

Session 3: OSA
Standards & Guidelines
Site Number Registration
ER Submission Deliverables



DNCR Western Office Asheville, NC



NC DEPARTMENT OF
NATURAL AND CULTURAL RESOURCES

NORTH CAROLINA
OFFICE OF STATE ARCHAEOLOGY

ARCHAEOLOGICAL INVESTIGATION
STANDARDS AND GUIDELINES
FOR BACKGROUND RESEARCH, FIELD METHODOLOGIES,
TECHNICAL REPORTS, AND CURATION



-November 2023-

OSA Archaeological Investigations Standards and Guidelines

November 2023 Revisions

- Archaeological background summaries within **two miles**
- GPR and remote sensing
 - Lays out clear data recovery and reporting standards for cemetery surveys
- Not addressed in 2023 revisions
 - Large acreage reconnaissance survey: >250 ac.
 - Designed to provide reviewers with more information on a project area
 - Systematic ped survey and judgmental shovel testing
 - All sites identified at recon stage should be delineated and evaluated during Phase I



Cemetery Delineations and Surveys

Delineation before recommendation of avoidance measures. Survey should include:

- Pedestrian Survey
 - Bidirectional pedestrian survey at 2 meter transect intervals within an initially proposed 10-meter buffer as defined by initial visual observation and supported by photographs (minimum of 5 transects).
- Ground Penetrating Radar- whenever field conditions allow for it.
 - Clearing the survey area of vegetation and brush, avoid damaging grave markers or disturbing any shrubbery, flowers, plants, or other articles planted or placed within the cemetery to designate where human remains have been interred
 - Radar data in cemeteries should be collected along transects perpendicular to grave orientation spaced no more than 50 cm apart (25 cm spacing recommended). Radar antennas with central frequency ranges from 200-700 MHz are recommended.
- Other remote sensing techniques, such as magnetometer, electrical resistivity, and electromagnetic conductivity (EM) may provide complementary or even better results
- Soil Probing and augering- especially when GPR is not feasible or practical
 - Soil sampling tubes or augers can also be used and may provide greater information about soil disturbances than probing alone.

Recommendations for appropriate methods for probing surveys include:

- Establish site datum and record survey grid boundaries with GPS points.
- Systematic probing transects should be spaced no more than 2-4 feet apart and extend a minimum of 10 meters beyond the last recognizable grave marker or depression.
- Record the locations of any positive probing “hits” and provide a map showing probing transects and the locations of all positive locations.



Cemetery Protection/Avoidance

Once delineated, an appropriate buffer should be determined in consultation with the OSA.

If the cemetery is on private property, the final buffered cemetery boundary should be mapped by a licensed surveyor, recorded on deeds or plats, and filed with the appropriate county to ensure that the county and any future landowners are aware of its presence.

High-visibility construction fencing during construction activities may be recommended near cemeteries that do not have a fence or other physical barrier. If a permanent fence will be added, it should have a gate for accessibility.

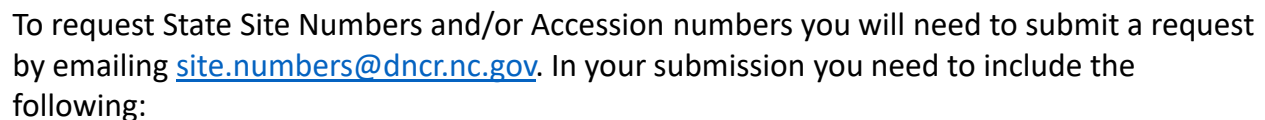
While buffer recommendations may vary depending on a variety of factors, the OSA offers the following general guidance:

- 10-meter (32.8 feet) Buffer
 - Modern (mid-20th-century and later) cemeteries.
 - Fenced cemeteries unless determined to, or thought to have potential to, be associated with an enslaved community.
 - All cemeteries that have been delineated with Ground Penetrating Radar (assuming the GPR survey was done by a professional archaeologist using approved methodologies) or other type of recommended cemetery delineation method where GPR is not feasible (e.g., probing).
- 15-meter (49.2 feet) Buffer
 - Older, post-emancipation family cemeteries.
 - Older, post-emancipation community cemeteries.
 - Older, pre-emancipation cemeteries that research has shown to have a low potential to be associated with an enslaved community.
- 30-meter (98.4 feet) Buffer
 - Older, pre-emancipation cemeteries determined to, or thought to have potential to, be associated with an enslaved community that have not been delineated with GPR or other recommended cemetery delineation method where GPR is not feasible (e.g., probing).



- To request site and/or accession numbers, email site.numbers@dncr.nc.gov

- Shapefile of sites recommended/preferred
 - A KML file will also work
- A map/maps with site locations clearly labeled
- More detailed instructions can be found here:
 - <https://archaeology.ncdcr.gov/about/forms#sitenumbers>

[illegible]

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your temporary site numbers

- More detailed instructions for submitting site and accession number requests as well as submitting GIS data along with a download of the site number request table can be found on our website.

Site and Accession Numbers: What comes next?

- A record of the site registration and accession number assignment is made in tracking and our accession logs respectively
- The sites are mapped out onto our statewide GIS map
- You will receive an email back with the site number request table attached and completed with your state trinomials and the accession numbers if requested

To be Filled in by OSA Staff		For compliance projects only					
State Site Number	Accession Number	ER Number	Temp. Site Number/Field Site Number	County	Site Type	Year of Excavation	Accession Number Req. Y/N
31WA####	2025.####	ER 25-0000	FS01	Wake	Historic	2025	Y
31WA####	2025.####	ER 25-0000	FS02	Wake	Historic	2025	Y
31WA####	2025.####	ER 25-0000	FS03	Wake	Historic	2025	Y
31WA####	2025.####	ER 25-0000	FS04	Wake	Historic	2025	Y
31WA####	2025.####	ER 25-0000	FS05	Wake	Historic	2025	Y
31WA####	2025.####	ER 25-0000	FS06	Wake	Historic	2025	Y
31WA####	2025.####	ER 25-0000	FS07	Wake	Historic	2025	Y
31WA####	2025.####	ER 25-0000	FS08	Wake	Historic	2025	Y
31WA####	2025.####	ER 25-0000	FS09	Wake	Historic	2025	Y

Once a request has been made we will go through the process of registering your sites into our records. We assign a site number and an accession number if requested and map the site onto our Statewide GIS map. In 3-5 business days you can expect to receive an email back with the site number request table reattached and completed with your state site trinomials and accession numbers.

Available for download on our website archaeology.ncdcr.gov

If the OSA does recommend an archaeological survey for a project, we provide guidelines on our website for what the appropriate field methodology should be, down to the shovel test transect spacing, and we also lay out what we expect to see in all reports so that we are able to comment on the site assessment recommendations that are being made.

- We lay out what we expect to see in different report types, from survey reports to data recovery projects.
- For data recoveries, reporting is so important because archaeology as a science is destructive by nature. When you excavate a site, you are destroying it, so without that documentation as to what was found, and in what context and association, and what was learned, then the archaeological excavation is arguable meaningless.
- Also included in our guidelines are the site and cemetery forms that must be submitted with reports if a site and/or cemetery is identified
- We also include information on our curation standards and how to curate collections with us.

Required Archaeology Deliverables

- **Digital Documents** to be submitted through **ShareFile**

- One (1) digital copy of the archaeology survey report as a PDF
 - Do NOT include site forms as appendices to reports
- One (1) digital copy of each NC Site Form for each new site identified and/or each site revisited
 - A map of each site must be included with each form

- **Physical Documents** to be mailed

- One (1) hard copy of the archaeology survey report will be requested by OSA after the digital version is reviewed and accepted.
- Address will be included on hard copy request letter



Key take away: Submit digital documents to sharefile. Only 1 digital copy of the report, 1 hard copy, and 1 copy of EACH site form with an attached map are needed. Do not send in hard copies until requested. Mailing address to send hard copies to will be included in the hard copy request letter.

ShareFile User Access Form

archaeology.ncdcr.gov/programs/environmentalreview/sharefile

User Access Form

You may add up to five users for ShareFile access.

* Indicates required field

Company *

Users *

Show row weights

	Name	Title	Email	Weight	
+	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	+/-

Add

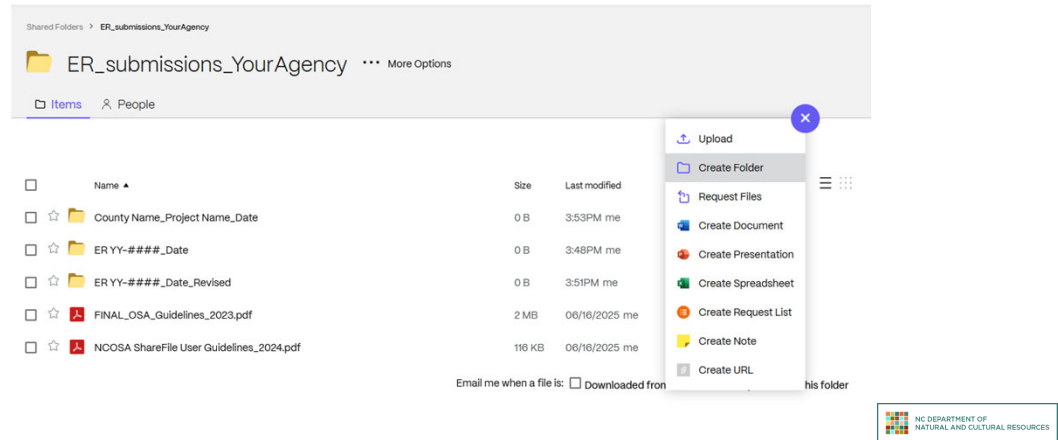
☐ I have read and agree to the above ShareFile User Guidelines



- Key take away: ShareFile is only for submitting digital ARCHAEOLOGY survey files such as reports and site forms. Each agency or consulting firm can request an agency folder be created and up to 5 users to have access to the folder. The access request form can be found at: <https://archaeology.ncdcr.gov/programs/environmentalreview/sharefile>.

Using ShareFile

- Bookmark your direct link: ncdncr1.sharefile.com/yourdirectsharefilelink
- Use the same main folder for all future archaeology ER file submissions



Key takeaways: You can use this folder for all future project report and site form submissions, you do not need to request access for future projects. However, if you need to add a new user to the folder, they will need to fill out the user access form and then we will add them to the agency folder.

The guidelines for how to upload files to ShareFile and what to name your folders and files can be found at <https://archaeology.ncdcr.gov/programs/environmentalreview/sharefile>. A PDF copy will be included in your ShareFile folder also.

You MUST email a transmittal letter to environmental.review@dncr.nc.gov to initiate the review. The transmittal letter should include the name of the ShareFile Folder the archaeological survey documents was uploaded and the date on which the documents were uploaded. We will not begin until the transmittal letter is submitted.

Session Questions and Recording Link

- 2025 Workshop Session 3 (OSA) - <https://youtu.be/htg7RK-xtG8?si=nB3JfujUEZXfD7mX>
- Questions:
 - Archiving Hard Copy Reports – [21:09](#)
 - Probing reporting in general and in cemeteries– [22:18](#)
 - Evaluating sites Ph.I vs Ph.II – [26:51](#)

Session 3: HPO Surveys for Section 106



NC DEPARTMENT OF
NATURAL AND CULTURAL RESOURCES

NORTH CAROLINA

Performing Architectural Surveys and Evaluations for Section 106, Section 110, & Due Diligence

<https://www.hpo.nc.gov/ER106/HSSR-standards>



State Historic Preservation Office

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When are evaluations required?

- Most commonly evaluations are required when:
 - Projects may impact resources for that are over 50yrs but have not been evaluated for NRHP eligibility.
 - Projects may impact resources that are recorded as Historic but that evaluation has the potential to be “out-of-date”. Ex Study listed in 1983, DOE in 2000 but lots of development within boundaries, or determined ineligible prior to turning 50
 - Federal agencies are performing required evaluation of federally-owned properties that have reached 50yrs of age. Ex NPS Mission 66, NCARNG
- We will tell you when HPO requires an evaluation in our response letter.
 - Exceptions to this rule are some federal projects and established processes such as the NCDOT PA.
 - Unsolicited reports may have delayed reviews as we clarify the who’s and why’s of the report’s existence.



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Evaluation Request Letter Language

Based on the information provided we are unable to accurately assess impacts to historic properties within the area of potential effect (APE), specifically the National Register-listed Ward-Applewhite-Thompson House (WL0687) and farm district. Due to the age of the original nomination and the lack of discussion regarding important information, such as the potential presence for housing for enslaved persons and cemeteries/burials within the boundaries of the historic property, a notable pre-Civil War plantation, we have determined that an updated evaluation of the resource is required. The plantation should be evaluated by a Secretary of the Interior qualified Architectural Historian and a report submitted to us for review and comment. The evaluation should also discuss any resources lost or modern development within the property boundary since its 1986 listing.

Review our Historic Structure Survey Report (HSSR) Standards for guidance on report requirements (<https://www.hpo.nc.gov/ER106/HSSR-standards>). Missing deliverables will cause a delay in processing. Contact Katie Harville, Environmental Review Specialist, katie.harville@dncr.nc.gov, with any questions you may have regarding deliverables or the survey requirements for this project.

“I’m ready to survey or evaluate historic properties for a project undergoing review by the NC HPO Environmental Review Branch. What’s next?”

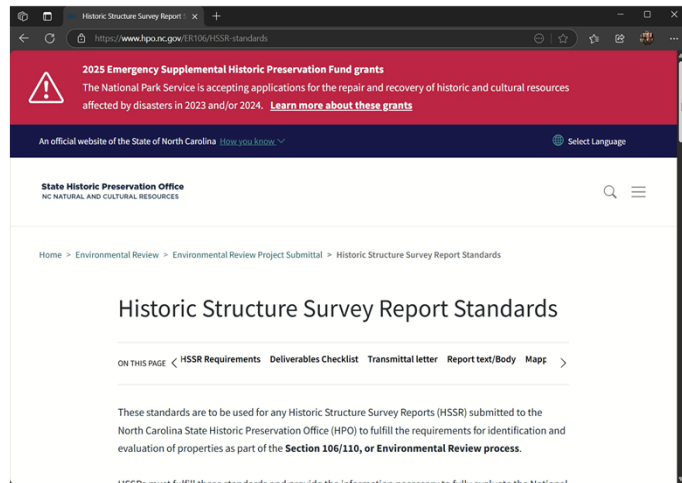


Basic To Do List

- Check the Historic Structure Survey Standards (HSSR) page ([Every Time!](#))
 - Remember they are different from regular survey guidelines issued by the Survey Branch
- Reach out to the ER reviewer to determine an appropriate APE or to get specifics on evaluation considerations
- Complete your fieldwork and generate the initial draft of the HSSR
- Submit to Team ER and get approval
- Send the requested final deliverables packet.
- Get your effects determination letter!

Historic Structure Survey Report Standards

- Navigate the webpage →
- **Recent Changes (Effective July 1, 2025)**
 - Can submit via Sharefile, or other transfer platform (pre-approved).
 - **Initial HSSR submission is now Digital Only;** remaining deliverables will be requested once report is accepted as final.
 - Physical deliverables packet addressee updated.
 - Hard Copy HSSR should be unbound; 3-hole punched is preferred.



Things to keep in mind...

- **Context** - Should include time periods and information relevant to the area and types of properties being surveyed. At a minimum architectural context at the county level should be provided. Depending on the APE, additional more localized context may be warranted.
- **Comparables** - No less than 2-3 comparable properties. Local level first, expanded to county if needed; and, finally, adjacent counties or to the region. most helpful comps are usually those already identified as being Historic but they don't have to be.
- Performed by SOI qualified staff
- Consultant vs Federal Agency submission
- **Photographs** - Surveyed structures – need to show each elevation and distinctive character defining features/details. If inaccessible, tell us that in the report. Let us and the public reader know that you made a good faith effort . comps – if too far away or inaccessible it may be appropriate to use publicly available photo resources such as realty listings, county tax records, or street-views. Need to be recent.
- **Requesting SSNs** – Check in with Team ER to confirm your APE.
- HSSR should evaluate for Criterion A, B, and C, **not D**
- Federal Historic Structure Reports are not HSSRs, but they may contain eligibility evaluations. NC HPO will request pertinent deliverables after approving the final draft.



HSSR Deliverables Checklist & Submission Issues



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Deliverable Checklist

Digital

1. Full PDF copy of report
2. GIS Data/Databases
3. Survey Site Database
4. Spreadsheet (Excel or similar) of all resources and determinations if number of resources intensively surveyed exceeds 5.
5. Photographs (JPEG preferred). Files should be labeled according to NCHPO Policy.
6. Photo proof sheets (4-9 per page).

Physical

1. Historic Structure Report
2. Transmittal Letter
3. Site files
 - i. Survey Site Summary/Database Report
 - ii. Title Page
 - iii. Management summary
 - iv. Relevant sections of the report
 - v. Printed photo proof sheets



Digital Photography Policy

- Name Survey Photographs using the following naming convention for all survey photographs:
 - SSN_911Address_month-year_photographerinitials-01.jpg
 - AX0041_29WMainST_08-21_aet-01.jpg
- If an address does not have a 911 address, use the resource's name, which may be proper or generic.
 - SSN_ResourceName_month-year_pohtographerinitials-01.jpg
 - BF1285_Bridge_01-12_eck-01.jpg
- For streetscapes
 - SSN_TownorCity_DistrictNeighborhoodAreaName_month-year_photographerinitials-01.jpg



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Questions?

- Survey File Content Redundancy; paper + digital – [1:01:48](#)
- Labelling Historic District Photographs – [1:04:14](#)
- Requesting Photo Scans for Comparables – [1:07:13](#)
- Direct to Platform Submission Form – [1:08:24](#)

2025 Workshop Session 3 (HP0)

[https://youtu.be/htg7RK-
xtG8?si=gbEJe08PWjv7s0o7&t=
1711](https://youtu.be/htg7RK-xtG8?si=gbEJe08PWjv7s0o7&t=1711)

