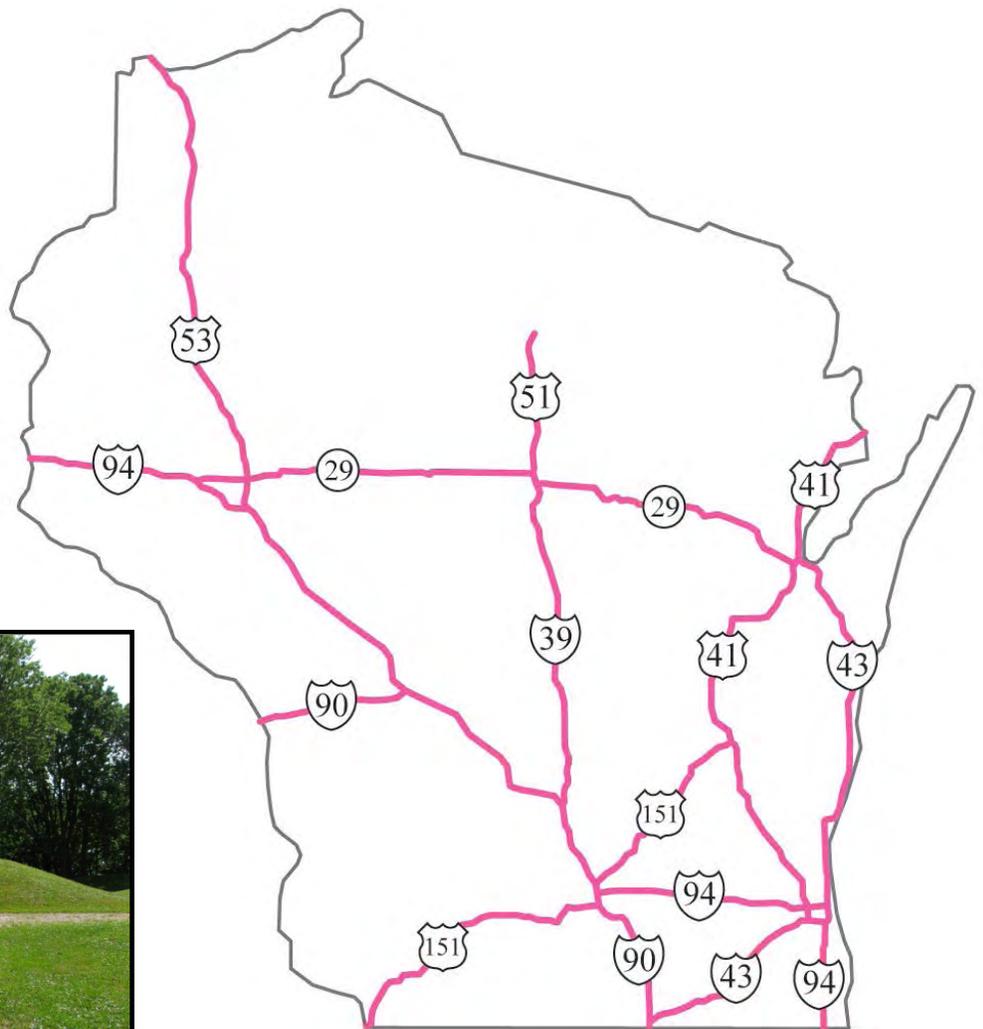


Guide to Transportation Archaeology



**Wisconsin Department of Transportation
Division of Transportation System Development
Bureau of Technical Services
Environmental Process & Documents Section:**

Guide last updated March 2012

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Key

1. WisDOT Facilities Development Manual (FDM)
2. WisDOT Construction & Materials Manual (CMM)
3. WisDOT Highway Maintenance Manual (HMM) Chapter 9 -Right-of-Way Use & Permits
4. WisDOT forms at <http://www.dot.wisconsin.gov/forms/>
5. US Department of the Interior National Register of Historic Places Registration Form [NPS Form 10-900]
6. WHS Current Procedures for Investigations at Human Burial Sites in Wisconsin
7. WHS guides and forms at <http://www.wisconsinhistory.org/hp/professionals.asp>
8. Wisconsin Archeological Survey Guidelines for Public Archeology in Wisconsin

Did You Know?

- **Over 114,000 miles of highway in our state.**
- **Currently, Wisconsin roads accommodate approximately 60 billion miles of vehicle traffic each year.**
- **WisDOT protects over 4500 archaeological sites and 12 archaeological districts within its right of way; and**
 - **174 of these archaeological sites are listed on the National/State Registers of Historic Places; and**
 - **this represents 20% of the NRHP-listed archaeological sites in Wisconsin.**

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Introduction

The Wisconsin Department of Transportation (WisDOT) recognizes that cultural resources are a tangible link to our past and, because they are non-renewable and often fragile, we must work to protect and manage them in a spirit of stewardship for future generations to understand and enjoy. In compliance with federal and state law, WisDOT is committed to fully integrating cultural resource considerations into transportation projects in order to preserve resources for the public while ensuring a first-class, multimodal transportation system for the people of Wisconsin.

To meet this goal, WisDOT has developed a standardized set of procedures and documentation for archaeological studies on WisDOT administered transportation projects. An awareness of these procedures will help archaeologists adjust and/or refine their field methods and documentation to rigorously and efficiently carry out projects. Although this guide is not meant to educate already qualified archaeologists on field techniques, when appropriate, it does point out minimum requirements for site identification and evaluation, and reporting.

This guide also contains information on tribal consultation and the Section 106 submittal process. These sections inform archaeologists on documentation that needs to be submitted by WisDOT Project Managers to fulfill Section 106 requirements.

If you have any questions, please contact WisDOT Cultural Resources in the Bureau of Technical Services (BTS) Environmental Process & Documents Section:

Jim Becker

Archaeology Program Manager

Office: (608) 261-0137

Fax: (608) 264-6667

E-mail: James.Becker@dot.wi.gov

Jason Kennedy

Environmental Analysis Review Specialist

Office: (608) 267-6693

E-mail: jason1.kennedy@dot.wi.gov

Lynn Cloud

Environmental Analysis Review Specialist

Office: (608) 266-0099

E-mail: Lynn.Cloud@dot.wi.gov

Types of Archaeological Investigations

Following the Secretary of the Interior's *Guidelines and Standards for Archeology and Historic Preservation* and the Wisconsin Archaeological Survey's *Guidelines for Public Archeology in Wisconsin*, WisDOT recognizes three types of archaeological studies:

- Site Identification Survey [Phase I]
- Site Evaluation Study [Phase II]
- Data Recovery/Mitigation [Phase III]

1. Site Identification Survey [Phase I]

This investigation is the initial survey and is carried out simply to identify the presence of archaeological resources and determine their potential eligibility for the National Register of Historic Places [NRHP]. Preparation for fieldwork includes background research on previously documented archaeological sites – this step is often referred to as archaeological literature review or archival research.

2. Site Evaluation Study [Phase II]

When an archaeological site potentially eligible for the NRHP is located during Phase I survey and efforts at project redesign cannot avoid impacts to the site, evaluation or Phase II study are conducted to determine if the site meets one or more of the National Register eligibility criteria for inclusion on the NRHP.

3. Data Recovery/Mitigation [Phase III]

When a site has been determined to be eligible for the NRHP and project design still cannot avoid impacts to the site, Phase III studies aimed at mitigating the project's effect on the site are initiated. This mitigation most often involves excavation to recover the information the site contains. Historical research may also be conducted. This work is normally completed prior to construction of the transportation project.

Prior to an Archaeological Site Identification Survey

Once it has been determined that archaeological work is required for a WisDOT undertaking, several procedures are carried out prior to the survey:

1. Project Information

The archaeologist will receive the following documentation:

- ◆ Section 106 Review, Archaeological/Historical Information Form [Form DT1635]. This form is required and provides all pertinent project information.
- ◆ Maps (project plans and/or aerial photographs) for the proposed project area. These maps are required and shall include the existing and proposed right-of-way, temporary and permanent easements, slope intercepts, project termini and all significant structures (buildings, signs, culverts, etc.).
- ◆ A list of landowners whose properties lie within the project area. Although preferable, this information may not be provided for every project; nevertheless, all landowners are notified of the project on WisDOT letterhead prior to any contact by the archaeologist.

NOTE: For projects designated as “in-house”, WisDOT will provide these documents to the assigned archaeologist. For consultant engineering firm projects, the Project Manager provides these documents to the archaeologist.

SECTION 106 REVIEW ARCHAEOLOGICAL/HISTORICAL INFORMATION

Wisconsin Department of Transportation
DT1635 11/2006

For instructions, see FDM Chapter 26

I. PROJECT INFORMATION

Project ID	Highway - Street	County
Project Termini		Region - Office
Regional Project Engineer - Project Manager		Area Code - Telephone Number
Consultant Project Engineer - Project Manager		Area Code - Telephone Number
Archaeological Consultant		Area Code - Telephone Number
Architecture/History Consultant		Area Code - Telephone Number
Date of Need		SHSW #
Return a signed copy of this form to:		

II. PROJECT DESCRIPTION

Project Length miles	Land to be Acquired: Fee Simple acres	Land to be Acquired: Easement acres
-------------------------	--	--

Distance as measured from existing centerline	Existing	Proposed	Other Factors	Existing	Proposed
Right-of-Way Width			Terrace Width		
Shoulder			Sidewalk Width		
Slope Intercept			Number of Lanes		
Edge of Pavement			Grade Separated Crossing		
Back of Curb Line			Vision Triangle acres		
Realignment			Temporary Bypass acres		
Other - List:			Stream Channel Change	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attach Map(s) that depict "maximum" impacts.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Tree topping and/or grubbing	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Brief Narrative Project Description - Include all ground disturbing activities. For archaeology, include plan view map indicating the maximum area of ground disturbance and/or new right-of-way, whichever is greater. Include all temporary, limited and permanent easements.

Add continuation sheet, if needed.

III. CONSULTATION

How has notification of the project been provided to:	<input type="checkbox"/> Historical Societies/Organizations	<input type="checkbox"/> Native American Tribes
<input type="checkbox"/> Property Owners	<input type="checkbox"/> Public Information Meeting Notice	<input type="checkbox"/> Public Info. Mtg. Notice
<input type="checkbox"/> Public Information Meeting Notice	<input type="checkbox"/> Letter	<input type="checkbox"/> Letter
<input type="checkbox"/> Letter - Required for Archaeology	<input type="checkbox"/> Telephone Call	<input type="checkbox"/> Telephone Call
<input type="checkbox"/> Telephone Call	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
<input type="checkbox"/> Other:		

*Attach one copy of the base letter, list of addresses and comments received. For history include telephone memos as appropriate.

IV. AREA OF POTENTIAL EFFECTS - APE

ARCHAEOLOGY: Area of potential effect for archaeology is the existing and proposed ROW, temporary and permanent easements. Agricultural practices do not constitute a ground disturbance exemption.

HISTORY: Describe the area of potential effects for buildings/structures.

V. PHASE I ARCHEOLOGICAL OR RECONNAISSANCE HISTORY SURVEY NEEDED

<p style="text-align: center;">ARCHAEOLOGY</p> <p><input type="checkbox"/> Archaeological survey is needed</p> <p><input type="checkbox"/> Archaeological survey is not needed - Provide justification <input type="checkbox"/> Screening list (date).</p>	<p style="text-align: center;">HISTORY</p> <p><input type="checkbox"/> Architecture/History survey is needed</p> <p><input type="checkbox"/> Architecture/History survey is not needed <input type="checkbox"/> No structures or buildings of any kind within APE <input type="checkbox"/> Screening list (date).</p>
--	--

VI. SURVEY COMPLETED

<p style="text-align: center;">ARCHAEOLOGY</p> <p><input type="checkbox"/> NO archaeological sites(s) identified - ASFR attached</p> <p><input type="checkbox"/> NO potentially eligible site(s) in project area - Phase I Report attached</p> <p><input type="checkbox"/> Potentially eligible site(s) identified-Phase I Report attached <input type="checkbox"/> Avoided through redesign <input type="checkbox"/> Phase II conducted – go to VII (Evaluation).</p> <p><input type="checkbox"/> Phase I Report attached - Cemetery/cataloged burial documentation</p>	<p style="text-align: center;">HISTORY</p> <p><input type="checkbox"/> NO buildings/structures identified - A/HSF attached</p> <p><input type="checkbox"/> Potentially eligible buildings/structures identified in the APE - A/HSF attached</p> <p><input type="checkbox"/> Potentially eligible buildings/structures avoided – documentation attached</p>
---	--

VII. DETERMINATION OF ELIGIBILITY (EVALUATION) COMPLETED

<p><input type="checkbox"/> No arch site(s) eligible for NRHP - Phase II Report attached</p> <p><input type="checkbox"/> Arch site(s) eligible for NRHP - Phase II Report attached</p> <p><input type="checkbox"/> Site(s) eligible for NRHP - DOE attached</p>	<p><input type="checkbox"/> No buildings/structure(s) eligible for NRHP - DOE attached</p> <p><input type="checkbox"/> Building/structure(s) eligible for NRHP - DOE attached</p>
---	---

VIII. COMMITMENTS/SPECIAL PROVISIONS – must be included with special provisions language

IX. PROJECT DECISION

No historic properties (historical or archaeological) in the APE.

No historic properties (historical or archaeological) affected.

Historic properties (historical and/or archaeological) may be affected by project;

Go to Step 4: Assess affects and begin consultation on affects

Documentation for Determination of No Adverse Effects is included with this form. WIDOT has concluded that this project will have No Adverse Effect on historic properties. Signature by SHPO below indicates SHPO concurrence in the DNAE and concludes the Section 106 Review process for this project.

<p>_____ (Regional Project Manager)</p> <p>_____ (Date)</p> <p>_____ (Consultant Project Manager)</p> <p>_____ (Date)</p>	<p>_____ (WIDOT Historic Preservation Officer)</p> <p>_____ (Date)</p>	<p>_____ (State Historic Preservation Officer)</p> <p>_____ (Date)</p>
---	--	--

2. Archaeological Literature Review

The archaeologist completes an Archaeological Literature and Records Review [Form DT1459] to identify previously recorded sites both in and within one mile of the project area. The archaeologist is responsible for examining all appropriate resources (e.g. Bibliography of Archaeological Report [BAR], Archaeological Site Inventory [ASI], professional journals, local historical societies, and etc.).

3. Contacting Landowners

The archaeologist contacts landowners and carries out the following:

- Negotiates with the landowner a time when the survey can be conducted.
- Explains to the landowner the type of work that will be carried out on his/her land.
- Requests permission from the landowner to park vehicles on the property if necessary.
- Provides the landowner with a WisDOT archaeological brochure and the information form on the different types of survey [see Sample Correspondence/Memorandum containing information on different types of survey].

ARCHAEOLOGICAL LITERATURE AND RECORDS REVIEW

DT1459 3/2003

Wisconsin Department of Transportation

PROJECT INFORMATION

Project ID	Highway/Street	County	SHSW Compliance Number
Project Termini			
Township(s)	Town/Range	Sections	
USGS Quadrangle(s)			

SOURCES RESEARCHED

See Continuation Sheet

<input type="checkbox"/> OSA USGS Maps	<input type="checkbox"/> Previous Surveys	<input type="checkbox"/> CEB Atlas	
<input type="checkbox"/> WI Land Economic Inventory (WLEI)	<input type="checkbox"/> County History	<input type="checkbox"/> CEB Manuscripts	
<input type="checkbox"/> Burial Sites Office	<input type="checkbox"/> Archival Maps:		
Publisher	Year	Publisher	Year
Publisher	Year	Publisher	Year
<input type="checkbox"/> Other			

SITES IN PROJECT AREA

See Continuation Sheet

Total Number of Sites	Prehistoric	Historic	Cemeteries/Burials
	Code	Type	Affiliation
#47	-		
#47	-		
#47	-		

SITES WITHIN ONE MILE OF THE PROJECT AREA

See Continuation Sheet

Total Number of Sites	Prehistoric	Historic	Cemeteries/Burials
	Code	Type	Affiliation
#47	-		
#47	-		
#47	-		

Sites Reported in the Project Area Sites Reported Within One Mile No Sites Reported in the Project Area

Research Conducted by _____ Date _____

I certify that the literature search was done according to the Wisconsin Survey Guidelines.

(Print Name of Archaeologist)

(Print Name of Firm or Institution)

(Signature of Archaeologist)

(Date)

SOURCES RESEARCHED (Continued)

Publisher	Year	Publisher	Year
Publisher	Year	Publisher	Year
Publisher	Year	Publisher	Year
Publisher	Year	Publisher	Year
Publisher	Year	Publisher	Year
Publisher	Year	Publisher	Year
Publisher	Year	Publisher	Year
Publisher	Year	Publisher	Year
Publisher	Year	Publisher	Year

SITES IN PROJECT AREA (Continued)

Code	Type	Affiliation
#47	-	
#47	-	
#47	-	
#47	-	
#47	-	
#47	-	
#47	-	
#47	-	
#47	-	

SITES WITHIN ONE MILE OF THE PROJECT AREA (Continued)

Total Number of Sites	Prehistoric	Historic	Cemeteries/Burials
Code	Type	Affiliation	
#47	-		
#47	-		
#47	-		
#47	-		
#47	-		
#47	-		
#47	-		
#47	-		
#47	-		

State Permits

In Wisconsin, all archaeological fieldwork on publicly owned land (excepting federal and Tribal land) requires a Public Lands Field Archeology Permit.

- This includes state, county, civil town, and municipal land (including all road right-of-way).
- For archaeological work on WisDOT properties, permits are reviewed by BTS Environmental Process & Documents Section and forwarded to the State Archaeologist at the Wisconsin Historical Society for final review and approval.
- To receive a permit, the archaeologist must have a signed curatorial agreement on file with the Wisconsin Historical Society.
- The permit does NOT cover removal of human remains under Wis. Stats. 157.70.

WISCONSIN PUBLIC LANDS FIELD ARCHAEOLOGICAL PERMIT, 2012
REQUIRED TO CONDUCT ARCHAEOLOGY ON ALL NON-FEDERAL PUBLIC LAND UNDER WIS. § 44.47
Wisconsin Historical Society

Name/Organization/Contact _____ Telephone _____

Address _____ City _____ State _____ Zip Code _____

E-mail Address _____ FAX# _____

Institutional Affiliation _____ Occupation _____

Location of work:

Highway: Hwy/Rd _____ County _____

Project Begin: _____ Project End: _____

Other Projects: County _____ Civil Town _____ Town _____ Range _____ Section _____

Quarter Sections (minimum 3) _____

Name of Park, Wildlife Area _____ Site Name: _____ Site Number _____

Type of fieldwork: Phase I/Survey Phase II/Testing Phase III/Excavation Other

Purpose of the fieldwork: Federal Compliance State Compliance Education Other

Period of field work beginning on _____ and ending on _____

What institution will curate recovered artifacts, notes, and records? _____

(Curation agreement must be on file with WHS)

Signature of Archaeologist _____ **Date** _____

Print name _____ continuation sheet

or see attachments

Maps and/or Letters of explanation can accompany this application

Landowner or custodian name (print) _____ Phone _____

Signature of Landowner _____ Date _____

DO NOT WRITE BELOW THIS LINE

Permit Approved _____ Date _____

PLP # _____ - _____

John H. Broihahn
State Archaeologist
Wisconsin Historical Society
FAX: 608-264-6504 / PH 608-264-6496
Email: john.broihahn@wisconsinhistory.org

Conditions:

- 1) Two copies of the final report must be submitted to the Division of Historic Preservation – Public History.
- 2) All artifacts, notes and records must be curated in an appropriate facility that is staffed by trained personnel.

This permit does NOT cover work within cataloged and uncataloged burial sites under Wis. § 157.70 .
This permit does NOT cover removal of human remains under Wis. § 157.70.

Please contact Sherman Banker at (608) 264-6507 or by e-mail at sherman.banker@wisconsinhistory.org

Federal Permits

Archaeological fieldwork involving ground disturbance (i.e. excavation) and/or artifact removal which occurs on federal and/or Indian lands requires a permit under the Archaeological Resources Protection Act of 1979 as amended (ARPA).

Federal lands are defined under ARPA as follows:

- lands which are owned and administered by the United States as part of the
national park system,
national wildlife refuge system, or
national forest system; and
- all other lands the fee title to which is held by the United States, other than lands on the Outer Continental Shelf and lands which are under the jurisdiction of the Smithsonian Institution.

Indian lands are defined under ARPA as follows:

- lands of Indian tribes, or Indian individuals, which are held in trust by the United States, or subject to a restriction against alienation imposed by the United States, except for any subsurface interests in lands not owned or controlled by an Indian tribe or an Indian individual.

To obtain a permit under ARPA, one applies to the appropriate Federal land manager. The Federal land manager would be the head of any agency or instrumentality of the United States (or their designee) which has the primary management authority over the lands. The Federal land manager will likely require information concerning the time, scope, and location and specific purpose of the proposed work. For projects involving Indian lands, the Federal land manager will likely require a copy of tribal permits or letters of permission issued by the appropriate Tribal government granting permission for the proposed archaeological fieldwork.

A permit issued under ARPA may contain special provisions or conditions for which the permittee is obligated to fulfill. It should not be assumed that an ARPA permit will include permission to excavate or to remove human remains from federal or tribal lands.

Information concerning ARPA and other federal laws which may require consultation prior to and during field investigation may be found through the National Park Service's *Laws, Executive Orders & Regulations* webpage at <http://www.nps.gov/history/laws.htm>.

Archaeological Site Identification Survey [Phase I]

When the Phase I survey has been completed, the archaeologist will notify the Project Manager and BTS with one or more of the following findings:

- 1. No archaeological sites were located in the project area**
 - The archaeologist will complete an Archaeological Survey Field Report [ASFR; Form DT1978] and submit the appropriate number of copies to the Project Manager. This report shall include maps of the project area that show survey coverage, land use, and the location of any isolated finds and/or cemeteries. The Archaeological Literature and Records Review, any acquired permits, BAR form, and cemetery documentation shall also be attached.

- 2. Archaeological site(s) located in the project area but the site(s) has no potential to be eligible for inclusion on the NRHP**
 - The archaeologist will complete a technical report detailing the methodology and results of the Phase I survey and discuss why the site(s) is not eligible.

- The archaeologist submits the report to the Project Manager. He/she will inform the archaeologist on how many copies will be required, which depends on the number of interested parties. A minimum of five copies is typical.

3. Archaeological site(s) located in the project area that may be potentially eligible for inclusion on the NRHP or Burial site(s) located in the project area.

- The archaeologist will provide the Project Manager with a map showing the boundaries of the potentially eligible archaeology site or burial site in relation to the project area. The archaeologist will inform the Project Manager that an evaluation study will be required if redesign cannot avoid the site.
- The Project Manager will then determine if it is possible to avoid the archaeology and/or burial site by redesigning or refining the project area.
- When redesign is possible, the Project Manager will provide maps to the archaeologist and to BTS demonstrating that there will be no impact to the archaeology and/or burial site. The archaeologist will incorporate this information into the Phase I technical report and transmit the appropriate number of copies of the report to the Project Manager.
- When redesign is not possible, an evaluation study [Phase II] will be conducted to determine whether the archaeology site is eligible for inclusion on the NRHP. Additional research may be needed to better define or confirm the boundary of the burial site.

Site Evaluation Study [Phase II]

Once the Phase II evaluation is complete, the archaeologist, in consultation with BTS and the Project Manager, will report one or all of the following findings:

1. **A site located within the project area is not eligible for the NRHP.**
 - No further fieldwork will be conducted to obtain additional information.
2. **A potentially eligible site is located within the project area but will not be affected by the undertaking.**
 - The archaeologist will provide to the Project Manager the appropriate site information on a **draft copy** of the United States Department of the Interior NRHP Registration Form [Form NPS 10-900]. The WisDOT also has a Determination of Eligibility Form that is used only for architecture/history. No further fieldwork will be conducted to obtain additional information on the site's eligibility.
3. **An eligible site will be impacted by the proposed undertaking**
 - The archaeologist will prepare a NRHP Registration Form and submit the original and copies to the Project Manager. This document will be part of the project information packet.
 - When eligible property(ies) will be affected by the project, consultation and mitigation will be initiated by BTS (see section: Consultation and Mitigation Phase III).

Upon completion of the Phase II study, the archaeologist will prepare a technical report detailing the results of both the Phase I and Phase II investigations. This report shall provide appropriate data on the significance of the sites. This report is submitted to the Project Manager, who will inform the archaeologist on the number of copies that are required.

NOTE: If a Phase I report has already been completed for this undertaking, the relevant information shall be included in the Phase II report.

Consultation and Data Recovery/Mitigation [Phase III]

Once it has been determined that an NRHP-eligible site will be impacted by a proposed undertaking, BTS initiates consultation between interested parties. Data Recovery/Mitigation [Phase III] measures may be developed to minimize the undertaking's impact upon the significant historic property.

1. Consultation

- BTS initiates consultation between the FHWA, the SHPO/THPO, WisDOT, the ACHP (if they request to be a consulting party), interested agencies, and interested Indian Tribes. Additional consulting parties may also be invited to participate when appropriate.
- Project Managers will consult both the archaeologist and BTS to evaluate and modify design efforts to minimize the effect of the project on the historic property.

Note: The consultation process typically takes a minimum of six months to one year to complete.

2. Development of Mitigation Plans

- The archaeologist will be requested by BTS to develop a data recovery plan for the effected archaeological site and to address outstanding concerns regarding other archaeological sites and human burials.
- BTS will also prepare or will arrange to have prepared the Documentation of Effect (also referred to as Documentation for Consultation) and, if necessary, the Section 106 Memorandum of Agreement, which outlines mitigation commitments.

Human Burial Sites

Human burial sites are protected under Wisconsin's burial sites preservation law [Wis. Stats. 157.70] regardless of location on private or state land. The statute stipulates that the discovery of any human remains must immediately be reported to the Wisconsin Historical Society (WHS) and that disturbance to a human burial site cannot proceed without the authorization of the WHS Director.



Link to the WHS Current Procedures for
Investigations at Human Burial Sites in Wisconsin

If at any point a cemetery, isolated burial, or mound is located adjacent to or within the WisDOT project area, documentation must be provided to demonstrate whether human burial (s) are located within the WisDOT right-of-way, within the undertaking's area of potential effect, and/or whether the human burial(s) will be affected by the undertaking.

1. Cemeteries

The archaeologist needs to provide the following to the Project Manager:

- Current status as catalogued or not catalogued burial site under Wis. Stat. 157.70.
- If it is a catalogued burial site, the *Notice of Location of Catalogued Burial Site* or other formal document prepared by the WHS to record and describe the boundary of a catalogued burial site.
- Cemetery or property deed(s).
- Cemetery plat or Certified Survey Map showing location of grave lots and/or plots.
- Letter from Cemetery Association (Caretaker) verifying grave locations.
- Photographs of the cemetery showing the relationship of the highway/project area to the cemetery boundary and any other relevant features.
- Description of the graves located in or adjacent to the right-of-way (names, dates, other inscriptions, and orientation of first row of graves).
- A general description of the cemetery's condition.
- A sketch map showing the proposed right-of-way/area of potential effect, the boundaries of the cemetery, and the location of the first row of graves abutting the project area. These shall all be mapped in relation to the existing right-of-way.
- An Archaeological Site Inventory [ASI] form shall be completed for each previously unreported cemetery. For cemeteries that are supposedly "lost", an ASI Form may be more appropriate.
- Copy of WHS permission to work within the boundary of a burial site, if required under Wis. Stat. 157.70.

CHECKLIST
REQUIRED DOCUMENTATION FOR CEMETERIES & OTHER BURIAL SITES

Wisconsin Department of Transportation
DT1614 (currently being updated)

Description of Cemetery/Burial Site

- Current status as catalogued or not catalogued burial site under Wis. Stat. 157.70.
- If a catalogued burial site, the Notice of Location of Catalogued Burial Site or other formal document prepared by the WHS to record the boundary of a catalogued burial site.
- Cemetery or property deed(s).
- Cemetery plat or Certified Survey Map showing location of grave lots and/or plots.
- Letter from Cemetery Association (Caretaker) verifying grave locations.
- Description of all burials located in or adjacent to the right-of-way/area of potential effect (names, dates, other inscriptions, and orientation of these burials). Record where on each burial any measurements of distance were taken.
- A general description of the physical condition of this cemetery/burial site.
- An Archaeological Site Inventory [ASI] form shall be completed for each previously unreported burial site.

Photo Documentation of Cemetery/Burial Site

- Photographs of the cemetery/burial site showing the relationship of the highway/project area to the boundary, nearby burials, and other relevant features.

Field Map of Cemetery/Burial Site

- A scaled map showing the following information:
 - right-of-way limits;
 - area of potential effect;
 - boundary of the cemetery/burial site (also boundary of catalogued portion of burial site if it is only partially catalogued under Wis. Stat. 157.70);
 - location of the burials in and/or abutting the right-of-way/area of potential effect. Record the distance between the “first row” of burials and the right-of-way/area of potential effect.

Documentation for Project Plan

- On the project plan, the Project Manager should plot the legal boundary of a cemetery, the recorded boundary of a catalogued burial site, and/or known boundary for other types of burial sites. This updated project plan must be included in the archaeological technical report.

Address questions about Cemetery Documentation to:

BTS Cultural Resources
4802 Sheboygan Avenue, Rm 451
PO Box 7965
Madison, WI 53707-7965
Office: (608) 266-0099; Fax: (608) 264-6667

2. Isolated Burials and Mounds

The archaeologist needs to provide the following to the Project Manager:

- Current status as catalogued or not catalogued burial site under Wis. Stat. 157.70.
- If it is a catalogued burial site, the Notice of Location of Catalogued Burial Site or other formal document prepared by the WHS to record and describe the boundary of a catalogued burial site.
- A sketch map showing the location of the burial/mound in relation to the existing right-of-way, and area of potential effect.
- Locational data (e.g. GPS coordinates) sufficient to relocate and catalog the site.
- Photo documentation showing the relationship of the highway/project area to the burial site and any other relevant features.
- Name, address, and telephone number of the property owner(s) and, if appropriate, the same information from owners of property within a fifteen foot buffer zone surrounding the site.
- An Archaeological Site Inventory [ASI] Form shall be completed for each previously unreported burial site or mound(s).

Requirements for Technical Reports

In terms of style, content, and organization, technical reports shall conform to the guidelines established in the Federal Code of Regulations Title 36, Chapter VIII, Part 800.11 [36 CFR 800.11] and the Wisconsin Archaeological Survey's *Guidelines for Public Archeology in Wisconsin*. Additional guidance is provided in the WisDOT Facilities Development Manual, FDM Chapter 26-10.

Photo Documentation

- Documentation shall be such that a site is shown before, during and after archaeological studies have been carried out.
- Photos shall have a date stamp with at least the month and year in which it was taken.
- Electronic copies of photos shall be in a format that is viewable and useable by WisDOT (e.g., .jpeg, .gif, .pdf, .bmp).

Before Archaeological Excavation



During Archaeological Excavation



After Archaeological Excavation



Date Stamp Embedded in a Digital Image.



Date Stamp Added to an Image in Print Media.

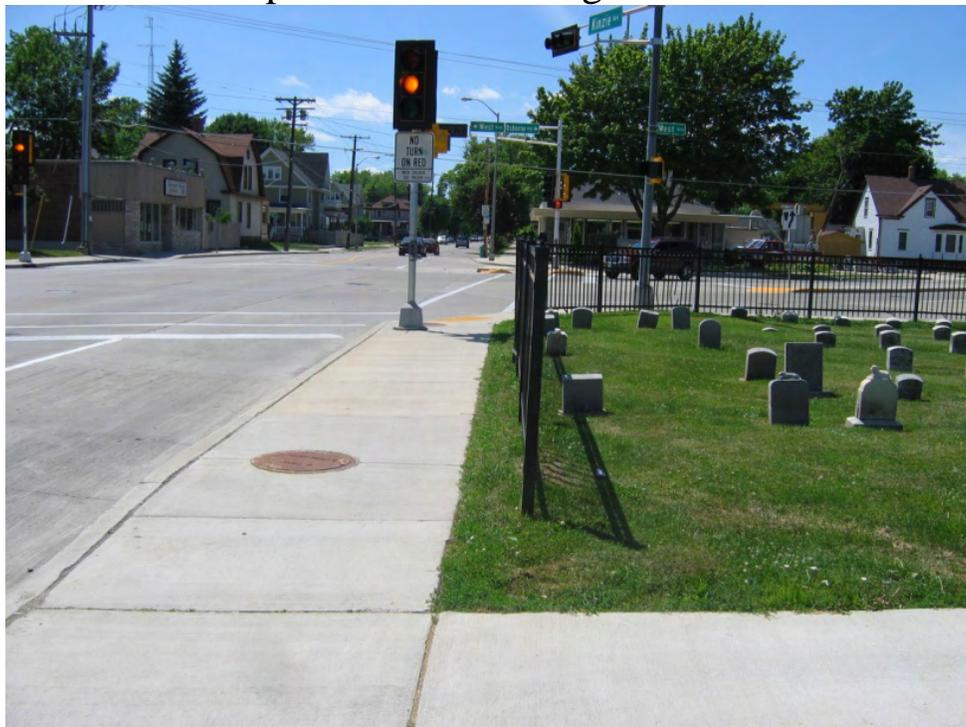


September 22, 2012

Date Stamp Embedded in a Digital Image.



Date Stamp Added to an Image in Print Media.



July 13, 2009

Other Report Format Standards

- Always add a disclaimer to title page concerning publication of contents of this report. Example: Information contained in this report should be considered confidential and only used to comply with the requirements of the National Historic Preservation Act of 1966, Archaeological Resources Protection Act of 1979 as amended, or Wisconsin State Statute 44.40 and 157.70. The looting or destruction of historic properties may be subject legal fines, imprisonment, and or penalties.
- Official archaeological site code numbers will be reported using the full Smithsonian Trinomial; official site names should be included if available. Always include the Wisconsin state code number (47) and upper case letters for the county designation; do not use hyphens or spaces between components of the trinomial. Example 47DA1 (Frost Woods site).
- Official burial site code numbers while styled after the Smithsonian Trinomial do not include a state code number and do use a hyphen. Always use upper case letters for the county designation and four digits for site number. Include official site name if available. Example BDA-0001 (German Lutheran Cemetery).
- Consecutive page numbers should appear on each page of a technical report.
- Electronic copies of reports shall be in a format that is viewable and useable by WisDOT (e.g., .MS Word, pdf).

Submittal of Section 106 Materials

This section summarizes the Section 106 process once the Project Manager has received the appropriate documentation from the archaeologist and other consultants. Although the archaeologist is not directly involved in this process, a “behind the scenes” look at what Project Managers provide to BTS Environmental Process & Documents Section should help inform archaeologists on why particular documentation is required.

Initial Submittal to BTS Cultural Resources

When archaeological and historical studies have been completed, the Project Manager submits the Section 106 packet to BTS. It may include the following:

- Completed Section 106 Review Archaeological/Historical Information Form (DT1635).
- Map of most recent project design or project plan sheet.
- Project location map.
- Notification letter to Indian Tribes, local historical societies, landowners, and etc. and any responses to these notifications.
- ASFR/technical report with results of Phase I and II studies; Archaeological Literature and Records Review form; state, federal and tribal archaeology permits; and letters of permission to work within the boundary of a burial site. (BTS sends this material to each Tribe that has expressed an interest in the project)
- NRHP Registration Forms (NPS 10-900) for each historic property (Archeology) within the area of potential effect that may be eligible for the NRHP.
- Architecture/History Survey Report for buildings and structures.

- Appropriate Architecture/History Survey Report attachments: A/HSF (one set should have the original) with photocopies of WHPD Architecture/History Inventory (AHI) records and photos of surveyed properties.
- Determination(s) of Eligibility Forms for each historic property (Architecture/History) that may be eligible for the NRHP.

BTS Cultural Resources reviews the Section 106 packet and submits to the SHPO/THPO

- If SHPO/THPO agrees that there will be no effect to an historic property, the **signed** Section 106 form is returned to the Project Manager.
- The Project Manager can proceed with the compliance process by placing evidence of SHPO/THPO acceptance on the environmental document.
- If there is an effect to an historic property, consultation with SHPO/THPO begins.

Coordinating/Consulting with Tribal Governments

Federally recognized Indian tribes are considered sovereign nations and are entitled to government-to-government relations. The following information is provided to inform archaeologists on the level of involvement Indian tribes in archaeological consultation in Wisconsin.

1. Coordinate Early

- As part of NHPA Section 106 and as part of the public involvement process, Tribes shall be invited to participate in consultation **as early as possible**.
- The Project Manager notifies interested Tribes of all projects.

- Both in-state and out-of-state Tribes expressing an interest in Wisconsin projects shall be invited to consult.
- Tribes are invited to scoping meetings, public hearings, public information meetings, and meetings with local officials.

2. Response to Tribal Indian Letters and Requests

- Only those Tribes responding and expressing an interest in the project are regarded as interested/consulting parties.
- WisDOT is responsible for responding to letters and requests from tribal representatives and providing interested Tribes with technical reports.
- Requested Section 106 documentation is sent to all interested Tribes by the WisDOT.

3. Tribal Involvement Relating Directly to Archaeologists

- Interested Tribes are informed by the WisDOT when a site is located in the project area.
- WisDOT sends technical reports to interested Tribes.
- When a site may be affected by the project, WisDOT arranges a consultation meeting with interested parties to discuss avoidance and/or minimal impacts.
- Interested Tribes are invited to participate in reviewing data recovery plans and mitigation proposals.
- Interested Tribes are included in all consultation and will be invited to participate as a signatory on Section 106 Memoranda of Agreements.
- Tribes may become an interested party at any time during the consultation process.

Web Accessible Documents

Many documents referenced in this guide are available on-line for download.

WisDOT forms at <http://www.dot.wisconsin.gov/forms/>



However, the following documents are available only through WisDOT BTS Environmental Process & Documents Section, Cultural Resources.

- Archaeological Literature and Records Review [Form DT1459]
- Cemetery documentation checklist [Form DT1614]
- Sample Correspondence/Memorandum containing information on different types of survey.

**Wisconsin Historical Society guides and forms
<http://www.wisconsinhistory.org/hp/professionals.asp>**



Wisconsin Archeological Survey
Guidelines for Public Archeology in Wisconsin, as revised (1997)
<http://www4.uwm.edu/Org/was/WASurvey/guidelines.html>



US Department of the Interior
National Register of Historic Places Registration Form [NPS Form 10-900]
<http://www.cr.nps.gov/nr/publications/forms.htm>



Important Contact Information

This section provides contact information for individuals and/or agencies that the archaeologist may need to contact concerning WisDOT archaeological projects.

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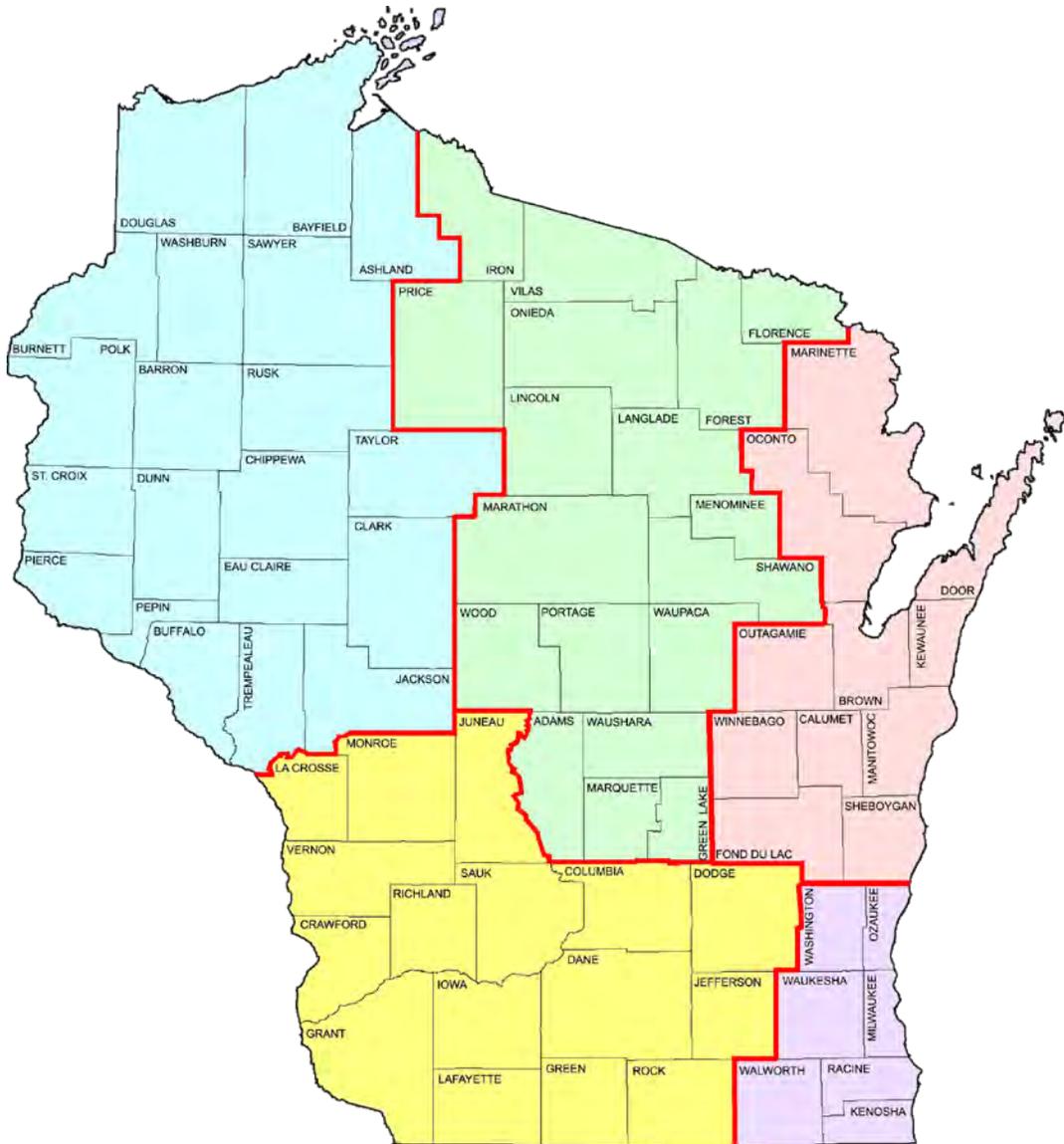
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Wisconsin Department of Transportation Regional organization (January 2012)



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