

**TAHOE NATIONAL FOREST
HERITAGE RESOURCE GUIDELINES FOR CONTRACTORS
June 2023**

Contractor Tasks:

Task 1 - Background Research

At minimum, the pre-field research may include literature and data reviews from the following sources:

- Mandatory records search with the Tahoe National Forest (TNF). Contact both the heritage program manager and the district or zone heritage resource specialist lead for the project prior to starting any work. Submitting a shapefile of the study area or proposed APE is required. TNF heritage data will be clipped to the records search shapefile. TNF heritage staff will provide the electronic data and will assist with analysis of these files.
- Information Centers of the California Historic Resource Inventory (CHRIS) at either CSU, Chico or California State University, Sacramento if relevant. Discuss with TNF heritage staff prior to determine need for records search from the CHRIS system.
- General Land Office Plat maps, historic USGS Maps, Lidar, historic aerial imagery
- Homestead Entry Survey Maps, and Mineral Survey Entry Maps.
- The current NRHP listings for historic properties located in the project area.
- Courthouse records when data from the above searches indicate a need.
- Familiarization with the Region 5 Programmatic Agreement with SHPO

Records and files searches shall include, at a minimum, a quarter mile buffer from the APE. It is advisable that prior to the start of the survey, the contractor conduct a pre-survey field review (pre-survey reconnaissance) of the project area in order to locate impassable roads, locked gates, downed trees, etc. Seek information from local district staff for known field conditions to assist in this effort. The Contractor may at this time, ground-truth areas that that may not be able to be “completely” surveyed (< 30 meter transects) due to steep slope (usually defined as > 35%), impenetrable/dense vegetation, accessibility issues, or other safety concerns. Areas that are classified as such must be accurately mapped with GPS or accurately digitized in GIS with a description of why the area was unable to be surveyed (steep slope, etc.), or not completely surveyed (for example, maybe a bench on a steep slope was accessed and inspected, but the slope itself was not surveyed) and documented in the survey plan. It is useful to reference previous survey reports for the project area and document if the conditions for why previous surveys no longer meet current standards have changed. Examples include areas of impenetrable brush that may no longer be issues due to recent fire through the area, or if issues such as slope or access continue to affect the ability to survey specific areas.

Task 2 - Survey Plan

The contractor shall consider the information gathered during the literature review and pre-survey reconnaissance and discuss any issues with the TNF heritage staff. The contractor shall subsequently develop a survey plan. The plan will define the survey methodology or methodologies to be employed for the APE. The survey as defined in the survey plan should be designed to provided heritage resource specialists and managers with a record of typical heritage resources, which can be identified from surface indications, for a specific area. The type of

coverage shall be sufficient to allow the investigators to encounter the smallest of heritage resource sites likely to occur in a given area, based on pre-field research. Transects intervals will be a maximum of 30 meters apart, depending upon the ground visibility, sensitivity of heritage resources, slope, etc. Thirty meter (30-meter transects) is defined as “complete” inventory strategy in the Region 5 PA. Greater intensity survey (i.e., transects spaced 15 meters apart) may be employed in areas with concentrated resources or highest sensitivity.

At a minimum the survey plan may contain the following:

- **Survey Strategy:** The overall strategy and projected order the survey units will be surveyed.
- **Field Schedule:** Field work schedule including field session dates and need for biweekly or monthly reporting as agreed upon with TNF heritage staff.
- **Survey Strategy Map:** A survey map based on a 7.5' USGS map with survey units and anticipated order.
- **Changes of survey coverage to less than intensive or not surveyable:** Any approved changes of survey coverage to non-surveyable acres resulting from the pre-survey reconnaissance and survey planning discussions with appropriate TNF heritage staff.

Task 3 – Fieldwork

Survey will be conducted following the survey plan and methodologies defined in the plan.

Documenting Survey Intensities: The contractor shall record all survey intensity levels on a 7.5 Minute USGS Quadrangle Map.

- Non-Surveyable/less than intensive survey areas. As previously discussed, these are locations that cannot be completely surveyed (30m transects). These areas must be mapped with GPS or GIS with a description of why they were not completely surveyed. A survey coverage map depicting all field survey accomplished (that clearly illustrates survey intensity) shall be included with the draft report.

Field Survey Deliverables:

Interim Inventory Reports or Survey Session Reports: An interim letter report can be submitted following the completion of fieldwork activities. Survey session reports are simple email or summary reports that can be submitted to the TNF heritage staffing during fieldwork activities. Biweekly or monthly check-ins are encouraged as fieldwork progresses and should be defined in the survey plan.

Standard: The survey session reports may include, at a minimum:

(1) Work Completed and Planned: Discussion of work completed and planned for the next session.

(2) Changes: Discussion of the techniques used, and work completed that may differ from the survey plan.

This can be an informal process to ensure contractor maintains communication with TNF heritage staff regarding work, safety, and any other issues that may arise. Typically, email summaries are sufficient.

Definitions and Documentation of Heritage Resources:

- **Precontact Site** - A prehistoric site is defined as 10 or more spatially associated artifacts within a 30-meter diameter area (site may be much larger than 30 meters in diameter). Any precontact isolated feature is a site (e.g., bedrock milling station). If precontact artifacts, features and/or loci are separated by 30 meters or more, these should be recorded as separate sites. All site boundaries shall be recorded in meters. Site sketch maps shall be drawn to scale.
- **Historic Site** – A historic site is defined as historic period features (rock walls, structure pads, structural remains, district work areas) and spatially associated artifacts. Unassociated historic refuse from 1950 to current day is not a site. Historic features are recorded in English rule. All site boundaries shall be recorded in meters. Site sketch maps shall be drawn to scale.
- **Site boundaries** are defined as five meters out from the nearest artifact/feature.
- **Site Flagging.** Flagging sites may or may not be needed at the time of identification. Please inquire with TNF heritage program staff prior to flagging any site. If flagging is approved, the contractor shall flag all site boundaries with blue and black striped flagging unless otherwise agreed to by the TNF. Flagging should be minimized within campgrounds and along trails.
- ***Site Flagging Standard:*** A flagged site boundary should be visible from the outside of the site, looking in toward the site boundary. Blue and Black striped flagging will be hung on the outside of site boundaries at a height of at least 5 feet if physically possible. A minimum of 3 flags must be visible from any point outside of the site boundary.
- **Linear Sites:** All linear sites shall be documented and GPSed as line features. Linear heritage resources shall have all breaches (i.e., forest roads, trails, logging skids, etc.) GPSed as a point feature and shall be recorded on the linear feature record.
- **Linear Sites Flagging Standard:** If flagging is determined necessary, a flagged site boundary should be visible from the outside of the site, looking in toward the site boundary. Blue and black striped flagging will be hung on the outside of site boundaries at a height of at least 5 feet if physically possible.
- **Previously Recorded Sites:** The contractor shall update or fully re-record all previously recorded sites to bring the recording up to current standards (GPSing the site boundary and intersite features is key). If the existing information meets current standards and accurately depict current conditions, then, at a minimum, a monitoring form (supplied by the TNF) shall be developed for each site. If, after a thorough attempt has been made, a

heritage resource cannot be relocated, then a monitoring form will be required documenting the attempt(s) to relocate the site and the result. The area resurveyed in these attempts will be documented in the report, maps, and the shapefile provided when the draft report is submitted to the TNF for review.

- **Datum:** All Datum locations shall be GPSed as a point feature. An Area Control Tag (ACT) may be attached to a site datum (large tree or stump) if possible. The TNF heritage staff will supply the assigned Forest Service site number for all newly recorded sites.
- **Site Recording Standard:** All heritage resource site records shall be recorded using the format approved by the California State Historic Preservation Office (DPR-523). All new heritage resource sites shall require a completed Primary Record (DPR-523A) and a Location Map (DPR-523J). Additional records required may include: an Archaeological Site Record (DPR-523C) Site Sketch Map (DPR-523K), a Photograph Record (DPR-523I) and photographs. If a heritage resource site is linear in nature, a complete Linear Feature Record (DPR-523E) is required. If a site contains a standing building, a complete Building, Structure, and Object Record (DPR-523B) is required. Bedrock milling or mortar features shall require a completed Milling Station Record (DPR-523F). If petroglyphs or any other form of rock art are present, then a complete Rock Art Record (DPR-523G) will be completed. Features described in the site record will be located on the site map (i.e., if there are 8 features in the site record, there will be the same corresponding number of features on the site map).
- **Mapping Standard For Heritage Sites:** Site location maps will be depicted as a polygon. Site maps with intersite features will be mapped and displayed as point, line, or polygon data. All site location maps shall include the actual GPSed site polygon plotted on a USGS 7.5 Quadrangle designed map. Location maps shall clearly identify the site location using the assigned Forest Service site number. The name and year (as revised) of the Quadrangle Map will be included along with the Township, Range and Section. Location maps must retain the 1:24,000 scale; 1:12,000 scale maps may also be included for clarity. Maps may also include Lidar or other background imagery. Site sketch maps will include the following elements: Forest Service site number, Smithsonian number (trinomial), CA state P number, site boundary, datum if applicable, scale, north arrow, legend using standard mapping symbology, date, name of recorder, landmark(s) or distance and direction to nearest landmark.
- **National Register of Historic Places (NRHP) Evaluation Standard:** Appendix F of 2018 of the Region 5 Programmatic Agreement with SHPO, provides important guidance on site types, eligibility and categorical NRHP evaluations that can be approved by the TNF's heritage program manager (i.e., severely disturbed site, isolated site, etc.).
- **Photographs:** At a minimum, site digital images will include a general site overview, site datum, pertinent features, diagnostic artifacts, and artifact concentrations if they can be seen in the photograph; cardinal direction and azimuth should be noted for all photos

where applicable. Images shall be submitted as photographs within the site forms and electronically as .jpeg files with the draft report.

- **Linear Heritage Resources Extending Beyond the Project Boundary:** All linear sites that extend beyond the project area boundary on to National Forest System lands shall be recorded for 50 meters outside of the Project Area.
- **Short Linear Sites Associated with Non-linear Sites:** Linear sites that are less than 100 meters long and are associated with a non-linear heritage resource site (e.g., a short ditch contained within a larger placer mining site), shall be recorded as a feature within the non-linear site. These associated linear sites shall be included with the GPSed data for the site.
- **Isolated Find Standard Definitions for TNF:** Isolated artifacts of human origin which have either been removed from original context or, in the case of historic artifacts, which occur in such a way that no useful scientific information can be obtained by additional investigation beyond that involved in recording the artifact. It will be necessary for the investigator to make a judgment as to whether an item has been deposited by elements other than purposeful human activity (i.e., slope wash or some other mechanical activity);

Historic Era Isolated Finds

- From the Region 5 PA (2018): Some isolated sites consist of ephemeral cultural remains or lack associations meaningful in broader historic contexts. Examples of isolated site types include: alignments lacking associated historic contexts or archaeological deposits; fire altered rock concentrations; borrow pits; tailings piles or adits/shafts; isolated historic ditches; hunters camps/dispersed recreation camps; fire rings; minor trails and associated features not part of identified systems or historically significant trails; minor roads and associated features not part of identified systems or historically significant roads; log decks, landings, sawdust piles, and mill debris; logging stumps/high cut stumps not associated with other logging sites or not features as parts of cultural landscapes in districts or sites; skid trails; fences and fence posts; and utility lines and associated features unconnected to identified or historically significant systems.
- Refuse deposits dating from 1950 to current time.
- Additional items to record as isolates/emphasize as isolates on the TNF: isolated guzzlers (wildlife or stock), gabions* or other within drainage erosion control structures, terracing from older wildland fire events or prior post wildland fire erosion control efforts (i.e., terracing from 1960s wildland fires), skid trails, stumps, user created roads and trails, Forest Service system roads and trails with no historic context, roadside trash. *Gabion-a cage, cylinder or box filled with rocks, concrete, or sometimes sand and soil for use in civil engineering, road building, military applications and landscaping.

Precontact Isolated Finds-

- Less than 10 artifacts within a 10x10 meter area.
- **Isolated Find Recordation Standard:** All isolated artifacts or features shall be described in a spreadsheet supplied by the TNF heritage staff and keyed to 7.5' USGS topographic quadrangle map included within the draft report. In the case of diagnostic or unusual artifacts and features, photographs will be included in an appendix as well as any other relevant information that is not captured in the isolate spreadsheet.

Mapping: Geographic Positioning System (GPS) and Geographic Information System (GIS) Standards

The mapped locations shall be recorded in meters with NAD 1983, CONUS, UTM Zone 10. GPS data shall be provided to the TNF as shapefiles that can be immediately used to relocate and inspect new or previously located heritage resource site locations.

Task 4 – Reporting

Draft inventory report

The contractor shall submit a draft inventory report and all site records in a Microsoft Word document for review and comment. The draft report must consist of a narrative report and supporting documentation describing the location of all survey coverage areas, methods employed, results of the field survey, and all site record forms. The complete report shall include all text, maps, site forms, site eligibility recommendations, a detailed assessment of project effects, and management recommendations for all proposed undertakings in the project area.

Standard: The draft report includes, at a minimum, the following items:

- Title Page:
 - Name of the project.
 - Forest Service Project Number, as assigned by the TNF heritage staff.
 - Location of the project including county or counties.
 - Name and address of the Tahoe National Forest.
 - Name and address of Contractor(s).
 - Name of Principal Investigator(s).
 - Date of report.
 - Author's title.
- Abstract: one page summary that includes the project objectives, size, methods, findings, and site NRHP and CRHR eligibility recommendation(s).
- Table of Contents: topical headings arranged in sequence in accordance with corresponding page numbers. Include a list of figures, tables, and appendices.
- Introduction:
 - Purpose of the investigation.
 - Summary of findings
- Body of Document shall contain.
 - **Project area(s)** Description and field conditions: to include, as relevant, a description of landform, soils, vegetation, ground surface visibility, modern improvements in the project area(s), physiography,

geomorphology, hydrology, flora, fauna, climate, geology, and related information on environmental settings.

- **Area of Potential Effect** as agreed to as part of the survey plan.
 - Legal locations of all project areas and maps at the 1:24,000 scale.
 - **Literature Reviewed:** A discussion of the literature reviewed.
 - **Contextual History:** A brief review of the precontact and history of the Project Area and predicted sensitivity for heritage resources resulting from these findings.
 - **Methodology and Findings:** A discussion of the methodology and findings of the surveys as outlined in the survey plan. The contractor shall discuss the survey intensity employed. The Contractor shall discuss all new and previously located sites recorded as well as their NRHP eligibility status (e.g. eligible, not eligible, unevaluated, etc.). A list/spreadsheet and discussion of isolates shall also be provided. Existing ineligible resources will not be discussed in the report nor displayed on any maps.
 - Include the names of individuals employed in actual fieldwork.
 - List the dates the fieldwork was conducted.
 - Indicate the number of acres inventoried and the number of acres within the project area that were not inventoried.
 - Identify the number of heritage resource sites and isolates located to include a brief summary of archaeological sites, IFs, as well as recommendations for Resource Protection Measures for each site, in accordance with the Region 5 PA (Appendix E) in a table format.
- **Survey Map and Project Maps:** All maps shall be submitted at 1:24,000 scale with the exception of the Location Map.
 - **Location Map:** Indicates the Project Area location.
 - **Survey Coverage Map:** This shall include a digitation of the surveyed areas and those that were not intensively surveyed or not surveyed at all.
 - **Site Location Map:** Includes all of the GPSed site locations depicted and labeled with
 - Forest Service site numbers. Sites will be represented by a polygon.
 - **Appendices with:**
 - Survey coverage map
 - Area of potential effects (APE) and site locations
 - Completed IF table, maps, photographs
 - Monitoring forms
 - Updated site records
 - Newly recorded sites

Electronic copies of all project digital images along with a photo log containing the date, location, direction, and subject of each image shall be provided to the TNF.

Submission of electronic spatial data:

- 1) GPS data files will be submitted to the TNF Heritage staff
- 2) Survey areas and all site data (point, line, polygon, datums, boundaries) shall be provided to the TNF in the form of shapefiles compatible with the Forest Service Geographical Information System (ArcGIS).

Final report and deliverable:

Upon completion of TNF Heritage staff review, the Contractor shall incorporate all of the TNF Heritage staff comments on the Draft Report, draft site record forms, and GIS data into the final report. One electronic version of the Final Report (including all related appendices), final site record forms for new sites, all updates and forms for previously recorded sites, all project related photographs, and GIS data shall be submitted to the TNF Heritage staff in Word and pdf format.

Consultation

Forest Service personnel shall be responsible for initiating consultation with the SHPO, government to government tribal consultation including with Tribal Historic Preservation Officers (THPO), and any other consulting parties as required by law.