

# **British Columbia Archaeological Site Inventory Form Guide**

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Province of British Columbia  
Ministry of Tourism, Sport and the Arts  
Archaeological Inventory Section

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## INTRODUCTION

The professional recording of archaeological site information is changing from a reliance on paper records to the entry, storage and distribution of data through computer systems. The *British Columbia Archaeological Site Inventory Form* and *Form Guide* reflect the emphasis on digital capture and collection of information by incorporating the format of the provincial archaeological site database, the Heritage Resource Inventory Application (HRIA).

The content of the *BC Archaeological Site Inventory Form* and the Heritage Resource Inventory Application have been simplified, primarily by requiring detailed feature descriptions to be attached as external documents to the site record. Culturally Modified Tree (CMT) metric descriptions are now described in a “Detailed Data Table” attached to the record and stratigraphic profiles may be included as a scanned image.

We encourage qualified consulting archaeologists to use the Archaeological Data Import Facility, (ADIF – a version of the HRIA available on your desktop) to enter archaeological site information directly into provincial archaeological site inventory. However, we recognize that it is not always possible to do so. Therefore, we have updated the site form and guide when digital data entry is unavailable.

The current site form and its terminology must be used. The form and guide are available on the Archaeology web page ([srmwww.gov.bc.ca/arch/](http://srmwww.gov.bc.ca/arch/)). Some entries on the current site form are restricted to specific terms found in the “pick lists” contained in this *Guide*. Modified versions of the site form will not be accepted.

## ARCHAEOLOGICAL DATA IMPORT FACILITY

As the ADIF becomes integrated into the site recording process, the guide will incorporate application specific data entry information. In this version, ADIF specific direction is prefaced with “***ADIF Users:***”

The ADIF is shared between the Heritage Branch and Archaeology. Fields for the exclusive use of the Heritage Branch begins with “Heritage” and are not used for recording archaeological information.

Each section below refers to an equivalent section of the site form:

## SITE SUMMARY

Site summary information does not form part of the digital record.

### **Borden Number**

The Borden number is found at the top of each page of the site form. This field is for office use only, unless Borden number is already known, as in updated forms. A permanent Borden site number will be assigned to new sites by the Archaeological Registry. Do NOT enter the temporary number in this space.

*ADIF Users:* The application assigns a Borden Number after the site location has been digitized. You will not be notified of the Borden Number by Archaeology.

### **New Site / Update**

Indicate if the information is a new site record or an update to an existing record.

### **Permit Number / Non-Permit Information**

This information is necessary here for administrative purposes, even though it also is requested elsewhere on the form. E.g. Year and number 2001-042.

### **Map Number**

Record the appropriate 1:50,000 scale National Topographic Series (NTS), NAD 83 Map for example 103P/10.

Non-standard maps such as a Ministry of Forests logging map should be recorded in the “ Other Map” category found under MAP REFERENCE.

### **General Site Type**

Provide a general description (one to three word descriptors) of the site for quick reference. A more detailed description of the typology must be provided in the CULTURE/TYPOLOGY field.

*Examples:* village; plank house; shell midden; burial; culturally modified trees; rock art; cultural depressions; trail.

## 1. IDENTIFICATION

### **Site Name**

A site can be known by a number of names. For example, it may have an aboriginal place name, a name assigned by an ethnologist, a name commonly used by people in the area, as well as the standard geographic name noted on the map. Please provide all of the known site names. *A single name cannot exceed 128 characters.* You do not need to create an arbitrary name for a site.

*Example:* Big Bay Fishing Spot  
Nteqem

### **Temporary Number, Assigned by and Date Assigned**

**Temporary number is mandatory** if the information is not an update to an existing site with a permanent number. The site will be referred to by the temporary number until a permanent number is issued. Enter a temporary site number that is unique to the project, the full name (not initials) of the person who assigned the temporary number and the date of the site visit. Please do not use a colon ( : ) as part of the temporary number . The date preferred is the last date of recording.

*Example:* **Temporary Number:** CP47-T1    **Assigned by:** John Smith    **Date Assigned:** 2001/04/07 (YYYYMMDD)  
**Temporary Number:**                      **Assigned by:** James Teit                      **Date Assigned:** 1900/01/01 (YYYYMMDD)\*

\*If the day and month of recording are unknown, use January 1<sup>st</sup> of the appropriate year.

## 2. MAP REFERENCES

### FIELD COORDINATES

#### Latitude

Site latitude must be calculated to the nearest second and preferably to the nearest 1/100<sup>th</sup> of a second. Latitude must be expressed in degrees/minutes/seconds (example: 53° 01' 42" N). Indicate whether the calculation was obtained using a Global Positioning System (GPS) unit or calculated from a NTS map.

#### Longitude

Longitude must be calculated to the nearest second and preferably to the nearest 1/100<sup>th</sup> of a second. Longitude must be expressed in degrees/minutes/seconds (example: 122° 18' 43" W). Indicate whether the calculation was obtained using a GPS unit or calculated from a NTS map.

#### UTM

The **North American Datum (NAD 83) must be used to calculate the UTM**. A conversion program for NADs other than 83 are readily available on the internet.

Enter the UTM Zone, the **six digit Easting** and the **seven digit Northing**. Indicate whether the UTM was obtained using a GPS unit or calculated from a NTS map.

Locational notations or grid overlays relating to the Universal Transverse Mercator Grid system appear on most NTS maps and all BCGS maps. The basic method for calculation of UTM coordinates is explained on the border of most gridded maps. On gridded NTS maps, the distance between each grid line is 2 centimetres (1000 metres on the map), therefore a metric ruler can be used to calculate an easting and northing to the nearest hundred metres (See Figure 1 UTM Grid).

*Example:*

An example of a UTM calculation is: UTM Zone: 10; Easting: 451700; Northing: 6597350.

### OTHER MAP(S)

#### Map Name and Map Scale

Enter the name and/or number of any other map(s) relevant to the site, the name of the map or issuing agency, and the scale. Do **NOT** include personal site maps in this space (see Site Map Scale below). Historic maps such as traplines, archival maps etc., should be noted here along with scale if known. *Each entry cannot exceed 255 characters.*

*Example:* 082F, Stue 1:250,000; MOF Logging Map 1:20,000

## 3. LOCATION

#### Location

Locational information helps accurately plot or check the site location on digital maps in the archaeological inventory. Describe the location in a logical manner from general to specific, beginning with a fairly general area description. The site must be tied into geographic features or permanent landmarks noted on a NTS 1:50,000 map or TRIM (1:20,000). Unmapped features such as trees or boulders or cut block boundaries should not be used as datum points. Distances must be measured accurately, using a vehicle odometer, tape measure, hip chain or other precise method. Include a street address if available.

*This entry cannot exceed 4000 characters.*

*Example:* "The site is located between Hedley and Keremeos, south of Highway 3 on the north (left) bank of the Similkameen River, 150 m. southeast of the eastern boundary of Lot 2331."

Site location may be determined by compass triangulation (specify true or magnetic north) and calculation of distances from features appearing on BCGS 1:20,000 or NTS 1:50,000 scale maps, example., hilltop, mountain peak, river or creek mouth, point of land.

*Example:* “The site is located 0.5 km W of Lakelse Lake, 0.5 km south of the outlet of the Lakelse River from Lakelse Lake, and 17 km S of Terrace, BC. It is 800 m at 018° from the SW corner of District Lot 2662 and 250 m at 108° from the SW corner of District Lot 5140.”

## **Access**

Access information aids the ready relocation of the site in the field. Access should complement the locational information by referring to features not necessarily found on the 1:20,000 or 1:50,000 scale map and by indicating the method of travel required. Be attentive to all details and use cardinal directions (north, south, east, west, northwest, etc.) and not “left or right” unless accompanied by the cardinal direction. *This entry cannot exceed 4000 characters.*

For example, instead of saying "turn right off Highway 3 and proceed to site", say "from bridge on eastern outskirts of Princeton, proceed 10 km east on Highway 3. Turn right (south) off Highway 3 onto unnamed dirt road (4-wheel drive required), which is marked by an upright mailbox (1993), and proceed 1.2 km to the beginning of an open, grassy flat. Proceed on foot approximately 125 m to southeast corner of clearing to site which is located along terrace edge."

Caution should be exercised when using this information to relocate a site because some physical features noted in the access description may have changed over time. For the same reason, detailed information that may seem redundant when recording a site may be useful in relocating it at some future date.

Do not repeat the same information verbatim for individuals sites found clustered in an area. Each site is unique and the access descriptions must be site specific.

## **LEGAL DESCRIPTION**

### **Parcel**

**ADIF Users:** The legal description field contains an additional field “Type” referring to the source of information. There are three possible entries “GIS ICI”; “Land Titles” or “Site Form Population”.

#### **Parcel Identifier (PID) and Parcel Identification Number (PIN)**

The Parcel Identifier Number (private property only) or the Parcel Identification Number (surveyed Crown Land) must be provided along with any legal description.

#### **Parcel Identifier**

The parcel identifier (PID) is a nine-digit number assigned by the Land Titles Office to a parcel of land and does not change when the property’s ownership is transferred. The parcel identifier number and legal descriptions can be obtained by:

- asking owners to provide this information from either their BC Assessment authority property assessment notice or the property tax notice received from local government;
- inquiring at the local government office responsible for property tax notices;
- searching registry databases at a government Agent’s Office (fee for service);
- searching registry databases using BC online electronic access (fee for service);
- conducting a title search at the appropriate land Title Office (fee for service); or
- hiring an agent through the “yellow pages” under the listing “Title Service” (fee for service).

A site may cover more than one private property each with its own PID. List **ALL** of the PIDS associated with the site along with the legal description and address. If a heritage site occupies an area that



encompasses more than one street or has multiple addresses, these should be included in the address category.

*Example:*

PID Number	Legal Description
003539736	Lot B, District Lot 64, Newcastle District, Plan 20925
001698789	Lot C, District Lot 85, Nanaimo District, Plan 20856
001867530	Lot D, District Lot 110, Sunshine District, Plan 441105

### Parcel Identification Number

The PIN (Parcel Identification Number) is a unique system-generated number used by Crown Lands. It is **NOT** the same identification number used by the Land Title Office (PID). Sites located on **surveyed** Crown lands must include the seven-digit property identification number (PIN), Land and Water BC file number, and legal description, as applicable. Legal descriptions and PINs can be obtained by:

- asking Land and Water BC or the tenure holder to provide this information;
- hiring an agent through the “yellow pages” under the listing “Title Service” (fee for service).

The parcel identification number may be found by accessing the Tantalus-GATOR (Government Access Tool for Online Retrieval) found under Crown Lands Registry within the Lands and Registries Portal on the Ministry of Sustainable Resource web site. A site may cover more than one Crown land parcel each with its own PIN. List **all** of the PINS associated with the site along with the legal description address (if applicable) and Regional District. Unsurveyed Crown Land will not have a PIN and should be noted as in example.

*Example:*

PIN Number	Legal Description
	Unsurveyed Crown Land
7689430	Lot 2 District Lot 108 Group 2 New Westminster District Plan 20071

**Note:** It is possible that a site might cover an area that includes private and surveyed Crown land each with their own PID and PIN. List all PIDS and PINS associated with the site.

**ADIF Users:** PIDs and PINS are continuous strings of numbers. Do not insert spaces in the number string.

## Legal

In the “Legal Description” column enter the descriptive legal information indicated on BCGS or NTS maps. Legal descriptions may include the following terms: Section, Plan, Block, Township, Range, Lot, District Lot, Sub-lot, Parcel, Division, Legal Subdivision, Meridian, Fractional and Portion.

*Example:* Portion District Lot: 58, Coast District, Lying South of Right of way; Plan: 286K.

## Address

Street number	Street Name	City	Province	Postal Code
234	Jones Street	Victoria	B.C.	V8C 7T8
278	Smith Street	Qualicum Beach	BC	V8W 9W3

## 4. DIMENSIONS

### Revision of original

Indicate if the dimensions are a revision of previous site perimeter measurements.

The dimensions given under Length and Width are considered to be those for the entire site. These should not be amended unless the entire site boundary is being revised.

**Site dimensions must reflect the site boundary illustrated on the site map when using the bar scale.**

### Length

Enter the length of the site in metres followed by the cardinal direction (example NNW, ENE, N, S, E, W). Length represents the longest dimension regardless of direction.

However, for a site with an irregular shape where the length varies, provide the maximum length and direction.

Use the Estimated/Exact check boxes to record if length is exact (as determined by subsurface testing) or estimated and if they are for the entire site or a portion of it. If you are recording or revising a portion of the site, for example that portion extending onto a specific property, indicate the dimensions for the area under examination..

*Example:*

**Length** 200 (m)      **Direction** E/W    **Estimated**     **Exact**       **Partial**  **Whole**

### Width

Enter the width of the site in metres followed by the cardinal direction. Width represents the maximum direction perpendicular to length. However, for a site with an irregular shape where the width varies, provide the maximum width and direction.

As with the **Length** fields above, indicate if the Width is Estimated or Exact and a Partial or Whole indicator of site size.

*Example:*

**Width** 50 (m)      **Direction** N/S    **Estimated**     **Exact**       **Partial**  **Whole**

### Dimension Comments

If you are recording or revising a portion of the site, for example that portion extending onto a specific property, indicate the dimensions for the area under examination.. *This entry cannot exceed 2000 characters.*

*Example:* Site within Lot 6 is contained within a 7.5 x 3.8 meter area to north of creek as indicated on site map.

*Example:* Lithic scatter is 100 m N-S x 30 m E-W (as given in Length and Width), however there are three discrete clusters measuring as follows: Cluster A is 20 meters x 10 meters, Cluster B is 30 meters x 30 meters and Cluster C is 5 meters x 4.5 meters. See site map for details.

Discuss any previous dimensions recorded for the site and if applicable, reasons for changes, as well as other details.

*Example:* In 1973 site measurements were recorded as 100 m N/S by 25 m E/W, but in 1996 river bank erosion has decreased site width to 6-8 meters.

Use the Dimension Comments field for any other relevant information relating to the size of the site.

*Example:* The CMTs appear to extend beyond Cut Block 7 current northern and eastern boundaries. This region was outside of the permitted study area.

## 5. ENVIRONMENT

### Elevation

#### Lower Elevation and Upper Elevation

Record the lower and upper elevations of the site above sea level in metres. If the site occurs on a relatively level plain where there is only one elevation, then place this measurement in the lower elevation category.

#### Elevation Comments

Record other elevations of significance to the site, including elevations above local topographic features such as highways, valley bottoms, and lakes. *This entry cannot exceed 1024 characters.*

*Example:* 5 metres above Lower Arrow Lake high water

### Biogeography

The database updates the broad biogeographic descriptive fields (e.g. major drainage) based on digital mapping. However, the following site specific biogeographic information can be recorded:

#### Type

##### Microtopography (landform)

Briefly describe the significant topographical, geological, and terrain features in the general area of the site. Features of interest may include: relief or elevation (valleys, hills, lowlands), hydrology and water features (springs, small streams, lakes, swamps), eskers, kames, glacial beach ridges, moraines, et cetera. Present day cultural features (highways, buildings, towns) are not to be entered here. These are to be included under "Location" or "Access".

*This entry cannot exceed 1024 characters.*

*Examples:* Site is located on a knoll beside a small creek.  
Site is situated on an alluvial flood plain.

##### Minor Drainage

Name of secondary or tertiary drainage in the immediate site area

##### Other

Site specific biogeographic information not captured under Microtopography or Minor Drainage.

*Example:* Site limits are demarcated by a change in vegetation; aspen growing in site area.

## 6. TENURE/RESERVES

The site form should contain reference only to the tenure or reserve associated with the client at the time of recording or updating the record. You are not responsible for identifying all tenures associated with a site location.

#### Jurisdiction

Check the box describing the level of government responsible for administering the tenure/reserve type

#### Tenure/Reserve Type

Check the box describing the tenure or reserve type. Note that choices are dependant on the **Jurisdiction** field value

#### Description

Enter the unique descriptor for the tenure or reserve. The following tables contain the appropriate descriptor for each Tenure or Reserve Type.

**Jurisdiction: Federal**

<b>Tenure/Reserve Type:</b>	<b>Description:</b>
DND	Name
Indian Reserve	Name
Park	Name
Other	Tenure/Reserve Type and Name

**Jurisdiction: Local**

<b>Tenure/Reserve Type:</b>	<b>Description:</b>
Park	Name
Other	Tenure/Reserve Type and Name

**Jurisdiction: Private**

<b>Tenure/Reserve Type:</b>	<b>Description:</b>
Other	Description ( <b>Do not enter the names of individuals.</b> )

**Jurisdiction: Settlement Lands**

<b>Tenure/Reserve Type:</b>	<b>Description:</b>
Other	Description

**Jurisdiction: Provincial**

<b>Tenure/Reserve Type:</b>	<b>Description:</b>
Crown Lease	File Number
Ecological Reserve	Name
Forestry	FL/CP/CB or Tenure Type and Name
Grazing	File Number
Hydro	Unique Identifier
Land Reserve	File Number (7 digits)
Licence of Occupation	File Number
Minerals	Mineral Tenure Nr.
Oil & Gas	File Number (7 digits)
Park	Name
Road	Plan Number or Gazette ID
Short Tenure Permit	Unique Identifier
Water	Unique Identifier
Other	Tenure/Reserve Type and Name/Unique Identifier

**Tenure/Reserves Remarks**

Enter additional information or comments concerning land reserve or tenure. *This entry cannot exceed 255 characters.*

## 7. SITE TYPOLOGY AND FEATURE DESCRIPTIONS

Site typology and feature descriptions are used to describe the site in general (site typology) and individual features in detail (feature descriptions). Through the site typology section, a site is described by the types of cultural material and features present. These are described through a predefined hierarchy of Site Class, Type, Subtype and Descriptor. Descriptions of individual features, including general metric attributes, are completed in the following section - “Feature Description”. Please note that CMT metric attributes and other detailed discussions of features are confined to detailed data tables, described in Appendix B..

### Site Typology

#### Site Class

Select the appropriate terms found in Appendix A as required to adequately describe the site.

#### Types, Subtypes, Descriptors and Site Typology Remarks

Select appropriate terms to adequately describe the site from the list of types, subtypes and descriptors provided in Appendix A. Follow the table format on the site form as it directs the prescribed flow of information (from general to specific). In most cases, a complete description for one site will be composed of more than one type and its accompanying subtypes and descriptors. If using more than one descriptor, these must be separated by a comma.

**ADIF Users:** Descriptors may not be separated by a comma when using the application. Each descriptor must be part of a new line entry that includes class, type and subtype entries.

In some cases, a site may be adequately described without using Subtype or Descriptor fields.

*Example: Site #1:*

Site Class	Type	Subtype	Descriptor
Precontact	Cultural Material	Subsurface	fire broken rock, lithics
Precontact	Subsistence Feature	Cultural Depression	cache pit
Postcontact	Transportation		Trail

*Example: Site #2:*

Site Class	Type	Subtype	Descriptor
Precontact	Cultural Material	Surface	bone
Traditional Use	Culturally Modified Tree	Aboriginally-logged	Stump

*Example: Site #3:*

Site Class	Type	Subtype	Descriptor
Precontact	Habitation		platform
Precontact	Earthwork		fortification

## FEATURE DESCRIPTIONS

Four tables are included in the feature description section; culturally modified trees, cultural depressions, rock art and other features. Use each row in these tables to describe an individual feature or group of feature types, as noted below. *Feature remarks cannot exceed 4000 characters.*

Listed below are Feature Description fields with controlled values:

**Feature #:** Features numbers must be a unique identifier for each feature within the site and must be used consistently in the site form *and site maps*. When describing groups of features, such as CMTs, enter the type (for cultural depressions) or subtype (for CMTs) and (number of features). In these cases, individual feature numbers would be indicated on the attached Detailed Data Table.

**Shape:** Anthromorphic, Circular, Irregular, Lenticular, Linear, Oval, Rectangular, Semicircular, Square, Triangular, Wheel, Zoomorphic.

**Orientation:** E, E-W, N, N-S, NE, NE-SW, NNE-SSW, NNW, NNW-SSE, NW, NW-SE, S, SW, SE, WNW-ESE, WSW-ENE.

## CMT Feature Description Table

Feature and (#)	Feature Remarks

The CMT Feature Description Table is used to generally describe groups of CMTs at the subtype typology level. (CMT subtypes are barkstripped, aboriginally logged and other modified tree.) Recording of individual features and metric attributes is limited to the detailed data table (discussed in Appendix B). Detailed data tables must be received at the same time as the associated site form..

*Example:* Use of the CMT Feature Description Table

Feature and (#)	Feature Remarks
<b>Bark-stripped (171)</b>	<b>130 large rectangular scars and 41 taper stripped scars.</b> Most are western red cedar but some cypress noted. No dates but most features suitable for dating
<b>Aboriginally-logged (29)</b>	<b>14 planked , 5 canoe and 10 tested</b> All are western red cedar

### Is an electronic detailed data table attached?:

Indicate if a detailed data table is attached as an electronic document.

## Cultural Depression Feature Description Table

Feature #	Length	Width	Dia.	Depth	DBS from	DBS to	Shape	Orien-tation	Berm/Rim	Feature Remarks

Individual and small numbers of cultural depressions can be described using the Cultural Depression Feature Description table. However, you have the option of describing cultural depressions as a group providing a detailed data table is provided recording the metric and descriptive attributes.

*Example:* Use of the Cultural Depression Feature Description Table for Groups of Cultural Depressions

Feature #	Len	Width	Dia.	Depth	DBS from	DBS to	Shape	Orien-tation	Berm/Rim	Feature Remarks
<b>Cultural Depression (30)</b>										<b>3 housepits, 27 cache pits.</b> Housepits range in diameter from 3-5 m and in depth from 1.2 – 2.3m, two contain single hearths.

### Is an electronic detailed data table attached?

Indicate if a detailed data table is attached as an electronic document.

## Rock Art Feature Description Table

Feature #	Length	Width	Colour	Feature Remarks

The following rock art site information should be included, if possible:

- number of panels or designs; and
- general description of the motif(s) including dimensions and illustration(s). Digital photographs are encouraged.

Use terminology accepted in rock art studies such as ‘zoomorph’ rather than ‘deer’, ‘anthropomorph’ rather than ‘man’ and ‘rayed circle’ or ‘geometric design’ rather than ‘sun circle’. Interpretative information such as deer, man, or sun, can be included within the “Summary of Site Features”.

### Is an electronic detailed data table attached?

Indicate if a detailed data table is attached as an electronic document.

## Other Feature Description Table

Feature #	Length	Width	Dia.	Depth	DBS from	DBS to	Shape	Orien-tation	Feature Remarks

The Other Feature Description Table is used for features that don’t fit the specialized feature tables for Culturally Modified Tress, Cultural Depressions or Rock Art. Features that may be recorded under the

Other Feature Description Table include Trench and Embankments, Memorial Poles, House Posts, Petroforms, Weirs, etc.

**Is an electronic detailed data table attached?:**

Indicate if a detailed data table is attached as an electronic document.

## 8. STRATIGRAPHY

This section is used to describe the general depth and physical nature of cultural strata at the site. Detailed profiles or descriptions of stratigraphic layers can be attached to the site form as electronic documents (Attached documents must be in .xls (MS Excel), .doc (MS Word) or .jpeg formats)

**Depth of Strata:**

**Maximum :** \_\_\_\_\_ **Minimum:** \_\_\_\_\_

Describe the general maximum and minimum depth of the subsurface component of the site.

**Is a profile or detailed description attached?**

Indicate if an electronic document containing profiles and/or detailed descriptions of site stratigraphy are attached.

**General Stratigraphy Remarks:**

Briefly describe the general matrices, features, natural layers, presence of overburden or pertinent cultural material if it aids in the general understanding of the site. Detailed information should be limited to the attached documents or site report.

## 9. ARCHAEOLOGICAL CULTURE

**Archaeological Culture Name**

The following list contains the archaeological cultures identified in the Heritage Resource Inventory Application as of June, 2005. From this list enter the archaeological culture(s) represented by the artifacts or features. (Note: Additional names will be added to the ADIF as required.)

Archaic	Marpole Type	Prince Rupert 1
Annie Lake Complex	Marpole Phase	Prince Rupert 2
Charles Phase	Mayne Phase	Graham Tradition
Chilliwist Phase	Mazama Phase	Queen Charlotte Strait.
Deer Park	Milliken Phase	San Juan Phase
Developed C. Salish	Moresby Tradition	Scottsbluff
Esilao	Mummy Cave	Shuswap Horizon
Gulf of Georgia Type	Nesikep Tradition	Sinaiskst Period
Kamloops Horizon	Northern Archaic	Slocan Phase
Kamloops Phase	Old Cordilleran Type	Other
Late Lochnore Phase	Pasika Phase	St. Mungo
Lehman	Pelican Lake	Strait of Georgia
Locarno Beach Type	Plateau Horizon	Thompson Phase
Locarno Beach Phase	Plateau Pithouse	Vallican Phase
Lochnore	Tradition	

**Material Description**

List diagnostic artifacts or features. *This entry cannot exceed 1024 characters.*



Include additional information on the archaeological culture such as whether it is a phase, type or horizon.  
*Example:* Marpole Phase or Shuswap Horizon or Early Nesikep Tradition.

Also, provide information on artifacts that do not fall under any of the archaeological cultures listed above or cannot be definitely attributed to a particular archaeological culture, but bear close resemblance.  
*Example:* the point fragments appear to be Scottsbluff-like.

### Archaeological Culture Remarks

Briefly discuss any contradictory or extenuating information concerning artifact and feature attributes or depositional history.

## 10. CHRONOLOGY

Use this field to enter relative and absolute dates. Enter the dating method using one of the following: cross dating; dendrochronology; ethnographic source; historic source; obsidian hydration, **carbon 14**. If there is a single exact date enter it in the “From Date” column. Under the "Qualifier" column, specify whether the date is exact, circa, before, or after. In the “Calendar” column, specify AD, BC, BP or another appropriate temporal classification code. Note: when the actual date for a CMT site is unknown but the site is believed to predate AD 1846, enter Cross Dating under Method and provide the rationale for considering the site to be pre AD 1846 under Chronology Remarks. Do not enter 1846/before in the From Date or From Date Qualifier fields.

Example #1:

Method	Source	Chronology Remarks	From Date	From Date Qualifier	From Date Calendar	To Date	To Date Qualifier	To Date Calendar
Cross-dating	Diagnostic artifact from Stratum #2		2500	Circa	BP	3200	Circa	BP

Example #2:

Method	Source	Chronology Remarks	From Date	From Date Qualifier	From Date Calendar	To Date	To Date Qualifier	To Date Calendar
Dendro-chronology	CMT 24 – cookie sample		1837	exact	AD			
Cross Dating		CMT site is believed to predate AD 1846 because.....						

### Radiocarbon Dates

Enter radiocarbon dates sequentially from latest to earliest. In the “RCD Remarks” note the appropriate stratum number or if the stratigraphic context of the date is unknown provide any additional information about the date or any other additional relevant details. If applicable, include the permit number of the archaeological study associated with the sample. *The “RCD Remarks” and “Source” fields cannot exceed 255 characters.*

**METHOD:** Carbon 14

**Source:**

Identify the material (e.g. marine shell, ash, bone) submitted for radiocarbon dating.

*Example:*

<b>RCD Unadjusted</b>	<b>RCD Unadjusted Variation (+/-)</b>	<b>RCD Lab Name</b> (maximum 128 char.)	<b>RCD Lab Number</b>	<b>RCD Adjusted</b>	<b>RCD Adjusted Variation</b>	<b>RCD Adjusted</b>	<b>RCD Adjusted Var</b>	<b>RCD Remarks</b>
4100	+/- 310	Geological Survey of Canada	1141		4030	+/- 310		Adjusted date after Stuiver <i>et al.</i> (1986) for marine shell

## 11. SITE VISITS AND CULTURAL MATERIALS

### Site Visit

#### Site Visit Type

Check one box that best describes the main purpose of the visit to the site.

Alteration  Excavation  Monitoring  Recording  Surface Collection  Testing  Unknown

#### Date of Visit:

Provide the last date of visit. as the Date of Visit. The dates for the whole project may be entered in the “Description” field. (e.g. AIA of ABC Forest Cut Block 3. July 21 to July 26, 2003)

#### Project Description:

Provide the name of the project (example Akamina-Valley Project, AIA of ABC Forest Cut Block 3), if applicable, or any additional information such as the site was found during a hike. Sites recorded outside of the parameters of a permit should be considered a non-permitted recording and noted as such on the site form. If the site record is included in the report, then the report title must be included in the **Reference** section of the site form. *This entry cannot exceed 255 characters per reference.*

#### Affiliation

Provide the name of the consulting company or educational institution, or enter “private” if referring to an individual. *This entry cannot exceed 30 characters.*

### Permit

#### PERMIT YEAR:

#### PERMIT NUMBER:

Provide the permit year and the permit number. If the project is non-permit, indicate this under the next section, “Issuing Agency”.

#### ISSUING AGENCY:

Select the appropriate name of the agency issuing the heritage permit from:

Archaeology  Ministry of Forests  Oil & Gas Commission  Non-Permit .

#### Permit Type:

Choose the permit type from:

Inspection  Investigation  Alteration  Ministerial Order .

## SITE VISIT TEAM

### Person Name:

Enter the full name (no initials) of all persons *directly involved* in the recording of the site. List the permit holder first, even if this person did not record the site in the field

## SITE VISIT ROLES

### Person Role:

List the role(s) using the categories listed below. Please note that only Permit Holder and Recorder are mandatory.

Compiler	Observer	Reporter
Excavator	Permit Holder	Researcher
Field Supervisor	Private Collector	Surface Collector
First Nations Representation	Recorder	Tester

Under “Affiliation” enter the affiliation of the permit holder and team members. Team members may have a different affiliation from the permit holder or principle investigator. For example a team member may be the representative of a local First Nation or forest district personnel.

*Example:*

Person Name	Person Role(s)	Affiliation
John Smith	Permit holder	ABC Archaeological Consulting
Jane Doe	Recorder, tester	ABC Archaeological Consulting
Deborah Smith	Observer	Heritage Centre

**ADIF Users:** There is no affiliation field in the application.

## CULTURAL MATERIAL

### Type:

Using the following: **artifact, diagnostic artifact, human remains, or other/procedures**, enter the type(s) of cultural material(s) present at the site. Use "Others" to indicate the presence of cultural material types not included in the first three categories. Such materials as faunal remains, charcoal samples, soil samples and dendrochronological samples would be included in the “Other” category.

### Status:

For each cultural material type list its status, from one of the following: **collected, observed, repatriated, reburied, or unknown.** For example was the material collected or merely observed.

### Details:

Provide a general description of types of artifacts collected or left *in situ* at the site as well as a specific description of any particularly significant or diagnostic artifacts. Detailed description of artifacts should be appended to the site form in table format. Also indicate the location of cultural finds. Examples, 1) “in ST #4”; 2) “found on the surface and left *in situ*”; 3) “Eroding from cutbank”. *This entry cannot exceed 2000 characters.*

*Examples:* 100+ lithics, one Scottsbluff projectile point of dark grey chert, from EU #s 1 - 7

56 basalt and chalcedony artifacts from shovel tests and 15 basalt artifacts from surface collection.

**Repository:**

Enter the name of the place where cultural materials removed from the site are to be permanently stored. The name must be one listed in Appendix C. If the name is not listed in Appendix C then enter the name of the repository in the “Details” column. If the investigation is conducted under a permit then the repository must correspond to the one identified in the permit application.

*Examples:* RBCM; Secwepemc Museum; SFU.

*Example:*

<b>Type</b> (artifact, diagnostic artifact, human remains, other)	<b>Status</b> (collected, observed, repatriated, reburied, unknown, other)	<b>Details</b> DO not provide long lists of artifacts or specifics for shovel tests. (maximum 2000 characters)	<b>Repository</b> (see Appendix C)	<b>Date</b>
Diagnostic artifact	Collected	Scottsbluff projectile point base of dark grey chert	RBCM	June 7, 1978
Artifacts	Observed	15 basalt flakes	N/A	May 6, 1999
Other	Collected	2 increment cores	ABC Consulting	July 8, 2000

## 12. CONDITION

**Assessed By**

Enter the full name (no initials) and affiliation of the person who assessed the site in the field. *This entry cannot exceed 40 characters.*

**Assessment Date**

Enter the date or dates (if visited more than once in the same year by the same person) the site was assessed.

**Permit Year**

**Permit Number**

Provide the permit year and the permit number. If the project is non-permit, enter N/A beside the permit number.

**Recorder’s Recommendations**

Enter a summary of resource management recommendations.

## DISTURBANCE

The Disturbance table contains the recorded history of events that have impacted the site.

**History:**

Specify: **Past, Present, or Future**

**Percent Intact**

Where possible, indicate the remaining portion of intact archaeological site.

**Disturbance Factor:**

Enter the factor(s) contributing to the disturbance of the site in the past or present and those factors that may cause disturbance to the site in the future. **Factors must correspond to the following list.**

Airport	Industrial Development	Recreational Use
Archaeological Investigation	Insect Infestation	Refuse Dumping
Commercial Development	Institutional Development	Relic Collecting
Cultivation	Landscaping	Residential Development
Decay	Logging	Road
Erosion	Marine Development	Rodent Burrowing
Environmental Testing	Military Activity	Seismic Line
Fire	Mining	Sewer/Septic
Gravel – Borrow Pit	Park Development	Transmission Line
Grazing	Pipeline	Vandalism
Hydroelectric Development	Railway	Other (specify in remarks)

**Condition Remarks:**

Provide any observations on:

- when the disturbance occurred (past, present) or will occur (provide year future disturbance is anticipated)
- the condition of the site whether it is **excellent, good, fair or poor**
- the frequency of the disturbance indicating if it is an ongoing, yearly, single occurrence or multiple occurrence

*Examples:* Ongoing: erosion of a site due to wave action; decay

Multiple: repeat visits to extract gravel; grazing; recreational use

Yearly: cultivation; road construction (regular maintenance); erosion due to flooding

- the status of the site whether it is still intact, destroyed, disturbed, and
- area of the site affected, depth of disturbance.

*This entry cannot exceed 1024 characters per factor.*

*Examples:*

History	Per Cent Intact	Disturbance Factor	Conditions Remarks
Past	30%	Road Construction	Road has bisected site since 2003. N. half destroyed. S half disturbed. House pit #1 truncated. Site is in fair condition .

## 13. REFERENCES

### Published and Unpublished References

Please include only those references that are directly related to the recording of this site. Do not include every reference that will be in the report. *Do not use interim report titles.* The final report title is the only title which should be attached to the permit number. If the final report title is unknown at the time the form is filled out, enter only the permit number followed by a comma.

Use the following format for the different types of references.

**Note:** Under “Report Title” always list the permit number first (example 1981-001), followed by a comma, and the title. For a non-permit report ensure the four-digit year is listed first (see examples below).

*This entry cannot exceed 255 characters.*

If there are multiple authors, list only the two senior authors. Other authors can be noted under “Comments”.

*Comments entry cannot exceed 255 characters.*

### Permit Report/Ministerial Order

Report Title	Date of Report	Report Author(s)	Comments
1975-006, Report of the Archaeological Survey of the Southwestern Gulf of Georgia.	1975	Acheson, S., Cassidy, S.,	
1981-012, Excavations at the Clamity Site (DkSf-020), Courtenay, B.C.	1981	Wright, M.	Ministerial Order

### Book/Report/Article

Report Title	Date of Report	Report Author(s)	Comments
1981, Kitimat My Valley	1981	Varley, Elizabeth Anderson	Northern Times Press, Terrace
1956, They Hunt the Lost Tunnel Under the Sea	1956	Victory Daily Colonist (Islander Section)	December 30, pp. 12-13
1981, Bedrock and Boulder Bowls, IN: The World is as Sharp as a Knife: An Anthology in Honour of Wilson Duff.	1981	Hill, B	Edited by Donald Abbott, pp 127-142. British Columbia Provincial Museum
1963, Report on an Archaeological Survey of Provincial Parks.	1963	Abbott, Donald	Non-permit.

### Audio/Visual/Transcripts

Report Title	Date of Report	Report Author(s)	Comments
1977-1980, Oral History Tape		Mrs. Smith	My mom's oral history.

### Fieldnotes/Diaries/Manuscripts/Thesis/Dissertations

Report Title	Date of Report	Report Author(s)	Comments
1885, Diaries and Notebooks of George M. Dawson..	1985	Dawson, George, M.	McGill University Archives, Mss.
1951, Fieldnotes of R. S. McNeish..	1951	McNeish, R. S.	Archives of Archaeological Survey of Canada. National Museum of Canada.
1928, Survey Notes by J. Davidson, July 1928, for the Government of British Columbia.	1928	Davidson, J.	Department Number 28. B.C. Archives.
1955, Conversations with Khatsahlano, 1932-1934 (and others)	1955	Mathews, J.S.	Compiled by Major J.S. Mathews, City Archivist, City of Vancouver, Vancouver Archives.
1999, A Survey of Archaeological Sites in Central British Columbia	1999	Smith, John	Unpublished M.A. Thesis, Department of Archaeology, Smith University

### Letters/Files/Personal Communications

Report Title	Date of Report	Report Author(s)	Comments
1918, Letter from James Teit to Harlan I. Smith, reporting location of site...	August 14, 1918	Teit, James	National Museum of Canada
1951, PABC, Public Works Property Register, File 19-229.	1951		Archives of Archaeological Survey of Canada. National Museum of Canada.

## 14. IMAGES

### Type

From the list below enter the appropriate term(s) that indicates the type(s) of existing image(s).

Air Photo	Photograph	Sketch
Cast	Rubbing	Slide
Digital Image		

### Repository

Enter the name of the repository where the images are to be permanently stored. The name *must* be one listed in Appendix C. If the name is not listed in Appendix C then enter “Other” and the name of the repository.

### Photographer, Description, and Image Caption and Image Date

Enter the full name (no initials) of the photographer. *This entry cannot exceed 40 characters.*

Under description include project name, film roll and frame, if possible. *This entry cannot exceed 40 characters.*

An image caption can be included, but is optional. *This entry cannot exceed 128 characters.*

Note: any more than 3 entries should be in the form of an electronic table.

*Example:*

Type	Repository (maximum 30 characters)	Photographer (maximum 40 characters)	Description (maximum 40 characters)	Image Caption (Optional) (maximum 128 characters)	Image Date (yyyy/mm/dd)
Digital Image	RBCM	Smith, John	JPEG Nov18:324-326	Bark Strip CMT viewed from Datum.	2001/18/12
Photograph	Arch Branch	Jones, Ian	Highway 1 Bypass Project, Roll 1 Frame 4	General view of site location looking northwest	1958/01/01

## 15. REMARKS

Enter any additional information, recommendations, or comments concerning the site in this section. Do **NOT** summarize site form information already entered elsewhere on the site form. *This entry cannot exceed 4000 characters.*

## SITE MAPS

**Please note** that a site map that includes a bar scale, a north arrow, a legend, clearly defined site boundaries and fits onto an 8 ½” by 11” page **must accompany the site form**. If submitted electronically, file size should be as small as practical (<300KB).

The site map is vital to accurate plotting of the site’s location and will become an invaluable permanent record of the site area. The map form **must contain maps of two scales: a 1:50,000 locational map and a detailed site map**. The 1:50,000 map is required to accurately plot the site location. Include the print date of the 1:50,000 map used for the site form.

A 1:20,000 scale map and/or orthophotograph may be included if further site location information is required to accurately locate the site.

The detailed site map is:

- vital to the monitoring of changes occurring at the site over time;
- helpful in assessing significance compared to other sites in the area; and
- useful in responding quickly and accurately to various agencies without requiring another field check to determine site versus lot boundaries for possible conflict.

The following are the minimum standards for mapping (see Figures 2 and 4 - Detailed Site Maps, and Figure 3 - Site Location Maps).

1. The title of the map should include the Borden number for the site. If a Borden number has not been assigned use the temporary site number. However, do not put the temporary number in the upper right hand corner.
2. Orient the map with North at the top of the sheet. Indicate whether True or Magnetic North is the reference. If using true bearings, indicate the declination used. **Be sure to include the north arrow, and also provide a date on the map.**
3. **Provide a map legend** that identifies and defines any symbols used on the map, including any non-standard symbols. Use the standard map symbols shown in Figure 3.
4. Use the largest possible mapping scale such as 1:1000 or 1:2000. This will depend on site dimensions and surrounding landmarks, but normally ranges between 1 cm = 5 m to 1 cm = 40 m. **A bar scale in metres must be provided with the map** since this will continue to be meaningful if the map is reduced or enlarged. **Check to ensure site dimensions listed on the site form correspond to the site map.**
5. Make sure the site boundaries and surrounding landmarks are clearly defined.
6. Important surface features and artifacts which have been mentioned in the site form or numbered and described in detail in an attached table should be recorded on the map.
7. Environmental and cultural features associated with the site, such as rivers (indicate direction of flow), lakes, landforms, vegetation cover, slope, roads, bridges, railway tracks and structures, also should be recorded. If the map scale used cannot incorporate a major land feature, then indicate the distance and direction to an appropriate landmark present on the corresponding 1:50,000 NTS map.

*Example:* Black River Bridge → 360m or 360m at 280°

If possible indicate areas of the site which are presently disturbed and areas which may be subject to future disturbance.

8. Indicate the means by which the location and extent of the site has been determined. These might include measurement from a relatively permanent feature (rock, bluff, river), traverse with compass and pace chart, or compass bearings to landmarks.
9. The location of subsurface tests should be accurately recorded, indicating whether these tests were positive or negative. The dimensions of subsurface tests may be recorded in the legend.
10. If possible, include a small section of the appropriate 1:50,000 scale map showing the location of the newly recorded sites as well as previously recorded sites. If further detail is required to clarify site location, also include a 1:20,000 scale map.
11. The site must be clear enough to provide a decipherable photocopy or fax. Avoid shading and colour coding unless these can be faxed and or photocopied without loss of colour significance. **The map must fit onto 8 ½" by 11" paper for reproduction purposes or two 8 ½ by 11 pages that indicate where pages line up.** See examples of site maps in Appendix E.



12. If site locational map area includes previously recorded sites, these should be indicated.

## OTHER MAPS

Other types of graphic information such as detailed drawings of individual features, should be placed on another page or separate electronic file and included with the site form. Detailed drawings or photographs of individual pictograph and petroglyph designs should be made as well as mapping the relationship of panels and/or individual designs to each other.

## SITE FORM UPDATE(S)

Include information only for those fields that are being updated. Do not repeat information that remains the same since the last visit.

*For Example:*

**IgUd-13      update**

### DIMENSIONS

**Length:** 30 m N/S      Estimated

**Width:** 18 m E/W

**Comments:** 1974 visit dimensions were recorded as 35 m N/S by 18 m E/W. 2002 visit shortened N/S boundary to 30 m.

### TENURE

Unsurveyed crown land

### CONDITION

**Assessed by:** John Smith

**Assessment Date:** 2002/05/06

**Disturbance Factor:** Gravel Pit

**Frequency:** Single Occurrence

**Remarks:** Approximately 4 m of material has been removed from the north end of the site.

### SITE VISIT/INVESTIGATION

**Visit Type:** Alteration

**Date of Visit:** 2002/05/06

**Description:** Side Hill Gravel Extraction Project

**Affiliation:** ABC Archaeological Consultants

**Permitted:** Yes

**Permit Year:** 2002

**Permit No.** 001

**Permit Type:** Alteration

**Site Visit Team:**      John Smith; Permit Holder, Recorder; ABC Archaeological Consultants

### REMARKS

The landscape of the property and the integrity of the site have been significantly altered by gravel extraction. Fieldwork identified areas of intact and disturbed midden in the northern parts of the property, with deep layers of fill elsewhere.

# APPENDIX A

## CLASSES; TYPES; SUBTYPES AND DESCRIPTORS

Class	Type	Subtype	Descriptor		
Precontact	Earthwork Feature		Fortification		
			Mound		
			Trench Embankment		
	Habitation Feature	Cultural Depression		Housepit	
				Mat Lodge	
				Menstrual Lodge	
				Plank House	
				Sweat Lodge	
					Cave
					House Post/ Mould
					Platform
					Refuge
					Rock Shelter
	Subsistence Feature	Cultural Depression		Cache Pit	
				Roasting Pit	
Steaming Pit					
				Hearth	
				Post Mould	
Bird Hunting				Bird Hunting Blind	
				Bird Net Feature	
Fishing			Fish Drying Rack		
			Fishing Weir		
			Fish Net Stone Feature		
			Fish Smokehouse		
			Fish Smoking Rack		
			Fish Trap		

Class	Type	Subtype	Descriptor
Precontact	Subsistence Feature	Land Mammal Hunting	Trap
			Drive
			Fence
			Surround
		Sea Mammal	
	Shellfish Harvesting	Clamming Station	
		Clam Garden	
	Ceremonial/ Religious Feature	Rock Art	Petroglyph
			Pictograph
		Monumental Art	Crest Pole
			Memorial Pole
	Transportation Feature		Trail
		Petroform	Canoe Skid
	Other Feature	Cultural Depression	Function Unassigned
Petroform		Boulder Alignment	
		Cairn	

Class	Type	Subtype	Descriptor
Precontact	Human Remains	Petroform	Burial Cairn
			Burial
			Burial Box
			Cave
			Grave Goods
			Grave House
			Ledge
			Platform
			Rock Shelter
			Scattered
			Stone Ring
			Talus
	Tree		

Class	Type	Subtype	Descriptor
Precontact	Cultural Material	Subsurface	<ul style="list-style-type: none"> <li>Faunal</li> <li>Floral</li> <li>Firebroken Rock</li> <li>Lithics</li> <li>Plant Fibre</li> <li>Quarry</li> <li>Shell Midden</li> <li>Wet Site</li> <li>Wood</li> </ul>
		Surface	<ul style="list-style-type: none"> <li>Faunal</li> <li>Floral</li> <li>Firebroken Rock</li> <li>Lithics</li> <li>Plant Fibre</li> <li>Quarry</li> <li>Shell Midden</li> <li>Wet Site</li> <li>Wood</li> </ul>

Site Class	Type	Subtype	Descriptor
Traditional Use	Culturally Modified Tree  (only pre-1846)	Aboriginally-logged	Canoe
			Barberchair Stump
			Basin Stump
			Felled
			Flat Stump
			Log
			Notched
			Planked
			Undercut
			Sectioned
			Step Stump
			Stump
			Tested
		Bark stripped	Cambium Stripped
			Girdled Scar
			Large Rectangular Scar
			Other Scar
			Tapered Scar
		Other modified tree	Arbourglyph
			Arbourgraph
			Blazed
			Burned
			Delimbed
			Kindling Collection
			Knotted Tree
			Marker
			Message
			Pitch Collection
			Sap Collection
			Totem pole

Class	Type	Subtype	Descriptor
Traditional Use	Ceremonial/ Religious		Sweat lodge; marker tree
		Monumental Art	Crest pole; Memorial pole; Mortuary pole; Pole
	Cultural Landform		Marker site
	Domestic		
	Food Harvesting		Berry gathering; corral; pit; snare; fence; butchering site; blind; trap; deadfall; bitterroot gathering; berry drying
	Material Harvesting		
	Renewable Resource Activity		
	Supernatural/Mythological		Wishing rock
	Traditional History	Legendary	Transformer site
	Transportation	Trail	

Class	Type	Subtype	Subtype
Postcontact	Building		
	Cultural Depression		
	Cultural Material		
	Landmark		
	Other		
	Other Structure		
	Rock Art		
	Transportation		



# APPENDIX B

## ELECTRONIC FORMAT FOR NON-CMT DETAILED DATA TABLES

Ftr #	Shape	Status	Side	L	W	D	TH	Dia	Orntn	RAC	DBS		Description	Remarks
											From	To		
CD 1	Circ	disturbed		3		0.25							Rim present & tree growing in middle	

<p><b>Ftr</b> = Feature; CMT = Culturally Modified Tree; CD = Cultural Depression  <b>Shape:</b> Rect = rectangular; circ = circular. etc.  <b>Side:</b> DS = down slope; etc.  <b>L</b> = Length  <b>W</b> = Width  <b>D</b> = Depth  <b>TH</b> = Thickness  <b>Dia</b> = Diameter  <b>Orntn</b> = Orientation  <b>RAC</b> = Regional Archaeological Culture</p>	<p>This electronic table will be attached to the site and is not part of the form therefore content is at recorders discretion. Additional columns might include inside or outside rim diameters, etc.                  Tables should be formatted to print out on 8.5" x 11" paper.</p>
---	--

# APPENDIX C

## LIST OF REPOSITORIES

Please Note: This is a listing of repositories identified in recent permits. Specific terms and conditions may be applied to certain repositories. It is the permit applicants responsibility to ensure a suitable repository is identified to hold collections from the proposed project.

### Repository

Alberni Valley Museum  
Anthropology Lab, Okanagan University College  
Archaeology Lab, SCES-SFU Campus  
Archaeology Laboratory, University College of the Fraser Valley  
Bella Coola Valley Museum  
Campbell River and District Museum and Archives  
Castlegar Museum  
Chase and District Museum and Archives  
Chilliwack Museum  
Coqualeetza Cultural Centre  
Courtenay and District Museum and Archives  
Craig Heritage Park and Museum, Parksville  
Creekside Resources Inc.  
Department of Anthropology, University of Victoria  
Department of Archaeology, Simon Fraser University  
Enderby and District Museum  
Fort St John - North Peace Museum  
Fort Steele Heritage Town  
Fraser-Fort George Regional Museum  
Gabriola Museum  
Heiltsuk Cultural Education Centre  
In-SHUCK-ch/N'Quatqua Archaeology Lab  
Kelowna Centennial Museum  
Kilby Museum  
Kitimat Centennial Museum  
Kootenay Cultural Heritage Centre  
Ksan Museum  
Kwagiulth Museum and Cultural Centre  
Laboratory of Archaeology, University of British Columbia  
Langara College, Anthropology Laboratory

## **Repository**

MacKenzie and District Museum Society  
Maple Ridge Museum  
Museum at Campbell River  
Museum of Northern British Columbia  
Nanaimo District Museum  
Nanaimo Museum and Archives  
Nicola Tribal Association' s Archive Facility, Merritt, B.C.  
North Peace - Fort St. John Museum  
North Thompson Band  
Oweekeno Nation  
Penticton Museum  
Princeton and District Pioneer Museum  
Qay'Linagaay Museum  
Qay'Lnagaay Museum  
Queen Charlotte Island Museum  
R.N. Atkinson Museum, Penticton  
Royal British Columbia Museum  
Saanich Native Heritage Society  
Sechelt Indian Band Tems Swiya Museum  
Secwepemc Cultural Education Society  
Secwepemc Museum and Heritage Park, Kamloops, B.C.  
Simon Fraser University  
Skidegate Museum  
Snuneymuxw Administrative and Resource Building  
Sto:lo Nation Repository  
Surrey Museum and Archives  
Tanakteuk Indian Band  
Tems Swija (Sechelt Indian Band Museum)  
U'Mista Cultural Center  
University of Northern British Columbia  
Vancouver Maritime Museum  
Vernon Museum  
Xa:ytem Longhouse Interpretive Centre

# APPENDIX D

## ELECTRONIC SPATIAL DATA SUBMISSION GUIDE

### **Purpose**

This document provides clients with a set of standards and methodology for submitting spatial and other electronic data to the Archaeological Inventory Section. GIS files may be submitted allowing the accurate representation of archaeological site locations. In addition, electronic documents can be directly attached to archaeology site records in the Archaeological Data Import Facility (ADIF).

### **Background**

Archaeology has the ability to import electronic versions of archaeological study area mapping, site location maps, detailed site maps and site permit reports for inclusion in the ADIF. This information can then be exported through the Remote Access to Archaeological Data (RAAD) application over the Internet. RAAD also allows rudimentary GIS style analysis over the web without acquiring GIS software.

There are three types of electronic data submissions addressed in this appendix:

- Archaeological Site Boundaries
- Permitted Archaeological Study Area Boundaries
- Permitted Archaeological Study Reports

### **Advantages of Electronic File Submission**

#### **Archaeological Site Boundaries**

Submitting electronic files of archaeological site spatial boundaries allows the rapid return of required Borden Numbers. Site updates accompanied by these GIS data files improve the accuracy of the registry and benefit all clients of archaeological data. Electronic submission of these boundaries is encouraged and may become mandatory requirements in the future.

#### **Permitted Archaeological Study Area Boundaries**

A spatial feature conspicuous by its absence is the mapping of the archaeological study area. Spatial boundaries displaying the extent of coverage for permitted archaeological field studies (AIA, AIS, and AIM) allow archaeologists and provincial staff to quickly reference past inventory work that has been conducted in a given area of the Province. These boundaries, in conjunction with the new Remote Access to Archaeological Data (RAAD) website, will allow Archaeologists to quickly determine if any archaeological investigative work has been conducted in their area of interest. Submission of these boundaries is encouraged.

## Digital AIA Permit reports

Submissions of AIA Permit reports in an electronic format allow ministry staff to link the document to the associated archaeological site records. It improves user access to these reports and facilitates online access. Submission of electronic versions of these reports is mandatory. Submission requirements are detailed in Bulletin 7, Standards for Electronic Submission of Permit Reports, available on the Archaeology website at [srmwww.gov.bc.ca/arch](http://srmwww.gov.bc.ca/arch).

## What can be submitted

The Archaeological Registry Section will accept the following:

- Spatial GIS files representing site boundaries for newly recorded archaeological sites;
- Spatial GIS files representing site boundaries which will replace (update) existing boundaries of sites already recorded within the Provincial Heritage Register;
- AIA, AIS and AIM study area boundaries in the form of spatial GIS files;
- Digital permit reports in the form of a single PDF document containing the report, and all accompanying tables, figures and appendixes;
- Any other electronic file or document that contains information pertaining to an archaeological site (i.e. scanned site maps as .JPG or .GIF, Excel files containing lists of site features, photographs etc.) Files must be accompanied by a Legend, Key or Metadata statement if required to interpret the data.

## Spatial Standards

The Archaeological Inventory Section will accept electronic Geographic Information System (GIS) files in ESRI shapefile format only. Files must be in the proper projection (see below) and their associated attributes must contain the fields listed below. The inventory section will reject any other projection, file or formatted attribute table.

## Projection

All spatial data submitted to the Archaeological Inventory Section should be in MSRM's standard Albers projection, and be accompanied by a .PRJ file which matches the following parameters:

Alias:	Geographic Coordinate System:
Abbreviation:	Name: GCS_North_American_1983
Remarks:	Alias:
Projection: Albers	Abbreviation:
Parameters:	Remarks:
False_Easting: 1000000.000000	Angular Unit: Degree (0.017453292519943295)
False_Northing: 0.000000	Prime Meridian: Greenwich (0.000000000000000000)
Central_Meridian: -126.000000	Datum: D_North_American_1983
Standard_Parallel_1: 50.000000	Spheroid: GRS_1980
Standard_Parallel_2: 58.500000	Semimajor Axis: 6378137.000000000000000000
Latitude_Of_Origin: 45.000000	Semiminor Axis: 6356752.314140356100000000
Linear Unit: Meter (1.000000)	Inverse Flattening: 298.257222101000020000

## Spatial features

Shape files based on common projection systems (e.g. UTM) are accepted provided they are accompanied by their respective projection (.prj) files.

Site or study area boundaries can only be represented as polygons. **Spatial files with points or line features will not be accepted by the inventory section.** Trails must be represented as polygons with a default width of five metres rather than lines.

## Attributes - Archaeological Site Boundaries

Fields within the shapefile's attribute table must match those shown below in both name and data type. For new site submissions, the ZBN field must remain empty and the TEMPNUM field must be populated. For site boundary updates, the ZBN field must contain the properly formatted, non-zero filled Borden number (e.g. IITv-1), and the TEMPNUM field must remain empty. If both ZBN and TEMPNUM are filled in, the site boundary will be rejected.

- The ACCURACY field corresponds to the "Accuracy" entry in the Record Edit History dialogue box for ADIF users, and appears in the HRIA as the "Spatial Accuracy" entry in the Map Reference field. It must be populated with one of pick list items listed below, or the site boundary will be rejected. It serves to identify the level of accuracy in terms mapping scale used.
- The REMARKS field corresponds to the "Accuracy Notes" entry in the Record Edit History dialogue box for ADIF users, and appears in the HRIA as the "Accuracy Remarks" entry in the Map Reference field. A statement relating to the logic used in making the spatial representation of the site should be entered in this column. Usually this will relate to justifying the placement of the site in the GIS and give the appropriate level of confidence to the accuracy of the plot. Eg. Coordinates used to determine general location of site. Features on site map used to determine extent of site by matching to orthophoto layer in GIS.
- The DESCRIPT field corresponds to the "Source Notes" entry in the Record Edit History dialogue box for ADIF users, and appears in the HRIA as the "Description" entry in the GIS History Tab under the Map Reference field. It should contain the information relating to the source of the spatial information. Eg. Permit No, initial digitizing.

Shapefile Column	Data Type (Max Chars)	Constraints
ZBN	String (13)	Must have valid Borden Upper, BordenLower, "-" and Sequence. (Valid means this # has to already exist in the ADIF.) If this value is NULL then the shape will be inserted and take the next available Borden sequence, only if the Temp Number is filled in. The sequence number cannot be zero filled. E.g. "DgRs-34" instead of "DgRs-034"
Accuracy	String (20)	Must be valid Accuracy from "1:10K", "1:20K", "1:50K", "GPS", "Site Map (Rough)", "Site Map (Detailed)", "Unknown"
TempNum	String (13)	Only to be populated <u>for new sites</u> . If populated, ZBN must be left blank.
Remarks	String (1023*)	Indicates the study or permit that captured the spatial information. E.g. "Site boundaries updated as part of the Fort St. John AOA conducted by company x."
Descript	String (255)	Indicates how the boundary of this site was captured. E.g. "Site location and boundary altered as part of an AOA"
Cor_date	Date	Date boundaries were drawn / updated.
Override	String (1)	For office use only. Please leave blank.

\*for ArcView 3.2, whereas 1024 chars if using ArcView v8.1

## **Attributes - AIA and AIS study boundaries**

Fields within the shapefile's attribute table must match those shown below in both name and data type.

- The REPORT\_TITLE, REPORT\_TYPE, CONTACT\_INFO and STUDY\_DATE fields are mandatory and must be populated.
- The PERMIT\_NUM field must be populated for all AIA study areas. This field should be left blank for any AIS study area boundaries.

# FIGURES

## SaMp-T1

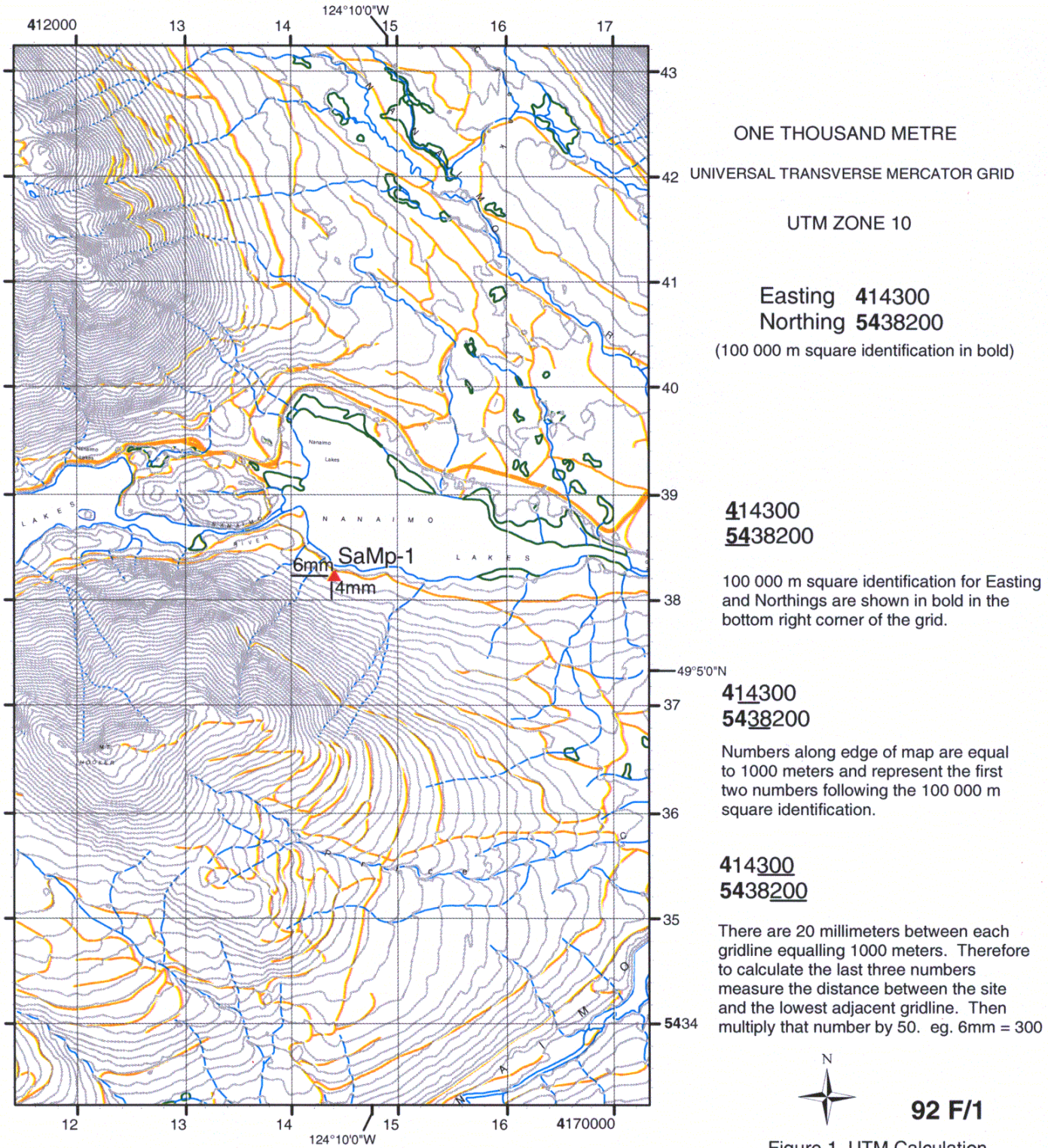


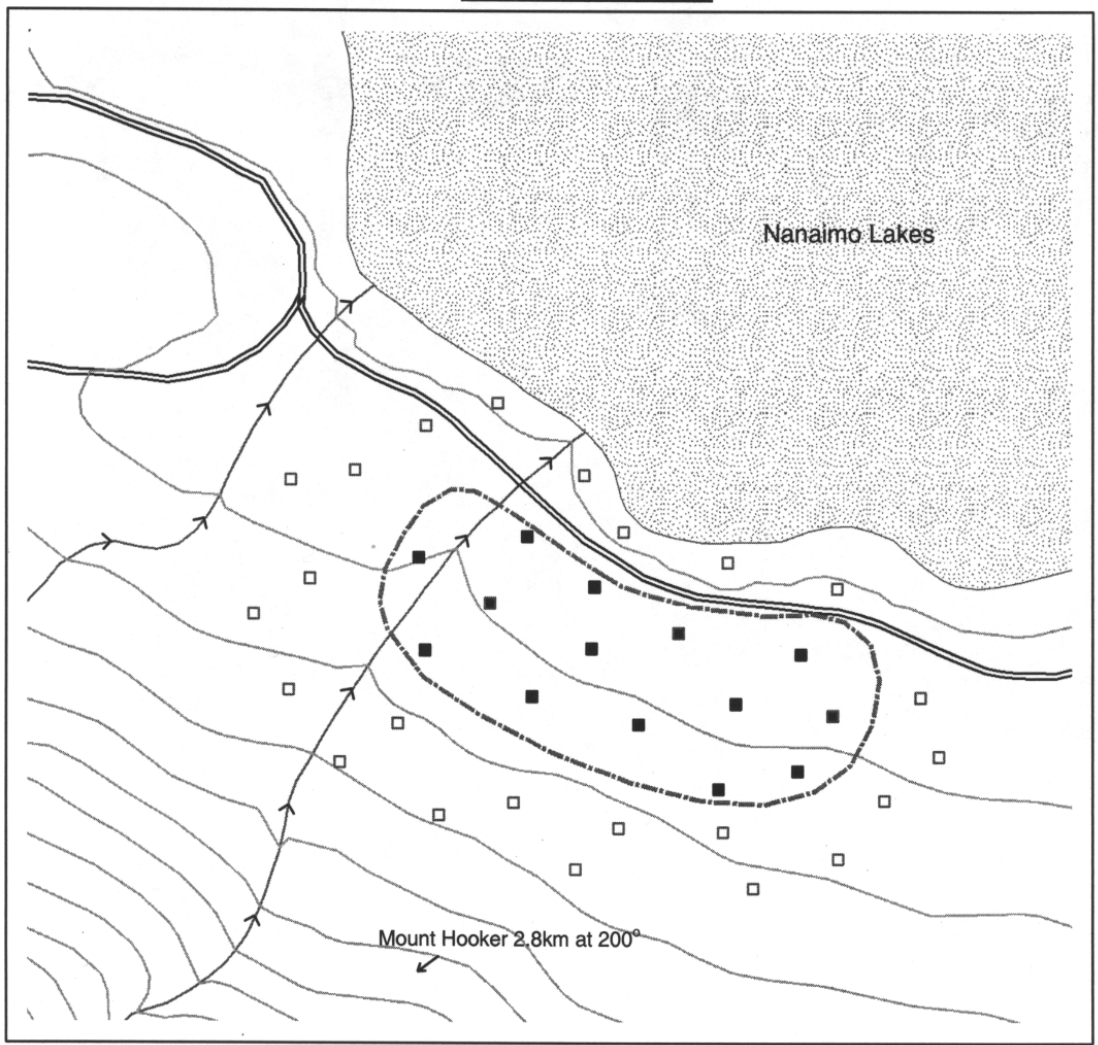
Figure 1. UTM Calculation

1:50,000

Figure 1 UTM Grid








**SaMp-T1 Site Map**



0 100 200  
Meters

1:5,000

Site Boundary	
Negative Shovel Test	
Positive Shovel Test	
Creeks	
Roads	

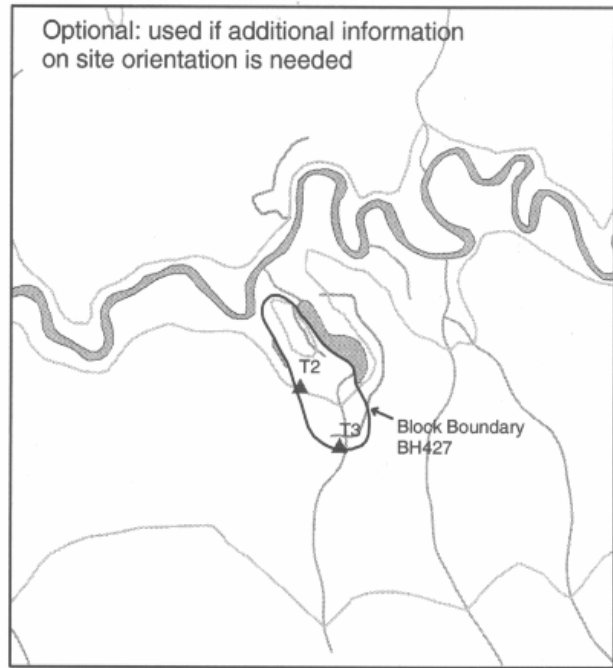
NAD 83
Latitude 49 5 27.3 N
Longitude 124 10 24.6 W
UTM Zone 10
Easting 414325
Northing 5438225
92 F/1



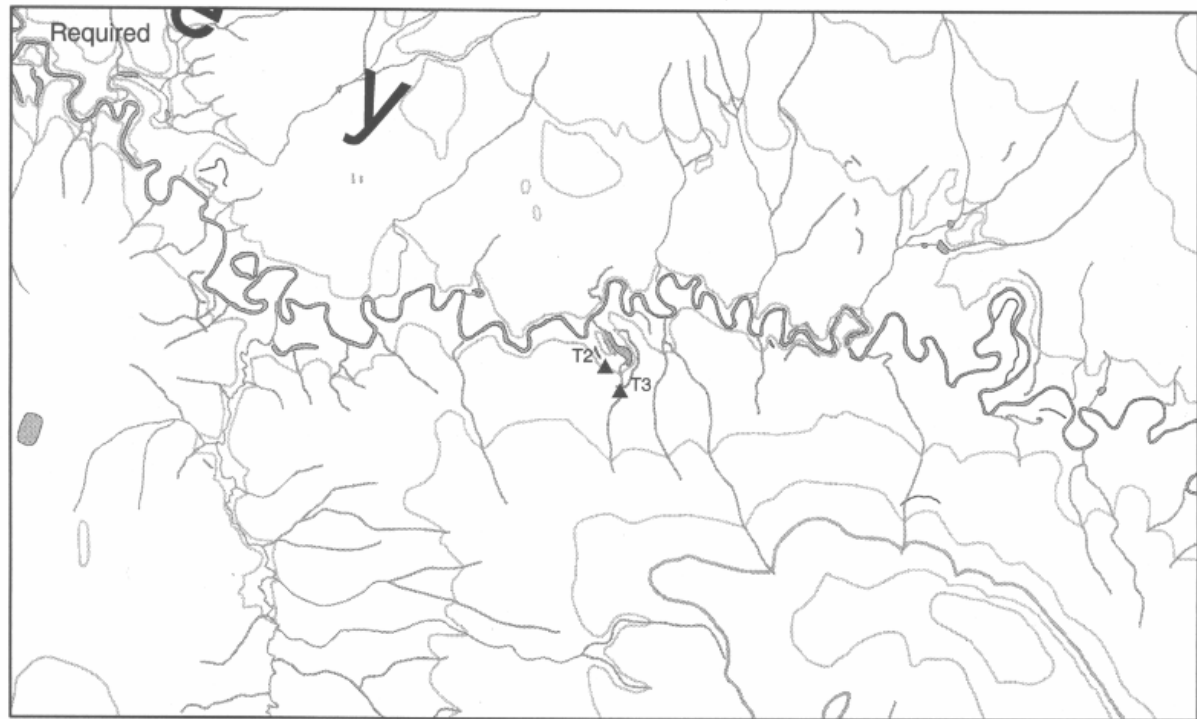
Figure 2 Detailed Site Map

01/24/03

SaMp-T2



1:20,000

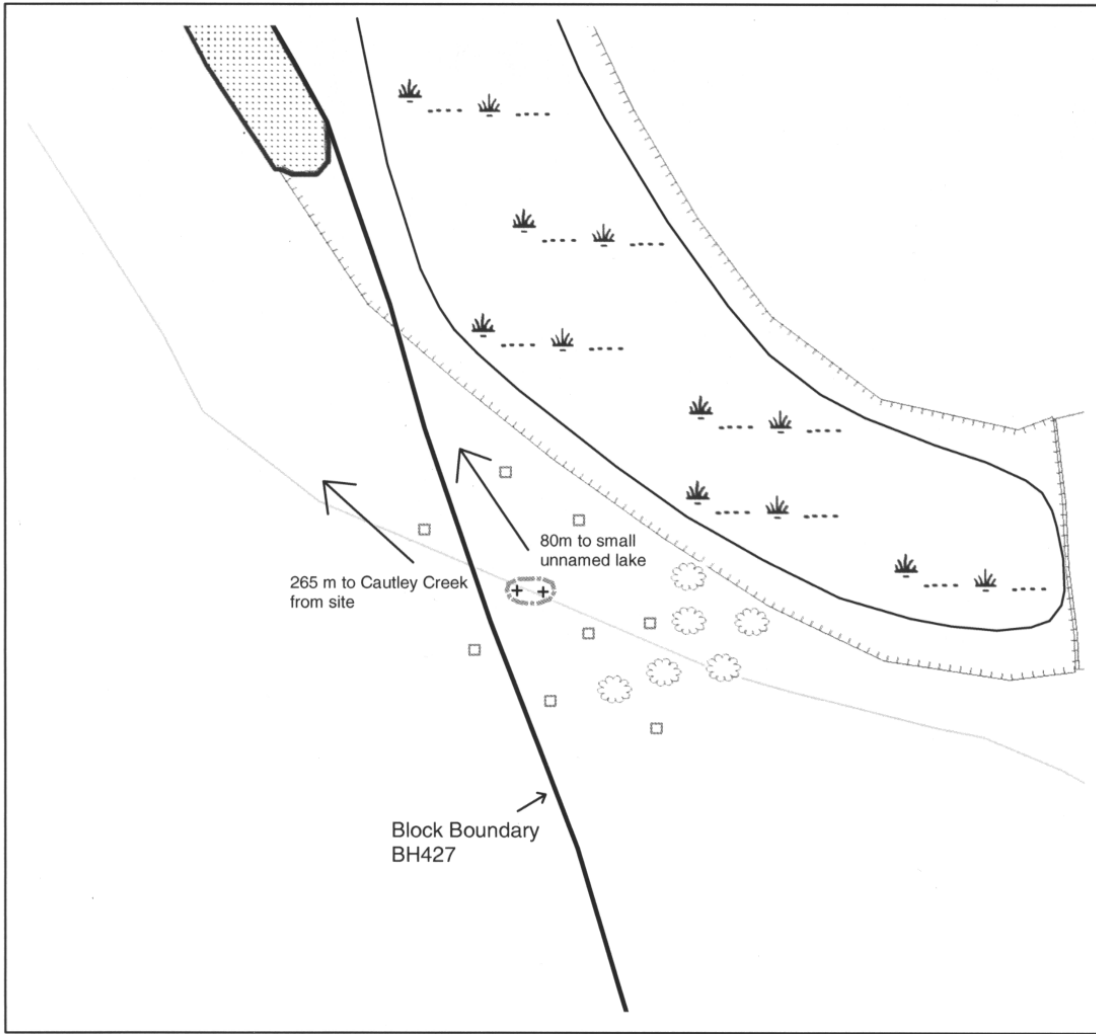


1:50,000

Figure 3 Site Location Map

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### SaMp-T2 Site Map



0 5 10 20 Meters

1:1,000

Site Boundary		Roads	
Contour		Lake	
Slope		Marsh	
Block Boundary		Tree	
Negative Shovel Test		Surface Flake	
Positive Shovel Test			

NAD 83
Latitude 57 46 26.8
Longitude 120 26 7.3
UTM Zone 10
E 652525
N 6406450
94 H/16



Figure 4 Detailed Site Map

01/27/03