

*Texas Department of Transportation
Environmental Affairs Division*

**Standards of Uniformity for
Technical Reports**

**Review Standards for
Interim Testing Reports**

Review Standards for Interim Testing Reports

CSJ _____ Hwy/Co./Dist. _____ Contract/WA# _____

Contractor _____ QC Reviewer _____

Author/Affiliation _____ ENV Reviewer _____

Page	Section	Sentence	Criteria	Issues: Not Applicable / None / Editorial or minor / Substantive / Critical	How addressed (or why not addressed)	New Page	QC check
			Project Description				
1			Report cover and title page include site trinomial, CSJ(s), county, District, Antiquities Permit #, principal investigator's name, and investigative firm's name.				
2			The introduction identifies the project, project type, and the purpose of the investigation, citing the relevant laws and regulations.				
3			The report defines the project's area of potential effects (APE) in three dimensions. The description of the APE identifies the maximum depth of impacts from the project, referring to project plans or to typical impacts for this class of project.				
4			The report describes the location of the site within the project's APE, noting whether the site is entirely confined within the APE or extends beyond it.				
5			Report includes a map of the area investigated on a USGS 7.5' Quadrangle or equivalent if 7.5' Quad unavailable. The map source is identified on the map caption or in a note.				
			Background Information				
6			Report includes description of topography, soils, and geology. Report references both soil survey maps and geological maps for the entire area investigated, or it indicates that none are published for the area.				
7			Report includes a description of existing disturbances in the project area and any other factors that affect evaluation efforts.				
8			Report includes discussion of previous work at the study location, including summary of previous survey results and any other investigations at the site being tested.				
			Methods				
9			Report documents the methods used and explains how they correspond to the methods proposed in the permit application				

Review Standards for Interim Testing Reports

			scope of work. Any deviations from the permit scope are detailed and justified. The volume of excavation is quantified.				
10			Report justifies methods as appropriate for evaluation of the site.				
11			Report explicitly documents which portions of the APE were investigated and which portions were not investigated. Report also explicitly documents and justifies any variability in methods if the methods vary across the APE.				
			Results				
12			Report documents cultural materials recovered and cultural features observed. If no cultural materials or features were recovered/observed in a portion of the investigated APE, the report explicitly notes their absence. Figures and illustrations may be presented in draft form, including copies of field drawings.				
13			The density of cultural materials is explicitly quantified.				
14			Report explicitly evaluates the integrity of the site deposits (36 CFR 60.4). The evaluation of integrity focuses on integrity of location, design, materials, and association, unless a focus on other aspects of integrity can be justified.				
15			Evaluation of site integrity is based on field observations of site deposits, laboratory analyses, and background information. Figures and illustrations may be presented in draft form, including copies of field drawings.				
16			Appropriate archival research has been conducted for historic-era archeological sites, so the site can be evaluated under all criteria for inclusion in the National Register of Historic Places and for designation as a State Archeological Landmark.				
17			The report contains explicit recommendations of site eligibility, including reference to the federal or state criteria under which the site qualifies for inclusion in the National Register of Historic Places or for designation as a State Archeological Landmark (hereafter, "eligible"). Findings explicitly refer to relevant sections of 36 CFR 800, 36 CFR 60, and 13 TAC 26.				
18			If the site is judged to be ineligible, the reasons for its ineligibility are specified.				
19			If the site is judged to be eligible, the report identifies the research topics to which the site can contribute data and proposes an initial research design and a justified level of effort for implementing the proposed research. The discussion of research topics documents the appropriateness of site integrity for the proposed research. The report identifies contributions to history				

Review Standards for Interim Testing Reports

			or prehistory that can be made on the basis of materials from the site but does not actually include such analyses.				
20			Evaluation of each site in the APE refers to relevant background information presented in the report.				
			ENV Reviewer Conclusions/Additional Issues				
21			The report contains no factual errors or omissions that potentially affecting regulatory finding(s). (Reviewer comments required if "Critical")				
22			The report violates no regulatory requirement(s). (Reviewer comments required if "Critical").				
			Additional Comments				
23							
24							
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28							

Signature of QC Officer _____

Printed Name _____ **Date** _____

ENV Staff Reviewer Signature _____ **Date** _____

Review Standards for Interim Testing Reports

Version History

2.0 - Revised format to comment-response matrix

3.0 - Included requirement that report doesn't violate any regulatory requirement not otherwise specified (item 22); made additional format changes.