feature (*i.e.*, stream, river, lake, bay, inlet) must be indicated for all precontact sites. Enter the name of the nearest hydrological feature. Include distance and cardinal direction from the site. If the name is unknown, call it *unnamed*. The nearest hydrological feature listed here must also be indicated on the site map.

Terrain/Landform

Briefly describe the significant topographical, geological, and terrain features in the general area of the site. Features of interest may include relief or elevation (valleys, hills, lowlands), hydrology and water features (springs, small streams, lakes, swamps), eskers, kames, glacial beach ridges, moraines, terraces, knolls, etc.

Other

Enter any additional site-specific biogeographic information not captured above, such as observations on significant vegetation.

15. REFERENCES

List the published and unpublished references that are directly related to your recording of the site. At minimum this includes a final permit or non-permit report. References to interim reports are optional. **Permit report titles must always start with the permit number.**

Also include other references that are cited elsewhere in the site form.

If a permit report is in progress and the title/year/author(s) are unknown, then at minimum, record the report title as follows:

2016-0471, interim report

2015-0483, final report

16. RECORDER'S RECOMMENDATIONS

List recommendations proposed for the protection or study of the site. They should be useful to future researchers and land owners. 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 and will not be accepted in the site form.

Describe any known or planned conservation measures, such as restrictive covenants.

Include recommendations for a change in protection status (*e.g.*, legacy). See Archaeology Branch legacy sites policy that describes when a site may and may not be assigned legacy status.

Examples:

- *Legacy status is recommended for this site as it was 100% removed by pipeline construction in February 2015.*
- *Recommend additional subsurface testing north and east of project area to establish site boundary.*
- *A 15-metre management buffer has been recommended to the client to protect the site during harvest.*
- *Land owner has filed a restrictive covenant.*
- *Site is protected within an existing protected wildlife patch.*
- *Site avoidance was recommended and ABC Logging has agreed to reroute proposed road to avoid site.*
- *Site avoidance or site alteration permit.*

17. GENERAL REMARKS

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

- Notable features located outside of the site boundary (*e.g.*, post-1846 CMTs, historical features).
- Conditions that prevented full recording of the site (*e.g.*, inclement weather, bears, stoppage of work).
- A brief summary of findings (but do not cut and paste from other sections of the form).
- 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, description of survey coverage).

APPENDIX A: SITE TYPOLOGY

PRECONTACT SITE TYPES

| <i>CLASS</i> | → | <i>TYPE</i> | → | <i>SUBTYPE</i> | → | <i>DESCRIPTOR</i> |
|-------------------|---|--------------------------|---|-------------------|---|-------------------|
| Precontact | → | Cultural Material | → | Subsurface | → | Fauna |
| | | | | | | Flora |
| | | | | | | Fire-Altered Rock |
| | | | | | | Lithics |
| | | | | | | Plant Fibre |
| | | | | | | Quarry |
| | | | | | | Shell Midden |
| | | | | | | Non-Shell Midden |
| | | | | | | Wet Site |
| | | | | | | Wood |
| | | | | Fauna (Worked) | | |
| | | | | Surface | → | Fauna |
| | | | | | | Flora |
| | | | | | | Fire-Altered Rock |
| | | | | | | Lithics |
| | | | | | | Plant Fibre |
| | | | | | | Quarry |
| | | | | | | Shell Midden |
| | | | | | | Non-Shell Midden |
| | | | | | | Wet Site |
| Wood | | | | | | |
| Fauna (Worked) | | | | | | |
| Precontact | → | Human Remains | → | Petroform | → | Burial Cairn |
| | | | | Burial | | |
| | | | | Burial Box | | |
| | | | | Cave | | |
| | | | | Grave Goods | | |
| | | | | Grave House | | |
| | | | | Ledge | | |
| | | | | Platform | | |
| | | | | Rock Shelter | | |
| | | | | Scattered | | |
| | | | | Stone Ring | | |
| | | | | Talus | | |
| | | | | Tree | | |
| | | | | | | |

PRECONTACT SITE TYPES (con't)

| CLASS | → TYPE | → SUBTYPE | → DESCRIPTOR |
|-------------------|-------------------------------------|-----------------------------|------------------------|
| Precontact | Habitation Feature | Cultural Depression | Housepit |
| | | | Mat Lodge |
| | | | Menstrual Lodge |
| | | | Plank House |
| | | | Sweat Lodge |
| | | null | Cave |
| | | | House Post/Mould |
| | | | Platform |
| | | | Refuge |
| | | | Rock Shelter |
| Precontact | Subsistence Feature | Cultural Depression | Cache Pit |
| | | | Roasting Pit |
| | | | Steaming Pit |
| | | null | Hearth |
| | | | Post Mould |
| | | Bird Hunting | 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 | Trap |
| | | | Drive |
| | | | Fence |
| | | | Surround |
| | | Sea Mammal | null |
| | | Shellfish Harvesting | Clamming Station |
| | | | Clam Garden |
| Precontact | Earthwork Feature | null | Fortification |
| | | | Mound |
| | | | Trench Embankment |
| Precontact | Ceremonial/Religious Feature | Rock Art | Petroglyph |
| | | | Pictograph |
| | | Monumental Art | Crest Pole |
| | | | Memorial Pole |
| | | | Mortuary Pole |
| | | | Pole |

PRECONTACT SITE TYPES (con't)

| CLASS | → | TYPE | → | SUBTYPE | → | DESCRIPTOR |
|--------------|----------|------------------------|----------|---------------------|----------|---------------------|
| Precontact | | Transportation Feature | | null | | Trail |
| | | | | Petroform | | Canoe Skid |
| Precontact | | Other Feature | | Cultural Depression | | Function Unassigned |
| | | | | Petroform | | Boulder Alignment |
| | | | | | | Boulder Bowl |
| | | | | | | Cairn |

CMT SITE TYPES

| <i>CLASS</i> | → | <i>TYPE</i> | → | <i>SUBTYPE</i> | → | <i>DESCRIPTOR</i> | | | |
|------------------------|---|---------------------------------|---|----------------------------|---|-------------------|--|--|------------------------|
| 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 |
| | | | | Other Modified Tree | | | | | Arbourglyph |
| | | | | | | | | | Arbourgraph |
| | | | | | | | | | Blazed |
| | | | | | | | | | Burned |
| | | | | | | | | | Delimbed |
| | | | | | | | | | Kindling Collection |
| | | | | | | | | | Knotted Tree |
| | | | | | | | | | Marker |
| | | | | | | | | | Message |
| | | | | | | | | | Pitch Collection |
| Sap Collection | | | | | | | | | |
| Other | | | | | | | | | |

POSTCONTACT SITE TYPES

| <i>CLASS</i> | → <i>TYPE</i> | → <i>SUBTYPE</i> | → <i>DESCRIPTOR</i> |
|-----------------------|-------------------------------------|-----------------------|---------------------|
| Postcontact | Building | null | null |
| | Ceremonial/Religious Feature | Monumental Art | null |
| | Cultural Depression | null | null |
| | Cultural Material | Surface | Refuse |
| | | Subsurface | Refuse |
| | Habitation Feature | null | House Post/Mould |
| | | null | Burial |
| | | null | Cemetery |
| | Human Remains | null | Grave |
| | | null | Grave Goods |
| | | null | Grave Stone |
| | | null | Mausoleum |
| | Landmark | null | null |
| | Other | null | null |
| | Other Structure | null | null |
| Rock Art | null | null | |
| | Air | Airplane Wreck | |
| | Marine | Shipwreck | |
| Transportation | Rail | null | |
| | Trail | null | |

TRADITIONAL USE SITE TYPES

| <i>CLASS</i> | → <i>TYPE</i> | → <i>SUBTYPE</i> | → <i>DESCRIPTOR</i> |
|------------------------|------------------------------------|-----------------------|--|
| 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. Midrange location map, detailed site map, and shapefile submission requirements are detailed in the *Mapping and Shapefile Requirements* document. **Table 1** describes the content requirements for all other site form attachments. See **Table 2** for format requirements.

Table 1. Content Requirements

| | |
|--|--|
| <i>Captioned Photo(s)</i> | <ul style="list-style-type: none"> • At least one photo is required to document site location. • Additional photos are mandatory for rock art sites and diagnostic artifacts. • Representative samples are required of CMTs (including uncommon and those cored) and notable non-diagnostic artifacts. • The Archaeology Branch limits the dissemination of human remains data due to their sensitive nature; as such, photos of human remains cannot be included in the Provincial Heritage Register (PHR). • An optional template is provided on the Archaeology Branch website for your convenience. |
| <i>CMT table</i> | <ul style="list-style-type: none"> • Required for CMT sites recorded to Level II standards; encouraged 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. • Unique identifiers must be consistent across all documents. • Must include an abbreviations key. |
| <i>Artifact Catalogue</i> | <ul style="list-style-type: none"> • Required when artifact details are too lengthy for inclusion on the site form (character limit = 250). • If choosing to submit the catalogue at a later date, ensure artifact details on the site form are kept sufficiently general in the event subsequent analysis amends results. • This document should include artifacts only. If providing detailed metrics on fauna please provide a separate faunal catalogue. |
| <i>Subsurface Test Log</i> | <ul style="list-style-type: none"> • Required when stratigraphic details vary across tests. • Not required when stratigraphy is consistent throughout the site; instead, enter the details directly onto the site form and indicate that stratigraphy is consistent across the site (character limit = 300). • Reference all tests falling within the site boundary. • Individual tests with identical results can be combined into a single row. • Unique identifiers must be consistent across all documents. • An optional template is provided on the Archaeology Branch website for your convenience. |
| <i>Stratigraphic Tables and Profile Drawings</i> | <ul style="list-style-type: none"> • Required when evaluative units have been excavated or when complex and notable stratigraphy has been observed in tests and exposures. • If evaluative unit 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. |
| <i>Archaeological Features Table</i> | <ul style="list-style-type: none"> • Required if features are too numerous for inclusion on the site form (n > 10). • Unique identifiers must be consistent across all documents. |
| <i>Faunal Analysis Report</i> | <ul style="list-style-type: none"> • Required when faunal material is collected, analyzed, and details are too lengthy for inclusion on the site form (character limit = 250). |

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| <i>Dating Lab Report</i> | <ul style="list-style-type: none"> • 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 final report due date. |
| <i>Human Remains Analysis</i> | <ul style="list-style-type: none"> • The site form is not an appropriate document for detailed discussion of human remains; restrict detailed analysis attachments to the final report. • List human remains in <i>Site Typology</i> and very briefly summarize in <i>Cultural Material</i>. See <i>Cultural Material Table Examples</i> on Page 18 for details. |

Table 2. Format Requirements

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| <p><i>Identification in Header/Footer</i></p> | <p>EACH DISCRETE PAGE of the attachments listed in Table 1 must clearly display the following information in a header/footer:</p> <ul style="list-style-type: none"> 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 update) e) Site Visit Date(s) <p>*Do not add page numbers to attachments. The site form packages are collated into one document in a particular order so pre-numbering the pages leads to inefficiencies.</p> |
| <p><i>File Types</i></p> | <p>Preferred file types for site form submissions are as follows:</p> <ul style="list-style-type: none"> • Site form (.doc) • Maps (.pdf) • Captioned Photos (.doc) • Subsurface Test Log/Stratigraphic Table (.doc, .xls, .pdf) • Digital Stratigraphic Profile (.pdf) • Faunal Analysis Report (.doc or .pdf) • Dating Lab Report (.pdf) <p>Results of a poll distributed through the Inventory mailman (January 14, 2015) indicated overwhelming support for submission of tables in a practical format to aid in future analysis. To facilitate this, please provide the tables below in either of the noted file formats:</p> <ul style="list-style-type: none"> • CMT Table (.xls, .csv, or .dbf) • Archaeological Features Table (.xls, .csv, or .dbf) • Artifact Catalogue (.xls, .csv, or .dbf) |
| <p><i>File Naming</i></p> | <p>Files submitted to Inventory must be named using the following convention:</p> <p><i>[Site Number], [Permit] or [Year], [Contents]</i></p> <p>Example—new site non-permit: ALZ-2014-T2, 2014, site form.doc ALZ-2014-T2, 2014, maps.pdf ALZ-2014-T2, 2014, photos.doc ALZ-2014-T2, 2014, subsurface test log.xls</p> <p>Example—site update submitted under permit: DcRu-346, 2015-0013, site form.doc DcRu-346, 2015-0013, maps.pdf DcRu-346, 2015-0013, photos.doc DcRu-346, 2015-0013, CMT table.xls DcRu-346, 2015-0013, artifact catalogue.xls</p> <p>For information on naming shapefile submissions, please see the <i>Mapping and Shapefile Requirements</i> document.</p> |

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| <i>Page Size</i> | 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. |
| <i>Abbreviations Key</i> | Where abbreviations are used, a comprehensive key must be provided to facilitate review by non-archaeologists. 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 established archaeological conventions. |

APPENDIX C: MINIMUM SITE FORM REQUIREMENTS - CMT SITE ALTERATION PERMITS

Required Site Form Sections

1. Identification
 - Only fill in the Borden Number (site revisit) field.
4. Site Visits
 - All fields are required.
 - Archaeological Project Description should follow the format: *“Alterations to archaeological site [XxXx-#] by [proponent] in [development name].”*
6. Culturally Modified Trees
 - Enter the number of CMTs removed from the site as a negative number (e.g., -25).
 - Summary of CMTs should follow the format: *“[Number (#)] CMTs (list recorded CMT numbers, if known) were harvested under the current alteration permit (YEAR-####), leaving a total of [Number (#)] CMTs at the site. See attached site map showing location of harvested CMTs and revised site boundary.”*
10. Chronology
 - *If* the collection and analysis of stem round samples was a condition of the permit attach the analysis report to the site form submission
 - Enter the earliest date in the “FROM:” field and the most recent in the “TO:” field.
 - Dating Method in this case is *“Dendrochronology.”*
13. Disturbance
 - Enter *“None”* under Condition Remarks in the row beginning *“Present > Arch Impact.”*
 - Enter a new row beginning with *“Present > Logging.”*
 - Under Condition Remarks in the new row enter any appropriate site-specific comments regarding the current condition of the site. Include the percentage of the site that has been harvested and the percentage remaining intact, if known.
15. References
 - Include a reference to the site alteration permit’s final report.

Maps and Shapefiles

Maps are required whenever trees are harvested which alter the boundary of the site. See the [Archaeology Branch Mapping and Shapefile Requirements](#) document for guidance. At minimum, include a detailed site map showing the original and new site boundaries. Submit a shapefile of the new site boundary.