

*Texas Department of Transportation
Environmental Affairs Division*

**Standards of Uniformity for
Technical Reports**

**Review Standards for
Archeological Survey Reports**

Review Standards for Archeological Survey Reports

CSJ _____ Hwy _____ 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 |
|------|---------|----------|--|---|--------------------------------------|----------|----------|
| | | | Front Matter | | | | |
| 1 | | | Report includes Hwy/limits, Counties, CSJ(s), District(s), Antiquities Permit #, Principal Investigator's name, investigative firm's name, and date of publication. This information is provided on cover and title page of draft and final reports or on first page of interim reports. | | | | |
| 2 | | | Abstract included in draft and final reports unless the investigation does not identify sites within the area of potential effects (APE). It contains a description of findings, list of sites recorded, identification of which artifacts were curated, and location of curation facility. (Abstract form and, when appropriate, curation form must always accompany final reports.) | | | | |
| 3 | | | Management summary included in draft and final reports, which describes the context in which the work was performed and identifies the investigation's sponsor, the purpose of the investigation, the identity of the institution conducting the investigation, the personnel involved in the investigation and their roles, the person-hours invested in the project, and the dates of fieldwork. It should also include a brief summary of the scope of work, a summary of the results, and the recommendations. | | | | |
| | | | Introduction and Project Description | | | | |
| 4 | | | Introduction included in draft and final reports, unless the investigation does not identify sites within the APE. The introduction describes the context in which the work was performed and identifies the investigation's sponsor, the purpose of the investigation, the identity of the institution conducting the investigation, the personnel involved in the investigation and their roles, the person-hours invested in each project phase, and the dates of fieldwork. It provides a brief summary of the methods and any difficulties encountered in completing the project that affect the results, the curation facility, and the organization and content of the succeeding sections. | | | | |
| 5 | | | Report includes a map of the area surveyed on a USGS 7.5' | | | | |

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| | | | Quadrangle or equivalent if 7.5' Quad unavailable. Map is included as separate attachment. | | | | |
| 6 | | | The project description clearly identifies the project type and any associated elements. | | | | |
| 7 | | | The area of potential effects (APE) is defined to encompass the limits of the existing right of way; proposed, new project right of way; permanent and temporary easements; utility relocations; and project-specific locations designated by TxDOT. The APE is defined in three dimensions, including the project limits, width, acreage, and depth of impacts. 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. Note: the APE encompasses the entirety of the project area, regardless of the extent of prior archeological investigations, the particular locations subject to field investigations (see Criterion 20), or the portion of a project added through a design change. | | | | |
| 8 | | | The project description notes whether the project includes any new right of way, easements (temporary or permanent), or project-specific locations; describes the location of any such features; and quantifies their area. | | | | |
| 9 | | | Clearly reproducible layouts are attached when available; layouts show the existing and proposed right of way boundaries and easements. | | | | |
| 10 | | | Clearly reproducible profiles are attached when available. | | | | |
| 11 | | | Clearly reproducible typical sections are attached when available. | | | | |
| | | | Background Information | | | | |
| 12 | | | Report includes description of topography, soils, and geology. Report references soil survey maps and geological maps for the entire area surveyed or indicates that none are published for the area surveyed. | | | | |
| 13 | | | Report includes estimate of surface visibility, description of land use, and general description of vegetation in and adjacent to the area surveyed. | | | | |
| 14 | | | Report includes discussion of previous work and sites within one kilometer of the area surveyed with explicit reference to review of TARL files, THC Archeological Sites Atlas maps, and explicitly indicates trinomials of sites or absence of sites within one kilometer. The study also includes a map of unevaluated archeological sites, ineligible properties, and historic properties in and adjacent to the APE. | | | | |
| 15 | | | Report includes discussion of how the project setting, as detailed in criteria 12-14, affect the likelihood of intact, buried deposits | | | | |

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| | | | being present. | | | | |
| | | | Methods | | | | |
| 16 | | | Report documents methods used. For intensive surveys, report documents compliance with THC/CTA survey standards (as referenced in 13 TAC 26.20 and THC policy) or provides explicit, plausible justification for deviation from THC/CTA standards. Documentation of compliance with THC/CTA standards takes the form of an explicit description of the number and kind of transects surveyed and the number and kinds of units excavated. Justification of deviations shall refer to project setting conditions that affect the likelihood of archeological deposits with sufficient integrity to address important questions of history or prehistory being present. | | | | |
| 17 | | | Report documents compliance with THC/CTA standards for site definition (as referenced in 13 TAC 26.20) or provides explicit, plausible justification for deviation from THC/CTA standards. Documentation of compliance with THC/CTA standards will take the form of an explicit description of the number and kinds of units excavated. All sites have site trinomials assigned by Texas Archeological Research Laboratory. | | | | |
| 18 | | | Report documents locations of excavated units, and explicitly indicates which excavated units are on public and private land. | | | | |
| 19 | | | Report explicitly states whether land surveyed is public, private or both and delineates boundaries on map. | | | | |
| 20 | | | Report explicitly documents which portions of the APE were investigated and which portions were not investigated (see Criterion 7). Report also explicitly documents and justifies any variability in methods if the methods vary across the APE. | | | | |
| | | | Results | | | | |
| 21 | | | Report documents cultural materials recovered and observed and explicitly indicates which were recovered/observed on public and private land. If no cultural materials were recovered/observed, the report explicitly notes their absence. | | | | |
| 22 | | | For historic sites, the report notes the beginning and end dates of diagnostic artifacts. The report identifies artifact types and distinguishes explicitly between modern trash and historically relevant materials (materials greater than 50 years in age). | | | | |
| 23 | | | Report provides explicit quantification of observed artifacts and indicates whether collections were made. The report indicates in the abstract and concluding chapter the repository where materials will be curated. | | | | |
| 24 | | | Report documents conditions that affect the integrity of the deposits within the area surveyed and describes how these conditions would affect the integrity of archeological sites, | | | | |

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| | | | regardless of whether any sites were identified within the APE. As applicable, report states that no conditions exist to compromise integrity. Evaluation of potential site integrity explicitly considers the aspects of integrity presented in 36 CFR 60.4. Typically, the integrity of archeological sites is characterized by their integrity of location, design, materials, and association. | | | | |
| 25 | | | To the extent possible given the class of survey, the report explicitly evaluates each site's eligibility for inclusion in the National Register of Historic Places (NRHP) or for designation as a State Archeological Landmark (SAL), or explicitly states that additional work is necessary to make a determination. Where determination is possible, report notes whether or not project will adversely affect eligible sites. | | | | |
| 26 | | | For Intensive Surveys: For historic sites, the report includes two of the following elements of historic background to meet THC requirements for assessing site age and eligibility: Oral history, deed or tax record research, other archival research, title search, other detailed historic research directly related to the specific location of the site. (Reviewer comments required if "Critical") | | | | |
| 27 | | | Evaluation of each site in the APE refers to relevant background information presented in the report. | | | | |
| 28 | | | Evaluation of each site in the APE incorporates data collected in the field regarding site constituents. | | | | |
| 29 | | | Evaluation of each site in the APE refers to data requirements needed to be eligible for inclusion in the NRHP or for designation as a SAL. | | | | |
| 30 | | | Evaluation of each site in the APE refers to conditions affecting the integrity of the site constituents, including the possibility that no conditions compromise integrity. Evaluation of site integrity explicitly considers the aspects of integrity presented in 36 CFR 60.4. Typically, the integrity of archeological sites is characterized by their integrity of location, design, materials, and association. | | | | |
| 31 | | | The report supports its conclusions with attached photographs, survey forms, and field note copies. | | | | |
| 32 | | | Finding or findings explicitly refer(s) to relevant sections of 36 CFR 800, 36 CFR 60, and 13 TAC 26. | | | | |
| 33 | | | Recommendations for further work are explicitly expressed and justified, including the necessary of level of effort and locations within the APE that require such work. If portions of the APE were inaccessible, the report makes explicit recommendations regarding the need for further work in those areas based on the results of the background research, field results in adjacent areas, and observations on the inaccessible areas made from adjacent, | | | | |

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| | | | accessible areas. (Reviewer comments required if "Critical." TxDOT reserves the right to deviate from reported recommendations for additional work.) | | | | |
| 34 | | | Report provides a references section that contains all work cited. | | | | |
| | | | ENV Reviewer Conclusions/Additional Issues | | | | |
| 35 | | | Report contains no factual errors or omissions affecting the finding(s). (Reviewer comments required if "Critical") | | | | |
| 36 | | | Report violates no regulatory requirement(s). (Reviewer comments required if "Critical"). | | | | |
| | | | Additional Comments | | | | |
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Signature of QC Officer _____

Printed Name _____ **Date** _____

ENV Staff Reviewer Signature _____ **Date** _____

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Version History

- 2.0 - Revised format to comment-response matrix
- 3.0 - Clarified the area of potential effects definition (item 7); noted that easements included both permanent and temporary easements (item 8); included requirement that report doesn't violate any regulatory requirement not otherwise specified (item 36); made additional format changes.