

**B.C. ASSOCIATION OF
PROFESSIONAL CONSULTING ARCHAEOLOGISTS**

**STANDARDS FOR INTERIM REPORTING ON
ARCHAEOLOGICAL IMPACT ASSESSMENTS**

A. INTRODUCTION

1. This policy was adopted by the B.C. Association of Professional Consulting Archaeologists at a general meeting on April 17, 1999.
2. The intent of this policy is to clarify operational standards regarding interim reporting on archaeological impact assessments.

B. APPLICATION

1. This policy shall apply to all members of the Society.
2. This policy shall apply whenever members prepare interim reports describing the methods and results of archaeological impact assessment studies.
3. Interim reports are normally prepared to describe individual proposed developments or clusters of developments within the context of an extended project involving multiple proposed developments.

C. POLICY

1. Members shall prepare reports which conform to the *Reporting Standards, Interim Reports, Impact Assessment* attached as Appendix A .

STANDARDS FOR INTERIM REPORTING ON ARCHAEOLOGICAL IMPACT ASSESSMENTS

1.0 Introduction

Archaeological impact assessments (AIAs) for the forest industry in British Columbia have been taking place on a small scale for many years, but have come to dominate the cultural resource management scene when a protocol agreement was reached between the Ministry of Small Business, Tourism and Culture and the Ministry of Forests in 1994 and passing of the Forest Practices Code Act the following year. Section 51 and Operational Planning Regulations 15, 26, and 63 of the Forest Practices Code call for management of cultural heritage resources by those involved in harvesting forest resources. Since these regulations were enacted, the number of AIAs being conducted by consulting archaeologists has increased dramatically. This has led to a number of new challenges for consultants.

The first challenge required a method by which multiple forestry AIAs could be completed for a suite of proponents, or within a Forest District, without each assessment requiring a separate Heritage Inspection Permit. This challenge was overcome by the development of the "blanket permit," whereby a consultant could complete multiple AIAs under a single permit. The second challenge was timely preparation of reports for developments requiring resource management decisions. This resulted in development of the "interim report," in which critical information regarding the results of the AIA was presented. In April 1996, the Archaeology Branch issued operational procedures outlining the required content of an interim report. In the spring of 1997, the BCAPCA Standards of Practice committee met and agreed upon a draft set of standards for interim reporting, to be field tested during the 1997 season. In the spring of 1998, the committee reconvened and reviewed the draft standards. The following document presents the results of the committee's review.

The BCAPCA Code of Ethics calls for the preservation and protection of the archaeological record. In serving this objective, it is desirable that information regarding archaeological sites and decisions regarding their management be recorded and presented in a consistent and standardized manner. This approach is crucial to verify and support management decisions. Nevertheless, the information provided in this document is *not intended to replace the professional judgements of consulting archeologists*. These standards are simply designed to assist consultants in creating interim reports that will fulfill the needs of all potential stakeholders. The categories of information presented here are for the purposes of this document; interim reports will be prepared as required by the individual consultant.

Information required by the Archaeology Branch per the 1996 Operational Procedures are indicated here-in with an *.

Comments or questions are welcomed by the Standards of Practice Committee and may be directed to:

Chair, Standards of Practice Committee

2.0 Required Content for Interim Reports

2.1 Administrative Information:

The following administrative information is considered mandatory for inclusion in an interim report:

Development title: *Forest Licence, Cutting Permit, Woodlot, Block, Road identifier*

*Location: *in reference to an obvious geographic feature, general direction (N, S, NW, SE) and general distance (5, 12 km)*

*Proponent (& *contact with *telephone number)

*Archaeology Branch permit #:

First Nation(s) & contact(s) with telephone number

*Report author

*Report date

Distribution: *identifies all the recipients of the report; also identifies any restrictions on distribution*

The following information is considered optional for an interim report:

Archaeology Branch contact

First Nations Permit #

Proponent contract #

Proponent fax #

First Nations fax #

2.2 Selection Rationale

With the increasing number of Archaeological Overview Assessments (AOAs) being completed across the province, it is critical to indicate whether a particular development has been the subject of an AOA or other review mechanism when this information is available. It is also critical to indicate when the type of work completed differs from what was recommended by the AOA or other review mechanism.

*The Archaeology Branch requires reporting the potential assessment of the development area based on previous AOAs as well a comparison with the results of the in-field potential assessment.

This information may be presented in a narrative (text-based) format or graphically (indicated on a map).

Standards Interim Reporting

2.3 Development and Background Information

The following information regarding the size and nature of the development is considered mandatory for inclusion in an interim report:

Total development area

*Number of Blocks

Block size

*Length of proposed road(s)

Identification of previous impacts

Map numbers: *NTS map reference number; other maps or air photos optional*

*Biophysical setting: *general description of geographic location, topography, and vegetation cover*

A more detailed description of each operating area (eg., block, road, woodlot) is considered **mandatory** for inclusion in an interim report:

Dominant vegetation: *forest cover, understory, ground cover*

Landforms: *terraces, knolls, glacial features, etc.*

Hydrology (aquatic features): *lakes, wetlands, streams*

Notable resource features: *salmon streams, beaver ponds, alkali lakes, wildlife migration corridors, geological features (including lithic sources)*

Notable cultural features: *known archaeological sites, trails, wagon roads, camps, historic features*

Elevation: *include range of elevations*

Biogeoclimatic zone(s): (to subzone or better)

2.4 Methodology

The following information regarding actual survey and site discovery methods used in the field is considered mandatory for inclusion in an interim report:

*Traverse type: *(judgemental/systematic/probabilistic/random)*

Traverse width:

Subsurface test placement: *(judgemental/systematic)*

Number of shovel tests:

*Subsurface test interval:

*Survey date(s):

*Survey crew:

Collection of archaeological materials (Y/N):

Specifics regarding the placement of traverses or subsurface tests should be included if a systematic methodology was employed.

Standards Interim Reporting

The following information regarding methodology is considered optional in an interim report:

Crew spacing:

Subsurface test methodology: *(include examination method of backdirt)*

Presence/Absence of sub-surface or surface exposures *(areal amount if feasible)*

2.5 Archaeological Potential

Information regarding the in-field archaeological potential within a development area is considered mandatory for inclusion in an interim report. This information may be presented in a narrative (text-based) format or graphically (indicated as high potential on a map). Examples of graphically illustrated high potential areas and survey coverage are presented in Appendix C (Survey Coverage Maps).

2.6 Results

Quantification of archaeological sites found during an AIA is mandatory for an interim report. Also considered mandatory are a "reliability of results" statement **and** a brief, detailed description of each site found, as follows:

Site # *(temporary or permanent):*

Site type:

General site function: *where known*

Location: *sufficiently detailed to be relocated in an operational context, but not for the general public to relocate*

Dimensions:

Integrity:

List of materials: *approximate numbers of artifacts and approximate numbers of lithic raw materials*

List of significant artifacts: *formed tools, time-sensitive artifacts*

Features: *number and type*

Cultural matrix:

Setting/Landform: *include aspect, associated aquatic features, other natural or cultural resources in proximity to site*

Boundary type: *identify which boundary is physically marked in the field (site boundary, buffer, or other boundary)*

Boundary indicator(s): *flagging tape or paint colour(s)*

With regard to detailed site information, any ethnographic, ethnohistoric, or traditional use information collected from an informant is considered optional for inclusion in an interim report.

2.7 Archaeological Site Significance

Significance evaluations for each site identified during an AIA is mandatory in an interim report. Significance evaluations should be based on the criteria outlined in the Archaeology Branch *Guidelines* and the rationale for the evaluation for each site should be considered mandatory. As recently established (1997) by the Archaeology Branch, "economic significance" of a site should only be evaluated when the rating is other than low or unknown. Each site should be evaluated in terms of its:

- scientific,
- ethnic, when possible,
- public, and
- historic significance (*only if the site is of historic age*)

2.8 Impact Assessment

Information regarding the impacts (direct and indirect) to archaeological sites found in the development area is mandatory for an interim report. This should include harvest method, silvicultural prescription, and schedule (**required by Archaeology Branch*), if this information is available at the time of reporting.

2.9 Recommendations

Recommendations for the management of archaeological sites found within a development area are considered mandatory for inclusion in an interim report. Recommendations should not only include site-specific management options but also outline a course of action to be taken in the event of unanticipated discoveries during harvest and post-harvest activities.

All members are reminded that all recommendations are subject to review and acceptance by the Archaeology Branch.

3.0 Mapping

3.1 *Location Maps and Survey Coverage Maps

For each interim report, a contextual map showing the location of the development area(s) and a map showing survey coverage in each operating area are mandatory.

The location map should be based on a 1:50,000 NTS map excerpt (with reference number), showing the exact location of the operating area(s) (eg., block, road, woodlot) and their actual configuration.

The survey coverage map should be of an appropriate scale (eg., 1:5,000, 1:10,000 or 1:20,000 scale) (with reference number) and show actual survey coverage and general area and number of subsurface tests.

Standards Interim Reporting

Appendix B: Location Maps and Appendix C: Survey Coverage Maps contain examples of both types of maps.

3.2 Archaeological Site Maps

Maps of archaeological sites must be consistent with the BCAPCA Standards of Archeological Site Mapping. *Please note, map drafting procedures are left to the discretion of the individual consultant.*

4.0 Checklist for Interim Report Contents

- Development title:
- *Location:
- *Proponent (& *contact with *telephone number)
- *Archaeology Branch permit #:
- First Nation(s) & contact(s) with telephone number
- *Report author
- *Report date
- Distribution:

- Total Development Area
- *Number of Blocks
- Block size
- *Length of Proposed Road(s)
- Identification of previous impacts
- Map Numbers
- *Biophysical setting

- *Traverse Type
- Traverse Width
- Subsurface test Placement
- *Subsurface test Interval
- *Survey Date(s)
- *Survey Crew
- Collection of archaeological materials (Y/N)
- Archaeological potential

For Archaeological Sites

- Number of archaeological sites found
- Reliability of results
- Site # (*temporary or permanent*)
- Site type
- General site function

Standards Interim Reporting

- Location
- Dimensions
- Integrity
- List of materials
- List of Significant artifacts
- Features
- Cultural Matrix
- Non-cultural Matrix
- Setting/Landform
- Boundary Type
- Boundary Indicator(s)

- Significance evaluations

- Impact assessment

- Recommendations

- Location Maps & Survey Coverage Maps
- Archaeological Site Maps