

INSTRUCTIONS FOR FILLING OUT ARCHAEOLOGICAL SURVEY SHORT REPORT (ASSR) FORMS IN IOWA

GENERAL INSTRUCTIONS:

updated 8/98

The State Historical Society of Iowa has prepared this instruction sheet to aid consultants who use the Archaeological Survey Short Report (ASSR) form to document projects involved in Section 106 review. The Association of Iowa Archaeologists has also accepted the ASSR Report format. Studies that do not locate historical properties and that involve project areas less than 20 acres in size may be reported using an ASSR form. The ASSR form should only be used when an archaeological survey or project area is less than 20 acres in size and contains absolutely no sites, isolated finds, or structures that were observed within the project area. The only exception to this is that the ASSR form may also be used on road bridge replacement projects under the following conditions;

1. The bridge(s) must have been previously evaluated as not eligible for listing on the National Register of Historic Places (NRHP) identified in the Statewide Historic Engineering Survey of Road Bridges (built prior to 1945) completed by Fraserdesign or the Iowa Department of transportation in 1993.
2. There are no historic properties other than the bridge identified within the project area.
3. The project area encompasses less than 20 acres.

All information that would normally be included in a Phase IA or Phase I archaeological report should be included with the ASSR report. This includes copies of the U.S.G.S. map with the project location clearly designated, general project location map, sketch map of the project area showing the location of subsurface tests, representative soil profiles from subsurface tests, additional information sheets as necessary, copies of historical plats, and a references cited section.

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Locational Information and Survey Conditions

- 1) County (ies): Any County names that the project lies within
- 2) Quadrangle (s): Any U.S.G.S quadrangle maps that the project lies within. Most revised date of quad
- 3) Project type/title: State if the project is a Phase IA or a Phase I/The specific title that the consultant has given the project
- 4) Responsible federal/state agencies: Any federal or state agencies that are responsible for the final action or permit
- 5) Legal Location: Enter the ¼, ¼ descriptions, Section, Township, and Range numbers the project area lies within
- 6) UTM coordinates: Enter the numeric UTM coordinates that the project area lies within (ie. N6578250 to N6578500)
- 7) Project description: Enter a detailed description of what the proposed project entails and what the effects of the project will be within the project area

Topography

- 1) Soil associations: Enter all applicable soil associations for the project area (citation & year)
- 2) Landform: Name and describe the landform the project area lies within (Prior 1991)
- 3) Drainage Name: Enter the name of the nearest drainage and river basin the project area is closest to. If the nearest drainage is an unnamed stream, creek, or intermittent creek state as such.
- 4) Land use/ground cover/percent visibility: Enter all the different types of land use or conditions that the project area is currently under/what the ground cover is for each portion of the project area/ what the % of ground surface visibility is for each portion of ground cover. (i.e. 100% of the project area was agricultural. 60% of the project area was plowed corn field with 90% visibility and 40% of the project area was standing alfalfa with 25% visibility)
- 5) Survey Limitations: Enter a description of any areas within the project that could not be adequately surveyed and the reason they were not adequately surveyed

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Archaeological and Historical Information:

- 1) Previously reported sites: Enter None. If there are any previously reported sites this form should not be used
- 2) Previous Surveys: List any known previous archaeological surveys (citation & date)
- 3) Regional Archaeologist contacted: State the name of the person the client contacted to conduct an archaeological survey for the project area. This is usually the Program Director or owner of a consultant firm (phone number including area code).
- 4) Investigation techniques: list all techniques employed for the investigation and a description of all field methods, intervals, and collection strategies (i.e. Pedestrian surface survey was conducted at 5 m intervals in areas of 25% visibility and 10 m intervals in areas of 90% visibility. The surface survey was augmented with 5 subsurface tests placed at appropriate intervals, excavated in arbitrary 10 cm levels, and all soils were screened through ¼ “ hardware mesh. All cultural artifacts were collected)
- 5) Historical sources consulted: include a brief list of citations for all historical sources investigated, (i.e. Iowa Land Gazette 1869; Andreas 1875; Burlington 1925)
- 6) Time expended: This should be stated in number of person hours for the field survey only. (i.e. 2 people working an 8 hour day doing the field survey for the project would be 16 person hours)
- 7) Area surveyed: List the total area of the area surveyed in acres and square meters

Contractor and Surveyor Information:

- 1) Archaeological contractor: List the name of the consulting firm or individual responsible for the investigations
- 2) Address: List the address, phone, and fax number of the consulting firm
- 3) Surveyor's names: List the names of all the individuals who conducted the field survey for the project
- 4) Date(s) surveyed: List the dates the project area was field surveyed or that investigations were conducted
- 5) ASSR completed by: List the name of the individual who completed the ASSR report
- 6) ASSR Submitted by (title and Signature): Place the name, title, and original signature of the person responsible for the investigations. This should be ultimately the signature of the program director or principal investigator
- 7) Address (if the address is not the same as the contractor address): List the address of the person who signed ASSR

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Attachments check list:

- 1) Project map: Include this map with the report. This should be a general location map with a scale & north arrow
- 2) U.S.G.S. topographic map: Include this map with the report. This should be a copy of the USGS map of the project area with a scale, north arrow, date, and project limits clearly designated.
- 3) Sketch map(s): Include this map with the report. This should be a sketch map of the project area with a scale, north arrow, date, project limits clearly designated, all subsurface test locations, and soil profile locations
- 4) Historic plats/atlasses/sources: Include copies of historical plats investigated if possible
- 5) Relevant depiction(s) of soil profiles and soil descriptions: Include this information with the report where applicable. This can be accomplished in a text or figure format. The soil profile descriptions should include a representative sample of soils from subsurface tests should be described with minimal information including descriptions of **depth range, munsell color, texture, composition** and the specific **number** of the subsurface test being described
- 6) References cited section: Include a references cited section listing the full bibliographic information for all sources investigated
- 7) Additional information sheets: Include any additional information that could not be accommodated in the ASSR report or that the consultant feels needs to be clarified in a more descriptive narrative, figure, or table.

Contractor and ASSR Assurance Control:

- 1) The program director or principal investigator should sign and date the first section
- 2) Address of agency to whom SHPO comment should be mailed: List the name of the contact person and the address of the person who contracted the archaeological survey, the Federal agency involved, and any other person SHPO comments should be mailed to
- 3) Comments: The contractor should include a statement regarding recommendations for the project and a statement of disclosure concerning the potential for unanticipated discoveries during project construction activities and the action that should be taken.