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| **Arizona Department of****Transportation** | Non-negative Survey Report Reviewing Checklist | **Environmental Planning;** **Historic Preservation Team** |
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|  | General Notes |
|  | Use “cultural resources” instead of “archaeological” when speaking in general terms  |
|  | Use “historic property” as appropriate according to NHPA |
|  | Omit the term “clearance” |
|  |  |
|  | Cover and Title page  |
|  | Format follows revised ADOT cover and title page template |
|  |  |
|  | Abstract |
|  |  Format is that of SHPO Survey Report Abstract 2016  |
|  | **If survey area and APE differ, include the following** |
|  | Land ownership for survey area AND APE |
|  | Acreage for survey area AND APE |
|  |  |
|  | Introduction  |
|  | Project Sponsor (same as project proponent; e.g., ADOT, or an LPA) |
|  | General location (city, county, Route, MP, UTM, USGS, Township, Range, Section). Note: NNHPD requires that UTM coordinates for all reporting be given as NAD 83. |
|  |
|  | Description of Federal involvement (if applicable) |
|  | Funding source(s) |
|  | Description of undertaking  |
|  | ROW delineation within undertaking  |
|  | Definition of Area of potential effects (APE) |
|  | Brief description of the survey area |
|  | Survey area as it relates to ROW |
|  | Survey AND APE dimensions if they differ, including ROW widths, new ROW, TCEs |
|  | Acres by landowner for survey area, and APE if different |
|  | Identify ADOT-owned versus ADOT-easement for survey area, and APE if different |
|  | ASLD new ROW application number (if applicable) |
|  | Permit numbers |
|  | Personnel, names and titles (use ECS labor classification if work done on ADOT contract) |
|  | Dates of field work |
|  | Transect interval and location |
|  | Areas omitted and areas surveyed using transects wider than 20 meters, and justification |
|  | Summary of survey results |
|  |  |
|  | Graphics |
|  | State map is optionalASM requires a figure (commonly called a Figure 2) to be 1:24,000 scale on topo. Should include: |
|  | Distinguish and color code if necessary all parts of the Area of potential effects (APE) including TCEs, easements, new ROW |
|  | Survey area (call out survey area and APE if different) |
|  | Road names, if they’re discussed in the text, they must be called out on this or another map |
|  | Mile posts |
|  | Land jurisdiction |
|  | North arrow |
|  | Scale |
|  | Key |
|  | Quad name, township, range, section |
|  | Add aerial of survey area/APE using 1:24,000 scale if it provides a useful context for the report |
|  |  |
|  | BACKGROUND |
|  | Environment |
|  | Setting (include biotic zone, geomorphic surface, elevation, etc.) |
|  | Ground visibility |
|  | Condition of land, describe disturbance - types of surface and subsurface impacts (direct and indirect) |
|  | If Paleoindian or Archaic sites are identified, this section should be expanded to include context in which these deposits are observed |
|  |
|  | Built environment (brief description of building or development surrounding project area) |
|  | Photographs of historic sites, structures, features that may be subject to indirect impacts |
|  |  |
|  | Context |
|  | Discussion of relevant prehistory and history (if project yields one historic road segment, do not include a long prehistory, and vice versa)  |
|  |
|  | Summary of past work in the APE |
|  | Examination of applicable repository records including AZSITE, ADOT Portal, ADOT As-builts, ASM site file check, ASU, SHPO, GLO plats from BLM, NF, MNA, Sanborn etc. |
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|  | For linear surveys conduct research for 1/2 mile beyond the survey area; for block surveys conduct  |
|  | research for one mile radius beyond the survey area. |
|  | Project table with references, location/proximity to APE, work conducted (if more than three previous  |
|  | projects) |
|  | Number of sites within buffer, within APE, and within survey area if the latter two differ. Tabulate in confidential appendix |
|  |
|  | Summary of each cultural resource identified within APE and survey area |
|  |  |
|  | Survey Results |
|  | Include newly recorded and previously recorded sites, clearly differentiating between them |
|  | ASM site number (and others where appropriate, lead agency number listed first) |
|  | Transect interval and location |
|  |  Areas omitted and areas surveyed using transects wider than 20 meters, and justification |
|  | Describe types of surface and subsurface disturbance (direct and indirect) |
|  | Land jurisdiction |
|  | Elevation |
|  | Setting (topography, vegetation)  |
|  | Site type |
|  | Site dimensions (size, area, inside and out of ROW, how boundary defined) |
|  | Cultural affiliation/dates |
|  | Describe features |
|  | Describe artifact assemblage; describe diagnostic artifacts |
|  | Estimate of total number of artifacts on surface, density and diversity |
|  | Temporal and cultural indicators |
|  | Probable depth (potential to contain buried cultural and human remains) |
|  | Condition (ground disturbance) (for previously recorded sites compare to previous recordation) |
|  | Integrity (according to Bulletin 15) |
|  | Eligibility status (recommended or determined) for previously recorded sites (include NRHP criterion and citation for both the recommendation and determination if applicable) |
|  |
|  | Reassess status for previously recorded sites |
|  | Indicate if agree with previous eligibility recommendations; if disagree indicate why |
|  | Eligibility recommendations according to the NRHP criteria, include detailed justification to support recommendation for newly recorded sites |
|  |
|  | Treatment recommendations, including justification (if need testing, specify boundary, eligibility, or other) |
|  | Effects of proposed project (direct and indirect)  |
|  | Include photos of sites and or survey area |
|  | Use tables (if appropriate) |
|  |  |
|  | **Photographs** |
|  | While not **required** for every site, site, feature, and diagnostic artifact photographs are encouraged. Do not photograph human remains, or artifacts from mortuary or other culturally sensitive contexts. |
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|  | Isolated Occurrences |
|  | Identification and number of non-site artifact scatters, roadside memorials, and isolated artifacts |
|  |  |
|  | Use a table if more than three IOs; include IO number and description |
|  |  |
|  | Recommendations |
|  | Summary of recommendations for resource eligibility  |
|  | Discuss undertaking; be specific about avoidance |
|  | Effects of proposed project (direct and indirect) |
|  | Treatment recommendations (site avoidance, testing, data recovery, monitoring), be specific |
|  | Paragraph describing action to take in the event that previously unidentified cultural resources or human remains are encountered |
|  |  |
|  | References Cited |
|  |  |
|  | **Confidential Appendix** |
|  | 1:24,000 map with topo background depicting sites within APE and/or survey area |
|  | Table with location information for each site within survey area, include: |
|  | Resource number or name |
|  | Resource type |
|  | Legal description with topo map |
|  | UTMs |
|  | MPs  |
|  |  |
|  | **Plan view required for each site; include the following:** |
|  | APE or survey area (if appropriate) |
|  | Site boundary |
|  | Land jurisdiction |
|  | Roadway |
|  | MP |
|  | Cultural features and artifact concentrations |
|  | Datum  |
|  | Rights-of-way boundary or fence |
|  | Areas of disturbance and proposed impacts |
|  | Other distinguishing landmarks |
|  | Key |
|  | North arrow |
|  | Scale |
|  |  |
|  | **IOs** |
|  | Tabulate IOs, include IO number description, content, description, UTMs, and function , if known (especially if historic) |
|  |
|  | Use a table if more than three IOs; include IO number and description |
|  |  |
|  | **Management Summary Table** (if more than three sites) |
|  | ASM site number; other agency number or name if appropriate |
|  | Resource type |
|  | Newly or previously recorded |
|  | MP to two decimal places |
|  | Jurisdiction |
|  | Eligibility status (recommended or determined) and criteria |
|  |  |
|  | QA / QC by consultant staff who have experience working on ADOT projects and meet the SOI’s Standards in appropriate discipline.  |
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**Printed Name of consultant staff Date**

**member responsible for QA / QC**