

**WYOMING STATE HISTORIC PRESERVATION OFFICE
FORMAT, GUIDELINES, AND STANDARDS FOR CLASS II and III REPORTS**

Reports must be prepared for all Class II and III inventories. Reports should be commensurate with the project size and the quality and quantity of cultural resources present. Discussion of items below may be as simple as a short sentence or passage, or lengthy and complex. Reports should include the following sections in this order:

- I. Survey Report Cover Page/Site Summary Table (required)**
- II. Abstract (as appropriate)**
- III. Table of Contents (as appropriate)**
- IV. Undertaking/Project Description (required)**
- V. Environmental Setting (required)**
- VI. Background Research (required)**
- VII. Survey Methodology (required)**
- VIII. Inventory Results (required)**
- IX. Conclusions/Summary (required)**
- X. References Cited (as appropriate)**
- XI. Attachments (as appropriate)**
- XII. Appendices (as appropriate)**

The standard “Survey Report Cover Page” and “Site Summary Table,” as well as all other forms and guidelines, are available on the Wyoming SHPO web site at <http://wyoshpo.state.wy.us>.

I. Survey Report Cover Page/Site Summary Table Instructions

- A. Consultant Project Number (optional)
- B. Agency Number (for agency use)
- C. Review and Compliance Number (for SHPO R&C use)
- D. Cultural Records Office Number (enter WYCRO ID# if applicable)
- E. Author(s)
- F. Report Title - The title should reflect the name and type of project. It should be the same as what is listed on the cover letter and how the agency or client refers to the project.
- G. Date of Report
- H. Lead Agency
- I. Survey Organization/Name - State the name of the permittee.
- J. Federal Permit Number – State permit number and expiration date.
- K. Brief Description of Undertaking - Briefly describe the type of action.
- L. Survey Methods- Check the transect width (in meters) and check or enter the width of linear corridor (in feet)
- M. County

- N. USGS Quad Maps - Provide the names of all the maps used.
- O. Landowner - Identify the owner(s) of land involved in the undertaking.
- P. Legal Description -- Please provide township, range, and section(s) with ¼ location descriptions of the undertaking. The ¼ locations should describe the area covered by the inventory. General ¼ locations may be acceptable e.g. transmission lines, seismic lines, pipelines. UTM's or the Public Land Survey System should be used. Note template corner and/or section line used if section is oddly shaped. Briefly give a verbal description of the action as appropriate.
- Q. Acreage - The acreage numbers should be calculated for the federal/non-federal and block and linear inventory. Total acreage should report the entire acreage involved in the survey.
- R. File Search Date – File searches should be conducted no more than 60 days prior to your fieldwork date.
- S. Fieldwork Date - Indicate beginning and ending fieldwork dates.
- T. Field Personnel - List the crew chief and all field personnel.
- U. Survey Results - Please indicate whether cultural material was found on the survey. Put the number of isolated finds and number of sites in the spaces (not just a check mark).
- V. Site Summary Table - The field agent is required to fill out the site summary table.

II. Abstract (Abstracts are appropriate for large projects and should include the following information.)

- A. Type of Project/Action (e.g. road construction, timber sale, well pad and access, etc.)
- B. Type of Investigation (Class II or III)
- C. General Project Location (Drainage Basin, Major Geographic Area)
- D. Summary of Results

III. Table of Contents (Appropriate for large projects.)

IV. Undertaking/Project Description

- A. Describe the type of project (describe proposed project e.g. well pad, pipeline, aggregate pit, coal mine, etc.) and the elements of the project (e.g. four wells, three miles of access road, and one mile of buried pipeline.) Include the total acreages involved; specify the length and width of linear projects. For example:

“The project involves the construction of a well pad and access road. An inventory was conducted of a 10 acre area centered on the well pad and an access road 1 mile in length and 50 feet wide on either side of the centerline for a total 100 foot corridor.”

- B. Describe the area and nature of the anticipated disturbance if any or if known (e.g. drill pads, surface blading, lay-down and staging areas, trenching, recontouring, open pit mining.)

- C. Describe the area of potential effect (APE) as determined by the responsible lead agency including any considerations for indirect effects such as visual, auditory, or atmospheric. Remember that the APE for specific eligible sites, such as historic trails, may be greater than the APE for the project in general. If you do not know what the APE is, state the reason why (e.g. it is a planning survey, a Section 110 inventory, etc.)
- D. Describe the total acreages of survey, and describe sizes of survey elements such as well pad blocks and linear surveys. Describe relationship of survey area to APE and any special inventory strategies for indirect effects.
- E. Provide general overview photograph(s) of the proposed project area. (Digital photos are acceptable. See “Wyoming SHPO Photographic and Archival Standards” (<http://wyoshpo.state.wy.us/Forms/pdf/PhotographicStandards.pdf>) for detailed information instructions.)
- F. Provide a high quality copy of a 1:24,000 scale standard 7.5’ USGS topographic map. Do not enlarge or reduce the primary map. The primary map should illustrate the inventory area, the site locations, and project impact zone. Ensure that each map is labeled with legal coordinates and legends as appropriate. Include highlighted areas as needed to help illustrate project and site areas. Topographic lines should be visible. Maps should not be cropped to an individual section but should show as much area as possible around the inventory area. Supplemental maps which are enlarged or reduced may be included in the report to enhance the illustration of the project or sites areas.

V. Environmental Setting

- A. Present Environment
 - 1. Describe the general geographic features (reference the Wyoming Geographic Landforms Map) <http://wyoshpo.state.wy.us/res/assets/geomap.jpg>
 - 2. Describe the specifics of the project area
 - a. Topography
 - b. Hydrology
 - (1) local drainages
 - (2) surface water sources
 - c. Geology
 - d. Soils
 - (1) nature and depth
 - (2) potential for buried cultural materials
 - e. Vegetation
 - (1) general plant communities
 - (2) general surface visibility
 - 3. Discuss any constraints on discovery and preservation
 - a. Factors which may have affected the discovery and preservation of cultural resources (e.g., lighting conditions, mud, snow cover, fire, erosion, livestock, cultivation, construction; describe any previous disturbance)

VI. Background Research

- A. Resources to be consulted must include a file search from the Wyoming SHPO's Cultural Records Office (WYCRO), GLOs (access the WYSHPO IMS service for GLOs at <http://gruyere.uwyo.edu/website/wycris/viewer.htm>), and appropriate responsible agency(ies) records. For projects where the lead agency is the Bureau of Land Management, the WYCRO file search is sufficient. Summarize the type and nature of previous inventories. In general, a project-by-project description of the previous inventories is neither necessary nor desired. Indicate if portions of the APE have been previously inventoried. Provide rationale if any areas were re-inventoried for the current APE. For example:

The WYCRO file search (#00001 on 3/10/03) lists seven surveys; three are well pads totaling 30 acres, located in the north half and south half of the SW of the section, and four are linear projects of which two are located in the SE 1/4 crossing the current APE. A portion of the NW 1/4 of the APE was previously inventoried in 1978. This inventory does not meet current professional standards. No sites have been previously recorded in the APE. Three previously recorded sites are reported on the file search. Sites 48XY### and 48XY### are located more than one half mile to the west of the current APE and are previously evaluated, with SHPO concurrence as not eligible for inclusion to the NRHP. They are both small prehistoric lithic scatters. Site 48 XY### is a contributing segment of the Oregon-California-Mormon Pioneer National Historic Trail. It is one third mile from the APE to the east. This segment of trail has been recorded and evaluated on two separate field visits in 1988 and 1999. Further discussion of project effect to this resource can be found in section VIII.B of this report.

- B. Discuss additional sources of information consulted. These might include aerial photographs, other land records, planning documents, and other sources suggested or required by the responsible agency(ies).
- C. Identify previously recorded cultural resources and eligible sites that may be affected by the project.
1. Discuss known site types.
 2. Discuss previous eligibility determinations (specify criteria of eligibility).
 3. Discuss proximity of eligible properties to the APE (explicitly indicate if the cultural resources identified are within the APE).
- D. Provide a context relative to resources that may be anticipated in the project area
1. Discuss known site density.
 2. Discuss cultural affiliation/historical themes of known sites. Address these factors to the degree they are applicable and necessary to support evaluations and recommendations.
 3. Discuss the chronological placement and environmental setting of sites. Address these factors to the degree they are known or to the degree necessary to support evaluations and recommendations. (e.g., Late Archaic sites in this area tent to be located in sand dunes.)
- E. Discuss historic research as appropriate. Site types which may require additional research include homesteads, ranches, trails, roads, canals, etc.

1. Discuss types of historical records reviewed and where they are stored.
2. Provide names and addresses of individuals contacted if applicable.
3. Provide appropriate citations of references used.
4. Discuss the limitations, accuracy, and biases of the archival research.

VII. Survey Methodology

- A. Extent of Survey Coverage
 1. Pedestrian Coverage
 - a. Transect width (if non-standard, describe and justify)
 - b. Describe other types of coverage (examined cut banks, rodent burrows, road cuts, animal trails, etc.).
 2. Supplemental coverage
 - a. Remote Sensing
 - b. Airplanes or helicopters (In general, this is used for historic trails)
 - c. Describe any other type of non-traditional discovery methods used.
- B. If applicable, describe the collection strategy. Specific artifact collection policies are determined by the responsible federal agency. Check with the lead agency to determine collection policies prior to fieldwork.
 1. State the disposition of artifacts, photographs, notes, specimen samples, etc. Name the curation facility used. Name where other field notes, photos, and documents can be obtained and accessed. State if artifacts are returned to the private surface owner.
- C. Discuss site mapping methodology (techniques, equipment)
- D. Discuss testing strategy (if applicable)
 1. Shovel testing
 2. Auger testing
 3. Backhoe trenching (if approved by agency)
- E. Provide a brief discussion of weather and ground conditions at the time of the survey (e.g., it overcast and foggy with 10 percent snow cover)
 1. To what extent did field conditions alter methods?
 2. To what extent did field conditions alter results?

VIII. Inventory Results

- A. Summarize Cultural Resource Findings (e.g. 23 sites were recorded, 19 prehistoric and four historic; nine IFs were recorded, eight prehistoric and one historic. Two prehistoric sites are re-evaluations)
- B. Site Descriptions (Each individual site should be discussed separately using the following format. Include the Smithsonian number. For definitions of site and isolated find in Wyoming, see: ["http://wyoshpo.state.wy.us/SHPOweb2002/2002webpages/sitedef.htm"](http://wyoshpo.state.wy.us/SHPOweb2002/2002webpages/sitedef.htm) Repeat VIII.B 1-12 as necessary.)
 1. General topographic location
 2. Size (length, width, total area)

3. Physical remains
4. Cultural affiliation (if known)
5. Condition
6. Testing
7. Assessment of potential threats to the resource
8. Site map - illustrate the following as appropriate:
 - a. Areas tested
 - b. Site boundaries
 - c. Site orientation (north arrow)
 - d. General artifact distribution
 - e. Features and/or concentrations of artifacts
 - f. Diagnostic artifacts
 - g. Collected artifacts
 - h. Site datum
 - i. Pertinent physiographic features (i.e., schematic topographic lines, drainages, depressions, outcrops, modern features, and disturbances)
 - j. Map key (explain all symbols)
 - k. Smithsonian site number
 - l. Scale
 - m. Relationship to APE, and relationship to anticipated disturbance, if known.
9. Site photographs (see standards <http://wyoshpo.state.wy.us/Forms/pdf/PhotographicStandards.pdf>)
 - a. Site overview photographs. For large projects, you may provide a sample set of photographs as appropriate to illustrate representative types of sites found on the project inventory.
 - b. Feature photographs as appropriate
 - c. Scaled photographs or line illustrations of diagnostic artifacts
 - d. If setting is an important consideration for determining site eligibility (i.e. National Register criteria A, B, or C), appropriate photographs should be used to document the condition of the setting or to justify your determination.
10. National Register of Historic Places (NRHP) Evaluation - All sites found within the APE must be evaluated for NRHP eligibility. This must include a reasonable rationale and justification under National Register criteria (36CFR60.4). For guidance refer to National Register Bulletins: How to Apply the National Register Criteria for Evaluation [Bulletin 15], How to Complete the National Register Registration Form [Bulletin 16A], How to Complete the National Register Multiple Property Documentation Form [Bulletin 16B], and Researching a Historic Property [Bulletin 39] (<http://www.cr.nps.gov/nr/publications/bulletins.htm>)
 - a. Discuss the aspects of integrity (location, setting, feeling, materials, workmanship, association, design) as appropriate – not all aspects may apply.
 - b. Identify the significance of the property under the appropriate NRHP criteria

11. Evaluation of Effect

a. Provide a discussion of the effects of the proposed action on each site, regardless of site eligibility for those sites identified within the APE. Indicate if non-eligible sites will be impacted and/or destroyed by the proposed action.

b. Address whether the proposed project may affect newly recorded or previously recorded sites regarding visual, atmospheric, or audible elements. In general, this pertains only to sites which are, or may be, eligible under criteria A, B, or C.

c. In cases when the effect is unknown or there is no effect, such as planning inventories or Section 110 activities, state this in this section of the report.

12. Recommendations

a. Describe any methods of treatment which could mitigate direct and/or indirect adverse effects on eligible properties.

b. Provide recommended alternatives for reducing or avoiding potential adverse effects to eligible sites that may result from implementation of the undertaking.

C. Isolated Find Descriptions – Provide brief description of each isolate.

IX. Conclusions/Summary

A. Evaluation of Findings and Recommendations for Additional Work

1. Compare expected results to actual results

2. Provide a discussion of the confidence in meeting the objectives of the inventory and the possibility or potential of buried sites not revealed during the survey of the project area. It is just as important to discuss the level of confidence for there being no potential for buried sites as it is for there being a high potential for buried sites.

3. Discuss whether or not further work, such as open trench inspection, monitoring, etc., would be productive and appropriate.

4. Discuss whether data recovery is appropriate or necessary for this undertaking and provide rationale.

B. Resource Synthesis - Commensurate with the scale of the project, discuss findings in relationship to previous or ongoing work within the region, the contribution to regional research orientations, or inferences to area cultural history or culture process.

X. References Cited - Use American Antiquity Style guidelines

XI. Appendices - Attach any applicable appendices. Historical studies, geoarcheological reports, historic maps, etc.

XII. Attachments - Attach Wyoming Cultural Properties Forms (WCPF) and Isolated Find Forms (<http://wyoshpo.state.wy.us/Section106/PropertiesForms.asp>). Please do not bind these in the report. Note that prior to the submission of the report, previously recorded sites

that are proposed to be divided into smaller sites or combined into larger sites should be discussed with the appropriate agency and the WYCRO. Previously recorded sites that require changes in site boundaries, description, or eligibility status should be reported to the responsible agency and the WYCRO. These changes will be included and reflected in the WYCRO database. Provide a discussion of these changes in the body of the report for each resource.

A. Complete WCPF and Isolate Forms.

1. Provide site legal location and evaluation of all identified cultural resources, including previously recorded sites, within the APE on the WCPF.
2. For newly recorded sites, complete a WCPF.
3. For previously recorded sites, a WCPF update may need to be completed if conditions or site characteristics have changed since the original recording.
4. If a single artifact is located, a Wyoming Isolate Form must be completed.
5. Each WCPF and Wyoming Isolate Form must have attached a legible standard 7.5 USGS map at the 1:24,000 scale with the site and/or isolated find clearly plotted. Do not reduce or enlarge the primary map. Supplemental maps which are enlarged or reduced may be included to enhance the illustration of the sites areas.

B. Other Supporting Documentation.

1. Include any other supporting documentation as appropriate. (e.g. radiocarbon lab reports, lithic or faunal analyses, etc.)

END NOTE: The inventory report is a legal document provided for compliance with Section 106 of the National Historic Preservation Act. It serves as part of the statewide inventory of cultural resources and is not considered a public document. Agencies desiring to later distribute or otherwise use the inventory report as a public document are responsible for removing or deleting all legal descriptions and site-specific location maps and information prior to public distribution. The inventory report will be reviewed by the SHPO and retained as a permanent state record.

Pursuant to the Archaeological Resources Protection Act of 1979 (16 U.S.C. 470ii) and Section 7.18 of the implementing regulations at 43 CFR Part 7, these reports shall not be made available to the public under subchapter II of Chapter 5 of Title 5 of the United States Code. If this report is prepared under the authority of a federal permit issued in accordance with Section 7.8 of the regulations it shall signify that the permittee has accepted the terms and conditions of the permit and has submitted the report as a legal document for compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470). Any falsification of information deliberately entered in or withheld from this report shall be considered a violation of the permit requirements, and may result in suspension or revocation of the permit by the issuing federal agency, or may result in penalties pursuant to 18 U.S.C. 1001.