

*Texas Department of Transportation
Environmental Affairs Division*

**Standards of Uniformity for
Technical Documents**

**Project Coordination Request for
Archeological Studies**

Project Coordination Request for Archeological Studies

Instructions for Project Coordination Request for Archeological Studies, Part 1.

The District completes Part 1 for submission to ENV. This Standard of Uniformity (SOU) will be reviewed by ENV's Archeological Studies (ARCH) staff; ARCH will return it to the District if the information is not sufficient to initiate work or coordination. The District will then address any information insufficiencies. Once any additional issues have been addressed, the District will resubmit this form for appropriate action. Part 2 includes additional information required for field projects. ARCH staff will notify districts when Part 2 must be completed.

Note: Part 1 includes information that is minimally required to properly facilitate the review process. Whenever possible, please submit all relevant documentation at one time. The District may submit a project coordination request with incomplete information, but ARCH staff may not be able to initiate work without complete information.

District/County _____ Highway _____ CSJ _____

Contractor _____ Submittal Date _____

<p>PART 1: Information Required to Process Archeological Resources Coordination and Consultation <i>[To be completed with all appropriate documentation attached by District personnel. Quality Control must be performed by District personnel if completed by a consultant]</i></p>	<p>Comments*</p>
<p>1 District provided: <input type="checkbox"/> An active CSJ (or equivalent if the project is not a construction project) against which environmental work can be charged.</p>	
<p>2 District indicated the targeted: <input type="checkbox"/> Environmental ready-to-let (RTL) date <input type="checkbox"/> Letter of Authority (LOA) date</p>	
<p>3 District provided: <input type="checkbox"/> A map of the project area on a USGS 7.5' quadrangle or equivalent if a 7.5' quadrangle is unavailable.</p>	
<p>4 District provided a project description that explicitly identifies: <input type="checkbox"/> the project limits, width, and acreage; <input type="checkbox"/> the maximum depth of impacts from the project, referring to project plans or to typical impacts for this class of project. Note: the presence of any of the following project elements would affect the depth of impacts, so please consider their possible presence when determining impacts: culvert replacements or construction; bridge-class culvert replacements, bridge replacements, or bridge approach work; storm sewer installations; and utility relocations associated with the project.</p>	

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5	District provided a project description that explicitly: <input type="checkbox"/> notes whether the project includes any new right-of-way, easements (temporary or permanent), utility relocations, or project-specific locations; <input type="checkbox"/> describes the location of any such features; and <input type="checkbox"/> quantifies their area.	
6	When available, the district supplied: <input type="checkbox"/> clearly reproducible layouts, showing the existing and proposed right-of-way boundaries, easements, utility relocations and project-specific locations; <input type="checkbox"/> clearly reproducible profiles; <input type="checkbox"/> clearly reproducible typical sections; and <input type="checkbox"/> photographs of the project area, illustrating disturbances of other factors that might affect a decision to survey all or part of the project area.	
	<p align="center">PART 2: Information Required for Some Field Investigations</p> <p><i>[This part to be completed upon request of ARCH staff. To be completed with all appropriate documentation attached by District personnel. Quality Control must be performed by District personnel if completed by a consultant]</i></p>	
7	District provided: <input type="checkbox"/> Right of entry forms, signed by the owners of parcels from which new right-of-way or easements shall be acquired. <input type="checkbox"/> Deed of gift form, signed by the same parcel owners, transferring ownership of any recovered artifacts from the private property owner to the State. NOTE: this criterion may be waived for survey-level investigations but is required for all test excavations and data recovery projects.	

Signature of QC Officer _____

Printed Name _____ **Date** _____

ENV Staff Reviewer Signature _____ **Date** _____

Version History

- 2.0 - Clarified that easements included both permanent and temporary easements (item 5); made additional format changes.
- 3.0 - Clarified that area of potential effects includes utility relocations caused by TxDOT projects (item 5).