



# THE NAVAJO NATION HISTORIC PRESERVATION DEPARTMENT Cultural Resource Compliance Section

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## FIELDWORK, REPORT STANDARDS AND GUIDELINES

The Navajo Nation Historic Preservation Department (HPD) has prepared these guidelines as a fieldwork and reports standards manual for contractors working on Navajo Nation lands. The guidelines contained in this manual replace those dated August 01, 1991. They are not, however, all inclusive.

### FIELDWORK

- Prior to any fieldwork, a permit must be acquired from NNHPD (refer to Section 2 of permit package). Fieldwork conducted without the proper permit(s) is illegal and will result in prosecution pursuant to NNCRPA (NN Code Title 19, Section 307 and 308.c) and/or the Archaeological Resources Protection Act (43 CFR Part 7).
- Prior to fieldwork, a thorough records check will be conducted at NNHPD CRCS & TCP Offices.
- Spacing between surveyors or individual transects will not exceed fifteen (15) meters. The minimal area for a block survey is 1 acre. The minimal width of a linear survey is fifteen (15) meters.
- At minimum, a 35 to 50-ft buffer zone will be surveyed around the area of potential effect, i.e. home sites, block surveys, linear surveys.
- All cultural resources encountered in the survey area will be documented completely, even if they are partly outside of the survey boundary. For questions about “historic” resources, refer to the *Navajo Nation Guidelines of the Treatment of Historic, Modern and Contemporary Abandoned Sites*. For traditional cultural properties (sacred sites), refer to the *Navajo Nation Policy to Protect Traditional Cultural Properties* [Section 5], and the National Park Service’s National Register Bulletin 38 (The bulletin can be accessed via internet at [www.nps.gov](http://www.nps.gov)).

### DEFINITIONS

- Site: A site is “the location of a prehistoric or historic occupation or activity, or a building or structure, whether standing or ruined.”<sup>1</sup> A site is anything that falls within the preceding definition and is more than an isolated occurrence.
- Traditional Cultural Property (TCP): A location of an event (a ceremony, belief, prayer, sweat lodge, plant gathering areas, and others as defined within the Navajo Nation Policy to Protect Traditional Cultural Properties) where the location itself maintains historic or traditional cultural value regardless of the value of any existing structure. The Navajo Nation requires that a Traditional Cultural Property (TCP) **NOT** be recorded as a site. A burial is **NOT** a TCP and should be recorded as a “Burial” using the Jishchaa’ Policy Guidelines in Section 7 of this permit package. However, if the burial is within a historic or prehistoric site, it should be recorded as a part of the site, not as a burial by itself.
- Isolated Occurrence (IO): Any non-structural remains of a single event: alternately, any non-structural assemblage of approximately 10 or fewer artifacts within an area of approximately 10 sq m or less, especially if it is of questionable human origin or if it appears to be the result of fortuitous causes. The number and/or composition of observed artifact classes are a useful rule of thumb for distinguishing between a site and an isolate. It seems unlikely, for example, that the presence of three artifact classes (e.g., lithic debitage, ground stone or sandstone fragments, and pottery) represents the remains of a single event. Similarly, it seems unlikely that two sherds from different vessels or two pieces of debitage from different parent materials, together with a small number of items from a second artifact class represent a single event.

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<sup>1</sup>U.S. Department of the Interior N.P.S. Cultural Resources, “How to Apply the National Register Criteria for Evaluation,” National Register Bulletin. Washington, D.C. 1997. Pg. 5.

- All sites will be mapped to scale using a tape and compass or surveying instrument. UTM coordinates will be obtained using a GPS unit. “Eyeball” and “paced” maps will **NOT** be accepted.

## REPORTS

1. All reports that are submitted will be one-sided and unbound (exceptions paper clips, binder clips and staples).
2. An *Archaeological Inventory Report Documentation Page* (AIRS form) is required for use on small projects. A copy of the form can be found at the end of this section. The form will be used on projects less than 30 acres in size and containing no more than 4 sites. Supplemental pages are expected for most of the categories, particularly items 14, 15 and 16. The minimum acceptable buffer for avoiding eligible historic property(ies) is 15 meters. Mistakes are not tolerated in the title and on section 13-location.
3. A narrative report must be submitted for projects over 30 acres and/or containing more than four sites. The AIRS form will be attached to the front of the narrative report. An example of AIRS form is provided at the end of this section. Each narrative report must be paginated and contain an abstract, table of contents and a list of references cited. Electronic copy (ies) of report(s) that contain more than 15 sites will accompany the hard copy (ies).
4. The following information **must** be included in all reports:
  - A. Description of the undertaking. Please give enough detailed information (i.e. widths of right-of-ways, lengths of lines, roads, etc) of the undertaking since Section 106 is driven by the undertaking. HPD needs ample description in order to complete our basic description on the compliance form.
  - B. For home sites, make sure name(s) are spelled correctly.
  - C. Chapter, Agency, County, State, land status (e.g., Tribal Trust [Canconcito Band Land, Alamo Band Land, Ramah Band Land], Allotment, Fee, PLO 2198, etc.). This information will be provided by the sponsor. If necessary, however, this information may be obtained while conducting the pre-field records check, from the BIA Real Property Management at (505)863-8427, or the Navajo Nation Land Administration Office at (928)-871-6523.
  - D. Additional land information required are legal description (including reference to prime meridians), Township and Range (even if unplatted, it must projected), and UTM coordinates. All coordinates should be in NAD 83. DO NOT USE NAVAJO BASELINE, except if project is within Canyon de Chelley National Monument.
  - E. UTM coordinates for linear projects are required for all beginning and ending points and major turn points. UTM coordinates are required for the corners of all block surveys greater than 5 acres. Center point UTM's are sufficient for block acres less than 5 acres in size. All UTM's are to be obtained through the use of a GPS unit.
  - F. If you have been contacted by HPD for more information, or a correction on a report, a cover letter or a statement on top of the report should read REVISION or CORRECTION.
  - G. **PROOFREAD and EDIT ALL REPORTS** before submitting them.
5. The nature of the undertaking and acreage to be affected **must** be described in detail. Acreage must include the area of the undertaking (i.e., the area of direct effect) and the area surveyed (i.e., the area of the undertaking, any buffer zone and any surveyed site areas that extend beyond the buffer). The description of the undertaking will be detailed and will include the length and width of project area and include the area of potential effect. See examples below:

**Example 1-Telephone line:** Description of undertaking: X Communications Company proposes to construct two segments of telephone lines that will serve the residents of the Round Rock Chapter, in Apache County, Arizona. The proposed telephone lines contain Location 1, an existing buried line to be upgraded. The second segment, Location 2 is a newly proposed buried telephone line extension. Upgrading and the line extension will involve trenching, laying of cable, and back-filling. Surface and subsurface disturbance will be intensive and extensive within the trenching area. Register eligible sites were encountered in Location 2. Aerial cables will need to be spanned over both sites in order to ensure avoidance of the two sites. The proposed spanned location A will measure a minimum 118 ft. in length, and spanned location B will measure a minimum of 65.6 ft. in length. The types of disturbance expected include trenching, drilling at designated pole locations with truck mounted

drilling equipment, and surface disturbance from rubber-tired vehicles used in stringing the cables with truck-mounted pulleys and/or hand carrying cables by construction personnel. In all, a total of 8,292 ft. of proposed telephone lines will be constructed. Location 1 segment measures approximately 2,175 ft. in length with a 30 ft. wide right-of-way, and Location 2 segment measures approximately 6,117 ft. in length with a 30 ft. wide right-of-way. A total area of effect is 5.71 acres. The federal lead agency for this undertaking is the Federal Communications Commission (FCC).

**Example 2-Power Line:** Description of undertaking: X Utility Company proposes to construct a power line and associated tap lines that will serve the residents of Rock Point and Mexican Water Chapters, Apache County, Arizona. The proposed project consists of two main power lines (Line A and Line B). Line A will have seven associated tap lines and Line B has no associated tap lines. Line A measures a total of 45,664.73 ft. in length with a 30 ft. wide right-of-way, and Line B measures 2,947.08 ft. in length with a 30 ft wide right-of-way. Thus, the total proposed line length measures 48,611.81 ft. In addition, 17 proposed guy anchor locations will be constructed along proposed power line rights-of-way and associated tap lines. Each guy anchor locations measure 50 ft. in length for a total length of 875 ft. In all, a total length of 49,486.81 ft. of power lines, tap lines, and guy anchor locations will be constructed. A total of 34.0 acres of land will be included in the area of effect. The types of disturbance expected include minimal surface blading, drilling at designated pole locations, and surface disturbance from rubber-tired vehicles used in stringing the power cables. Disturbance, both surface and subsurface, with heavy equipment will be extensive and intensive.

**Example 3-Roadway:** Description of undertaking: This project will involve the construction of 1.9 miles (3.1 km) of paved road with the installation of drainage culverts off of an existing dirt road. The right-of-way (r-o-w) will be 150 feet (45.72 meters) wide. Proposed construction and maintenance activities will include the following: grading and back-filling project length is 1.9 miles (3.1 km). Total area within the project r-o-w is 34.55 acres within the right-of-way, installation of drainage culverts, and paving of road surface. Total (13.99 ha.). The total area surveyed was 69.09 acres (27.96 ha.) within a 300 ft/91 km inventory right-of-way boundary. Ground disturbance with heavy equipment will be extensive and intensive.

6. The “previous research” section shall include sites previously identified within **100 meters** of the current project area. State records (Anthropology Lab, Arizona State Museum, etc.) and scholarly or CRM-related data bases (Museum of Northern Arizona, Highway Department, etc.) should be checked as appropriate to specific project locations/jurisdictions. Basic descriptive information must be provided about these sites, including, at a minimum, site number, cultural affiliation, development phase/date, site type, and the report reference. Be clear in the documentation if the report does not contain the afore-mentioned information. All information obtained can be briefly stated within a few sentences for minor reports. Large reports, with many previously identified sites, may require additional discussion. In extreme cases, where large numbers of known sites might overwhelm an otherwise small project effort, consult with the HPD about the appropriate action. The information may be presented within the text or in tabular form.
7. Site forms that are currently in use by the Navajo Nation Archeology Department (NNAD) will be utilized to document sites. Previously recorded sites will be updated using the NNAD’s site update form. Copies of these forms are provided.
8. Navajo Nation site numbers may be requested on a Navajo Nation Site Number Request Form. A request form is located at the end of this section.
9. Only Navajo Nation site numbers will be accepted.
10. Contractors will do a Traditional Cultural Property record search with the NNHPD TCP Program. A TCP Record Verification Form will be filled out and signed by the TCP Reviewer. Form will accompany report.
11. Enough descriptive information on each cultural resource (e.g. sites, including all constituent components); in-use sites/areas; traditional cultural/sacred places should be recorded; however, **burials/graves, in-use sites/areas and traditional cultural/sacred places should not be assigned a site number.** Cultural resource information must be provided in the text of the report to allow the report to stand alone and to permit independent review and evaluation without constant reference to other cultural resource documentation forms.

Isolated occurrences should be referred to in the text under cultural resources; do not include specific IO forms. **Traditional Cultural Properties and Burials need to be documented on an attached confidential appendix at the end of the report** (see guidelines at the end of this section)

12. Project area maps must be 1:1 reproductions of USGS maps and **must not** be photocopied back-to-back with other maps or text pages. Report site planview maps must be drawn to scale and show the location of the project (including, if applicable, the existing and proposed right-of-way and any buffer zone) relative to the resource. All reproductions must be clear and legible.
13. Each resource (including each component comprising individual sites) must be evaluated for its eligibility for inclusion to the National Register of Historic Places (36 CFR Part 60.4). These evaluations must be specific with regard to the resource's integrity and elements of significance.
14. Each resource (including each component comprising individual sites) must be evaluated with respect to its eligibility for protection under the Archaeological Resources Protection Act (ARPA).
15. Each undertaking (project) must be evaluated for its effects on properties considered to be eligible for inclusion to the National Register of Historic Places (36 CFR Part 800.9). It must also be evaluated for its effects on identified Traditional Cultural Properties (TCP's). Adherence to the Navajo Nation Policy to Protect Traditional Cultural Properties, National Register Bulletin 38 and consultation with Navajo Nation Traditional Cultural Program (TCP) office will provide assistance in this area. Mitigation recommendations (i.e., avoidance/redesign, fencing, monitoring, testing, data recovery, and/or cancellation of all or part of the project) must be clear, specific, and consistent within the document.
16. Three factors govern report submissions: Either the sponsor submits the report to the HPD, or the contractor does. There are, however, two ramifications related to the first factor.
  - A. IF THE SPONSOR AND THE LEAD AGENCY ARE THE SAME (i.e. IHS and ONHIR): The sponsor/agency must submit the report to the HPD with a cover letter and/or a compliance form stating the evaluations regarding the National Register eligibility and ARPA status of the resources, the evaluation of the undertaking's effect on historic properties, and the proposed mitigative measures (e.g., avoidance/redesign, fencing, testing, and/or mitigation, or cancellation of the undertaking). The sponsor must provide HPD with one complete copy of the report (including site forms). In addition, a separate set of project area maps (one-sided) will be provided. It is the responsibility of the sponsor/agency to obtain from their contractor the number of report copies they require. Finally, it is the sponsor's/agency's responsibility to ensure that the contractor is kept informed of reviewer's comments, and that both the reviewer(s) and contractor are kept informed about the status of the undertaking.
  - B. IF THE SPONSOR SUBMITS THE REPORT AND THE SPONSOR AND THE LEAD AGENCY ARE NOT THE SAME: it is the sponsor's responsibility to provide the HPD with two copies of the report and two copies of site forms. In addition, a separate set of project area maps (one-sided) will be provided. These reports should be submitted with a cover letter in which the evaluations regarding the National Register eligibility and ARPA status of the resources, the evaluation of the undertaking's effect on historic and traditional cultural properties, and the mitigative measures (e.g., avoidance/redesign, fencing, testing and/or mitigation, or cancellation of the undertaking) are clearly stated.
  - C. IF THE CONTRACTOR SUBMITS THE REPORT (usually when the sponsor and lead agency are not the same), the contractor is acting as the sponsor's agent. As a result, it is the contractor's responsibility to have consulted with the sponsor prior to submission of the report. The evaluations and recommendations presented in the report will therefore indicate the sponsor's position on the National Register eligibility and ARPA status of the resources, the effect of the undertaking on historic and traditional cultural properties, and the mitigative measures to be invoked (e.g., avoidance/redesign, fencing, testing, and/or mitigation, or cancellation of the undertaking). In addition, a separate set of project area maps (one-sided) will be provided. HPD must be provided with two copies of the report and two copies of the site forms. *Copies of the report should be given to the sponsor(s).*

17. NNHPD's Reporting Guidelines to Protect Burials & TCPs: In order to protect confidential information and better integrate all cultural resource records, the Navajo Nation Historic Preservation Department (NNHPD), has instituted these reporting guidelines. The guidelines are to be utilized by all contractors permitted by the Navajo Nation Historic Preservation Department, Cultural Resource Compliance Section (CRCS).
- A. Information on burials (human remains & funerary objects) and confidential Traditional Cultural Properties (TCPs) shall be reported in the following manner:
    - 1. Summarized (with only general location information) in reports submitted for review to HPD/CRCS, and;
    - 2. Given full, detailed to the extent appropriate (including, at minimum, location, and contact data), information about the resource in a separate, and clearly labeled, confidential appendix.
  - B. As stated in the *Navajo Nation Policy for the Protection of Jischaa': Gravesites, Human Remains & Funerary Items* (NNPPJ), Treatment Plan, VII, C, 4 [upon finding human remains],

"The results of investigations at a burial site shall be incorporated in to a report as a detachable,] i.e., detached] confidential appendix." and, "Locational information shall be proved to HPD in a confidential appendix. It shall not be retained by the sponsor, its agent, the cultural resource professional, or anyone else."
  - C. Reports shall include one of the two completed forms for burials (*with* or *without* known lineal descendants) provided in NNPPJ in the appendix, to appear in the separate, confidential appendix.
  - D. HPD recognizes a wide range of TCPs; some are confidential and/or personal to individuals (example: personal offering places), while others are known to entire communities (example: named landscape features associated with origin stories), and would not necessarily be considered confidential. We also appreciate that the only people qualified to make this determination are those identifying and/or using the resource.
  - E. It is incumbent on the researcher to determine if their interviewee considers the information confidential.
    - 1. If the interviewee believes that the TCP information should be *treated as confidential*, then only general information about the place, its eligibility for the protection under appropriate laws, and effects and/or appropriate mitigation strategies should appear in the body of the report. Site forms and maps shall be placed in the confidential appendix.
    - 2. If the information is not to be treated as confidential (example: some herb gathering areas), then all information may appear in the body of the report.
  - F. Bulletin 38 of the *National Register of Historic Places States*, "...information on historic properties, including TCPs, may be kept confidential under the authority of Section 304 of the *National Historic Preservation Act*."
18. HPD will not accept any reports that use the term "ancestral puebloan or puebloan" when referring to the Anasazi or Nihinaazázi. The Navajo Nation is cultural affiliated to the Anasazi people, and reports that make any reference to Navajos as newcomers to the southwest will be returned. It is the responsibility of the Navajo Nation to protect the information relevant to its life ways, history and origins of its People. Navajo ceremonial and oral histories establish that Navajos have been here since time immemorial. This relationship is confirmed in centuries of traditional history and more than 100 years of anthropological literature. This relationship is also confirmed by archaeological, genetic/biological, and linguistic evidence.
19. Reports that are not in accordance with these standards and guidelines will be returned at the sender's expense.