British Columbia Archaeological Site Inventory Form Guide

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Province of British Columbia
Ministry of Tourism, Culture and the Arts
Archaeology Branch
Archaeological Inventory Section

INTRODUCTION

The Archaeological Inventory Section of the Archaeology Branch maintains the provincial archaeological site inventory in a database called the Heritage Resource Inventory Application (HRIA). Archaeological site data must be submitted to the Archaeology Branch in a format that is compatible with the HRIA. The *British Columbia Archaeological Site Inventory Form* (site form) is designed to ensure that archaeological site data are reported in a consistent and standard format. This guide provides instructions for completing the site form.

The current site form and its terminology must be used. The site form and guide are available on the Archaeology Branch web page (www.tca.gov.bc.ca/archaeology). All sections of the site form must be completed for new sites. Some entries on the site form are restricted to specific terms found in the "pick lists" contained in this guide**.** Site forms must be emailed to the Archaeological Site Inventory Section as PDF or MS Word digital documents.

Each site form submission must include three maps:

- ✓ 1:50,000 area map
- ✓ Mid-range scale map (preferably an orthophoto)
- ✓ Detailed site map

See the Site Maps section for specific mapping requirements, and Appendix B for mapping examples.

In addition to site maps, site boundaries must be submitted as ESRI shapefiles. For those without access to GIS applications, shapefiles can be created using the provincial government's iMap application. See Appendix C for more information about iMap and for spatial data requirements.

Additional information in the form of detailed data tables, stratigraphic profiles, photographs, artifact lists, etc. are submitted as separate digital documents. See the Related Documents section for specific document submission requirements.

ARCHAEOLOGICAL DATA IMPORT FACILITY (ADIF)

Qualified consulting archaeologists are encouraged to use the Archaeological Data Import Facility (ADIF), a version of the HRIA available on your desktop, to enter archaeological site information directly into the provincial archaeological site inventory. ADIF users obtain Borden numbers as soon as they add a new site to the inventory, and they are not required to submit a site form to the Archaeology Branch. Contact the Archaeological Site Inventory Section to schedule an ADIF training session.

A separate ADIF User Manual is available for archaeologists who have completed ADIF training. The ADIF manual gives instructions specific to entering spatial and tabular data into the database. ADIF users should continue to follow the site reporting standards contained within this *BC Archaeological Site Inventory Form Guide*.

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SITE SUMMARY

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 the Borden number is already known, as in site updates. A permanent Borden number will be assigned to new sites by the Archaeology Branch. Do not enter the temporary number in this space.

New Site / Update
Indicate whether 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. *Example:* Permit No. 2001-042.

Map Number
Record the appropriate 1:50,000 scale National Topographic Series (NTS) NAD 83 map (e.g., 103P/10). Non-standard maps such as a Ministry of Forests logging map should be recorded in the "Other Maps" category found under MAP REFERENCES.

General Site Type
Provide a general description (one to three word descriptors) of the site for quick reference. *Examples:* lithics; plank house; shell midden; burial; culturally modified trees; rock art; cultural depressions; trail. A more detailed description of the typology must be provided in the SITE TYPOLOGY AND FEATURE DESCRIPTIONS section.

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.

Examples: *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 (no initials) of the person who assigned the temporary number, and the date of the site visit. The date preferred is the last date of recording.

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

2. MAP REFERENCES

FIELD COORDINATES

The North American Datum (NAD 83) must be used to calculate all coordinates. Conversion programs for NADs other than NAD 83 are readily available on the Internet. Provide either Latitude/Longitude coordinates or UTM coordinates—not both.

Latitude
Site latitude must be calculated to the nearest 1/10th of a second and preferably to the nearest 1/100th of a second. Latitude must be expressed in degrees/minutes/seconds (e.g., 53^{o} 01' 42.65" 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 1/10th of a second and preferably to the nearest 1/100th of a second. Longitude must be expressed in degrees/minutes/seconds (e.g., 122^{o} 18' 43.37" W). Indicate whether the calculation was obtained using a GPS unit or calculated from a NTS map.

UTM
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 'Calculating UTM Coordinates' in Appendix B).

Example: UTM Zone: 10 Easting: **4**51700 Northing: **65**97350

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. Historic maps such as traplines, archival maps etc., should be noted here along with scale if known. *Each entry cannot exceed 255 characters.*

Examples: MOF Logging Map 1:20,000
Merrill-Wagner Ltd., LRD Plan No 16984 1:5,000
City of Surrey municipal map 24 1:5,000

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) or TRIM (1:20,000) map. 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 metres southeast of the eastern boundary of Lot 2331.

Site location may be determined by compass triangulation (use true north) and calculation of distances from features appearing on BCGS 1:20,000 or NTS 1:50,000 scale maps (e.g., 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^{o} from the SW corner of District Lot 2662 and 250 m at 108^{o} 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 location 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 metres 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. If you are completing a site form update, note any discrepancies found in the original access information and provide the corrected information.

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

LEGAL DESCRIPTION

Parcel

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

Parcel Identifier (PID)
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 (PIN)
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 property identification number (PIN), Land and Water BC file number, and legal description, as applicable.

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.

Legal

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	BC	V8C 7T8
278	Smith Street	Qualicum Beach	BC	V8W 9W3

4. DIMENSIONS

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.

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

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 (e.g., NNW, ENE, N, S, E, W). Length represents the longest dimension regardless of direction. 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 dimensions are estimated and/or partial, explain why in the Dimension Comments.

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. 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 Partial or Whole. If dimensions are estimated and/or partial, explain why in the Dimension Comments.

Example:
Width 50 **(m)** **Direction** N/S **Estimated** ☒ **Exact** ☐ **Partial** ☐ **Whole** ☒

Dimension Comments
Dimension comments must indicate how the dimensions were determined (e.g., were they based on shovel tests, landforms, property boundaries, etc.) If you are recording or revising a portion of the site, for example that portion extending onto a specific property, indicate the dimensions for that portion. *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 metres x 10 metres, Cluster B is 30 metres x 30 metres and Cluster C is 5 metres x 4.5 metres. 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 metres.

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 plane 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: Five 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:

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, etc. *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. If name is unknown, include a short description of the drainage. *Example*: site is on north shore of a small wetland.

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 dependent 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

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

Jurisdiction: Local

Tenure/Reserve Type:	Description:
Park	Name
Other	Tenure/Reserve Type and Name

Jurisdiction: Private

Tenure/Reserve Type:	Description:
Other	Description (**Do not enter the names of individuals)**

Jurisdiction: Settlement Lands

Tenure/Reserve Type:	Description:
Other	Description

Jurisdiction: Provincial

Tenure/Reserve Type:	Description:
Crown Lease	File Number
Ecological Reserve	Name
Forestry	FL/CP/CB or Tenure Type and Name
Grazing	File Number
Hydro	Unique Identifier (e.g. pole replacement work number)
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 "Feature Description" section.

SITE TYPOLOGY

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

Note: The Site Class for CMTs is always Traditional Use, and only pre-1846 CMT sites will be assigned a Borden number (do not submit a site form for CMT sites that post-date 1846).

Types, Subtypes, Descriptors
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. 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*.

Feature #
A feature number 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 in one row, enter the subtype or descriptor (whichever best describes the group of features) and the number of features (e.g., n=7). In these cases, individual feature numbers would be listed instead in an attached Detailed Data Table.

CMT Feature Description Table

The CMT Feature Description Table is used to generally describe groups of CMTs at the subtype and descriptor typology level (see Appendix A for list of subtypes and descriptors).

Descriptive and metric attributes for individual CMTs must be listed in an attached Detailed Data Table. Detailed Data Tables must be received at the same time as the associated site form. See Appendix D for complete instructions on using the Site Form and Detailed Data Table to record CMT features.

Example: Use of the CMT Feature Description Table

Feature and (#)	**Feature Remarks**
Bark-stripped (n=171)	130 large rectangular scars and 41 taper stripped scars. Most are western red cedar but some cypress noted. No dates but most features suitable for dating. See attached CMT table for details.
Aboriginally logged (n=29)	14 planked, 15 tested. All are western red cedar. See attached CMT table for details.

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

Cultural Depression Feature Description Table

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 as long as a Detailed Data Table is provided recording the metric and descriptive attributes. See the section on Related Documents for more information about submitting Detailed Data Tables.

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

Orientation: E, E-W, N, N-S, NE, NE-SW, NNW, NW, NW-SE, S, SW, SE.

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

Feature #	Len (m)	Width (m)	Dia. (m)	Depth (m)	DBS from (m)	DBS to (m)	Shape	Orien-tation	Berm/ Rim	Feature Remarks
CD 1			2.5	1.25			Circ		N	FCR visible within and surrounding CD 1.
CD 2	5	6.5			0	1.5	Rect	N-S	Y	

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

Feature #	Len (m)	Width (m)	Dia. (m)	Depth (m)	DBS from (m)	DBS to (m)	Shape	Orien-tation	Berm/ Rim	Feature Remarks
CDs (n=30)										**3 housepits, 27 cache pits**. Housepits range in diameter from 3-5 m and in depth from 1.2 – 2.3 m, two contain single hearths. See detailed data table for individual descriptions.

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

Rock Art Feature Description Table

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

- number of panels or designs.
- general description of the motif(s) including dimensions and illustration(s).

Use descriptive 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 Feature Remarks, but it must be made clear that these are the recorder’s interpretations.

Detailed drawings or digital 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. Read about attaching drawings and photos in the Related Documents section.

Example: Use of the Rock Art Feature Description Table

Feature #	Length	Width	Colour	Feature Remarks
Pictographs (n=3)			Red	Site consists of two rock faces consisting of 3 panels as indicated below. See Related Documents for images and drawings.
Face A, Panel 1	0.12	1		Several anthropomorphic and circular designs.
Face A, Panel 2	0.4	0.3		Small zoomorphic figures.
Face B, Panel 1	1.2	0.6		Series of vertical lines and indistinguishable designs.

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

Other Feature Description Table

The Other Feature Description Table is used for features that do not fit the specialized feature tables for Culturally Modified Trees, 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, Clam Gardens, Graves, etc.

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

Orientation: E, E-W, N, N-S, NE, NE-SW, NNW, NW, NW-SE, S, SW, SE.

Example: Use of the Other Feature Description Table

Feature #	Length (m)	Width (m)	Dia.	Depth	DBS from	DBS to	Shape	Orien-tation	Feature Remarks
Weir #1	30	25					linear	NE-SW	289 wooden stakes forming a fish weir have been identified and mapped. The average diameter stake is 3.8 cm. Diameter ranges from 1 to 8 cm. See related documents and photos for details.

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 briefly 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. See the Related Documents section for submission requirements.

Depth of Cultural Strata
Minimum (m) :_____ Maximum (m): _____

Describe the general minimum and maximum depth of the subsurface cultural 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 2009. From this list enter the archaeological culture(s) represented by the artifacts or features. (Note: Additional names will be added to the HRIA as required).

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

Material Description
List diagnostic artifacts or features. Any artifacts described here must also be mentioned in the Site Visits and Cultural Materials section. *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.

A chronology statement is mandatory for CMT sites. Indicate clearly why the site predates (or is believed to predate) 1846. Borden numbers will not be assigned to CMT sites that post-date 1846.

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:

RCD Unadjusted	RCD Unadjusted Variation (+/-)	RCD Lab Name (maximum 128 char.)	RCD Lab Number	RCD Adjusted	RCD Adjusted Variation	RCD Adjusted	RCD Adjusted Var	RCD Remarks
4100	+/- 310	Geological Survey of Canada	1141		4030	+/- 310		Adjusted date after Stuiver *et al.* (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 range of dates for the whole project may be entered in the Project Description field. *Example:* AIA of ABC Forest Cut Block 3 (July 21 to July 26, 2008).

Project Description
Provide the name of the project (e.g., 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 recording the site (not the client), 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 in the following "Issuing Agency" section.

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 only the categories listed below. Do not use any categories that are not listed below (e.g., archaeologist, field assistant, etc.). Please note that only Permit Holder and Recorder are mandatory.

Excavator	Government Official	Recorder	Tester
Field Director	Observer	Reporter	
Field Supervisor	Permit Holder	Researcher	
First Nations Representative	Private Collector	Surface Collector	

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

CULTURAL MATERIAL

Type
Use artifact, diagnostic artifact, human remains, or other/procedures to enter the type(s) of cultural material(s) present at the site. Use "other" to indicate the presence of cultural material types not included in the first three categories (e.g., faunal remains, charcoal samples, soil samples and dendrochronological samples).

Status
Use collected, observed, repatriated, reburied, or unknown to record the status of each material type. For example, was the material collected or merely observed?

Details
Provide a general description of types of artifacts at the site, including any particularly significant or diagnostic artifacts that were described in the Archaeological Culture section. Detailed description of artifacts should be appended to the site form in table format (see section on Related Documents for submission requirements). Also indicate the location of cultural finds (e.g., from ST #4; found on surface and left in situ; eroding from cutbank). This entry cannot exceed 2000 characters.

Repository
Enter the name of the place where cultural materials removed from the site are to be permanently stored. 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:

Type (artifact, diagnostic artifact, human remains, other)	**Status** (collected, observed, repatriated, reburied, unknown)	**Details** DO not provide long lists of artifacts or specifics for shovel tests. (maximum 2000 characters)	**Repository**	**Date**
Artifacts	Collected	Fifty-six (56) basalt and chalcedony artifacts from shovel tests and 15 basalt artifacts from surface collection.	Secwepemc Museum	Sept 12, 2006
Artifacts	Observed	Fifteen (15) basalt flakes observed on surface and left *in situ*.	n/a	May 6, 1999
Diagnostic artifact	Collected	Scottsbluff projectile point base of dark grey chert collected from EU #7.	RBCM	June 7, 2007
Human Remains	Reburied	Two individuals reburied at west end of site. See site map.	n/a	April 23, 2008
Other	Collected	2 increment cores from CMTs #4 and #12	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 short summary of resource management recommendations.

DISTURBANCE

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

History
Specify whether the disturbance is in the Past, Present, or Future.

Percent Intact
Indicate the remaining portion of intact archaeological site for Present and Future disturbances only, and only where the percentage can be reasonably estimated. Do not attempt to guess the percent intact for past disturbances.

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	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, 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, or disturbed
- 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		Road Construction	Road has bisected site since 2003. N. half destroyed. S half disturbed. House pit #1 truncated. Site is in fair condition.
Present		Erosion	Ongoing erosion due to wave action.
Present	80%	Archaeological Investigation	30 shovel tests and 10 excavation units excavated to depths of 0.5 to 1 m.
Future	0%	Logging	Area to be logged in 2010. Site is expected to be completely destroyed.

13. REFERENCES

Published and Unpublished References
Please include only those references that are directly related to the recording of the site. Do not include every reference that will be in the final report.

Report Title
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. Always list the permit number first, followed by a comma and the title (e.g., 1981-12, Archaeological Investigation of ...). For a non-permit report, ensure the four-digit year is listed first (e.g., 1963, Archaeological Investigation of ...). *This entry cannot exceed 255 characters.*

Report Authors
List the full names (no initials) of report authors.

Comments
Enter any additional information about the report. *Comments entry cannot exceed 255 characters.*

Use the following format for the different types of references:

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, Steven; Cassidy, Steve,	
1981-012, Excavations at the Clamity Site (DkSf-020), Courtenay, B.C.	1981	Wright, Milton	Ministerial Order

Non-Permit Report/Book/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, Beth	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, Robert 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	Slide
Cast	Rubbing	Sonar Printout
Digital Image	Sketch	Video

Repository
Enter the name of the repository where the images are to be permanently stored. It may be a company, a museum, or an individual (private collection).

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

Description
Under description include information such as project name, film roll and frame, digital file storage location, or digital file name. *This entry cannot exceed 40 characters.*

Image Caption
An image caption can be included, but is optional. The caption describes the content of the image. *This entry cannot exceed 128 characters.*

Note: Any more than 3 entries should be in the form of an attached electronic table. See section on Related Documents for submission requirements.

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 #3 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

Three site maps must accompany the site form: a **general location map**, a **mid-range map** (preferably orthophoto), and a **detailed site map**. Mapping requirements are listed below. The general location map and mid-range map may be included as insets within the detailed site map, if this does not compromise the quality of the mapping. See Appendix B for mapping examples.

All Maps
The following standards are required for all levels of mapping:

- Title of map must 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.
- All maps must indicate the permit number (if applicable), company/affiliation (if applicable), and date.
- Orient maps with North at the top of the sheet. Indicate true north, not magnetic north. Be sure to include the north arrow.
- A bar scale in metres must be provided since this will continue to be meaningful if the map is reduced or enlarged.
- Maps must include ALL sites in the area (including previously recorded sites and multiple newly recorded sites).
- Site maps 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.
- Maps must fit onto 8 ½ x 11" paper for reproduction purposes, or two 8 ½ x 11" pages that indicate where pages line up.
- Digital file size should be as small as practical (<300 KB).

General Location Maps
Location maps are required to generally locate the site. Required standards are:

- 1:20,000 TRIM or 1:50,000 NTS base mapping.
- Base map currency (print date) and Map Sheet number.
- Site location indicated by a triangle and clearly identified temporary identifier (for new sites) or Borden number (for site updates).

Midrange Maps
Midrange maps aid in determining the exact site location by referencing landmarks not found on general location maps. Map standards are:

- 1:15,000 to 1:5,000 mapping scale.
- Base map source and currency (if applicable).
- Orthophotography base mapping is preferred.
- Polygonal site location. Make sure the site boundaries and surrounding landmarks are clearly defined.
- 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 Appendix B.
- Site tied into landforms, cut block boundaries, and other natural or artificial features.

Detailed Site Maps

The detailed site map is the source information for site dimensions within the Provincial Archaeological Site Inventory. The inventory is used as the basis for archaeological resource management decisions both within and external to the Provincial government and is a key component of the archaeological record. Map standards are:

- Largest possible mapping scale (e.g., 1:1,000 to 1:2,000). This will depend on site dimensions and surrounding landmarks, but normally ranges between 1 cm = 5 m to 1 cm = 40 m.
- Site dimensions listed on the site form must correspond to the boundaries shown on the site map.
- Clearly indicate the reference GPS point where site coordinates are derived.
- Polygonal site location. Make sure the site boundaries and surrounding landmarks are clearly defined.
- 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 Appendix B.
- 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 detailed site map.
- 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.
- 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 other structures 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 general locational or midrange map. *Example:* Black River Bridge $\rightarrow$ 360 m or 360 m at 280^{o} (True).
- If possible indicate areas of the site which are presently disturbed and areas which may be subject to future disturbance.

RELATED DOCUMENTS

Related documents include all maps, detailed drawings of individual features, detailed data tables, stratigraphic profile drawings, artifact tables, photographs, and any other documents that should be added to the site record.

All related documents must be submitted as digital files at the same time as the site form. Acceptable file formats include .pdf, .jpg, and .xls.

Related documents, including all tables, must be printable on 8 ½ x 11" sized paper.

Each page must include the Borden number or temporary number, date, permit number (if applicable), and company/affiliation (if applicable).

DETAILED DATA TABLES

CMT detailed data table requirements are discussed in Appendix D.

Non-CMT detailed data tables are used to expand upon the information summarized in the Site Typology and Feature Descriptions section of the site form. They should list the metric and descriptive attributes of individual features at the site. A column which indicates the unique identifier for each feature must be included. Otherwise, the format of non-CMT detailed data tables is determined by the recorder depending on the features being described. Possible table headings include: length, width, diameter, thickness, depth, DBS from, DBS to, shape, orientation, colour, berm/rim, remarks.

SITE FORM UPDATES

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

Update Example 1:

Borden No: IgUd-13

BRITISH COLUMBIA ARCHAEOLOGICAL SITE INVENTORY FORM

SITE SUMMARY

New Site ☐ Update ☒ Permit No. 2008-024 Non-Permit ☐ Map No. _____ NTS 1:50,000

General Site Type:

4. DIMENSIONS

Revision of original ☒

Length 30 (m) Direction N/S Estimated ☒ Exact ☐ Partial ☐ Whole ☒

Width 18 (m) Direction E/W Estimated ☒ Exact ☐ Partial ☐ Whole ☒

Dimension 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.

11. SITE VISITS AND CULTURAL MATERIALS

Site Visit Type: Alteration ☒ Excavation ☐ Monitoring ☐ Recording ☐ Surface Collection ☐ Testing ☐ Unknown ☐

Date of Visit: May 6, 2008

Project Description: Side Hill Gravel Extraction Project

Affiliation: ABC Archaeological Consultants

Permit

Permit Year: 2008 **Permit No.** 024

Issuing Agency: Archaeology ☒ Ministry of Forests ☐ Oil & Gas Commission ☐ Non-Permit ☐

Permit Type: Inspection ☐ Investigation ☐ Alteration ☒ Ministerial Order ☐

Site Visit Team:

Person Name	Person Role(s)	Affiliation
John Smith	Permit holder; Recorder	ABC Archaeological Consultants

12. CONDITION

Assessed By: John Smith

Assessment Date: May 6, 2008 **Permit Year:** 2008 **Permit Number:** 024

Recorder's Recommendations:

Disturbance:

History	Per Cent Intact	Disturbance Factor	Condition Remarks
Present		Gravel Pit	Approximately 4 m of material has been removed from the north end of the site; single occurrence.

13. REFERENCES

Report Title	Report Date	Report author(s)	Comments
2008-024, Side Hill Gravel Extraction Project	June 9, 2008	John Smith	

15. 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.

Update Example 2:

BRITISH COLUMBIA ARCHAEOLOGICAL SITE INVENTORY FORM

SITE SUMMARY

New Site ❑ **Permit No.** 2009-512 **Map No.** 92E/15
NTS 1:50,000

Update ☒ **Non-Permit** ❑

General Site Type: CMT

10. CHRONOLOGY

Method	Source	Chronology Remarks
Dendrochronology	CMT #2 – stem round sample	
Dendrochronology	CMT #4 – stem round sample	
Dendrochronology	CMT #7 – stem round sample	
Dendrochronology	CMT #9 – stem round sample	

From Date	From Date Qualifier	From Date Calender	To Date	To Date Qualifier	To Date Calender
1834	before	AD			
1812	exact	AD			
1822	before	AD			
1799	exact	AD			

11. SITE VISITS AND CULTURAL MATERIALS

Site Visit Type: Alteration ☒ Excavation ❑ Monitoring ❑ Recording ❑ Surface Collection ❑ Testing ❑ Unknown ❑

Date of Visit: October 7, 2009

Project Description: Logging of Block N43

Affiliation: XYZ Forestry Inc.

Permit

Permit Year: 2009 **Permit No.** 512

Issuing Agency: Archaeology ☒ Ministry of Forests ❑ Oil & Gas Commission ❑ Non-Permit ❑

Permit Type: Inspection ❑ Investigation ❑ Alteration ☒ Ministerial Order ❑

Site Visit Team:

Person Name	Person Role(s)	Affiliation
Bob Jones	Permit Holder	XYZ Forestry Inc.
John Smith	Recorder	ABC Archaeological Consultants

Borden No DlSq-75

12. CONDITION

Assessed By: John Smith

Assessment Date: October 7, 2009 **Permit Year:** 2009 **Permit Number:** 512

Recorder's Recommendations: No further recommendations. The site was comprised of 11 CMTs (#1-11), all of which were impacted by development activities. Four stem round samples were submitted to ABC Archaeological Consultants for dating.

Disturbance:

History	Per Cent Intact	Disturbance Factor	Condition Remarks
Present	0	Logging	Entire site was logged in October 2009. No CMTs remain.

13. REFERENCES

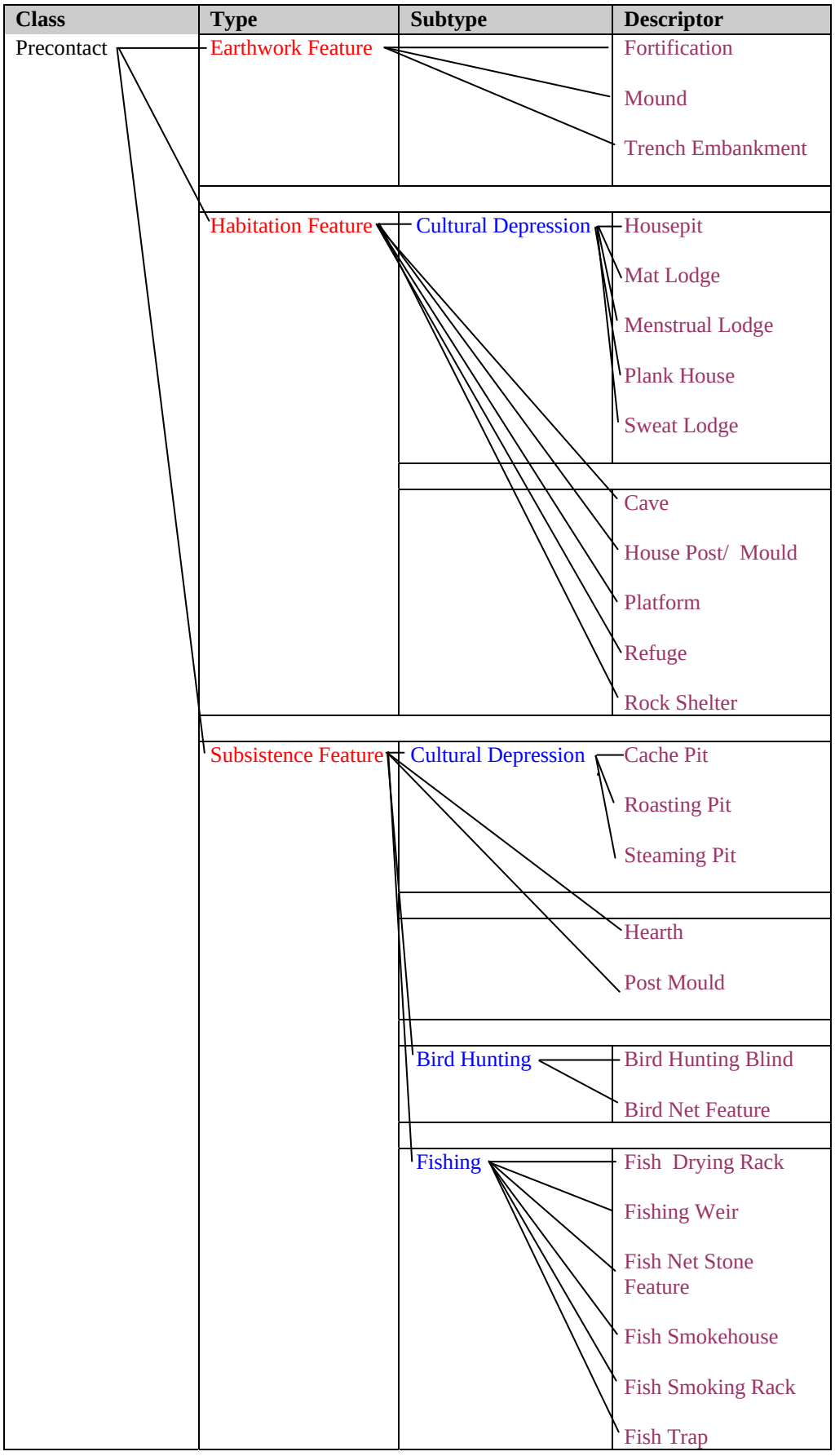
Report Title	Report Date	Report author(s)	Comments
2009-512, Alteration of DlSq-75	December 12, 2009	John Smith	

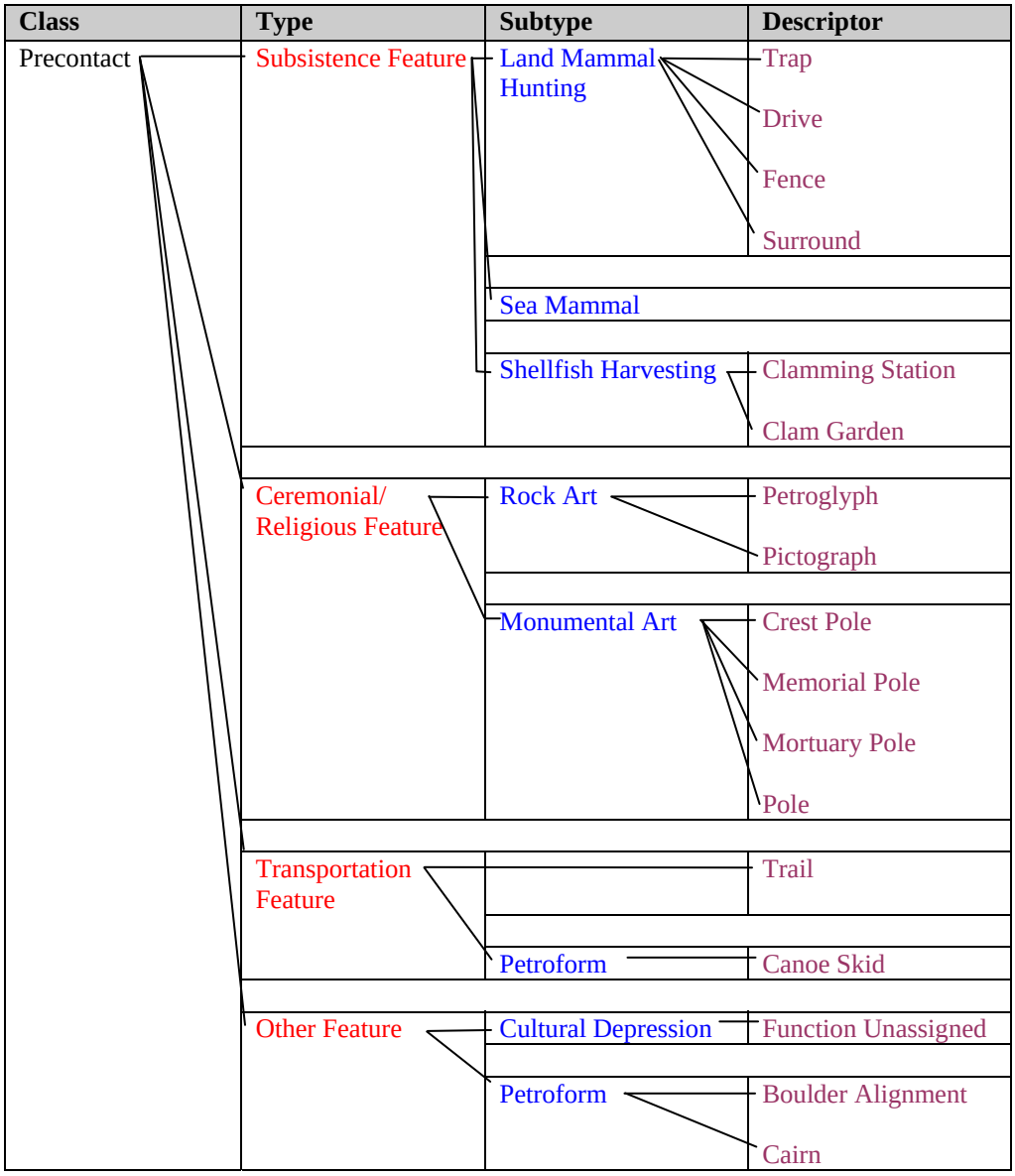
14. IMAGES

Type	Repository	Photographer	Description	Image Caption	Image Date
Digital photo	ABC Archaeological Consultants	John Smith	1258.JPG – 1261.JPG	Stem round samples	November 23, 2009

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
Mortuary Pole
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	Faunal Floral Firebroken Rock Lithics Plant Fibre Quarry Shell Midden Wet Site Wood
		Surface	Faunal Floral Firebroken Rock Lithics Plant Fibre Quarry Shell Midden Wet Site Wood

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		
	Ceremonial/Religious Feature	Monumental Art	
	Cultural Depression		
	Cultural Material	Surface	Refuse
		Subsurface	Refuse
	Habitation Feature		House Post/Mould
	Human Remains		Burial
			Cemetery
			Grave
			Grave Goods
			Grave Stone
			Mausoleum
	Landmark		
	Other		
	Other Structure		
	Rock Art		
	Transportation	Air	Airplane Wreck
		Marine	Shipwreck
		Rail	
		Trail	

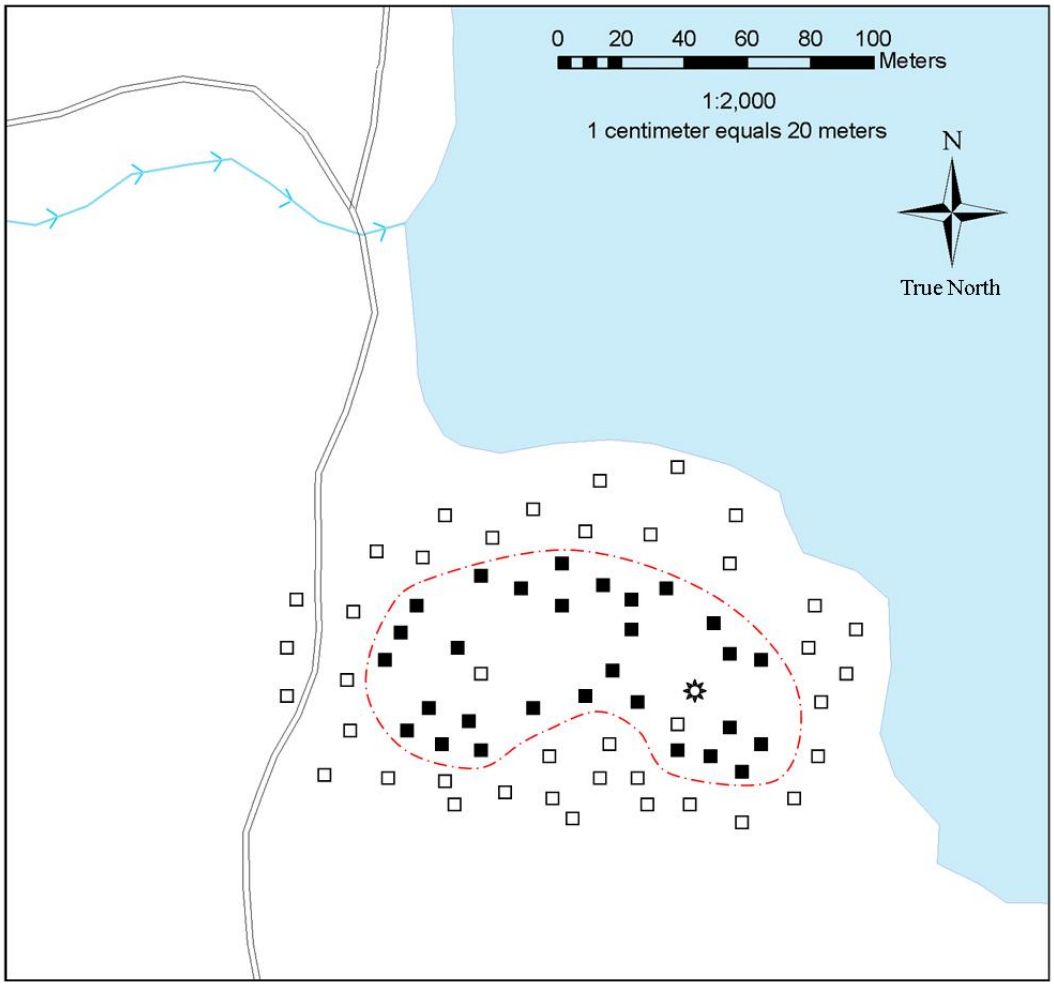
APPENDIX B

MAPPING EXAMPLES

DETAILED SITE MAP

FaKe-T1
Detailed Site Map

NAD 83, UTM Zone 11
Easting 289234
Northing 5571321
NTS 82L/05



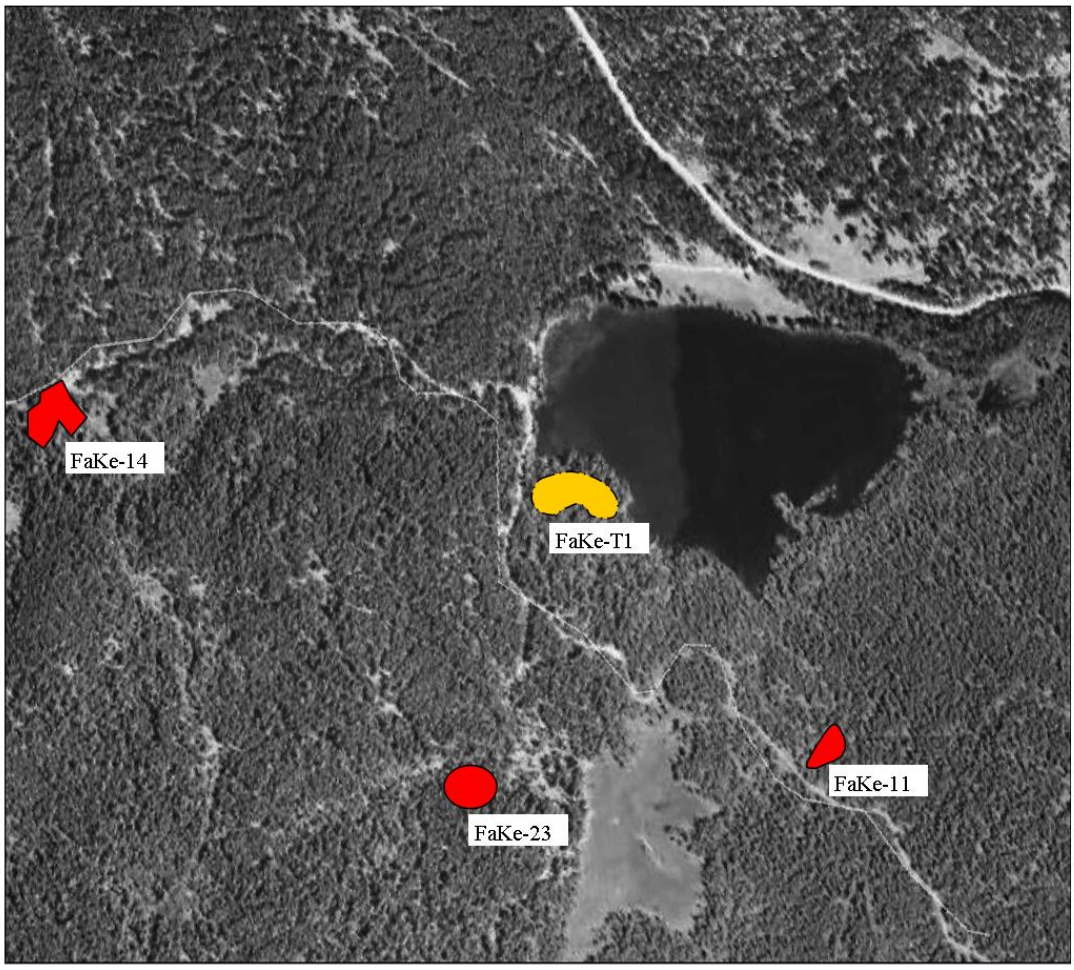
Site Boundary
Negative Shovel Test (not to scale, 1 x 1 m)
Positive Shovel Test (not to scale, 1 x 1 m)
Surface Flake
Creek
Road
Slope
Tree
GPS Point

Permit #2009-364
ABC Consultants Ltd.
June 29, 2009

MIDRANGE MAP

FaKe-T1
Midrange Map

NAD 83, UTM Zone 11
Easting 289234
Northing 5571321
NTS 82L/05



0 100 200 400 600 800 1,000 Meters

1:10,000

N

True North

New archaeological site: FaKe-T1

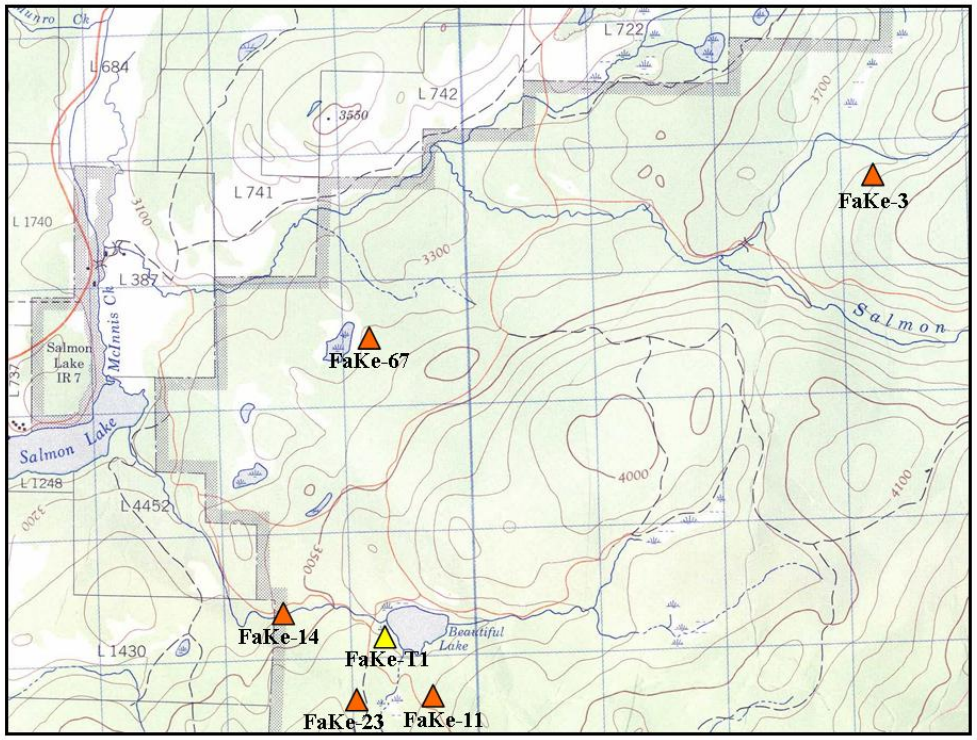
Previously recorded archaeological sites

Permit #2009-364
ABC Consultants Ltd.
June 29, 2009

GENERAL LOCATION MAP

FaKe-T1
General Location Map

NAD 83, UTM Zone 11
Easting 289234
Northing 5571321
NTS 82L/05



0 500 1,000 2,000 Meters

1:50,000

N

True North

▲ Previously Recorded Archaeological Site

△ New Archaeological Site

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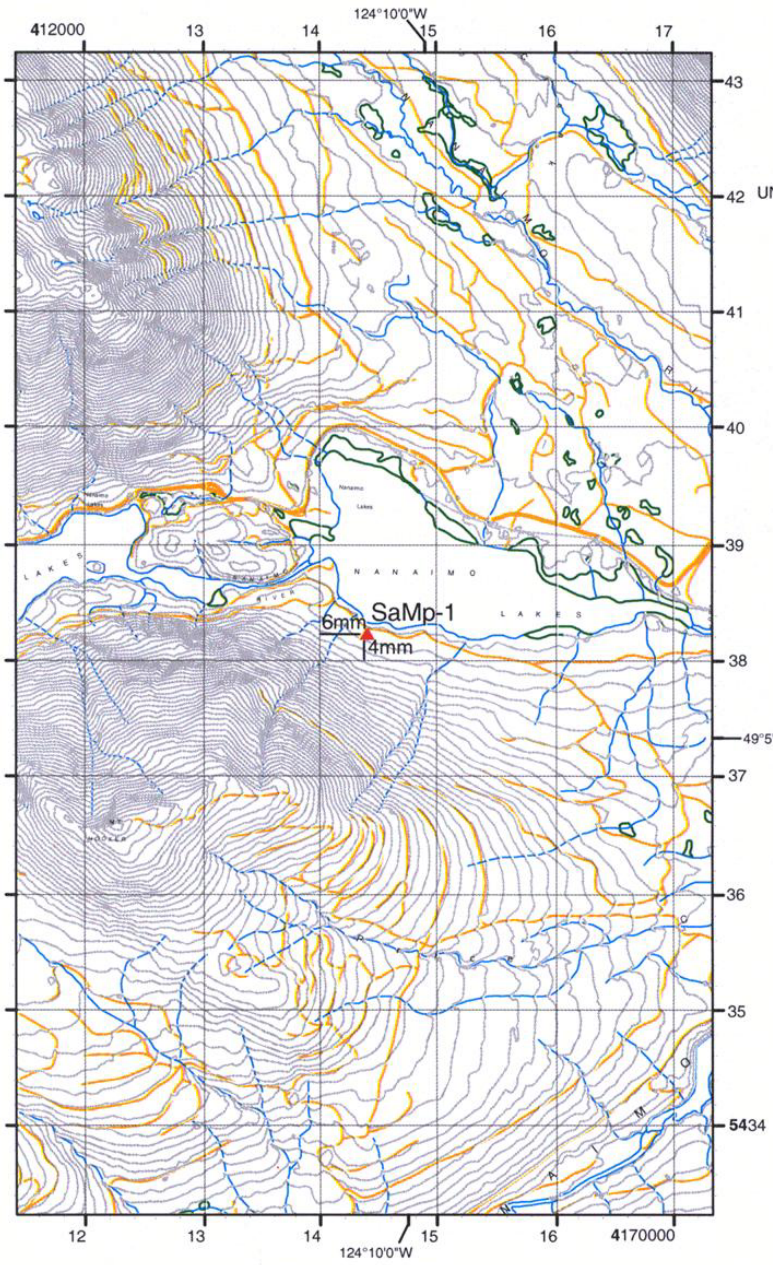
ABC Consultants Ltd.
June 29, 2009

CALCULATING UTM COORDINATES



ONE THOUSAND METRE

UNIVERSAL TRANSVERSE MERCATOR GRID

UTM ZONE 10

Easting **4**14300
Northing **54**38200

(100 000 m square identification in bold)

414300
5438200

100 000 m square identification for Easting and Northings are shown in bold in the bottom right corner of the grid.

414300
5438200

Numbers along edge of map are equal to 1000 meters and represent the first two numbers following the 100 000 m square identification.

414300
5438200

There are 20 millimeters between each gridline equalling 1000 meters. Therefore to calculate the last three numbers measure the distance between the site and the lowest adjacent gridline. Then multiply that number by 50. eg. 6mm = 300

N

92 F/1

1:50.000

APPENDIX C

DIGITAL SPATIAL DATA REQUIREMENTS

Permit holders are required to forward shapefiles containing archaeological site boundaries and study area boundaries to the Archaeology Branch (Branch) for inclusion in the Provincial Archaeological Site Inventory database. This appendix contains the content and formatting requirements for this information.

For archaeologists without access to GIS, shapefiles can be created using iMapBC. Module 7 of the video based tutorials demonstrates how to use the markup tools to create (Module 7-1) and download (Module 7-2) ESRI shapefile polygons.

iMapBC shapefiles meet Branch requirements for ESRI shapefiles containing archaeological site boundaries and study area boundaries.

Archaeological Site Boundaries

Archaeological site boundaries are the boundaries resulting from field verified modifications to existing boundaries or boundaries for new sites identified during field studies. Multipart polygons are an acceptable method of describing an archaeological site as long as the polygons are consistent with the guidelines for boundary definition found in Bulletin 12 (Defining Culturally Modified Tree Site Boundaries) and other standards and guidelines that may be developed by the Archaeology Branch. Shapefiles containing archaeological site boundaries must be submitted to the Branch at the same time as the site form(s) and site maps.

Study Area Boundaries

Study areas are defined as the locations that have been ground-truthed to determine if they contain archaeological sites protected under the *Heritage Conservation Act* and discussed in the final report. Permit holders are required to forward an ESRI shapefile showing study area boundaries and the corresponding permit number to the Archaeological Site Inventory Section. This information must be sent at the same time that the final report is submitted to the Branch to reduce additions or amendments to the shapefile. Study area information is emailed to all archaeological inventory officers at the Branch.

Study area boundary requirements are detailed in Bulletin 23: Recording Archaeological Study Areas.

Required Files and Format

The Branch will accept files in ESRI shapefile format only. The shapefile folder must contain four files with the extensions .shp, .shx, .dbf, and .prj. The folder containing these files must be named with the permit number in the format yyyy-pppp. Files must be in the proper projection (see below). In the case of site boundaries, the general location, midrange, and detailed site maps that accompany the site forms will be used to check the position of the shapefile.

Projection (.PRJ file)

All spatial data submitted to the Archaeology Branch should be in the provincial 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

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

Spatial features (.SHP and .SHX files)

Site or study area boundaries can only be represented as polygons. Spatial files with points or line features cannot be accepted by the inventory section. Trails must be represented as polygons with a default width of five metres rather than lines. Isolated finds must be represented as a circle with a minimum diameter of five metres.

Attribute Table (.DBF file)

No site-specific information is required in the .dbf attribute table.

APPENDIX D

USING THE ARCHAEOLOGICAL SITE INVENTORY FORM AND DETAILED DATA TABLE TO RECORD CMT FEATURES

(Derived from Information Bulletin 16 on the Archaeology Branch website)

CMT features are summarized within the site form, while detailed metric and descriptive feature attributes are attached to the record as a separate document. This bulletin clarifies the use of the site form for recording CMT features.

Three tables are used to describe a CMT feature: the Site Typology Table and the CMT Feature Description Table are found within the BC Archaeological Site Inventory Form, and the Detailed Data Table is attached to the site record. If dated, a fourth table, Chronology, contains the specific dating information.

The Site Typology Table in the site form is used to describe groups of CMT features within a site. The CMT Feature Description Table in the site form elaborates on each subtype. For example, a group of 171 bark-stripped CMT features (large rectangular and tapered scars) and 29 aboriginally logged CMT features (planked and tested) would be described in these two tables as:

SITE TYPOLOGY TABLE

Site Class	Type	Subtype	Site Type Descriptor
Traditional Use	Culturally Modified Tree	Bark-stripped	large rectangular scar
"	"	Bark-stripped	tapered scar
"	"	Aboriginally logged	planked
"	"	Aboriginally logged	tested

CMT FEATURE DESCRIPTION TABLE

Feature and (#)	Remarks
Bark-stripped (n=171)	130 large rectangular scars and 41 taper stripped scars. Most are western red cedar but some cypress noted. No dates but most features suitable for dating. See attached CMT table for details.
Aboriginally logged (n=29)	14 planked, 15 tested. All are western red cedar. See attached CMT table for details.

SITE TYPOLOGY TABLE

CMT features are described using class, type, subtype and site type descriptors from the table below (excerpt from Appendix A, BC Archaeological Site Inventory Form Guide). These are entered on the site form under Site Typology. Within the site form, multiple site type descriptors can be used if separated by semi-colons.

Site Class	Type	Subtype	Site Type Descriptor
Traditional Use	Culturally Modified Tree (only pre-1846)	Aboriginally-logged	stump; step stump; barberchair stump; basin stump; log; flat stump; planked; canoe; notched; sectioned; felled; undercut; tested
		Bark-stripped	other scar; girdled scar; large rectangular scar; tapered scar; cambium stripped
		Other modified tree	pitch collection; delimbed; message; blazed; knotted tree; marker; burned; kindling collection; arbourgraph; sap collection; arbourglyph

CMT FEATURE DESCRIPTION TABLE

Two fields comprise the CMT Feature Description Table section of the site form. When describing culturally modified trees, each subtype found at the site should be summarized in one row. The feature and # (number) field holds the subtype and number of features of that subtype. The Remarks field contains the number of each site type descriptor and other important information in a 4000 character, free text format.

DETAILED DATA TABLE

The detailed data table is a derivation of the CMT Feature Recording Form found in the British Columbia CMT Handbook and is used to record the metric and descriptive attributes for each CMT feature, as in the example below (only first CMT feature shown):

DETAILED DATA TABLE

CMT FEATURE RECORDING FORM

Temp Site Number:

Date:

Permit Number:

Affiliation:

CMT	SP	ST	DES	FEAT	DBH	SLP	LEN	WID	THK	HAG	SDE	TMK	NT	REM
1	C	BS	LRC	1	70	5	155	30	-	70	U	N	-	Flagged in the field as CMT 1/Feature 1

CMT FEATURE RECORDING FORM HEADINGS

CMT FEATURE RECORDING FORM														
Temp Site Number:														
CMT	**SP**	**ST**	**DES**	**FEAT**	**DBH**	**SLP**	**LEN**	**WID**	**THK**	**HAG**	**SDE**	**TMK**	**NT**	**REM**
Unique identifying number	CMT species	CMT Subtype	CMT Descriptor	Listing of each CMT feature	CMT diameter at breast height	Slope of area around CMT	Length of feature	Width of feature	Thickness of feature	Height of feature above	Side of tree	Toolmarks	Nursing tree	Remarks

CMT:
Enter a unique number identifying the CMT. Sequential numbering of CMTs by site is recommended. This same number must be used if individual CMTs are shown on a site map.

SP: Species
Enter the species of tree. Use abbreviations on Ministry of Forests forest cover maps. Common abbreviations are:

C	Western Redcedar	At	Aspen
YC	Yellow Cedar (Cypress)	Py	Yellow Pine
H	Hemlock	E	Birch
S	Spruce	Pa	Whitebark Pine
Pl	Lodgepole Pine	B	Balsam

ST: CMT Subtype (These are called CMT Class in the CMT Handbook)
Use only the abbreviations in the following table:

Aboriginally-logged	AL
Bark-stripped	BS
Other modified tree	OM

DES: CMT Descriptor (CMT Type in the Handbook).
Use the abbreviation in the following tables.

Aboriginally Logged Tree Descriptor Abbreviations:

Barber**C**hair Stump	BC	**N**otched Tree	N
Basin **S**tump	BS	**P**lanked Tree	P
Canoe Tree	C	**U**ndercut Tree	U
Flat **S**tump	FS	**S**ectioned Tree	S
Felled Tree	F	**S**tep **S**tump	SS
Log	L	**T**ested Tree	T

Bark-Stripped Tree Descriptor Abbreviations

Tree with **T**apered Bark-Strip Scar(s)	T	Tree with **G**irdled Bark-Strip Scar(s)	G
Tree with Large Rectangular Bark-Strip Scar(s)	R	Tree with **O**ther Bark-Strip Scar	O
Tree with **C**ambium Stripping	C		

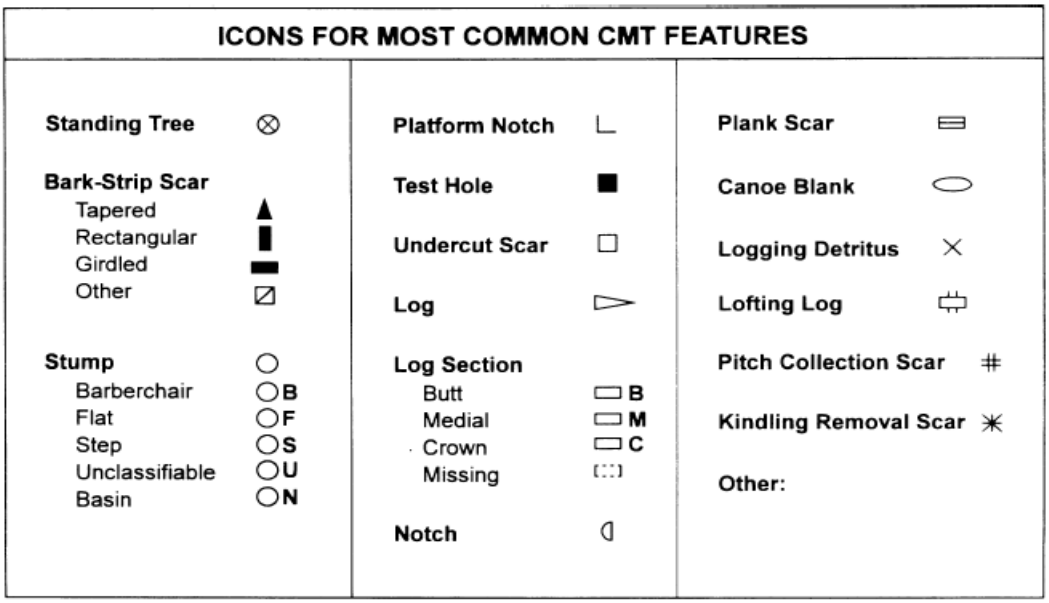
Other Modified Tree Descriptor Abbreviations

Message Tree	Me	**Bl**azed Tree	Bl
Arbourglyph Tree	A	**Bu**rned Tree	Bu
Arbou**r**graph Tree	G	**K**indling Collection	K
Delimbed	D	**P**itch Collection	P
Knotted Tree	K	**S**ap Collection Tree	S
Marker Tree	Ma		

FEAT: Listing of each CMT feature
Number each feature for ease of reference. List the features in sequence. Start with the tree, if standing or windfallen; the stump if felled; or the log if no stump is present. Features located on other features are given the number of the larger, containing feature (e.g., notch at end of plank scar)

- for bark-strip scars, stumps, and log sections, list kind of scar, stump, or section
- for bark-strip scars that are not confirmed as cultural, enter "?" after scar icon
- for planked trees, include in list of features the partial notches that usually are present at one or both ends of the plank scar

Use of Icons to represent CMT features is optional. The following Icon Table is an excerpt from the CMT Handbook:

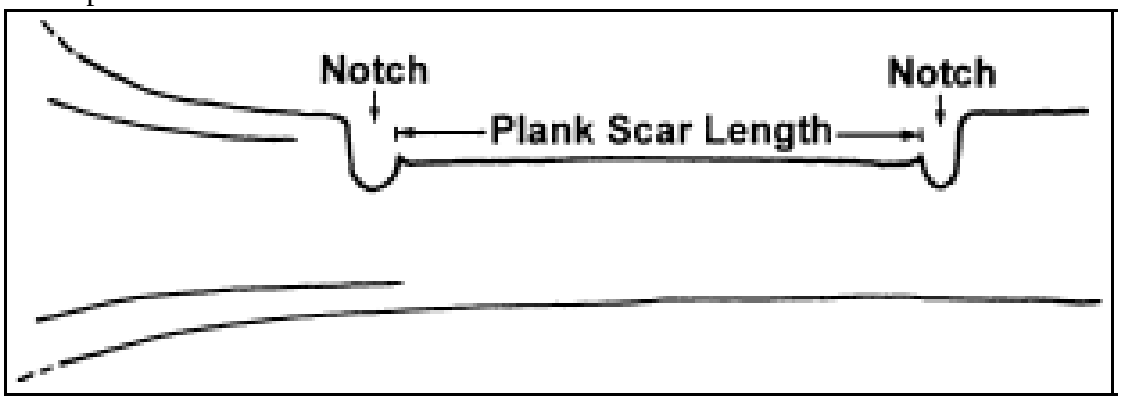


DBH — CMT diameter at Breast Height
This is the diameter at breast height of the modified tree

SLP — Slope of area around CMT
This is the average slope of the area around the CMT expressed in % (rise over run). Do not confuse percentage of slope with degree of slope. If possible, the slope measurement should be determined from the adjacent slope, for example, the slope of the area where the bark-stripper walked to strip the tree. Use a clinometer to determine slope.

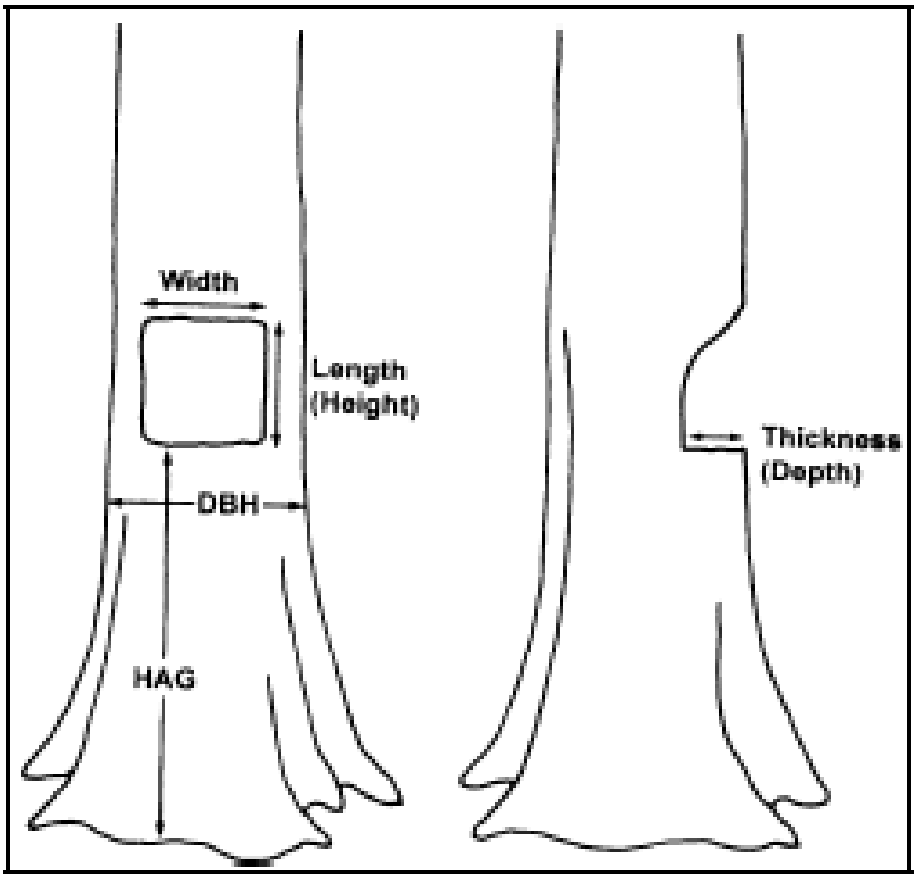
LEN — Length of feature
This is the maximum length of a feature: • for long tapering bark-strip scars, length can be measured with a clinometer or estimated. When scar length is estimated, it is not necessary to first establish the original location of the scar base (if absent) since estimates are not precise for rectangular bark-strip scars, length often can be measured. First determine if bark above and below scar has died and sloughed off tree, thereby making scar longer than when stripped. Whenever possible, use toolmarks to establish top and bottom of scar. Scar bottoms often are indicated by an eroded horizontal groove. When entering an estimated length follow value with an upper case "E."

- for plank scars, measure between the ends of the scar, excluding any notch remnants that may be present



Selected measurements on plank scar.

- for test holes, undercut scars, notches, platform notches, pitch collection scars, and kindling removal scars, this attribute refers to the maximum height of the feature. The height of these features is always measured along the long axis of the tree. In some cases, these features can be wider than they are high. If the minimum height of the feature is substantially less, enter minimum height in the Remarks field. (See following figure)
- for logging detritus, all debris associated with a single CMT is treated as one feature. Individual pieces will vary in size and can vary in other attributes such as the absence or presence of toolmarks and the kinds of toolmarks present. Generally the minimum and maximum dimensions of the detritus pieces and the types of toolmarks present are recorded. Some may want to record "typical" dimensions, or dimensions of individual pieces. If necessary, detritus dimensions can be entered in the Remarks field.



Selected measurements on test hole, notched and undercut CMTs.

WID — Width of feature
This is the maximum width of a feature in centimetres. If the minimum width of the feature is substantially different, enter minimum width in the Remarks field.

- for stumps, width is measured at the cut (top) of the stump, excluding the barberchair spire • for test holes, undercut scars, notches, platform notches, plank scars, pitch collection scars, and kindling removal scars, width is always measured at right angles to the grain of the tree. In some cases, these features can be wider than they are high [see figure above)
- for bark-strip scars with healing lobes, record the width of the original scar if this can be determined. Do NOT record here the size of the gap between the lobes because this gap is usually smaller than the original width of the scar
- for logging detritus, see comment under LEN - Length.

THK — Thickness of feature
This is the maximum thickness of a feature in centimetres:

- for test holes, undercut scars, notches, platform notches, plank scars and kindling removal scars, this attribute refers to the depth of the feature (the distance into the tree). In some cases, these features can be thicker (deeper) than they are high or wide
- for bark-strip scars and pitch collection scars, this attribute does not apply. Do not record the thickness of the healing lobes as the thickness of the bark-strip scar. Healing lobe thickness may be recorded for dating purposes in some cases (see Handbook section on CMT dating); these measurements should be entered in the Remarks field.
- for logging detritus, see comment under LENgth

HAG — Height of feature above ground

This is the location of the feature on the tree expressed in height above ground (HAG). Measure in centimetres as follows:

- or features on standing trees, measure distance between the base (bottom) of feature and ground
- for stumps, measure distance between ground and cut (highest part of stump, including step on step stumps but excluding spire on barberchair stumps). For stumps on steep slopes, measure on uphill side
- for features on logs, measure distance between base of feature and butt end of log or log section
- for features on windfallen trees, measure distance between base of feature and what is thought to be the past ground surface based on staining and wood erosion near base of tree
- for bark-strip scars, measure distance between scar base (or toolmarks if present instead of scar base) and ground surface. Enter a value of "0" only if it can be determined through the presence of toolmarks that the bottom of the scar base is at ground level
- for bark-strip scars where wood is exposed to the ground, but which cannot be confirmed as having started at ground level, enter "N/A" for HAG

SDE — Side of tree

This attribute indicates the location of one feature relative to the tree or another feature.

- for features on standing trees (bark-stripped scars, undercut scars, test holes, etc.), platform notches, logs, and canoe blanks indicate if feature is on upslope ("U"), downslope ("D") or sideslope ("S") side of tree
- for notches and plank scars on logs and log sections, indicate if feature is on top ("T"), side ("S") or bottom ("B") surface
- for some features such as pitch collection scars and kindling removal scars, side is usually not recorded. These could be recorded if important for a specific study
- for barberchair stumps, the side on which the spire is located is usually recorded

TMK — Toolmarks

This important attribute refers to the kinds of toolmarks present, and should be entered as follows:

- if toolmarks present, enter type (adze, axe, hatchet, knife, metal chisel, non-metal chisel)
- if unsure of identification, follow type with "?"
- if toolmarks present, but type not known, enter "Y" (for "Yes")
- if unsure whether marks are cultural, enter "?"
- if toolmarks are absent, enter "N" (for "No")
- if more than one type of toolmark is present, enter each type

Make sure that the toolmark is associated with the tree modification and was not added later.

NT — nursing tree
This attribute indicates whether or not a nursing tree is present on a CMT feature. If present, enter the abbreviation for the species of the nursing tree using the abbreviations listed above for the Tree Species field. Make sure that the nursing tree is growing ON the CMT feature, and not beside it. If nursing trees of more than one species are present on a feature, enter them abbreviations for each species. Note the diameter of the largest nursing tree. Other trees which aid in dating the feature can also be included in this section (e.g., trees growing within the missing section of an aboriginal logging feature).

REM — Remarks (called Comments in the Handbook)
Remarks will depend on the particular interests of the recorder. Some observations that could be entered here include:

- whether or not CMTs were flagged or otherwise marked in field
- photographs taken
- description of "Other" bark-strip scars
- description of features for "Other" modified trees
- functional interpretations, such as "medicine bark scar," and basis for such interpretation (for example, information from Elders)
- shape of scar window and scar base on bark-strip scar
- description of canoe blank, including overall shape, shape of bow and stern, etc.
- description of other complex features (some kinds of test holes, logs with multiple plank scars and notches, etc.)
- minimum dimensions (maximum dimensions are in the LENgth, WIDth and THicKness fields.
- the amount of logging detritus and variation in size of pieces
- size and location of spire on barberchair stump
- height of step on stepped stump
- location and description of platform notches on stump
- dates obtained by tree-ring dating, or estimates of age relative to other CMTs at site