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2023 CTA Spring Meeting  
April 14, 2023  
Business Meeting: 9:00 am  
LCRA Redbud Center  
3601 Lake Austin Blvd., Austin, Texas 78703

CTA Social: Polo Picnic Area at Zilker Park

The CTA will attempt to set up a virtual meeting option on Zoom - additional instructions and a link to the meeting will be distributed to current members via email.



## President's Forum

Another beautiful Texas spring brings about another CTA Spring Meeting. This year our meeting will be held at the LCRA Redbud Center in Austin. Registration begins at 8:30 am with the meeting promptly starting 9:00 am. Our afternoon social is at the Polo Picnic Area of Zilker Park. Maps to both are included in this newsletter. I look forward to seeing everyone at the meeting and social. If you cannot make the meeting, we will again do it via Zoom. The Zoom option continues to be a popular way for people to take part in CTA's meetings when they are unable to attend in person. We will continue to offer this option as long as it remains popular.

The CTA spring meeting agenda has our usual agency and committee reports that are always informative and is a great opportunity to see our colleagues. We will discuss and vote on the 2024 budget. Not much has changed for the 2024 budget other than an increase in our website fees that reflect the CTA's growth. We continue to support Texas Beyond History, scholarships for minority students to attend the annual TAS field school, Texas Archeology Month grants, and student research through the Michael J. Quigg research grant. The Standards and Guidelines Committee has brought forth new reporting guidelines and standards that we will discuss and possibly vote on during the meeting. This has been a long time coming and I want to thank Amy Borgens, Jodi Jacobson, and the Standards and Guidelines Committee for seeing this through. This year the Vice President position is up for election. Polly Clark has agreed to serve again; however, we will be taking nominations from the floor. You



must be a current registered professional (Professional or Principal Investigator) or student member to vote. There will be E. Mott Davis Public Outreach and Mark Denton Career Achievement Awards presented during the meeting. There may be other items on the agenda for vote or discussion. If things go well, we will wrap up the business meeting by noon. Our afternoon session starts at 1:30 pm and will be a panel discussion on mentoring chaired by Sarah Chesney and Virginia Moore, who comprise the ad hoc committee on training and education that was established during our fall meeting. The afternoon social will begin after the panel discussion, about 4:00 pm, and will include the usual food, drinks, and discussion that we all look forward to after the spring meeting.

Since the fall meeting, several members have stepped forward to fill vacant committee positions. As announced last year, Bill Martin has stepped down as the nominating committee chair and Emily Dylla has agreed to take on this role. Marybeth Tomka is serving as interim chair of the auditing committee and David Yelacic and Chris Barry have agreed to serve on this important committee. David will take over chairing the committee after this year's audit. I will seek volunteers to fill out this committee at the next meeting. Katie Canavan has stepped down as chair of the membership committee and Cyndal Mateja has agreed to step into the chair's role. Katie has agreed to stay on the committee for a short time to assist with the transition. This is another committee that needs members, and I will be seeking volunteers during the spring business meeting. CTA membership grew last year to over 240 members at various levels by the end of the year. Late in the year we needed to level up our Wild Apricot account to accommodate this growth. The number of principal investigator, professional archeologist, and contractor listings grew in 2022, which reflects the long-term growth in Texas archeology. The number of student members was at a recent high, but I think it is important that we work to further increase this number. This is where we need more committee members on the membership committee to develop and implement a plan that recruits student members to the CTA and retains them as members throughout their career in Texas archeology. Again, I will be making a call to fully staff the membership com-

mittee and will task the committee with increasing our student membership.

Last fall we had a great turnout for the 2022 CTA Careers in Archeology social at the Texas Archeological Society (TAS) meeting in Tyler. With 12 tables representing a wide range of firms, universities, and interest groups, we had a large crowd in attendance. It was the first careers social in 3 years, so that probably contributed to the energy and good times. I am hopeful that we will be able to carry this energy over to 2023 with another highly successful careers social at the TAS meeting in San Marcos. As the 2023 meeting is near numerous universities with vibrant anthropology departments, it should be a great opportunity to engage students and recruit them for careers in Texas archeology. Look for more information on the business meeting, any training opportunities, and the career social in coming months. I want to stress how important CTA members and member firms are in creating a viable pipeline of potential employees to meet the growth in Texas archeology. We can support our local colleges and universities by volunteering to give talks and speaking in classes, offering paid internships, supporting departmental field and laboratory training, and providing insight into what makes for a successful CRM career. It's time for the CTA and the state's CRM firms to become more proactive in making sure that students and early career folks are adequately prepared for a CRM career. The CTA and our members must reach out to colleges and universities to offer support and guidance and we need to ensure there is proper mentoring and training for early career practitioners. If time allows during the spring meeting, I will bring this up during New Business.

I look forward to seeing you all at the spring meeting and social. It is a great opportunity to come together as a community and to renew old friendships and make new ones. As always, our members and volunteers are what makes our organization great and I want to thank you all for your interest and service to Texas archeology.

See you all soon,

Todd Ahlman

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## Spring 2023 Meeting Agenda

**Registration - 8:30 am**

**Call to Order - 9:00 am**

**Approval of Minutes, Fall 2022 Meeting**

### **Officers' Reports**

President (Todd Ahlman)

Vice President (Polly Clark)

Past President (Jon Lohse)

Secretary (Scotty Moore)

Treasurer (Thomas Barrett)

Newsletter Editor (Tina Nielsen)

### **Agency Reports**

Texas Historical Commission (Brad Jones)

Texas Parks and Wildlife (Robin Barnes)

Texas Department of Transportation (Scott Pletka)

Texas Archeological Research Laboratory (Jonathan Jarvis)

Center for Archaeological Studies (Jodi Jacobson)

Center for Archaeological Research (David Yelacic)

### **Standing Committee Reports**

Auditing (Marybeth Tomka)

Budget Committee (Thomas Barrett)

CTA Communications/Contractors (Laura Clark)

Curation (Marybeth Tomka)

Governmental Affairs (Nesta Anderson)

Membership (Cyndal Mateja)

Multicultural Relations (Mary Jo Galindo)

Nominating (Emily Dylla)

Public Education (Todd Ahlman)

Standards and Guidelines Committee (Jodi Jacobson)

### **Ad Hoc Committee Reports**

Texas Private Lands Heritage Preservation Partnership  
(Eric Schroeder)

Lost Cemeteries Task Force (Andi Burden)

Training and Education (Sarah Chesney and Virginia Moore)

### **Old Business**

### **New Business**

Elections

E. Mott Davis Award for Public Outreach Winners

Mark Denton Career Achievement Award

Discussion on Standards and Guidelines for Reports

**Meeting Adjourns - 12:00 pm**

**Afternoon Session - 1:30-3:30 pm**

Mentoring in Archaeology Panel Discussion

**Afternoon Social - 4:00 pm**

Zilker Park, Polo Picnic Area

*Note: Agenda is subject to change prior to the Meeting*




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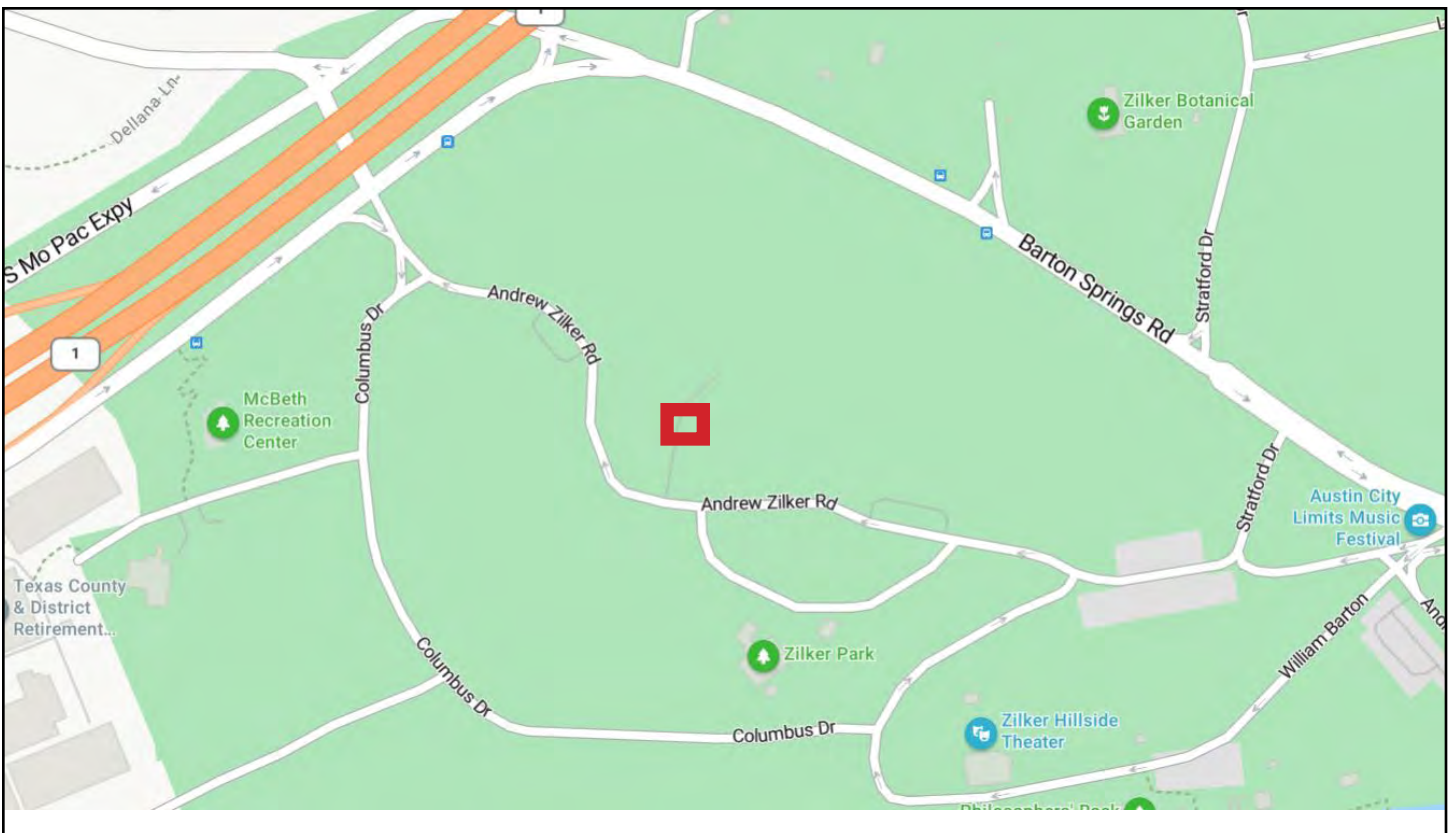
## Map to LCRA's Redbud Center


**Address:**

Redbud Center  
 3601 Lake Austin Blvd.  
 Austin, Texas 78703

**Phone:** 512-473-3200

**Directions:** From [Austin-Bergstrom International Airport](#), go west on State Highway 71 about eight miles to Capital of Texas Highway. Exit, merge right on to Mo-Pac (Loop 1) and continue north. Cross the Colorado River and exit at Fifth Street/Lake Austin Boulevard. Turn left onto Lake Austin Boulevard. Continue about 1.5 miles to LCRA's offices. Entrance is on the left just past the traffic light at Redbud Trail.



**Directions from the LCRA Redbud Center to the Polo Picnic Area at Zilker Park:**

Turn right on Atlanta Street and then take the ramp left and follow signs for TX-1-Loop South. Take ramp right for S Mopac Expy toward Rollingwood/West Lake Hills. Make a U-turn to stay on S Mopac Expy and bear right onto Barton Springs. Turn right onto William Barton Drive and then Left onto Andrew Zilker Road and park in lot.

The Polo Picnic Area is boxed in red on the above maps

## Past President's Report

Dear CTA,

Greetings to all of you, I hope your 2023 is off to a good start and treating you well so far. If you're as busy as I have been, you have plenty going on.

For CTA news, I don't have a great deal to report. I'm pleased to see the progress of the ad hoc committee for professional developments and training. This is an important initiative and brings a lot of benefits to our members, new and seasoned. I'm also gratified to see the continued energy that surrounds the CTA. Most of us are aware of the gobs of money coming into national infrastructure investments, this not only helps fuel job growth, but it brings fresh opportunities to re-envision our CR programs as we move into growth modes. While we struggle to find adequate staffing, let's please also remember what this experience is like for our early-career professionals and colleagues and do what we can to make entry into our field smooth and successful.

Personally, I've been busy this spring getting ready for and teaching the TAS Archeology 101 Academy and preparing for the Portland SAA meetings. Last fall, I also became the President of the Gault School for Archeological Research. Unfortunately, our previous



president, Steve Stoutamire, suffered a fall in his home and passed away around late November, so the responsibility fell to me to work with the rest of the Board and the GSAR's talented staff to find and execute a vision for this remarkable program. Many of you knew Steve from his work with the Hill Country Archeological Association. Please look for the new GSAR website coming later this spring/early summer and we look forward to a number of other exciting initiatives to share throughout the coming year.

I hope you're all safe and healthy and look forward to seeing each and every one of you.

Jon

## Vice President's Report

I look forward to seeing everyone at our Spring meeting held this year at the LCRA Redbud Center and then descending on Zilker Park, Polo Picnic grounds. The Social Committee and I met a few weeks ago, and we're excited for some novel food offerings and the usual libations although it won't be the same without Mark Denton. Next year!

Thanks!

Polly





## Secretary's Report

Hello all,

Below are the membership numbers as of March 13, 2023, compared to some recent previous springs. Membership is essentially flat when comparing various categories between Spring 2022 and now except for the Professional Archeologist category, which is substantially below where it was this time last year. We had 97 professional archaeologists registered at the time of the Fall 2022 meeting, so maybe this is just a matter of folks still needing to update their memberships for this year. I know that everyone is swamped with work, so I doubt that close to 40 professionals have left Texas in the last 6 months! We're just all busy. If anyone needs help getting their membership updated, renewed, or changed, just let us know.



As always, if you have issues or suggestions for how we can make the CTA website, the membership application/renewal process, or any of the communication that you have with CTA better, please don't hesitate to reach out!

Thanks,

Scotty

Membership Category	Spring	Spring	Spring	Spring
	2020	2021	2022	2023
Contractor	50	49	46	45
Institutional	9	7	2	4
Principal Investigator	48	52	54	55
Professional Archeologist	78	67	72	59
Retiree	7	8	4	4
Student	13	9	10	13
Total	205	192	188	180

## Treasurer's Report

I hope this report finds all well during this time of year. We are still scheduling an audit of accounts, and re-forming the Auditing Committee after some retirements, but I am working with the EC to expedite an audit of the CTA accounts.

In the meantime, and in anticipation of the audit, I can report that the finances of the Council of Texas Archeologists are sound. As of March 22, 2023, our current account balances are as follows:

\$35,611.64 – Operations fund
\$30,936.00 – Investment fund
\$9,133.83 – Student grant fund
<hr/>
\$75,681.47 – Total CTA funds

Since all in-person CTA social functions had been cancelled the last few seasons, funds have remained unspent and have been carried forward.



Finally, the approved transfer of CTA Investment funds from the Bank of America money market account to Clear Rock Advisors, LLC, has been delayed awaiting other officer's signatures on the legal documents but we hope to meet and sign/transfer soon.

In closing, I look forward to working with the Council and its members to secure our organization's financial future and our shared appreciation of Texas' past.

Sincerely,  
Tom, CTA Treasurer

## Newsletter Editor's Report

Hi All-

I am looking forward to seeing everyone, especially since I missed the last CTA and TAS meetings! Don't forget to review the Draft Guidelines and Standards for Reports at the end of the newsletter prior to the meeting so we can have an engaging and constructive discussion. As a heads up, submissions for the Fall 2023 CTA newsletter will be due on September 1, 2023.

Cheers,  
Tina





## Standards and Guidelines Committee Report

By: Jodi Jacobson

The Standards and Guidelines Committee was active this year finalizing a draft of the reporting guidelines to be ready for review and vote by CTA at large membership. Some work was also conducted on the monitoring and cemetery investigation best practice guidelines, but finalizing the reporting guidelines took priority. Work will continue on these initiatives into the next year.

## Standards and Guidelines Committee Report

By: Emily Dylla

With Bill Martin metaphorically sprinting for the retirement exit (congratulations, Bill!), I am pleased to take over as Chair of the Nominating Committee. Our only action item for the Spring Meeting is the Vice President position. Pollyanna Clark has graciously agreed to stay on for another term if so desired by membership. If any other member is interested in running for this position, please contact me via email at your earliest convenience. I hope many of you will consider running for a board position, whether it be this year or in the years to come, as elections are a sign of a healthy, engaged organization. If you have any questions about any of the positions or about running for one, I would be thrilled to have you reach out about it.

Thanks!

## Texas Private Lands Heritage Preservation Partnership Update

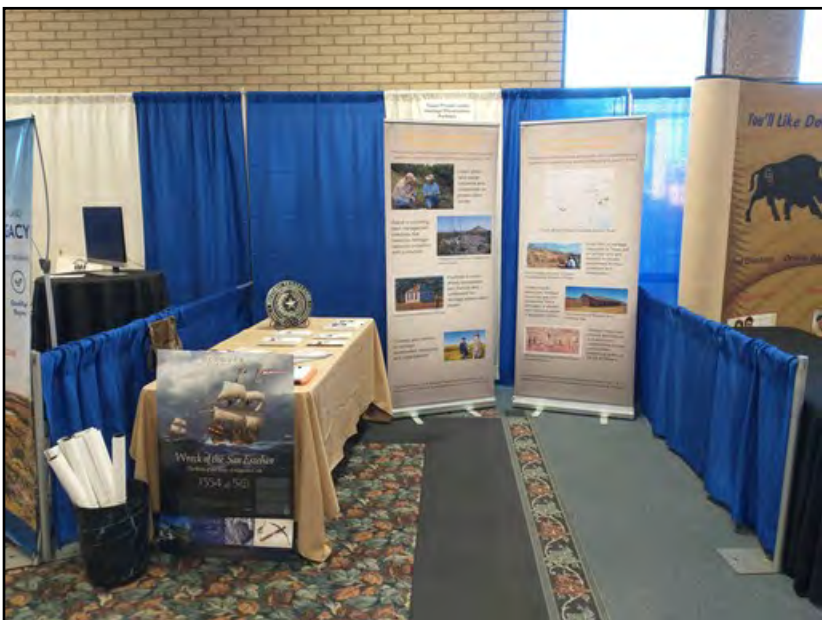
By: Eric Schroeder, Program Chair

Since the fall meeting the Partnership Program has exhibited at three landowner events – the Amarillo Farm and Ranch Show, the Texas Land Conservation Conference in Austin, and the Texas and Southwest Cattle Raisers Association Convention in Fort Worth.

The Amarillo Farm and Ranch Show was held November 29–December 1, 2022, and had 15,200 registrants. We strategically placed our exhibit booth in proximity to the registration desk, so I would say that most of the attendants saw us there. At this event our booth was adorned by not only the program’s literature, but also on display was the THC’s impressive medallion for Archeological Stewardship along with their literature targeted toward private landowners. High Plains steward Andy Burcham assisted us with spreading the word about preservation with the booth visitors. During the three-day event we had 40 conference attendees visit the booth and handed out 33 program brochures and 10 La Belle posters. Notably, many of the booth visitors were

not only area farmers and ranchers but some of them were also schoolteachers who were interested in how they might get access to teaching materials, so we linked them up with Texas Beyond History. Although we felt that the overall receptiveness to our message was somewhat reserved, it was understandably so, as this was the first time we attended this event and it takes time and persistence to break the ice. We will give it another shot this year.

The 2023 Texas Land Conservation Association Conference in Austin was on March 1-3. Becky Shelton with the THC and Sergio Ayala with the Gault School both helped us with the exhibit booth, and Sergio brought along a display of Texas projectile points. Tiffany Osburn was also in attendance at the conference and helped us spread the word. This year the conference had a total of 276 attendees representing 30+ land conservation organizations across the state. This conference is particularly important because these land conservation organizations provide the mechanism for conservation-minded landowners to put their property under a conservation easement, which protects critical habitat including riparian corridors from development, and when you are protecting riparian corridors, you are also protecting potentially important archeological sites. Landowners who donate land for a conservation easement can deduct the appraised development value of that land off their income taxes over the next 15 years. The challenge for heritage preservation at this conference is that only a few of the conservation organizations possess the technical expertise to engage with landowners about historic preservation issues and it is our goal to assist these organizations in this respect through continued networking at this event. This strategy seems to be working as a representative from one of these organizations invited us out to a historic ranch complex located just northeast of San Antonio near Marion, and Sergio



**Exhibit booth at the Amarillo Farm and Ranch Show (photo courtesy of Drew Sitters).**



**Becky not buying Sergio’s argument at our exhibit booth at the Texas Land Conservation Conference.**

and I are scheduled in April for a site visit. At the event we had conversations with over 25 representatives from land conservation organizations and distributed 32 brochures and information pamphlets.

Our presence at the Texas and Southwestern Cattle Raisers Convention at Fort Worth on March 24–25, 2023 is the fourth year we have attended this event, and this year it hosted over 5,000 attendees. I was assisted at the exhibit booth by Keith Elwell of the North Texas Archeological Society who proved very effective at engaging landowners about the program’s mission and objectives. Doug Boyd provided several copies (some of which were autographed) of his and John Erickson’s new book “Porch Talk”, and having copies of their book as well as their flyers gave us the added advantage to effectively engage the particular audience at this event, simply because almost everyone we asked had read John Erickson’s book series, “Hank the Cowdog”. During the event we engaged 43 landowners and handed out 30 information pamphlets. Two landowners were particularly interested in having us out on their ranches for a field visit to assess the likelihood of archeological sites – one in the Rio Grande Valley and another in Young County. We intend

to follow-up with these landowners to schedule a meeting and hope to invite the local stewards.

On the funding front, we were awarded a \$1,000 grant by the Texas Historical Foundation, and we are honored that this organization decided to invest in our program. We also applied for a Texas Preservation Trust Fund (TPTF) matching fund grant and hope to be invited to submit a full proposal in July with a scheduled award date of October 2023.

Upcoming events include the Texas Wildlife Association Conference in San Antonio scheduled for July 13–16, 2023, and I am looking for a few CTA volunteers to assist with exhibiting. Remember, the program pays travel expenses for those who attend. If you are interested, please contact me at [eschroeder1@austin.rr.com](mailto:eschroeder1@austin.rr.com). In addition, we are planning on scheduling a program planning session in June (date to be determined) to go over the accomplishments of the program and to discuss what it should look like going forward. We want your ideas. So, if you would like to participate contact me or Becky Shelton at [Rebecca.shelton@thc.texas.gov](mailto:Rebecca.shelton@thc.texas.gov).



**Eric listening to a West Texas rancher’s concern on site preservation at the Texas and Southwestern Cattle Raisers Conference.**





**Fall 2022 CTA Meeting Minutes****October 21, 2022****University of Texas-Tyler****College of Business Room 180**

Call to Order - 9:03 am

**Meeting Moderator (Todd Ahlman):** Welcome. We are recording on Zoom. Going to try to move past the COVID-era. Should be a fast meeting since we don't have much to do.

**Approval of Minutes, Spring 2022 Meeting**  
**Scotty Moore:** The minutes cannot be voted on at this meeting since I saved them to my work computer at the last meeting, then changed jobs and had to copy them to a portable drive that was encrypted. The plan is to have them ready to vote on in the Spring 2023 minutes once they are recovered.

**Officer's Reports**

**President (Todd Ahlman):** not much to report at this moment. Hoping to get going with more stuff this Spring.

**Vice President (Polly Clark):** Career social set for tonight. Lots of food and drinks. Food served around 8:00 pm. This will be upstairs. No information about tables right now.

**Past President (Jon Lohse):** I hope that we speak more about professional development, which I believe is on the agenda today. Also, Terracon is hiring!

**Secretary (Scotty Moore):** Membership is up and growing at pre-Covid levels. As of this meeting, we had 245 members. Please encourage junior staff members and students to join.

**Treasurer (Tom Barrett):** Finances have been going down due to actually spending money! Which is good. No real issues to report.

**Newsletter Editor (Tina Nielsen):** Not present, no report.

**Agency Reports**

**THC (Brad Jones):** I'm the State Archaeologist. Good to see you here. Just have a few updates. Some of you may have gotten to know Max Hall. He will be leaving at the end of the month and moving to a different department in THC.

October is Texas Archaeology Month. Shout out to a lot of people here. Making pinch pots and distributing them all over. We started this project last year working with TARL. We struggled to get 500 last year and we got 5,500 out this year. Looking for your support. Shout out to Maggie Moore and Max Hall. They put a lot of effort into it.

New poster based on the 1,554 shipwrecks. This is the 50-year anniversary of the marine archeology program. Salvaging of the wrecks lead to the TAC. We are celebrating the birth of it. Let us know if you want them (will be Spanish language version too). We have QR codes on the poster.

Laney Fisher will be hosting a meeting on Nov 8 regarding eTRAC and Permit portal. I encourage you all to be there. We have really moved to being online. We realize that it doesn't work perfectly. Looking for feedback. Donald Firsching is the one person who works on updating the site. We are working on sequencing updates

Professional Development - another TAC training in the spring. Lots of new practitioners in the field. Open to suggestions

Texas Preservation Fund Grants awarded. Two in curation and 1 in education. Awarded every year for preservation projects, arch. projects, curation projects. Ask staff about funding. Lots of opportunity for education.  
 Point of Contact: Ashley Salie.

**TPWD (Robin Barnes):** Celebrating 100 years of state parks. Hope to have a bunch of CR-related activities. Will be bigger and better.

Incoming new Executive Director. Carter Smith is retiring from TPWD, David Yoskowistz will be taking over.

Hiring: historic preservation specialist open (closing soon) does not require an architecture degree. Standing structures at state parks. Eric Schroeder is stepping down. Looking to hire 2 people at Eric's level.

Lots of projects with increase in Prop 5 money: Palo Pinto Mountain opening in June  
Field school in Cap Rock Canyon  
Bison Jump Site  
New Property at Goliad with Terracon - 3rd massacre site

**TXDOT (Scott Pletka, via Zoom):** TxDOT revamped its website. Same content but new info: Environmental toolkit, PALM maps, cemeteries information is still available. Project information can also be retrieved from the TxDOT website

Contracting updates: Issued 3 contracts for ABS/surveys: AmaTerra, TRC, SWCA. General contracts for testing/data recovery: should finish that review up within the next several weeks. Project specific contract for upcoming data recovery in the first half of next year.

May have 1-2 hires in the next calendar year. Job classifications are changing, which will allow updates to salaries.

Jen Anderson and Brittany Gregory are hosting a panel discussion on work/life balance. TxDOT can definitely offer a work life balance.

**TARL (Jonathan Jarvis):** We are not hiring at the moment. We do have new people: full time head of records (Lauren Bussiere), NAGPRA (Annie Riegert Cummings).

Moratorium on accepting new human remains while we revisit policies and procedures.

Fee structure will be changing sometime soon. Our curation costs will go down. Be on the lookout.

Actively engaging with this community that will take the form of meetings and workshops. We want to make our working relationship better than it has been.

**TARL (Lauren Bussiere):** We are working with THC to revamp the site recording system. Hoping to move it online, so no more email submissions. Please give us your feedback on the content of the TexSite form. Those of you who use it know what you'd like to see changed. To that end, there is a survey I'd like to ask you to take. Cards with QR code with link to the survey. Look forward to working with everyone.

**CAS (Amy Reid):** Still accepting artifacts and records collections. Some new and improved guidelines before Christmas. If there is anything that you'd like to see, let me know. If you are having trouble with prep of curation materials, just let me know.

Having fun rehabilitating TxDOT's legacy collections. This will be an ongoing project, which I discussed in the newsletter.

Not hiring (in Texas).

**CAR (David Yelacic, via Zoom):** Curation costs will rise slightly in Jan 2023. You can find rates on our website. Also on the website we published databases with information about burials at the oldest cemeteries and historic study reports around San Antonio. If you are working around San Antonio, check out our website.

Something we discussed at the Spring Meeting: we are all experiencing a lack of qualified folks. We want to add to our workforce. We are look-



ing to hire.

If some of you have projects that want interns, reach out to me.

## Standing Committee Reports

**Auditing (Marybeth Tomka):** I need two other committee members and a committee chair.

**Budget Committee (Thomas Barrett):** no update.

**CTA Communications/Contractors (Laura Clark):** There will be photos taken throughout the weekend. If you do not want your photo taken, let me know. I thought it would be a good idea to add photos to our website.

Small changes to the calendar on the website. If you have job listings, just let me know. If you want to add other information, just let me know.

**Curation (Marybeth Tomka):** Sounds like a lot of repositories are revamping. Maybe the committee needs to get together and talk about it. Sounds like we need another committee meeting.

**Government Affairs (Nesta):** Federal level: proposed changes to NAGPRA will be published in the Register. \$36 million for THPOs. Currently pushing to get the number to \$190 million.

**African American Cemetery support:** hearings have been bi-partisan and overwhelmingly positive.

**Save our Sequoias Act:** emergency component that would short circuit Section 106 and NEPA. This could have ramifications throughout the discipline.

**US DOT proposing changing DBE programs.** No state updates.

**Membership (Katie Canavan):** Student Research Grants \$1200. Awards went to:

Bonnie Etter, Ph.D. Candidate at SMU: study of Perdiz points and Toyah paradox. Will research disconnect between historical data and archeological data. Will create a mathematical model for Perdiz points and then analyze changes over time and space. Pilot study was successful.

Jerod Roberts, M.A. student at TSU: Focusing on Red Linear Style rock art with the Shumla Archaeological Research and Education Center. Wants to see how the rock art fits into the lifeways.

I have been membership chair, I am ready to step down.

**Multicultural Relations (Mary Jo Galindo):** no report.

**Nominating (Bill Martin stepped down):** Todd: Any volunteers? I will appoint someone. This is one of the most important communities.

**Public Education (Todd Ahlman):** E Mott Davis Award. We may need a full-frontal assault to identify them.

Jon Lohse: must the project be a data recovery/mitigation?

TA: it can be any project involving archaeology

**Standards and Guidelines (Robin Barnes):** I have Jodi's notes. I don't think she realized that she could present online.

Draft for the monitoring standards is ready for review by the committee at large.

Draft for cemetery best practices under review.

Majority of work has been on reporting guidelines. Has been reviewed by the ad hoc committee and the overall committee and then a small group of reviewers. Since then we have been

responding to those comments. We wanted to present them at this meeting, but not ready. Slow process, we will go over it one more time, then post it next week. It will then be up for a vote in the Spring.

## Ad Hoc Committee Reports

**TPLHPP (Eric Schroeder):** Added information to the newsletter.

4 events: Texas Land Conservation Association, Texas SW Cattle Raisers Assoc (Ft. Worth), next month Amarillo Farm and Ranch Show, Texas Wildlife Association Meeting. In total, over the past 2 years, we've been to events hosting some 14,000 people. 670 brochures handed out with best management practices. Best practice: when you have oil / hunting leases, put "no arrow-head collecting" in there.

Program is going well. I want to relieve the financial burden on CTA. Landowners have asked us to come visit. Site stewards have been helping (Becky Shelton). Rock Art being recorded. Looking for help doing exhibits. Leslie Bush has helped us. If you are interested in doing grant writing, looking for volunteers.

**Lost Cemeteries Taskforce (Andi Burden):** (Report submitted directly to TAS Secretary) The Lost Cemeteries Task Force has met twice since the Spring CTA Meeting. These meetings focused largely on enhancing cemetery data available to Atlas users, particularly the behind-the-scenes QC process related to cemetery location and attribute data. Through these meetings, the Task Force has been given the opportunity to view the breadth and depth of volunteer activities by County Historical Commissions (CHCs) throughout the state coordinated through the considerable efforts of Jennifer McWilliams of the Texas Historical Commission. I asked Jenny for permission to highlight these efforts as I believe such information may be of interest to Council membership. She said yes, so here goes.

Jenny works with over 40 CHCs engaging in their own QC or corrections of Atlas cemetery geo-data. This QC process is conducted by reviewing county-level cemetery inventories from the Atlas database, adding or increasing the accuracy of cemetery locations, adding information for cemetery age, number of known or suspected interments, and condition, to in some cases, cultural and ethnic data. Due to Jenny's efforts, 30 of these county cemetery inventories are in the initial stages of corrections; five county-wide inventories are mid-way through corrections; and six county inventories have completed their corrections-process. The Task Force works with Jenny to contribute to these numbers, but it is important to appreciate the scale of these efforts statewide. Many thanks to Task Force members for their time and efforts on behalf of lost cemeteries and I look forward to our progress in 2023.

## Old Business

### CTA's Investment in Diversity, Equity, and Inclusion

Todd Ahlman: lots of people with B.S. degrees without a field school that are looking for experience. People can get field experience in different ways.

We will get the scholarships going.

Eric: 2 years ago we agreed to do an investment strategy. Looking back it seems like good idea that we didn't. But now is the time to invest. What is holding us up on this?

Todd Ahlman: we talked about it this summer. Will get it set up soon.

Marybeth Tomka: before we go to investing, we should invest in ourselves. I'm not against Eric's idea, but we need to invest in ourselves. We should spend money training people that didn't get fields schools. We should spend money on student training.

## New Business

**Workforce issues in Texas and beyond** (Todd Ahlman). Need to keep this in mind.

Todd: Ad hoc committee on training and continuing educations. Good idea to have a committee rather than leaving to the EC.

Jon Lohse: when we had those programs semi-consistently, most of the ideas came from the membership. Getting that re-energized is the best way forward.

Todd: I will reach out to folks.  
This would be a good liaison with the TAS's mentorship process.

Todd: THC training will likely be before the Spring Meeting, but we need some training to keep people involved.

Other ideas: GIS / mapping training

Todd Ahlman: Set Spring Meeting Date, try to get it around the SAA meeting (March 29-April 2).  
April 14th: Unanimous agreement  
Will set something up in Austin

**Texas Beyond History (Steve Black & Emily McCuiston)**

SB: Is there anyone in the crowd who has not used TBH. No? I'm speaking to the choir. Tithing is important! We need to support a magnificent website. We want sustaining partners. We have five partners: CTA (\$5,000), ARC, Goshawk, Aca-cia, and Terracon. I am looking forward to signing up more of your firms.

Important announcement: we have been awarded TPGF \$20,000 from TARL and we need to raise matching funds for the K-12 Initiative.

Emily: we are revamping kids and teachers content.

Brad Jones: by far they had the best application of the 40 we got. Linda Miller, advisor for the agency, highlighted the significance of the website and importance to update the infrastructure to keep getting information out. They really are doing a great job.

Highlight some of our new sponsored projects: Working with IES to create a new exhibit on the upper Trinity Valley; will be geoarch focused. This will come online in 2023

Pape-Dawson on the Smith - Curbelo House in San Antonio. Will develop a gallery piece. Galleries are where we highlight artifacts. Lesson plans about Canary Islanders will also be included.

Steve Black: we want people to bring us their projects. If you have ideas, please approach Emily and I. We like projects of all sizes.

Emily: Started working on a special exhibit on the prehistory of salt, which has not been covered much. Working with Nancy Kenmotsu. Currently doing research on salt use in Guadalupe Mountains NP.

Steve Black: how many of you are familiar with the Understanding Radiocarbon dating exhibit. I encourage all employees to look at using that tool.

Emily: Inviting everyone to join us at the CTA social. Sign-up! Please take a survey and give us money.

Eric: I'd like to challenge people to donate individually. I'll match people to \$1000.

Katherine Turner: I'll do that!

Motion to adjourn: Brad Jones  
Second: Missi Green  
Meeting Adjourned at 10:08 am



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# **COUNCIL OF TEXAS ARCHEOLOGISTS**

## **GUIDELINES AND STANDARDS FOR REPORTS**

**Prepared by the Report Guidelines Committee**

**February 2023**

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Andrea Burden (Blanton & Associates, Inc.)

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## **ABBREVIATIONS**

- ACT – Antiquities Code of Texas
- APE – Area of Potential Effects (federal projects)
- AWOIS – Automated Wreck and Obstruction Information System
- BHT – Backhoe trench
- CTA – Council of Texas Archeologists
- ENC – Electronic Navigation Charts
- GLO – Texas General Land Office
- HPALM – Hybrid Potential Archeological Liability Maps
- NHPA – National Historic Preservation Act
- NOAA – National Oceanic and Atmospheric Administration
- NRHP – National Register of Historic Places
- PA – Project Area (state projects)
- PALM – Potential Archeological Liability Maps
- PI – Principal Investigator
- RMC – Resource Management Code
- ROW – Right-of-way
- SAL – State Antiquities Landmark
- ST – Shovel test
- TAC – Texas Administrative Code
- TARL – Texas Archeological Research Laboratory tribal
- THC – Texas Historical Commission
- THPO – Tribal Historic Preservation Office
- TxDOT – Texas Department of Transportation
- UW – Underwater

# **I. INTRODUCTION**

## **A. PURPOSE & SCOPE**

The purpose of the Council of Texas Archeologists (CTA) archeological reporting standards and guidelines document is to assist professional archeologists, historians, architectural historians, and agency administrators in ensuring compliance with Section 106 of the National Historic Preservation Act (NHPA) of 1966, as amended, and the Antiquities Code of Texas (ACT). This document is intended to be used in conjunction with the other current professional guidelines and standards established by the CTA. We recommend also consulting the Texas Historical Commission (THC) and CTA websites for additional resources and helpful links.

This document includes noted revisions to terrestrial and underwater report classifications and style, provides updates to review and compliance procedures, and provides helpful strategies for report organization and recommended content.

The THC reviews reports in consultation with this document as stipulated in the supporting rules of the ACT, the Texas Administrative Code (TAC), Title 13, Part 2, Chapter 26, Rule §26.16 (hereafter referred to as 13 TAC §26.16) and 13 TAC §28.9. Omissions or deviations from the standards and guidelines herein (or other specifications under 13 TAC §26.16) may result in rejection of submitted reports, requests for supporting documentation, requests for additional field or laboratory investigations, or background/archival research. In some cases, however, contractual requirements, management, or research needs may justify a report structure that deviates from these guidelines. In these cases, contractors should consult with THC or the reviewing agency for approval to deviate from these guidelines.

Several matters in reporting involve essential ethical considerations. First, the obligation to report and disseminate the results of a project as thoroughly as possible in consideration of project schedules, budgets, and confidentiality constraints. In some cases, however, legal requirements or management or research needs may justify a report structure that deviates from these guidelines. Alternate report format and content, when agreed to by the archeologist, the regulatory agency involved, and the sponsor, is then warranted.

Second, plagiarism, falsification, or misrepresentation of data cannot be condoned. Copyright laws should be obeyed. Observance of the rules of good scholarship and professional courtesy will help to ensure that copyright laws are not violated. Additionally, authorship credit should be given to all contributing writers of the report. Thirdly, professional archeologists performing investigations should abide by the CTA and Register of Professional Archaeologists governing ethics and their professional guidelines regardless of membership status.

## **B. FORMATTING & STYLE GUIDELINES**

Use consistent formatting following a widely recognized scientific technical writing style guide (e.g., Society for American Archaeology, Society for Historical Archaeology [SAA], the Chicago Manual of Style). The purpose of this section is to provide best practices for consistency and legibility.

- Captions: Figure and table captions should include the Figure/Table number and contain a complete and unique description of the Figure/Table. If the information presented relates to a site, the trinomial should always be included. Captions for scenery photos should also include

information such as area of the Project Area/Area of Potential Effect (PA/APE) and direction facing. Artifact photo captions should indicate the side shown, provenience information, and catalog number (if applicable);

- Figures: Figures should be appropriately sized and their message easily discernible to the intended audience(s) of the report. They should be clearly captioned following the guidelines described above;
- Fonts: Text, figures, and tables should all use font styles that are clearly legible. Use caution when employing serif fonts in figures and tables. Font sizes should always be at a readable size without the aid of magnification (i.e., 9-pt font or larger);
- Tables: A well-organized table will permit readers to understand the meaning of the data presented with ease. It should be clearly captioned following the guidelines described above. Column headings should be concise and descriptive, allowing readers to understand the components of the table quickly. Data should be separated horizontally using new rows rather than entering multiple lines within a single row. If a table extends onto multiple pages, column headings should be repeated on each page;
- Radiometric dates should follow the SAA style guide; and
- Metric units should always be provided in the text, maps, and figures if measurements are presented, with exception for the area of the survey which should be reported in acres. For historic site investigations/descriptions and sometimes artifact analysis, it may be appropriate to present measurements in standard English units with metric units presented in parentheses.

## **C. GRAPHIC ELEMENTS**

### **1) Photographs**

- At a minimum, photographs presented should include:
  - Photographs of the PA/APE to contextualize the setting, topography, disturbances, etc.
  - Profile photos of backhoe trenches (BHTs), units, a representative sample of shovel tests (ST)s, etc., to demonstrate the typical profiles encountered in the PA/APE or at sites identified within the PA/APE;
  - Site photos for both newly documented and revisited archeological sites;
  - Photos of diagnostic and nondiagnostic artifacts, features, structures, site overviews, etc., should meet the minimum requirements in the CTA Intensive Terrestrial Survey Guidelines (2020).

### **2) Tables**

- At minimum, tables presented should include:
  - Results of investigations, such as auger test BHT/ST/unit logs; and
  - Artifact inventories (at minimum) should include quantity, basic typology, provenience, and chronology (when possible) of materials observed.
  - It is also often beneficial to summarize results of background research, such as previous investigations, previously documented archeological sites, and other relevant background data, though these tables are not always required.

### **3) Charts and graphs**



These elements are not necessary for all report types but should be used for graphic representation of data when appropriate (i.e., testing and data recovery reports).

#### 4) Maps

- At a minimum, all reports should contain the following maps.

Project vicinity map – indicating the location of the project at an appropriate scale (such as city or county level). An inset of the PA/APE location within Texas is helpful but not required;

- PA/APE map(s) on a topographic basemap; preferably a 7.5-Minute map;
  - Results map(s) on topographic, and/or aerial basemap;
  - Site sketch map of each site. Sketch map elements/symbols/fill/shading/etc., should be easy to differentiate in both color and black-and-white versions of the map; and
  - Relevant historical topographic and/or aerial maps with the PA/APE and/or documented site(s).
- Map Design Requirements:
    - North arrow;
    - Scale with metric units in increments relevant to the data being presented (i.e., 10-m increments instead of 7.45-m increments). Secondary scale with English units is optional and should be at equitable relative scale;
    - Legend of all symbols used in the map;
    - Consistent symbology should be used across maps within a report;
    - Map legends should only include symbols visible within the extent of the displayed map frame; and
    - In keeping with current CTA Intensive Terrestrial Survey Guidelines (2020), a map illustrating locations of relevant site/PA/APE photography used in the main body of the report is to be included in the report, this can occur in the site map or as a separate figure. Locations of additional photos not presented in the report need to be captured in the photolog or an addendum figure if not included in the main body of the report.
  - Map Design Best Practices –
    - Some projects may require additional maps to clearly depict the PA/APE and work completed;
    - To clearly depict the entire PA/APE at a legible scale, larger or long linear PA/APEs may require the PA/APE to be broken up over a series of multiple maps (a map book or map series), these connecting maps should contain an index to indicate how multiple maps paste together;
    - Carefully consider the appropriate basemap to use. Although aerial photograph basemaps often provide valuable information and are recommended as supplemental information, consider that for some maps, such as site sketches, a basemap may detract from the intended purpose of the map and no basemap may be more appropriate to display the data.
    - Maps should conform to standard cartographic conventions. For this and other best practices, see Brewer, Cynthia A. 2016. *Designing Better Maps: A Guide for GIS Users*. 2<sup>nd</sup> ed. Esri Press, Redlands, California;

## D. ELIGIBILITY AND EFFECT EVALUATION NOMENCLATURE

- Federal nomenclature: A historic property is a prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion on, the National Register of Historic Places (NRHP), including artifacts, records, and material remains related to such a property or resource. For projects conducted under Section 106 of NHPA, all archeological sites and historic-age buildings and/or structures in the APE should be evaluated for eligibility for nomination to the NRHP;
- State nomenclature: Archeological sites, buildings, structures, shipwrecks, and objects of historical, architectural, and archeological value may be designated as State Antiquities Landmarks (SALs) and eligible for official designation and protection under the ACT. Archeological sites and historic-age structures recorded for compliance with the ACT should be evaluated for BOTH NRHP eligibility and for designation as an SAL (13 TAC §26.16(a)(1)(C));
- Eligibility Status Categories: Eligibility status is recommended by the Principal Investigator (PI), but final determination of eligibility is made by the appropriate regulating agency/agencies;
  - *Eligible*: The resource is eligible for listing on the NRHP under one or more of the four criteria as defined in Section 106 of the NHPA, and/or eligible for designation as an SAL under one or more of the five criteria as defined in the TAC.
  - *Ineligible*: The resource is not eligible for listing on the NRHP under any of the four criteria defined in Section 106 of the NHPA, and/or as an SAL under any of the five criteria as defined in the TAC.
  - *Ineligible within ROW/PA/APE*: The portion of the resource situated within a project Right-of-Way (ROW)/PA/APE is not a contributing element to the broader eligibility of the resource as a whole. This category is only appropriate for resources that are not fully physically investigated/delineated due to being partially situated outside a project ROW/PA/APE or outside of lands that are accessible to the surveyor.
  - *Undetermined*: There is insufficient information to determine whether the resource is eligible or ineligible. The information deficiency should be explained, and recommendations made as to how to collect the needed data to make an eligibility determination.
- Effects Status Categories: Effects recommendations should be suggested by the Principal Investigator (PI) and final determination made by the appropriate regulating agency/agencies;
  - No historic properties affected: If no historic properties are present within the PA/APE, or there are historic properties present but the project will have no effect on them, the PI should recommend a finding of *No historic properties affected*. This language should also be used for projects conducted under the ACT;
  - Adverse Effect: when an undertaking may alter, directly or indirectly, any of the characteristics of a historic property that qualify the property for inclusion in the NRHP; and;
  - No adverse effect: should be recommended for sites that are eligible for listing on the NRHP or designation as an SAL but the project, or undertaking, will not directly or indirectly alter the characteristics of the site that qualify it for inclusion as a Historic Property.

## II. REPORT SECTIONS

Reports are made up of three basic components: Front Matter, Body, and Back Matter. Some Front Matter content for archeological reports in Texas is directed by 13 TAC §26.16, while other content derives from an expectation to have basic, yet critical, information presented in a consistent way.

The Front Matter is extremely important in conveying to the reader the project purpose, location, funding sources, regulatory nexus, who conducted the work, when it was accomplished, how and why the investigation was completed, what was discovered/determined, and what was recommended for the project. This is also where the reader can find the layout of the report content including the tables, figures, and appendices.

The Body comprises the bulk of report content. It should include at a minimum an introduction, environmental and cultural background information as well as additional relevant pre-field research, the research design and methodologies for the full investigation, the results of investigations, analysis and discussion for testing and data recovery investigations, and a summary and recommendations.

The Back Matter consists of the supporting information presented in the text such as references cited, appendices, and a glossary, the latter usually reserved for more complex reports requiring definitions for the reader. The Back Matter represents the area to place the supporting information and documentation of what was presented in the Body of the document. Without the materials presented in the Front and Back Matter sections, a report is incomplete. These sections prepare the reader for what will be presented in the Body as well as provide guidance to the source materials and supporting data of the Body.

In short, a well-prepared report streamlines the review process and is a record for curatorial purposes. Although the bulk of the sections that follow pertain to terrestrial archeological reports, additional content for reports produced for underwater investigations is addressed in Section D.

### A. FRONT MATTER

The Front Matter introduces the report and should consist of the following elements, some of which are required by the rules presented in the TAC. A Title Page, Abstract, and Table of Contents are always required. A Management Summary is commonly used by federal (and non-federal) agencies who are looking for a concise summation of the project and the nature of the resources documented for management purposes. Coordination with the lead agency is recommended regarding their particular Management Summary guidance. Similarly, a List of Acronyms is not always necessary in a report and will depend upon the complexity of the report and usage of specialized terms. The Front Matter elements are presented below.

#### 1) Title Page

- Project Name;
- County or Counties;
- Principal Investigator and Investigative Firm;
- Date of Publication (Month/Year);
- Texas Antiquities Permit Number;
- Lead federal agency project or permit number, if applicable;
- Report Author(s) (if prohibited by formatting, please include in text; authors shall include those subconsultants who also wrote portions of the report);

- Indicate Draft or Final;
- Some state agencies may require additional graphics and/or details and should be consulted prior to report submission.

## **2) Abstract**

- Project sponsor, contracting party, and investigative firm;
- Regulatory trigger(s) & Texas Antiquities Permit number (if applicable);
- Nature of investigation (survey, etc.);
- Project location;
- Project size: Should always be presented in three dimensions to indicate both areal size and depth below surface. Total acreage of PA/APE must always be included, length and width should be included for linear projects, and acreage actually investigated for survey efforts that did not cover the entire project area;
- Principal Investigator and field supervisor;
- Project field date range (start and finish) – please use specific days and not just month/year;
- Quantification of field efforts (e.g., number of auger tests/BHTs/STs/units/, person-days in the field, etc.);
- Description of findings: All recorded and/or revisited sites, historical above-ground resources, and observed disturbance(s). All sites, new or revisited, should include trinomials and descriptions of the work performed and the context of the resources;
- Recommendations should be made for each documented/revisited site and/or resource including: NRHP eligibility and SAL designation (as applicable with reference to applicable criteria), protection/avoidance/minimization, additional work (testing or data recovery), discussion of project effect on historic resources; and
- Discussion of artifact collection policy and curation.

## **3) Management Summary (if applicable)**

- Project sponsor;
- Project location and size of PA/APE;
- Quantify which portion of the PA/APE was investigated (e.g., number of acres in PA/APE vs number of acres surveyed, depth of investigations vs. total projected impacts);
- Purpose of the sponsor in funding the investigation;
- Investigating firm or institution;
- Personnel employed in the investigation and their respective roles;
- Texas Antiquities Permit number and/or other applicable permit numbers, if applicable;
- Quantification of level of effort (i.e., number of auger tests/BHTs/STs/units etc. );
- Project field dates (start and finish) – please use specific days and not just month/year;
- Indicate resources recorded/revisited and the nature of those identified resources;
- Indicate NRHP or SAL eligibility recommendations for identified resources, if warranted; and
- Recommendations for further investigation, if any.

## **4) Acknowledgements (if applicable)**

## **5) Table of Contents**

## **6) List of Tables**



## 7) List of Figures

## 8) List of Appendices

## 9) List of Acronyms/Abbreviations (if applicable)

# B. REPORT BODY

## 1) Introduction

The abstract or management summary and introduction will contain similar elements to a certain extent, in that much of the information presented in the former should also appear in the latter. However, the introduction should be directed to a different audience. The introduction should address not only the sponsor and relevant agencies, but a more general readership, including other researchers. Its function is not to abstract information of a specialized nature, but to provide a more generalized orientation to and summary of the purpose and content of the report.

The following information should be included in the introduction:

### *Summary of the archeological investigation(s):*

- A brief summary statement describing the type of investigation, for example: reconnaissance survey, intensive survey (with shovel testing and/or deep prospection), eligibility testing, data recovery, etc.;
- Fieldwork date range and project length – specify the dates between which each phase of the project occurred;
- Quantification of field efforts (e.g., number of auger tests/BHTs/STs/units); and
- Identity of fieldwork, analysis, and report staff and other personnel directly responsible for the data collection, analysis, and report preparation.

### *The nature of the proposed construction work which, throughout the introduction, will include several components:*

- Summarize the proposed work, e.g., natural gas pipeline, lignite coal mine, roadway construction, oyster reef, beach nourishment project, etc.;
- Description of the proposed project, including its location and boundaries (PA/APE). Vertical depths of the PA/APE or proposed ground disturbing impacts, or estimates thereof, should also be included. Include acreage for the total PA/APE and the acreage surveyed;
- Definition of the proposed PA/APE for archeological resources and, if appropriate, non-archeological historical resources (i.e., direct vs. indirect vs. visual, as appropriate) and projected impacts of the proposed activities including the horizontal and vertical impacts of the sponsor's proposed activity on the study area. This description needs to include staging areas, utilities, vessel anchorage areas, etc.; and
- Map of project location with the PA/APE clearly marked.

### *Identities of proposed project partners including:*

- Lead public agency or entity (federal and/or state), triggering compliance with federal or state laws;
- Project sponsor (who is paying for the construction project);

- Contracting party(ies);
- Investigating cultural resource management firm; and
- Landowner (i.e., whether the property is under private ownership, or the name of the federal, state, or political subdivision).
- Other public funding sources and/or public stakeholders

*Regulatory framework (when applicable):*

- Federal/state/dual jurisdiction – list lead federal, state and any applicable municipal reviewing agencies, e.g., compliance with the ACT and associated regulations (13 TAC 26, 28), or Section 106 of the NHPA and associated regulations (36 CFR 800), specifying the trigger for each statute, e.g., federal funding, federal permit, federal or state land ownership or control;
- The purpose of the sponsor in initiating the investigation, i.e., to identify any archeological resources within the PA/APE, evaluate the eligibility of those resources for inclusion in the NRHP and designation as a SAL, and make recommendations for management of such resources by avoidance, preservation, or further investigation; and
- Indicate which specific federal and/or state practices or standards guided the fieldwork and reporting. If the project diverged from these recognized practices or standards, the report should identify by date the coordination letters with reviewing agencies where this methodology was approved.

*Curation:*

- The repository of the records and artifacts deriving from the project, i.e., where the collection will be curated. When applicable, this should also briefly discuss discard requests or other curation specific correspondence relevant to the project. Relevant documents and/or correspondences should be included as an appendix to the report.

*Report Organization:*

- Summary of the organization and content of the succeeding sections of the report.

## **2) Environmental Background**

The purpose of the Environmental Background chapter or section is to contextualize the PA/APE regarding its natural setting, both past and present. This chapter should provide a summary of regional and locally specific data citing collectively recent sources (i.e., all references should not be 50+ years old). The information presented in the environmental background should directly relate to anthropogenic use of the PA/APE, both past and present. Discuss paleoenvironmental data (where available) and how these conditions may have affected potential site types and distributions within the PA/APE, natural resources available to site inhabitants, site formation processes, and site preservation. Describe present environmental conditions, how they differ from past conditions, and if the present environment affected the selection of field methods and preservation of cultural deposits. An effective Environmental Background should be included in reports, regardless of positive or negative archeological findings, however the level of detail and depth of research should be appropriate to the project. To this end, Environmental Background sections should include the following, though it is recognized some information may not be available or applicable to every project:

- Topography- elevations across the PA/APE and specific landforms found in or near the PA/APE. Topography should be discussed in terms of how it may have affected settlement patterns or other human behaviors;

- Hydrology- natural or artificial streams or bodies of water found within or near the PA/APE, how they affected settlement patterns, and how they have changed over time;
- Soils/Geology- mapped soil units throughout the PA/APE and their potential to contain or effect buried cultural deposits. Underlying geology of a PA/APE may be relevant as it affects overlying soil types or lithic resource outcrops;
- Climate data as it relates to current conditions as relevant to site preservation, implemented survey methods, land use, etc. Paleoenvironmental data, when applicable, should be discussed here.
- Flora and Fauna- plants and animals that would have been available to past inhabitants of a PA/APE. Note if this has changed significantly over time; and
- Land use history- known previous uses of land within the PA/APE and how this relates to the likelihood of finding specific site types or intact cultural deposits.

### 3) Cultural Background

The Cultural Background comprises a summary of a region's cultural history with an emphasis on precontact and historical settlement and activity in the specific PA/APE. An effective Cultural Background chapter or section should be included in reports, regardless of positive or negative results and will accomplish several objectives relative to the level of investigation:

- Contextualizes the reported archeological work with a cohesive narrative that employs the material and written records as well as oral traditions where available;
- Presents contextual evidence towards potential identification of discovered sites and unanticipated discoveries;
- Provides the context by which to evaluate cultural resources for eligibility for listing on the NRHP and/or as an SAL;
- Establishes the PI is sufficiently knowledgeable about regional and local culture history; and
- Facilitates education of the client on the importance of cultural history.

The Cultural Background should incorporate reputable sources that are collectively up-to-date and relevant to the information presented (i.e., the majority of sources should not be 50+ years old). It should be tailored towards documented broad periods of occupation within and around the PA/APE. The Cultural Background should touch on each major archeological period and subperiod of history (e.g., Precontact, Historical) but may be tailored to emphasize those periods or subperiods that are relevant to the PA/APE. It is important to include all major periods of history in case of unexpected discoveries, however, site-specific reports need only include contextual historical backgrounds relevant to that associated time period, unless other material culture is discovered that warrants a broader discussion. The length of the historical content should be commensurate with the scale, complexity, and results of the project.

It is important to employ only reputable sources of information for the Cultural Background. Reputable sources are produced by individuals or organizations knowledgeable in the subject at hand and that have undergone peer-review.

Appropriate sources of information for the Cultural Background include:

- Pertinent gray literature – survey, testing, and data recovery reports, site forms, etc.;
- Published regional archeological syntheses / regional histories – academic press publications, agency or tribal publications, peer-reviewed journals, etc.;
- Legitimate tribal histories – those produced by a tribe, agency, or other reputable source; and
- Primary sources – newspapers, deeds, photographs, etc.

- Sources on ethnohistorical and historic contact or descendent communities.

#### **4) Pre-Field Research**

An important step in any successful cultural resource investigation is a review of relevant databases, maps, and other sources to:

- Determine the presence/absence of any previously documented cultural resources or significant remote-sensing targets within and immediately adjacent to the PA/APE;
- Determine whether any part of the PA/APE has been previously assessed for cultural resources in accordance with current standards;
- Determine if the physiography and hydrology of the PA/APE is indicative of areas that are typical of prior human habitation or utilization;
- Determine if past land-use has degraded the potential for the PA/APE to contain buried, stratified, and intact cultural deposits;
- Allow for predictions regarding site types and distributions within a PA/APE; and
- Determine the overall probability/potential for the PA/APE to contain undocumented cultural resources based on the criteria above.

The research should be conducted as early as possible in the project planning process to allow for the early identification of any potentially significant cultural resources within the PA/APE and to allow for maximum flexibility in the project design if avoidance of any cultural resources may be necessary.

#### *What to Include*

In order to provide the reader a clear and concise picture of the background of a PA/APE, the Pre-Field Research chapter or section of a report should:

- Utilize a 1.0-km (0.6-mile) review radius/perimeter around a PA/APE to identify any documented cultural resources or prior investigations within or immediately adjacent to the PA/APE. A greater or lesser distance may be used as appropriate on a project-by-project basis;
- Include a review of relevant databases and historical maps as well as other forms of information that were utilized (such as landowner/informant interviews, consultation with Native American tribes, etc.);
- Provide the results of the research in a clear and concise summary format which may be supplemented by a table, if relevant. The summary should include the name and/or trinomial of the noted cultural resources, a brief description of each including depth of cultural deposition if known, the determined or recommended NRHP/SAL eligibility status of each, the distance/direction of each resource from the PA/APE, and whether the project has a potential to directly affect each resource;
- Provide a map of any documented cultural resources and previous investigations within the review radius/perimeter. Maps, photos, and/or tables that illustrate or provide site locational data should state in the caption that site location information is not for public release or display;
- Discuss the results of any previous cultural resources investigations within the PA/APE and whether they were conducted in accordance with current standards; to the extent and depths appropriate for the current project impacts; and
- Present an opinion regarding the assessed potential for undocumented cultural resources within the PA/APE.

#### *Database Review*



The Database Review is necessary to determine the location of any documented cultural resources as well as any prior cultural resources investigations within a PA/APE. Recommended sources include but are not limited to:

- Electronic sources of maps and site forms (e.g., THC's Archeological and Historic Sites Atlases, National Park Service's NRHP website, Texas Freedom Colonies Atlas); see the CTA website for specific examples compiled as a supplement to the report guidelines; and
- In-person visits to the site files and site location maps contained at the Texas Archeological Research Laboratory (TARL) and the THC.

Please note that, rather than individually plotting all site locations for large projects, digital geospatial files of site locations for large PA/APEs such as extensive, cross-country pipelines or large seismic surveys can be requested directly from TARL for a fee.

### *Historical Map and Aerial Photograph Review*

It is often the case that cultural resources investigations focus on the pre-contact human history of an area and neglect to account for more recent historic-era occupations or utilization. It is for this reason, that the background research conducted for a PA/APE should include a review of historical maps, imagery, and databases to determine the potential locations of any historical resources (50+ years old) such as buildings, bridges, dams, etc., as well as larger complexes such as plantations, farmsteads, abandoned town sites, prisons, etc. For underwater archeological reports and reports with PA/APEs near a body of water, this includes historical charts/maps that illustrate and compare modern and historical marine/riverine delineations of the PA/APE. See the CTA website.

### *Informant Interviews*

Aside from the database and maps reviews, one of the best sources for the types/locations of cultural resources within a PA/APE often comes from the people who previously or currently occupy the property, have traversed its acreage over the years, and are familiar with its resources. Include current/past landowners, occupants/tenants, and Native American tribes with direct ties to the area. While such sources are often hard to identify or are no longer living, efforts to interview any available sources should be made in order to document their insight into the PA/APE as well as to record any site data or artifacts they may have accumulated during their occupation. Use of informant interviews should be conducted in accordance with the complexity of the project.

### *Probability Assessment*

Finally, the result of the database reviews, map reviews, and informant interviews should lead to the development of an assessment of the probability of the PA/APE to contain undocumented cultural resources. This assessment should lead to a summary that justifies the Methods employed (section 5 below). The probability assessment should be based on:

- The results of the environmental and cultural background sections or chapters;
- The locations/settings/landforms of any previously recorded cultural resources within and immediately adjacent to the PA/APE;
- The locations of any structures, features, or land modifications noted during the historic map review;
- The results (positive or negative) of any prior cultural resources investigations conducted within the boundaries of the PA/APE;

- Potential Archeological Liability Maps (PALMs) and Hybrid Potential Archeological Liability Maps (HPALMs) maintained by the Texas Department of Transportation (TxDOT) for prehistoric archeological site potential;
- Recognition that unknown or abandoned cemeteries may be present in the PA/APE (refer to CTA Intensive Terrestrial Survey Guidelines [2020]);
- The soils/geomorphology within the PA/APE; and
- Prior land use and other disturbances that may have reduced the potential for identifiable and/or significant archeological deposits within the PA/APE.

## 5) Research Design & Methods

The Research Design and Methods sections are critical for understanding why and how a project was conducted. While discussed separately below, the nature and scope of a project will determine whether this will be a single comprehensive section or distinct sections. For example, these sections can typically be combined for a survey. However, for testing and data recovery projects, where specific research questions are presented and multiple methods may be employed, it is often more appropriate to present these as separate chapters.

### *Research Design*

Per 13 TAC §26.13(d), the intent of a research design is to ensure the success of scientific objectives, resource management decision-making, and project management. The research design and scope of work should be developed in consultation with the appropriate agencies. It is important for researchers to consider the nature of the resource(s), incorporate existing bodies of data and successful approaches to similar sites, and tie the research to state-wide/regional preservation plans. 13 TAC §26.13 specifies required elements of all research designs submitted for projects subject to the ACT.

The size and scope of a project will determine the complexity of the research design. An Intensive survey research design may simply state the objectives of the survey, how new sites will be assessed, and if any previous resources will be revisited. However, testing and data recovery/mitigation projects should also present specific research questions grounded in theoretical frameworks and research perspectives. Regardless of the scale of a project, a research design should minimally include:

- A statement of objectives and how these objectives will be achieved (i.e., methodology for carrying out the work);
- The basis of evaluation of significance/eligibility for NRHP and/or SAL;
- Research perspectives/research questions (if applicable); and
- Modifications to original/approved research design (if applicable).

### *Methods*

The methods section should clearly convey how the project was conducted throughout all phases, from pre-field research to reporting and curation. Survey standards change over time and simply citing the CTA Intensive Terrestrial Survey Guidelines without specifying the version and describing the methods in detail is insufficient. It is critical that the methods used be clearly defined, and the rationale for how they will achieve the stated aims of the research design be directly addressed. Please note that investigative results should not be discussed in the Methods section. Methodology should be presented in a logical manner, following the progression of a project from background and pre-field research methods to the analysis and curation methods.

- **Background and pre-field research** methods should identify the sources consulted. When citing the Texas Archeological Sites Atlas for background research, it is important to note that site forms

are individually authored, and sites frequently contain multiple site forms from different investigations; the specific document(s) that was consulted should be cited. Please specify the quad/years of aerials and topographic maps consulted. This information should also be provided for any on-site archival research conducted for historic-age resources. Archival research sources should provide enough information for the reader to re-locate the documents and include, at a minimum, the archive/document location, date, and type of document. For cemetery investigations, a summary of the history of the cemetery and how the cemetery or graves were identified should be included in this section of the report of investigations.

- **Field methods** should describe in detail the following: sampling strategies employed; transect intervals; types of investigative units employed (i.e., auger tests, BHTs, STs, units); vertical and horizontal dimensions of investigative units spacing and anticipated/estimated number of investigative units; types and measurements of levels used (e.g., 10-cm arbitrary levels or natural levels); screening equipment and techniques; site definition used and site delineation methods employed; artifact collection policy, including details on field documentation and analysis for artifacts on non-collect or partial collect surveys; collection methods and strategies of any samples for special analyses; and documentation methods, including note-taking, photography, geospatial data standards, and submission of site recording and site revisit forms. If limitations were encountered in the field that necessitated any deviation from the intended methods, these should be generalized in the methods, and then fully described and justified in the Results section.
- **Laboratory processing** methods for artifacts and special samples should detail any steps taken that could alter the physical or chemical properties of an artifact, such as cleaning techniques for different artifact types, drying/storage conditions, chemical treatments, labeling solutions applied, and any conservation measures taken.
- **Analysis methods** should include discussion of classification schemas and relevant theoretical frameworks, diagnostic criteria, specialized equipment used, and identification of personnel conducting analyses. The experience of the analysis personnel should be appropriate to the project goals and specifications in the research design. Consultants with special expertise should be identified. For testing and data recovery projects in which geoarcheology and/or other special analyses are conducted and presented as separate chapters, it may be more appropriate for these methods to be only summarized in the Methods section, as long as they are detailed within the analysis chapter.
- The Methods section should also address **artifact and records curation**. This will include a brief statement regarding the ownership of artifacts and documents (State, Federal, or Private project), the curation repository used, whether items were curated or if there was a no-collect policy, and any artifact disposal policies. If nothing was curated, because artifacts were returned to the landowner, re-deposited at the site, or otherwise disposed of, this should be explicitly stated. Records generated through artifact disposal requests (i.e., specimen inventories, photos, analysis, relevant records, etc. for the disposed artifacts) should be included as an appendix to the report.

## 6) Results of Investigations

The format of presentation is an editorial decision, but the basic unit of provenience should be the individual site or architectural feature (newly recorded or revisited). Details regarding separate standing structures or features that occur within an archaeological site boundary need to be independently detailed within that site boundary, as well as information regarding subsurface or surface investigations of the site and/or cultural materials of the site documented. Results should reference pertinent environmental and historic background information as appropriate to interpreting the results of the field investigations.

## Survey

The results for archeological surveys should present a project overview that includes:

- A statement of objectives, the land-use description and setting, the total mileage/acreage surveyed, the limitations to survey (interferences, land access restrictions), and survey completion status;
- A summary of the work completed should address previous investigations (if warranted), the methods employed and associated quantities of investigative units (i.e., number of STs, backhoe trenches, BHTs, etc.), and an explanation for changes/modifications to methods;
- A statement describing federal/state jurisdiction, private land ownership;
- An interpretative narrative summary of the PA/APE including soil profiles, a description of encountered disturbances affecting archeological probability assessments, the average depth of ST/BHT termination and reason(s) for termination, a statement of compliance with federal/state standards; and
- Survey results map(s), overview photographs of survey area(s), ST/BHT descriptions in tabular format (in the report body, or an appendix), and other supporting documentation as warranted.

There are several elements of site discussion that are crucial for reporting survey results:

- **Site and Site Area Descriptions:** Include the trinomial, whether it is a revisit or newly recorded, the site type (specify cultural components), its temporal/cultural affiliation, and its location within the PA/APE and broader setting. Discuss site size, site components, the topographic/environmental setting, and the condition and depth of cultural deposits. Describe each structure/feature and its respective diagnostic characteristics. Such analysis should include individual site sketch/GIS maps, site overview photographs, artifact/structure photographs, and synthesis of ST/BHT data within site contexts. Photographs of the site are required and should include photos of the site setting, artifacts, structures, etc., and should create a representative visualization of the various site components and site area.
- **Work Performed:** Describe the site delineation efforts (both horizontal and vertical) and, when applicable, the collection/documentation strategy (specify collection vs. observation strategy), and staff roles. If the site was not delineated outside the PA/APE, explicitly state and specify the direction(s) of any potential unevaluated deposits. In cases of cemetery investigations, include a statement of potential for graves outside the PA/APE, such as African American graves outside of, or near a white family cemetery on a property where enslaved African-Americans formerly lived, but not within the PA/APE. In cases of historical sites, include archival research, landowner or other informant interviews, and other relevant research that was conducted to aid in the evaluation of the site (see other guidelines such as the CTA Guidelines for Historic Cemeteries and Unmarked Historic Graves , and others as appropriate (<https://counciloftexasarcheologists.org/Standards-and-Guidelines>);
- **Analysis of Material Culture:** Include a tabular synthesis of artifact assemblages collected or observed, a discussion of temporal/cultural affiliation of diagnostic collections, and horizontal and vertical distribution of artifacts. This could be presented as a table or a narrative synthesis depending on the scale of the collection;
- **Research Value/NRHP/SAL Criteria Evaluation:** If the full extent of site was not investigated (i.e., the site was only investigated within the PA/APE), provide an eligibility recommendation for the portion of the site within the PA/APE. See Section I(D) for recommended terminology to use. If a site is a previously recorded resource, provide a brief overview of the previous investigations specific to the site, its condition and NRHP/SAL eligibility status, and recommendations for further work; and

- Previous and/or Anticipated Impacts: If the site is to be avoided or protected from project impacts, please detail how that will be accomplished.

### *Testing & Data Recovery/Mitigation*

The results section of testing and data recovery/mitigation reports should provide a detailed synthesis of new data collected. The format should mirror that of the approved research design, demonstrating how the testing/mitigation program applied specific investigatory techniques to procure necessary data that would address relevant research questions. The general guidelines relevant to provenience and descriptive detail presented in the preceding report-class outlines also apply here. Additionally, the intra-site provenience of artifacts, features, or associated materials should be provided in the greatest detail possible to clearly demonstrate horizontal or vertical patterning. Emphasis should be placed on gaining as complete an understanding of each site or structure as possible. All previous data, including efforts by previous investigations (professional or non-professional), should be considered.

Other required elements:

- Tabular data tables for collected materials (legible format);
- Photographs of site elements, deposits, units, artifacts, etc.;
- Overview of methods/types of special samples/techniques applied;
- Appropriately scaled maps showing topography, limits of site, locations of all investigations; and
- Detailed plans and profiles for documented features, plan view showing locations of features with reference numbers within site contexts, and associated descriptions.

## **7) Analysis & Discussion (Testing & Data Recovery)**

The scope of the project and nature of the data collected will typically dictate whether the analysis and discussion of results should be presented in a single section or multiple chapters, whether analysis should be broken up into multiple chapters, and whether analyses performed by subconsultants should be incorporated in the main body of the report or provided as appendices. For a small testing project with low artifact yield, it may be sufficient to combine all the artifact analyses into a single chapter. However, a large data recovery project with multiple specialized analyses to address complex research questions may require several chapters. As a general guideline, if a combined single section would require more than two or three levels of subheadings, consider presenting the analyses and/or discussion in separate chapters.

### *Analysis*

Testing and data recovery/mitigation projects, and occasionally other projects as well, typically entail the detailed analysis of artifacts and special samples and may also require geoarcheological or other specialized data analysis. Results from archival research conducted on historic sites would also fall in this category. The results of these analyses should be presented in a coherent fashion prior to interpretation and synthesis of the site in the Discussion section. Any artifacts or analyses mentioned in the research design should be directly addressed, even if that particular line of inquiry proved fruitless.

While it is appropriate to provide test results as appendices (radiocarbon dating, INAA, lipid analysis, OSL, etc.), detailed analyses conducted by subconsultants should be incorporated into the body of the report when possible, particularly if they were conducted to address key research questions. For example, ceramic analysis should be presented in the body of the report, while the tables containing the sherd-by-sherd data and results of radiocarbon dating organic residue found on the sherds should be presented as an Appendix. All artifact analysis results not included in the body of a report should be provided as an



appendix (see section IIC for more guidelines on appendices). Examples of this include, but are not limited to:

- Archival research for historical sites (see THC's *Guidance for Studying Late 19th-Century and Early 20th-Century Sites* for requirements). Note for survey projects, this information is usually more appropriately presented in the site results.
- Artifact analysis
- Specialized studies & analyses (geoarcheology, macrobotanical, ceramic, etc.)

### *Discussion*

The discussion section should synthesize the results of the background research, field investigations, and analyses to provide interpretation of the site and address the research questions outlined in the research design. All research questions presented in the Research Design should be directly addressed in the Discussion. If the data obtained were insufficient to fully address the question, that should be clearly explained.

For **testing** projects, the recovered data should be synthesized on both an intrasite and intersite level of analysis. The improved evaluations of the significance of the site made possible by testing should be discussed, and the overall effectiveness of the testing program should be assessed.

For **data recovery and mitigation**, the results of the avoidance/protection measures and the investigative studies should also each be separately synthesized and assessed. The two should then be correlated to provide an evaluation of the effectiveness of the overall strategy. A synthesis and interpretation of the investigative studies should address both their resource management effectiveness and their research-oriented conclusions and include intrasite and intersite level of analysis.

## **8) Summary & Recommendations**

The summary and recommendations section of the report serves to concisely reiterate pertinent information discussed in detail in the analysis, discussion, and results sections. It presents recommendations for project clearance or further investigations justified by the gathering and interpretation of the archeological evidence. For ease of the reader, a summary table may be included as appropriate.

Required information in the summary and recommendations section:

- Summarize work conducted, e.g., how many STs or BHTs or square and/or cubic meters of soil were excavated, number of artifacts collected/analyzed, and etc. For a survey aiming to examine a larger area for resource predictability and management, this would include a discussion of the character, density, and distribution of cultural resources in the study area. For NRHP testing or data recovery, a summary of the site interpretation should be included.
- Provide trinomials of sites revisited and recorded and indicate general site type for each (e.g., historical era farmstead versus pre-contact campsite, etc.).
- For Section 106 and ACT-permitted projects, present NRHP eligibility recommendations for each identified site.
- For ACT-permitted projects, specify SAL recommendations for each identified site.
- Indicate which of the sites, if any, would be adversely affected by the proposed work or explicitly recommend a finding of no historic properties will be affected.
- Provide recommendations for resource avoidance, protection, minimization of impacts, or further investigations, as necessary.

- Include a statement suggesting what the project sponsor should do if unanticipated discoveries are made during construction.

## **C. BACK MATTER**

The back matter of the report should consist of:

### **1) References Cited (Alphabetical by author's last name or organization name)**

### **2) Appendices (as appropriate)**

- Maps or project area figures that illustrate sites and some cemetery locations if not included in main body of the report (versions of these figures for public release should be restricted and pulling appendices for redaction are often easier);
- ST/BHT/auger tables (if not presented in report text, appropriate presentation area may be dependent upon scale of results):
  - Organized by site STs, then general survey STs
  - Should include soil type and Munsell colors documented by stratigraphic levels and depths, total shovel test depth, reason for termination, and any artifacts encountered
- Submitted Site Form and Site Revisit Form data from TexSite should be included either as an appendix to the report, or submitted as a separate file at the time of Draft Report submission;
- Artifact catalogs and analysis tables;
- When appropriate, include a supplementary photolog that includes relevant, additional photos of site elements, artifacts, survey areas, etc.; and
- For some complex projects, it may be useful to provide final agency concurrence in the final report as well as any relevant agency correspondence.

### **3) Glossary (when appropriate)**

## **D. ADDITIONAL GUIDELINES FOR UNDERWATER INVESTIGATION REPORTS**

Reports submitted for underwater archeological investigations have unique additional considerations due to the underwater environment itself and the nature of the data collection and interpretation of remote-sensing data that constitutes a majority of the underwater investigations. Additional content is necessary for understanding the context of the historical and geophysical environment and the remote-sensing data. Each relevant section that requires additional content is discussed below.

### **1) Abstract**

In addition to listing any recorded archeological sites within the PA/APE, the abstract needs to include all remote-sensing anomalies recommended for avoidance using the assigned anomaly numbers.

### **2) Introduction**

Delineate the specific roles for each team member including participation in the on-site field survey/investigation (and their individual specific responsibilities), collection of remote-sensing data, processing of data, interpretation of data, and reporting roles such as author, editor, and production of GIS/CAD images, when applicable.

When discussing applicable federal and state statutes and rules make sure to include the sections of the TAC that address underwater archeology. This is an entire chapter (13 TAC 28) and sections of 13 TAC 26.

A 50-m or 150-m added survey margin around the PA/APE is required as an element in the design of the remote-sensing project area (13 TAC §28.6). Please illustrate both the PA/APE and added survey margin in the PA/APE figure to demonstrate this area was considered and included in the archeological investigation.

### **3) Environmental Setting**

For underwater reports produced for Texas Antiquities Permits, this section should discuss, to the extent possible, the relevant riverbank or shoreline changes occurring over time. Often this includes historical charts/maps that illustrate and compare modern and historical marine/riverine delineations of the PA/APE. Major components of this section should include:

- Historical shoreline changes;
- Water depths of the survey area and if this changed, including erosion or accretion of landforms;
- Sediment type and sedimentation rate (if known) should be included as it relates to the underwater environment and its potential for the preservation of archeological resources; and
- Land-use History. For submerged PA/APEs, a summary of modern and historical navigational improvements in or near a PA/APE is crucial to understanding the potential adverse or beneficial impacts on historic underwater properties in the PA/APE. This section should include, but not be limited to, a discussion of improvements such as channel dredging, jetty construction, shoreline armoring, shoreline stabilization projects, and creation of borrow or spoil areas. These activities should be discussed in relation to their potential to impact underwater historic properties directly or indirectly.

### **4) Background/Pre-Field Research**

Reports for underwater remote-sensing investigations have two major added components for this section that assist in better understanding the potential for archeological sites within the proposed PA/APE.

#### *Previously Recorded Remote-Sensing Targets*

Discuss recorded remote-sensing targets discovered by previous underwater archeological surveys that have intersected or lie within or adjacent to the PA/APE. The authors need to review not just the center point of the targets but the avoidance buffers that extend 50 m to 150 m from the perimeter of the anomaly's acoustic target and/or magnetic signature, as per state requirements in 13 TAC §28.2 and §28.9. The avoidance boundary must still be maintained if it lies within the PA/APE even if the target itself is outside the area of potential effect. Removing or renegotiating avoidance areas must be coordinated through the THC.

#### *Reported Shipwrecks in the Proposed PA/APE*

In addition to the discussion of recorded archeological sites and previously discovered remote-sensing targets, this section of the report should contain a discussion of reported shipwrecks in the PA/APE. There are three main sources for these Texas data, although others may also be consulted.

THC Archeological Sites Atlas: The Atlas contains the shipwreck database created and maintained by the THC's Marine Archeology Program (MAP). Use of the database is restricted to archeological professionals approved during the Atlas registration process to have access to sensitive archeological data. This shipwreck database contains more than 1,900 reported historical shipwrecks in Texas state waters as

derived from U.S. Coast Guard records, newspapers, memoirs, archival research, coastal charts, and other primary and secondary sources. This is the most extensive database available for reported Texas shipwreck losses. Only a small portion are recorded archeological sites. When using the MAP database's shipwreck layer in Atlas please consider:

- If a reported shipwreck has been discovered and verified, its trinomial is included as a field in the shipwreck's information window. Recorded archeological sites that do not yet have assigned trinomials will have the abbreviation "TBA (to be announced)";
- For discussing shipwrecks near the PA/APE use 1 kilometer or 1 mile as the search radius;
- Review the positional accuracy of the reported shipwreck. If it says "exact" and also includes a trinomial or "TBA" in its data, then it is a recorded archeological site. Most reported shipwrecks have positional accuracies of .25 miles or greater (sometimes 10+ miles). Make sure the positional accuracy of shipwrecks outside of the PA/APEs is considered, in case less-specific positions place them potentially within the PA/APE.

National Oceanic and Atmospheric Administration's (NOAA) Automated Wreck and Obstruction Information System (AWOIS). The AWOIS database has two separate components and includes shipwrecks and obstructions recorded and listed on navigation charts. These vessels can be much older than their charted date; for example, some Civil War-era Texas wrecks first appeared on modern charts, providing the impression they are twentieth-century wrecks. AWOIS records have not been updated since 2016 so the most current information is presented in NOAA's online electronic navigation charts (ENC)—often these are included in AWOIS data and are a duplication of this data.

Texas General Land Office's (GLO) Resource Management Code (RMC). This online database contains codes created by the THC MAP to identify areas as having a high or low probability to contain shipwrecks (MK and MJ codes, respectively). The THC manages this data and it is hosted online by the GLO (<https://cgis.glo.texas.gov/rmc/index.html>) (see the MK and MJ links under "Miscellaneous" in the GLO Viewer). A full list of RMC code definitions can be found at the following link: [https://gisweb.glo.texas.gov/RMC/instructions/Revised\\_RMC\\_all\\_20141009.pdf](https://gisweb.glo.texas.gov/RMC/instructions/Revised_RMC_all_20141009.pdf)

- MJ – Cultural resources may be present. These tracts lack sufficient data regarding the presence of submerged cultural resources. An archeological remote-sensing survey, issued under a Texas Antiquities Permit, may be required for proposed work that introduces bottom disturbing activities such as dredging and/or creation of sediment placement areas. Consult with the Texas Historical Commission for more information.
- MK – Avoid impacts to cultural resources. SALs or other cultural resources protected by state law are known to be or may be located on this tract and should not be disturbed. An archeological remote-sensing survey, issued under a Texas Antiquities Permit, may be required prior to commencement of activities. Consult with the Texas Historical Commission for more information.

### *Texas Shipwreck SALs*

Many Texas shipwrecks in the Atlas Shipwreck layer are designated as SALs due to a process implemented in the 1980s. All reported pre-twentieth century shipwrecks in the THC's database at that time were designated as SALs regardless of whether they were recorded archeological sites. Therefore, hundreds of shipwrecks have this protected status though they have yet to be discovered. It is common to have a SAL shipwreck that does not also have a NRHP evaluation, because it was not designated through archeological investigations. A SAL shipwreck in Texas is most frequently a reported but not a recorded site.

## 5) Research Design & Methods

Most underwater permits are issued for underwater remote-sensing surveys. The minimum requirements for data collection procedures and equipment are listed in the 13 TAC §28.6. The research design for underwater archeological surveys should describe the methods and tools including:

### *Survey*

- Name (if applicable), size, and draft of the research vessel;
- Manufacturer and models of the remote-sensing equipment;
- Equipment range and resolution settings used for the survey;
- Collection sample rate;
- Transect line spacing;
- Software used in the collection and processing of data; and
- Processing and analytical methods used for magnetometer, sonar, and, when applicable, sub-bottom profiler data.

### *Ground-Truthing*

- Detailed discussion of ground-truthing techniques (probing/coring) including proposed depths (probes/cores) and diameters (cores). This should detail how the probe/core positions were recorded and how the probe/core locations were selected; and
- For diving projects, include details of the dive operation including personnel, roles, total bottom time, water depths, and visibility.

For underwater permits, conservation of artifacts is required for testing and excavation permit categories 13 TAC §26.16 (11) (13). In addition to guidance already presented in this document, keep in mind that reports for underwater data testing and data recovery projects should address conservation and include discussion of such methods.

## 6) Results

### *Remote-Sensing Surveys*

Underwater archeological investigations are heavily dependent on the collection and interpretation of remote-sensing data. Because the ability to interpret and present remote-sensing data in a report is intrinsically dependent on the archeologist's experience and training in these methods, additional sections are to be included in the report to describe this information. Each underwater report, regardless of positive or negative findings, must include a section describing magnetometer interpretive methodologies historically and currently used in the discipline. This helps demonstrate the archeologist's familiarity with both the technology and analytical methods. This discussion is presented either in the Research Design/Methods or Results and should be a comprehensive discussion of the cumulative interpretative models and not just those used specifically toward the report recommendations.

Within the Results, the investigator must also include the minimum criteria used by the authors to select the significant remote-sensing targets recommended for avoidance. This information needs to be clearly denoted and separate from the interpretive model history. As part of this discussion, describe why specific interpretive/analytical models were used for the current project type or location.

Specific requirements for the presentation of remote-sensing data for reports produced for Texas Antiquities Permits are presented in the 13 TAC §28.9. As added guidance, the contoured magnetometer data and sonar mosaic for the PA/APE should be presented at a scale that can be reviewed by the THC

MAP using the criteria defined by the authors. It is recommended that the data be presented on magnetic contour maps at no greater than 500 to 700 ft to an inch (1:6000-1:8400 scale). Sonar mosaics and bathymetry maps can be produced at 2000 ft to an inch (1:24000) for large survey areas. Additional considerations include:

- Do not obscure the magnetometer and sonar data with labels or icons placed over the magnetometer contours or sonar targets;
- Ensure the Railroad Commission of Texas (RCC) oil features have been compared to the data and accordingly label these features on the contour maps;
- Per 13 TAC §28.9, vessel transects in the magnetometer contour maps must be included;
- Do not include vessel transects on the sonar mosaic;
- If sub-bottom data are included in the investigation, please ensure an adequate number of figures are included that define paleo river channels in the sub-bottom data and overall map figures;
- Per 13 TAC §28.9(7), include a figure that shows both the planned and actual survey transects;
- As stated in 13 TAC §28.9(2), include additional large-scale figures for each recommended magnetometer anomaly/sonar target in addition to the magnetometer map and sonar mosaic figures. Such enlarged images should include vessel transects for the magnetometer targets;
- As per 13 TAC §28.2(1) and §28.9(6), illustrate the avoidance buffers for recommended targets in magnetometer contour maps and the sonar mosaics; illustrate these buffers as circles and not amorphic shapes. Data should be represented in this way, as it is easier to understand the avoidance buffer as a radial distance from the target center point that takes into account the maximum extent of the magnetic target or cluster and the 50 or 150 m avoidance buffer; and
- It is preferred that magnetometer targets are labeled by their combined dipole/anomaly cluster and not as individual anomalies within a cluster.

### *Target Ground-Truthing*

THC survey-level underwater permits include basic, intrusive methods to identify a buried historic or precontact site through probing/hydroprobing, coring, or limited removal of sediment overburden through diver-controlled dredging. The presentation of results for such investigation should include a geo-rectified image of the magnetometer anomaly, anomaly cluster, or feature with the positions of the probes and/or cores. Probe or core results for each target should be presented as a tabular summary that includes:

- Probe/Core No.;
- Coordinates (WGS84 UTM preferred);
- Method (probe length);
- Depth of Penetration; and
- Material Encountered/Soil Description.

## **7) Summary & Recommendations**

For underwater investigations recommendations include not just the archeological sites, but also the remote-sensing targets that are recommended for avoidance. As with the Abstract and Results, these need to be listed by the numbers assigned to each target by the authors. It is not necessary to recommend the NRHP/SAL eligibility status of a buried remote-sensing anomaly only identified as a magnetometer target, unless it has been ground-truthed and there is additional information by which to form a hypothesis.

The THC also requires in 13 TAC §28.9(8) that these significant targets be summarized in a table and this is often presented as a non-disclosure appendix. This table typically includes:



- Target number(s);
- Coordinates and coordinate system (WGS84 UTM preferred);
- Gamma/nT minimum and maximum range;
- Peak-to-peak amplitude and linear duration (in meters or feet) of magnetometer targets;
- Recommended avoidance radius from the anomaly center point;
- Identity as a monopole, dipole, or larger cluster;
- Dimension and shape/description of sonar targets; and
- Water depths

### **III. CHECKLISTS**

The following checklists serve as both a quick reference to specific sections in the CTA report guidelines and also as a helpful guide for ensuring reports include relevant information. These checklists are meant to summarize the information presented above and information contained within is not intended to supersede materials. Not all checklist items may be applicable to each individual report.

## SCOPE OF WORK CHECKLIST

### \_\_\_ General Project Information

- Project Name
- Project Location/County (Nearest City)
- Project Partners
  - Lead Agency
  - Sponsor
  - Contracting Party/Investigative Firm
  - Landowner
- Principal Investigator
- Regulatory Framework
- Funding/Permitting/Approval
- Land Ownership (Federal/State/Private)
- Applicable Regulations
- Federal and/or State Permit Number(s)
- Description of Project/Undertaking

### \_\_\_ Project Area Description

- PA/APE Map (show project components)
- PA/APE Description
- Project Partners
  - Lead Agency
  - Sponsor
  - Contracting Party/Investigative Firm
  - Landowner
- PA/APE Definition
  - Total Acreage
  - Direct/Indirect/Visual PA/APE Acreage
  - Corridor Length/Width (linear projects, metric)
  - Horizontal and Vertical Impacts (metric)
  - Investigative Acreage/Depth (if differs from PA/APE)

### \_\_\_ Research Design & Methodologies

- Type of Archeological Investigation
- Statement of Objectives/Purpose
- Field Methodologies
  - Standards Used
  - Sampling Area/Intensity
  - Transect Intervals and Est. Quantity
  - Investigative unit type(s) (ST, BHT, etc.)
    - Unit Dimensions/Spacing
    - Estimated Quantity
    - Site Definition and Methodology
  - Justification for Trenching or Not
  - Marine Survey Methodologies
    - Transect Line-Spacing
    - Equipment
    - Sampling Rate
- Artifacts
- Collection Policy
- Field Documentation/Analysis
- Field Samples
- Documentation Methods
- Laboratory & Analysis
- Processing & Conservation
- Classification/Theoretical Framework
- Diagnostic Criteria
- Specialized Equipment
- Curation
- Ownership
- Repository/Artifact Disposition/Disposal
- Reporting
- Unanticipated Discoveries Protocol

## REPORT GUIDANCE QUICK REFERENCE

### FRONT MATTER (CTA II[A])-----

#### \_\_ Title Page

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Project Name              | <input type="checkbox"/> Investigative Firm     | <input type="checkbox"/> Principal Investigator |
| <input type="checkbox"/> County or Counties        | <input type="checkbox"/> Lead Agency            | <input type="checkbox"/> Report Author(s)       |
| <input type="checkbox"/> Antiquities Permit Number | <input type="checkbox"/> Mark as Draft or Final | <input type="checkbox"/> Date of Publication    |

#### \_\_ Abstract

- |   |   |
|---|---|
| <input type="checkbox"/> Project Name                                 | <input type="checkbox"/> Project Impact Depth/Depth Investigated            |
| <input type="checkbox"/> Location of Study                            | <input type="checkbox"/> Project Field Dates and Duration                   |
| <input type="checkbox"/> Type of Investigation (survey, etc.)         | <input type="checkbox"/> Description of Findings                            |
| <input type="checkbox"/> Regulatory Framework                         | <input type="checkbox"/> List of Recorded/Revisited Sites (with trinomials) |
| <input type="checkbox"/> Project Partners (project sponsor/landowner) | <input type="checkbox"/> List of Significant Targets to be Avoided (UW)     |
| <input type="checkbox"/> Principal Investigator/Field Supervisor      | <input type="checkbox"/> Recommendations                                    |
| <input type="checkbox"/> Description of Project/Undertaking           | <input type="checkbox"/> Artifact Collection Policy                         |
| <input type="checkbox"/> Project Acreage/Acreage Investigated         | <input type="checkbox"/> Curation Policy and Repository                     |

#### \_\_ Table of Contents

#### \_\_ List of Tables

#### \_\_ List of Figures

#### \_\_ Management Summary (if appropriate)

#### \_\_ Acronyms (if appropriate)

#### \_\_ Acknowledgements (if appropriate)

### REPORT BODY (CTA II[B], CTA II[D])-----

#### \_\_ Introduction

- |   |  |
|---|--|
| <input type="checkbox"/> Project Name                                 | <input type="checkbox"/> Project Acreage/Acreage Investigated                    |
| <input type="checkbox"/> Location of Study                            | <input type="checkbox"/> Project Impact Depth/Depth Investigated                 |
| <input type="checkbox"/> Type of Investigation (survey, etc.)         | <input type="checkbox"/> Project Field Dates and Duration                        |
| <input type="checkbox"/> Regulatory Framework                         | <input type="checkbox"/> Description of Findings                                 |
| <input type="checkbox"/> Project Partners (project sponsor/landowner) | <input type="checkbox"/> Identity/Roles of Field Crew, Analysis and Report Staff |
| <input type="checkbox"/> Description of Project/Undertaking           | <input type="checkbox"/> Artifact Collection Policy                              |
| <input type="checkbox"/> PA/APE Definition                            | <input type="checkbox"/> Curation Policy and Repository                          |
| <input type="checkbox"/> Project Vicinity Map                         | <input type="checkbox"/> Organization of Report                                  |

#### \_\_ Environmental Background

- |  |   |
|--|---|
| <input type="checkbox"/> Topography                | <input type="checkbox"/> Land Use History             |
| <input type="checkbox"/> Hydrology                 | <input type="checkbox"/> Historical Shoreline Changes |
| <input type="checkbox"/> Climate, Flora, and Fauna | <input type="checkbox"/> Navigation Improvements (UW) |
| <input type="checkbox"/> Soils and Geology         |   |

#### \_\_ Cultural Background, Pre-and Post-Contact

- |   |   |
|---|---|
| <input type="checkbox"/> Major cultural periods within the PA/APE | <input type="checkbox"/> PA/APE specific cultural histories and periods |
|---|---|

**\_\_ Pre-Field Research**

- Sources Consulted (Databases, etc.)
- Vicinity Previous Investigations
- Vicinity Sites and Targets
- Vicinity Recorded and Reported Shipwrecks (UW)
- Historical Aerial Photos, Maps, and Charts
- Probability assessment for PA/APE

**\_\_ Research Design & Methods**

- Type of Investigation
- Statement of Purpose/Objectives
- Research Perspectives/Questions
- Deviation from Original Research Design
- Standards Applied
- Survey Methodology
- Deep Prospection Methodology
- Site Definition/Delineation Methodology
- Excavation Methodology, if Applicable
- Field Artifact Documentation and Analysis
- Laboratory Analysis and Procedures
- Artifact Collection Policy
- Curation Policy and Repository
- Underwater Survey Methods (UW)
- Magnetometer/ Sonar Data Interpretation (UW)
- Underwater Data-Processing Procedures (UW)

**\_\_ Results**

- Summary of Work Performed
- Result Logs/Tables (may be Appendix)
- Compliance with Federal/State Standards
- PA/APE Field Observations Summary
- Research Value/NRHP/SAL
- Site Area/Units/Components/Structure
- Site Investigative History
- Discovered Prior Impacts
- Maps Containing Site Locations
- Scaled Site Maps
- PA/APE Representative Photos (may be Appendix)
- Material Cultural Description and Table(s)
- Map of Planned/Actual Transects (UW)
- Large Images of Recommended Targets (UW)
- Magnetometer/Sonar Maps (UW)
- Significant Magnetic Target Selection Criteria (UW)

**\_\_ Analysis and Discussion (Testing & Data Recovery)**

- Archival Research
- Specialized Studies (geoarcheology, macrobotanical, etc.)
- Material Cultural Discussion (alternative to presentation in Results)
- Address Research Questions

**\_\_ Summary and Recommendations**

- Summary of Investigation
- NRHP and/or SAL Eligibility
- Sites Adversely Affected by Proposed Work
- Recommendations for Project
- Avoidance/protection plan, if applicable
- Unanticipated Discoveries Plan

**BACK MATTER (CTA II[C])-----**

**\_\_ Glossary (CTA II[C][1])**

**\_\_ References Cited (CTA II[C][1])**

**\_\_ Appendices (CTA II[C][2], CTA II[D][6], CTA II[D][7])**

- Restricted Maps
- Figures with Site Locations/Cemeteries
- Project Areas with Discovered Sites
- Magnetometer Contour Maps (Positive Findings)(UW)
- Sonar Mosaics (Positive Findings)(UW)
- Table of Recommended Remote Sensing Targets (UW)

- ST/BHT/Auger Tables
- Artifact catalogs and analysis tables
- Supplemental photographs

- Trench Photos and profiles
- Site Forms and Site Revisit Forms
- Agency Correspondence/Concurrence (Final Report)

**\_\_TAC REPORT SUBMITTAL (13 TAC §26.16) -----**

- PA Shapefile (with draft report)
- Abstract Form (after final approved)

- Curation Form
- Public Report Copies (after final approved)