



Saskatchewan Archaeological Resource Record: A Guide

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Contents

Introduction.....	2
Heritage Site Form – Avocational Archaeology.....	2
Heritage Site Form – Palaeontological Sites	2
Heritage Site Form – Archaeological Sites	3
General Recording Guidelines and Considerations	3
Supplemental Forms/Reports	4
Glossary and Abbreviations	5
Creating Archaeological and Palaeontological Site Form Records in HRS.....	6
Entering Site Form Data.....	7
Archaeological Site Form (SARRs).....	7
Archaeological Site Description.....	8
Dating.....	12
Features, Artifacts and Components	12
Environment	13
Site Specific Assessment/Research Results	16
Resource Management and Recommendation.....	18
Site Map and Data Uploads	22
Submit.....	26
Site Form Data Review	26
SARR Form	27
Site Summary	27
References	29
Appendix A: Feature Location Spreadsheet.....	30
Appendix B: Artifact Catalogue	36
Notes for Cataloguing	36
Appendix C: Delineating Archaeological Site Boundaries.....	45

Introduction

Saskatchewan's heritage resources must be accurately recorded to ensure their consideration in land use planning and development decisions, and to improve our database for research, education, tourism development, or other use. Under the Heritage Property Act (63[1]), a Heritage Resource Impact Assessment (HRIA) is carried out to determine potential impacts to a heritage property (i.e. archaeological site) and any requirements to the preservation and protection of the heritage property. To determine the necessary maintenance and protective measures, data must be collected and submitted to the Heritage Conservation Branch (HCB) for consideration.

Maintenance of the Provincial Inventory is the responsibility of the HCB of Saskatchewan's *Ministry of Parks, Culture and Sport*. Accurate contributions to, and proper maintenance of, the Provincial Inventory will enable more informed management and conservation of the non-renewable heritage in Saskatchewan.

The **Saskatchewan Archaeological Resource Record (SARR)** is generated to report all newly discovered archaeological sites and to update known archaeological site data. This document is considered a guide and is intended to assist Heritage Professionals (HP) with completing the online site form submission through SaskAccount into the Heritage Resources Screening (HRS) system. The data collected from archaeological sites are submitted to the HCB via a Site Form Data Wizard accessed from the HP's account of the HRS system. Once completed and approved, a SARR is generated and will become available to view.

See the following link to register for a SaskAccount and connect to the HRS system: [SaskAccount Sign-in](#)

Heritage Site Form – Avocational Archaeology

Avocational archaeologists will be submitting their data in the same fashion as HPs via the HRS system. It is recommended that avocationalists familiarize themselves with this guide and contact the HCB if they have any further questions or require assistance in completing their submissions.

There are two options for avocationalists to submit archaeological site data forms. If an avocational has taken out an avocational permit, site data forms can be submitted via the permit results screen under site information. If no permit is associated with the site, a non-permit site reporting section is available on the homepage of the HRS system. Simply click on the "Enter Site Data" under this section of the homepage and it will direct the user to the Site Form Data wizard to begin entering site information.

Heritage Site Form – Palaeontological Sites

The site form data submission for paleontological sites can be completed via the Site Form Data Wizard. However, data submissions for palaeontological sites will need to be completed using the interactive PDF form found here: Resources for Heritage Professionals. A guide to completing the form can also be found at this location. Once the form has been completed, it can be uploaded to

the Site Form Data Wizard accessed from the HRS system. The form will be submitted to the Royal Saskatchewan Museum (RSM) Palaeontologist who will review the site form data submission.

Heritage Site Form – Archaeological Sites

The site form data submission for archaeological sites will generally occur as part of the overall permit results activity. The submission of site form data is the initial step for HPs to perform once they are ready to provide their permit results. The SARR must be generated prior the HCB Archaeologist completing their review on permits where sites were visited.

This Guide is used to aid HPs in filling out a standardized data collection format for archaeological sites which will then be uploaded into the Provincial Inventory which is a Geographic Information System (GIS) operated database. Data entries are described or discussed in the same sequence they appear on the Site Form Data Wizard with terms defined as needed. In addition, a guide to fill out the supplemental feature location spreadsheet and catalogue template are located in [Appendix A](#) and [B](#), respectively. A guide on best practice methods to delineate archaeological site boundaries is found in [Appendix C](#). Familiarize yourself with the data types that are being collected in the site data form, feature table, catalogue template and boundary delineation before heading into the field to ensure all aspects of data collection is considered before submitting to the HCB.

Each Site Form is a record of a site visit under a permit number. If the site is not relocated, it is still required to complete a record of the area visited and the ground conditions at the time of survey.

To create a SARR via the Site Form Data Wizard, you will need:

A Live internet connection and either an active Saskatchewan Account that can be linked to an individual or company/organization (if applicable), or an Active Directory account (for Government of Saskatchewan employees) with the URL to access the HRS system log-in page. The user must have software or a browser extension, which will allow them to open PDF documents. The user must have one of the authorized heritage professional roles, as this section is not available to everyone.

General Recording Guidelines and Considerations

A heritage site, regardless of its type, should always be recorded in as much detail as possible to ensure the Provincial Inventory is of maximum use for resource management, research, and preservation planning. For one reason or another, including the site recorder's expertise, completing the entire Site Form may not always be possible. New archaeological sites, however, must be reported in some manner if they are to be afforded protection or other consideration.

If any newly reported site is to be assigned a Borden Number and entered in the Provincial Inventory, the Site Form must contain, as a minimum, detailed location information, evidence of archaeological material or elements, and a completed sketch map. Location information is critical. Universal Transverse Mercator (UTM) grid coordinates are required for every archaeological site. A sufficiently detailed site map will help the Provincial Inventory Manager verify the recorder's location description, confirm UTM coordinates, or make any necessary changes. If, for any reason,

additional geographic, environmental, or other site-specific clarification is needed, the Inventory Manager will contact the site recorder directly.

The same Site Form Data Wizard will be used for updating known archaeological site information. This is to ensure data collection is consistent and any updates to the sites data or management recommendations are collected and stored in a consistent manner.

When discovering new archaeological material, it is sometimes necessary to decide if the artifacts and/or features should be recorded as a single site (with one SARR) or as several sites (each on a different SARR). This is especially true when dealing with widely dispersed artifact scatters or surface features (such as tipi rings and cairns). To maintain a degree of consistency within the Provincial Inventory, the following guidelines are applied to determine when archaeological materials (artifacts and/or features) should be recorded as multiple sites:

- a) if the distance between the archaeological materials is greater than 100 meters, the materials should be recorded as separate sites, or
- b) if the archaeological materials are separated by a prominent/obvious geographic barrier, such as a permanent stream or coulee, the materials should be recorded as separate sites.

All projects in potential conflict with known archaeological sites should attempt to relocate the site to the best of the ability of the archaeologist and the data on file. It is important to understand that UTM location data may not be accurate if they were recorded over 10 years ago or have been converted from an older NAD 27 to NAD 83 coordinate system. Many UTM coordinates may appear precise, but are not accurate, and may be incorrect by 60 m or more. It is important to record the absence of a site in a known location, and the associated conditions that may have affected visibility.

All sites should be recorded in UTM coordinates NAD 83 with a forced Zone 13. If you require an existing coordinate system to be converted, please use the following link to the SaskInteractive Map: [SaskInteractive Map](#)

Navigate to the “Find” tab above the tools ribbon. Here you may “Plot Coordinates” using your existing coordinate system. Once entered, switch the “Coordinate System” to “NAD 83 / UTM Zone 13N”. Your existing coordinates should now be displayed in the Zone 13 coordinates system and can be entered where applicable in the Site Form Data Wizard, tables, and catalogues.

Supplemental Forms/Reports

Additional supplemental data should be submitted with the Site Form when applicable.

- A. Feature Location Spreadsheet - If the archaeological site contains archaeological features, a spreadsheet with feature UTM location(s), characteristics and attributes must be submitted with the form. The feature location spreadsheet can be found on the Resources for Heritage Professionals webpage and a guide on how to complete the feature location spreadsheet can be found in [Appendix A](#) of this document.

- B. Catalogue - If artifacts were discovered at the archaeological site, whether collected or left *in situ*, an Artifact Catalogue must be completed and submitted to the HCB for review and a final copy provided to the RSM through the Permit Results Summary screen in the HRS system. A template for the Artifact Catalogue can be found on the Resources for Heritage Professionals webpage and a guide on how to complete the catalogue can be found in [Appendix B](#) of this document.
- C. Geophysical, Dating and Lab Results Summary - If remote sensing, dating, and/or laboratory analysis were conducted at the site or on artifacts recovered from an archaeological site, a report summary will need to be provided with the Site Form.

Glossary and Abbreviations

A list of definitions and acronyms is given below to provide the user with a more accurate understanding of the guide.

Archaeological Site(s): The area that contains *in situ* archaeological material(s) and/or where archaeological material was discovered *in situ* but was subsequently removed.

Archaeological Site Boundary: The limit of an archaeological site that contains *in situ* archaeological material and/or where archaeological material was discovered *in situ* but was subsequently removed. The archaeological site boundary should be verified by a testing methodology that determines where the archaeological site area ends and/or by natural features in the environment/landscape that may obstruct the likelihood of the site's continuation across the landscape (e.g., cliff edge, waterbody, etc.). Please see [Appendix C](#) for approved standardized methods when delineating an archaeological site boundary.

Archaeological Site Integrity: The natural features and/or elements that comprise an archaeological site and determine the stability/permanency of the *in situ* archaeological material(s) and site characteristics.

Avoidance Buffer: The area surrounding the archaeological site that is deemed a protective measure from proposed development project activities. Development projects are not permitted to utilize this space without a professional archaeological involvement/assessment to protect the archaeological site integrity. This area is sterile of archaeological material and is strictly enforced to provide an impediment/protective measure between a development project and the archaeological site.

Avoidance Buffer Boundary: The limit of the avoidance buffer that surrounds the archaeological site.

Development Project: An area a proponent/developer has proposed operations or activities to construct/utilize/disturb that will alter the natural landscape.

Development Project Boundary: The limit of the development project a proponent/developer has proposed.

Development Project Activities: Any activities/events/operations related to the occupation within a development project footprint for the lifespan of the occupation. Activities or operations may

include but are not limited to: construction, temporary workspaces, grading, surface leveling, silviculture, topsoil stripping, trenching, mineral/mining/resource extraction, drilling, installations, remediation, residential use, industrial use, business use, road allowances, infrastructure installations, etc.

Significant/Significance: Indicative of something noteworthy or of great value.

Waterbody: A distinguishable area containing visible surface water (i.e., stream/creek/river channel, lake, pond), and/or an area that contains highly saturated sediments with variability for visible water at the surface that is dependent on seasonal runoff (i.e., slough, marsh, bog). These areas will contain aquatic vegetation that is highly tolerable of heavily saturated soils with an edge that is demarcated by a definite change from aquatic vegetation to terrestrial vegetation which has very little tolerability to prolonged saturated soils.

HCB: Heritage Conservation Branch

HP: Heritage Professional

RSM: Royal Saskatchewan Museum

ARMS: Archaeological Resource Management Section – A division of the HCB.

HRS: Heritage Resources Screening

SARR: Saskatchewan Archaeological Resource Record

UTM: Universal Transverse Mercator

Creating Archaeological and Palaeontological Site Form Records in HRS

The data collected from an archaeological site will be inputted into the Site Form Data Wizard accessed through the HRS system under the associated Permit Number. Click the button “View Open Permits” on your dashboard to open a permit search to find your permit number. Once found, click on the associated permit you wish to enter your results. To initiate the process of inputting permit results and populating the associated screens, click the “Enter permit results” button under the status bar. A Permit Results Summary screen will be created with the following sections: Permit Report, Assessment or Research Results, and Recommendations. The Permit Results Summary screen will contain a field where the date the fieldwork was completed can be inputted. There are also two questions that will further generate the Site Information Section and an Artifact/Specimen Submission Section: “Were any sites visited?” and “Were any artifacts or specimens collected?”. Once you have answered “Yes” and/or “No” appropriately and saved the screen, you can navigate to the Site Information Section.

On the Site Information screen, there is a button to add “(+) Site Form Data”. This button will activate the Site Form Data Wizard to be created. Click the button and you will navigate to a screen where preliminary site data is required to initiate the appropriate type of Wizard.

Alternatively, if you are submitting a site form not associated with a permit number, there will be a button on your dashboard called “Enter Site Data” which will give access to the Site Form Data Wizard when there is no Permit Number associated with a site you wish to enter (i.e. fortuitous find).

Entering Site Form Data

On the Site Form Data screen, an automated temporary number is generated for internal tracking purposes and cannot be edited. The associated permit number will be displayed, as well as a status which will automatically be set to “Pending”. As you fill in the fields with the appropriate data, a “Save” button will appear in the top right corner. You can save your progress at any time and navigate out of the screen and/or Wizard and continue where you left off at any time. There is a section at the bottom of all the screens in the Wizard to ask questions and/or provide comments to the HCB. You may also cancel your site form by clicking the “Cancel Site Form” button, and you may return to the Site Information screen by clicking the “Return to Site Information Screen”. Once you have provided the appropriate data on this screen, you may navigate to the next section of the Wizard by clicking “Save and Continue”. If a mandatory field is not completed, an error message will appear in the top right corner indicating which field is missing data/information.

Type of Heritage Site

The Type of Heritage Site selected will generate the appropriate Wizard to collect data. Make the appropriate selection for the data you wish to submit.

New or Existing

Indicate whether the data you are providing is for a new or an existing site. If an existing site is selected, provide the RSM Site Number for palaeontological sites, or the Borden Number for archaeological sites. If a new site is selected, a “Heritage Professional Assigned ID” textbox is available for the HP to enter a site ID they have assigned to the site. This is optional and can be used for internal tracking before a Borden or RSM Number is assigned.

Recorded By

Provide the appropriate information for the recorder’s information and affiliation (if applicable).

Other Affiliations

If there are additional affiliations that you would like to assign, click the “+Add additional affiliation” and provide the information accordingly. You may delete the additional affiliation if you wish.

Archaeological Site Form (SARRs)

If you selected “Archaeological” as your Type of Heritage Site, the Archaeological Site Form Data Wizard will be generated, which consists of the following screens for data submission:

- Site Description
- Dating
- Features, Artifacts and Components
- Environment
- Assessment/Research
- Recommendations
- Map and Data Uploads
- Submit

Each screen will display the title of the screen, the associated permit number and the status of the site form data submission which will automatically state “Not submitted” when initially created. As you fill in the fields with the appropriate data on each screen, a “Save” button will appear in the top right corner. You can save your progress at any time and navigate out of the screen and/or Wizard and continue where you left off at any time. There is a section at the bottom of all the screens in the Wizard to ask questions and/or provide comments to the HCB. You may return to the Site Information screen by clicking the “Return to Site Information Screen”. Once you have provided the appropriate data on this screen, you may navigate to the next section of the Wizard by clicking “Save and Continue”. You may also navigate back to the previous page by clicking “Previous”. You can navigate to any page of the Wizard by selecting the screen from the progress bar at the top of each screen; however, the screen must have been previously completed and saved to navigate the Wizard in this way. If a mandatory field is not completed, an error message will appear in the top right corner indicating which field is missing data/information. You will not be able to submit the data to the HCB without these fields completed; however, you may navigate through the Wizard with these fields incomplete.

Archaeological Site Description

Updating Site Point Coordinates

If the site data you are entering is for an existing site, the question “Should the site point coordinate be update?”. It is encouraged to update the UTM coordinates if the original/last coordinates in the provincial inventory are over 10 years old. Choose appropriately if you are updating or not updating the site’s UTM.

UTM NAD 83: Zone/Easting/Northing

Provide the UTM coordinates for the archaeological site. UTM coordinates are broken down into three fields: the zone, the easting (E) coordinate (6 digits) and the northing (N) coordinate (7 digits). The UTM coordinates must be in the NAD 1983 format. If you need to convert your data (such as latitude and longitude or UTM coordinates in NAD 27) to NAD 83, please use SaskInteractive:

[SaskInteractive Map](#)

See the help text found at the end of this section: [General Recording Guidelines and Considerations](#)

If the site was previously recorded as an area sized site (e.g., section or quarter-section sized), provide the centroid point coordinate.

UTM Location Within the Site Boundary

Provide the location of the UTM within the archaeological site boundary.

Datum Point	Definition
Feature/Artifact	The archaeological site UTM is associated with a feature location or an artifact locale within the archaeological site boundary.
Centroid	The archaeological site UTM is the centroid or approximate centroid within the archaeological site boundary.
Datum	The archaeological site UTM is associated with the site Datum or arbitrary point within the archaeological site boundary. Further describe the site Datum in the “Additional Information” field.

Land Ownership

Choose from the dropdown menu the ownership type for the land on which the archaeological site is located. Options include “Private”, “Federal”, “First Nation”, “Municipal”, and “Provincial”.

Site Type

For this field, sites are categorized according to their general contents (e.g., a scatter of artifacts or cluster of features) (see the table below), as opposed to their perceived interpretation (for example, a campsite or kill site).

Under s. 64 of *The Heritage Property Act*, some site types are classified as Sites of Special Nature (SSN). These sites are deemed to have particular cultural and heritage significance and are afforded specific protection under the Act. All SSNs must be thoroughly described within the “Additional Information” field.

Only one of the following site types can be selected – if an SSN is present, the SSN category must be used. For example, if a medicine wheel is found with several stone circles, the site type is “Medicine Wheel”, not “Feature(s)”.

Choose from the dropdown menu the most appropriate.

Site Type	Definition
Artifact Find	Five or fewer artifacts observed and/or collected.
Artifact Scatter	Six or more artifacts observed and/or collected.
Artifact/Feature Combination	Where a combination of artifacts observed and/or collected and features are present at an archaeological site.
Feature(s)	Feature(s) are present that are not identified as a SSN.

SSN – Burial(s)	A site that consists of partial or complete skeletal remains of one or more individuals. Associated features may also be present (i.e., cairn, mound, stone circle, etc.)
SSN – Effigy	Surface stone outline in human or animal form.
SSN – Medicine Wheel	A stone feature consisting of at least two of the following: a large central cairn, a stone ring(s), and/or radiating lines (i.e., spokes).
SSN – Rock Art	Painted, carved, or incised rock art.

Site Interpretation

An archaeological site may have multiple interpretations. One primary interpretation is to be assigned, which will be based on the data that is presented in the current record and any previously recorded data for the site. Up to three other interpretations can be identified. These can be added by selecting “Yes” under the question *Are there other site interpretations?* The order of the Other Interpretations is not meant to be hierarchal, e.g., – the 2nd field is not “more important” than the 3rd field.

Choose from the dropdown menu an appropriate interpretation for the archaeological site with the data that is available.

Site Interpretation	Definition
Battlefield/Conflict	Location of a historic battle or where evidence of a conflict took place.
Burial Place	Any location, either precontact or post-contact, where human remains (multiple) have been interred over a span of time, does not include registered or recognized cemeteries.
Burial(s)	Any location, either precontact or post-contact, where human remains (single or multiple) have been interred during a single event.
Cache	A location used to store food stuff, tools, lithic materials or other resources to be retrieved later.
Campsite (Post-Contact)	A location of a camp site during the post-contact period. It is implied camps do not have associated buildings.
Campsite (Pre-Contact)	A precontact habitation site, where evidence of habitation, either through features such as tipi rings, or through evidence of the types and distribution of artifacts, supports this interpretation.
Ceremonial	Any site with a suspected ceremonial function, including medicine wheels, alignments, effigies, etc.
Drivelines	A linear alignment feature made of stone/earth or small cairns which outline a thoroughfare to guide herds of animals towards a kill site (i.e., jump, pound, trap, etc.).
Dwelling	A post-contact site with the remains of a single-family residence. Ancillary buildings are absent or minimal and must be an extension of the dwelling (i.e., privy, wood/tool shed).
Historic Post	A post-contact site with the remains of permanent structures related to either trading and/or policing.

Homestead	A post-contact site with the remains of a single-family dwelling, barn and/or other ancillary buildings and features representing a family home associated with early settlement-era agriculture. A homestead record check is required. Provide a summary of the homestead record in the “Additional Information” field. Also select “Archives” under the “Dating” section and provide a date in the subsequent textbox. Reference the archival materials.
Industrial	A site with features associated with early industrial activities.
Kill Site/Trap/ Hunting Site	A localized area or feature(s) used to kill/hunt animal(s). These include pounds, jumps, deadfall traps, hunting blinds, etc. Primary butchering processes may have also occurred at these locations/features.
Lithic Reduction	A site where stone tools have been reduced from raw materials, as evidenced primarily by moderate to large amounts of debitage.
Marker/Monument	A feature or structure that was used for navigation and/or a point of interest (i.e., Dominion Land Survey Marker).
Other	A category that does not exist within the given list of Site Interpretations. Must be defined in the <i>Additional Information</i> field.
Processing Site	A location that shows evidence of advanced animal processing including butchering as well as associated feature(s) for processing animal meat and hide (i.e., boiling pits, tanning, etc.).
Quarry	A location showing evidence of raw lithic material extraction.
Rock Art	A site containing petroglyphs or pictographs.
Settlement	A post-contact settlement-era community with multiple buildings/features representing multi-family communal habitation.
Trail	A location that contains the remains of an early trail.
Transportation	A location with features related to early transportation history (i.e., ferry crossing).
Undetermined	Interpretation cannot be determined with the data collected/observed.
Vision Quest	Vision quest structures/features are typically made up of an oval or "U" of stones, either laid out as an outline, or piled up to form a low wall. They often have shallow interior depressions and are typically constructed in such a way that a person would be allowed to lie down within the interior of the feature.

Chronological Affiliation

Indicate to which period the archaeological site is relatively or absolutely dated. This can be determined by the presence of diagnostic artifacts or by dating techniques. Use previous records (SARRs) to make this determination, if available. If unknown, choose Precontact Unknown.

Dating

If applicable, indicate which dating technique was employed. If no dating techniques were employed at the site, select the checkbox indicating “No dating can be attributed to the site”. The most common dating techniques are listed and organized based on Absolute vs. Relative dating techniques. Provide the resulted date(s) in the space provided below. A copy of the lab report(s) and/or archival material must be submitted with the completed form on the “Map and data uploads” screen in the “Supplemental data” field. If no lab report exists, use the “Additional Information” field to provide information regarding the dating technique utilized, and the lab file number.

Features, Artifacts and Components

Features

If no features were found/observed at the site, select the checkbox indicating “No features found”. For new archaeological sites with features, indicate the total number of *New Features* recorded. If a site with existing features is visited, only those features that were observed need to be updated. If the feature was not observed, an update is not required. For existing archaeological sites, indicate the total number of *New Features*, *Features Updated*, *Features Not Updated*, and *Features Destroyed*. A feature location spreadsheet for recording features/feature updates is required and must be provided in the “Map and data uploads” screen of the Site Form Data Wizard. A template and guide for recording features can be found in [Appendix A](#) and the template can be located here: Resources for Heritage Professionals.

Buried Components

Indicate if a buried component is present, and if so, also the number of archaeological components present (i.e., occupational levels, living floors, cultural levels, etc.), and the range at which the component(s) begins at a minimum depth below surface and where it ends at a maximum depth below surface (i.e., top of the shallowest component to the bottom of the deepest component).

Artifacts

Record the total amount of artifacts collected and observed **under the current permit scope**. Record the catalogue range of numbers by stating the catalogue number used at the start of the current cataloguing session and the last number used during the current cataloguing session. If no artifacts were collected or observed, select the checkbox indicating “No artifacts found”. Also indicate the primary collection repository for the artifacts that were collected. The repository should be stated on your permit. If artifacts were repatriated, reinterred, or left *in situ*, select “Other approved institution” and specify in the provided textbox.

If artifacts were collected and/or observed, provide the catalogue with the completed site form in the “Map and data uploads” screen. A template for the artifact catalogue can be found on the

Resources for Heritage Professionals webpage and a guide on how to complete the catalogue can be found in [Appendix B](#).

Diagnostic Artifacts/Affiliation

If applicable, select the type(s) of diagnostic artifacts that were collected at the archaeological site. Use previous records (SARRs) to make this determination, if available. If no diagnostic artifacts were collected or observed, select the checkbox indicating “No diagnostic artifacts observed”. In the type field, indicate by selecting as many options as necessary to fully describe the known diagnostic affiliation(s). If the diagnostic affiliation is not listed, select the “Other” option to indicate which Period/Diagnostic Artifact the artifact(s) is affiliated with and use the space provided at the bottom of the field to indicate the diagnostic affiliation. Refer to previous records (SARRs) to check off all the affiliations applicable, if available.

Environment

Representative Sediment Stratigraphy

In the space provided, indicate a stratigraphy that is representative of the sediment deposit observed within the site boundary or nearby (if the site was not tested), including any ground disturbance depths (i.e., plough zones, trench scars, etc.). Use a depth range in centimeters to indicate each stratigraphic level and a short description of the sediment matrix including colour and soil texture to describe the level. Colour and texture can be estimated; however, more precise observations using a Munsell Colour Chart and textural class proportions is encouraged. If a Munsell Colour Chart was used, include it in the References field. Example:

- 0 cm to 3 cm Sod/root mat; 3 cm to 10 cm Dark brown loam; 10 cm to 18 cm Brown clay loam; and 18 cm to 30 cm Grey clay with gravel

Paleosols or Buried Soils

Indicate if a paleosol or a buried soil horizon was observed in subsurface sample locations within the site.

Landscape Characteristics/Elements

Select all the characteristics/elements that were observed within the archaeological site or immediately adjacent to the archaeological site which relate to the archaeological site’s topography, landform association/position, or proximity to water, etc. Definitions for each characteristic/element are listed below as a guide.

Landscape/Element	Definition
Beach	Gently sloped banks of a waterbody. Typically consists of a sand matrix.

Blowout (Trenhaile, 2010)	A hollowed depression landform caused by aeolian erosion and is usually observed in sand dune terrains; a localized area where wind action erodes and transports loose sediment downwind.
Confluence of Waterbodies	Location of two or more conjoining waterbodies (e.g., rivers, creeks, lakes). Does not include sloughs, marshes or bogs.
Delta	The confluence where a moving waterbody (e.g., river) meets a standing waterbody (e.g., lake, ocean). The moving waterbody drops any sediment held in suspension at the mouth of the channel where the standing waterbody begins.
Drumlins (Bennett & Glaser, 2009)	The remnant of an ice-moulded subglacial landform that is oval or elliptical shaped comprised of till, sand, and gravel with subsurface obstacle such as bedrock outcrop or lodgment till beneath the highest point. Drumlins have a length/width ratio that is less than 50 and can measure anywhere from 5 to 50 m high and 10 to 3000 m long.
Edge of Waterbody	A location within 100 m of a waterbody that is easily accessible. Differs from beach, based on the sediment matrix and/or slope.
Esker (Bennett & Glaser, 2009)	A sinuous ridge of glaciofluvial sediments which are the deposited remnants of subglacial, englacial or supraglacial meltwater channels (e.g., glacial streambed remnant).
Floodplain	An area of low-lying ground adjacent to a river or creek extending from the banks of the channel to the base of the enclosing valley. Experiences flooding during periods of high discharge.
Fossils	A location or an archaeological site that contains palaeontological/palaeobiological specimens.
Glacial Erratic (Emery, 2023)	A glacially deposited rock that differs from the type of rock native to the area in which it rests.
Hill Top	An elevated landform with a distinct summit that extends above the surrounding terrain. Smaller and less craggy than a mountain.
Kame	A landform characterized by small hills and/or terraces comprised of slightly stratified glaciofluvial sediments and till which were deposited by glacial meltwaters.
Knob and Kettle	Hummocky moraine characterized by small steep hills comprised of unstratified glacial till and kettle ponds/sloughs in low-lying areas.
Knoll	A small, low hill or mound. Rise in elevation is gentle and lower than a hill.
Moraine (Trenhaile, 2010)	A broad term to identify unstratified glacial till deposited by a continental glacier that include numerous mechanisms for deposition such as thrust/push moraine, end/terminal moraine, ablation moraine, dump moraine, etc.
Outcrop (Mervine, 2023)	A rock formation that has been exposed at the surface (e.g., Canadian Shield, conglomerate cliffs).

Oxbow	A landform on the floodplain of a water channel indicating the remnants of an old meander loop that formed during the shortening of a water channel at the neck of a meander loop. The landform will consist of an oxbow lake or the remnants of an oxbow lake and the remnants of the old point bar (meander core).
Plain	A broad flatland that is relatively flat in topography.
Point Bar	A landform on the floodplain of a meandering water channel located on the inner portion of a meander curve/loop. Sediments are deposited in abundance.
Rubbing Stone	A rock which exhibits polishing on one or more faces as a result of large mammals rubbing against it.
Sand Dunes (Trenhaile, 2010)	Part of a sandy bedform, dunes are an aeolian landform that are morphologically dynamic and can change depending on sand availability, grain size, wind energy/velocity/direction, vegetation cover, topographic obstacles and climate change. Most sand dune terrains in Saskatchewan are stabilized due to vegetation cover.
Slope	A continuously inclined surface; where one end of the archaeological site is at a higher elevation than the other. Note the direction of slope up or down.
Spring (Alberta Geological Survey, 2025)	A location where ground water emerges naturally at the surface.
Strandline	Remnants of a previous shoreline.
Terrace	A raised step-like landform that is flat or gently sloping perched on the sides of valleys. These are the remnants of old floodplain(s). The landform is bounded by a steeper ascending/descending slope.
Toe-of-Slope/Trough	Location adjacent to a slope at the lowest point in elevation adjacent to a topographic landform.
Tributary/Coulee Basin	Located within an ephemeral drainage.
Valley/Tributary/Coulee Crest	The highest plateau margin on the edge of valley/tributary/coulee. Within 100 m of the edge of the valley/tributary/coulee.
Viewshed	The archaeological site has a commanding, unobstructed vantage point of a significant landscape, landform, and/or adjacent archaeological site which contributes to the archaeological site's broader connection to the surrounding landscape. Use the "Additional Information" field to further describe the viewshed.
Other	A landscape/landform/element observed as part of archaeological site that was not previously listed. Use the appropriate textbox to describe the landform.

Site Condition to Date

Indicate the current condition of the archaeological site using the drop-down menu. The definition of each condition is provided in the subsequent table.

Site Condition	Definition
Intact	The site is undisturbed.
Naturally Impacted	The site has been impacted by natural events. Indicate approximately how much of the archaeological site was impacted in the subsequent field.
Impacted	The site has been impacted to some degree. Indicate approximately how much of the archaeological site was impacted in the subsequent field and what type of impact was inflicted on the site in the field below.
Inundated	The archaeological site has been inundated and is no longer accessible from the surface.
Salvaged	The archaeological site has been salvaged by a conventional excavation. Indicate approximately how much of the site was salvaged in the subsequent field.
Destroyed	The archaeological site has been completely destroyed and there are no intact components left.
Not Located	The condition of the archaeological site could not be determined because the site was not observed during a site revisit attempt.

Amount of Impact

Indicate how much the archaeological site was impacted or salvaged.

Amount of Impact/Salvage	Definition
No impact 0%	The archaeological site has not been impacted and is 100% intact.
Partially 25%	Less than 25% of the site has been impacted/salvaged.
Half 50%	Between 26% and 74% of the site has been impacted/salvaged.
Mostly 75%	Over 75% of the site has been impacted/salvaged. Only small portions of the site remain in primary context/ <i>in situ</i> .
Completely 100%	The entire site has been impacted/salvaged and there are no portions of the site left in primary context/ <i>in situ</i> .
Indeterminate	The amount of impact to the archaeological site could not be determined at this time.

Site Specific Assessment/Research Results

Assessment/Research Purpose

Choose one of the following types of work relevant to the current record/permit.

Assessment/Research Type	Definition
Artifact Analysis/Laboratory Testing	An artifact analysis and/or laboratory testing completed for an archaeological site for research/data enhancement purposes.
Audit	A new record or record update completed during an audit.
Avocational Collecting – New Find	A new site record completed under an avocational permit.
Avocational Collecting – Site Revisit	A record update completed under an avocational permit.
Avoidance Measures Implemented	A record update completed to implement any avoidance measures recommended in a previous record.
HRIA – Mitigation	A record update completed under a Mitigation permit.
HRIA – New Find	A new site record completed under a HRIA permit. This includes both pre-impact and post-impact HRIAs.
HRIA – Site Revisit Post-impact	A record update completed under a HRIA post-impact permit.
HRIA – Site Revisit Pre-impact	A record update completed under a HRIA pre-impact permit.
Engagement	A record completed for a site recording or revisit for engagement purposes. This would include, public, stakeholder, TLU/TEK, and community engagement. Use the “Additional Information” field to describe the engaged group.
Reported – New Site/Fortuitous Find	A new site record for a reported fortuitous find.
Reported – Vandalism/Destruction	A record update for reported vandalism or destruction of an archaeological site.
Research – Excavation	Excavation work completed under a Type A Research permit.
Research – New Find	A new site record completed under a Type A Research permit.
Research – Site Revisit	A record update completed under a Type A Research permit.

Testing

If applicable, choose the method(s) used to test the archaeological site and provide the size of screen used. Provide the number of positive and negative tests and if they were screened, for each subsurface inspection type listed (i.e., exploratory, detailed, exposures, mechanical).

Test/Sample	Definition
Detailed	A hand excavated test measuring 50 cm by 50 cm typically using a shovel and/or trowel and excavated in arbitrary or natural levels until parent sediments are reached. The purpose is to document sediment and artifact deposition details.
Exploratory	A hand excavated test measuring approximately 40 cm by 40 cm using a shovel. The test is excavated to parent sediments but typically does not

	follow arbitrary or natural levels. The purpose is to determine the presence of buried artifacts and observe stratigraphic profiles.
Exposures	A location where natural events have exposed buried sediments at the surface and can be observed without excavation (e.g., rodent burrow back-dirt, cutbank, blowout, etc.)
Mechanical	A mechanically excavated test measuring approximately the width of the mechanical implement. The test is excavated to parent sediments but typically does not follow arbitrary or natural levels. The purpose is to determine the presence of deeply buried artifacts and observe stratigraphic profiles of deeply deposited sediments.

Mitigation/Excavation

Indicate whether a salvage/research excavation was conducted under the current permit. Provide the UTM location (Zone/Easting/Northing) of the Primary Datum (NAD 83) used during the excavation. Indicate the total number of units excavated and the size of the units which were excavated (e.g., 1 m x 1 m). Provide an estimated percentage of the total archaeological site area that was excavated (i.e. $[\text{excavated area} \times 100] \div \text{archaeological site area}$).

Remote Sensing Types

Indicate the type of remote sensing technique that was implemented at the archaeological site. If the type of remote sensing utilized is not listed, select “Other remote sensing type” and use the provided textbox to describe the remote sensing technique utilized. If no remote sensing was conducted, select the checkbox indicating “No remote sensing”.

Lab Testing and Analysis Types

Indicate the type of lab testing and analysis technique that was implemented on the artifacts or samples collected from the archaeological site. If the type of laboratory testing or analysis technique utilized is not listed, select “Other lab testing and analysis type” and use the provided textbox to describe the technique utilized. If no lab testing or analysis was conducted, select the checkbox indicating “No lab testing”.

Resource Management and Recommendation

Site Association Status

Indicate the association status from the list provided. If an HRIA was completed, this field will need to be completed/determined. For research/audits, fortuitous finds, and avocational projects, choose “Not Applicable”.

Status	Definition
Not Applicable	The archaeological site is not associated with a proposed Development Project.

Not in Conflict with the Project	The archaeological site is not in conflict with the proposed Development Project and will not be impacted.
In Conflict with the Project	The archaeological site is either in direct conflict with the proposed Development Project or in proximity to the Development Project that the likelihood of inadvertent impacts to the archaeological site integrity are high/imminent.
Indeterminant – Not in Conflict	The archaeological site could not be located; however, the Project footprint was surveyed to an acceptable level which determined that the archaeological site is not in conflict with the proposed Development Project.

Recommendations

Provide a recommendation for the best management practice that should be implemented at the archaeological site for long term preservation. Select one or more of the recommendations from the list provided. Use the “Recommendation Description” field to provide more detail for your recommendation. Definitions for the list of recommendations is provided below.

Recommendation	Definition
Avoidance (Complete the next section of the form for recommended avoidance measures)	A known archaeological site is in proximity or in conflict with the proposed Development Project and the likelihood of inadvertent impacts to the archaeological site integrity are high/imminent. Avoidance measures are recommended to protect the archaeological site integrity.
Deep Testing	The archaeological site has elements and/or components that may be buried deeply and could not be reached using conventional hand testing. It is recommended that mechanical deep testing at the archaeological site is completed to determine the depth of the archaeological site.
Detailed Mapping	The archaeological site has elements and/or components that were not recorded in detail. It is recommended that detailed mapping of the elements and/or components is completed.
Detailed Testing	Detailed stratigraphic deposition at the archaeological site has not been recorded. It is recommended that detailed testing be completed at the archaeological site to determine the detailed depositional record.
Engagement	It is recommended that the archaeological site be discussed with stakeholders for the scope of the project/research.
HCB Audit	It is recommended that the archaeological site be audited by the HCB.
Lab Testing/Analysis	Artifacts/samples were collected that require laboratory testing/analysis to be completed at a different date and under a different research scope.

Mitigation	A known archaeological site with significance is in conflict with a proposed Development Project. All efforts to avoid/protect the archaeological site integrity have been exhausted and additional archaeological work in the form of data/artifact salvage must now be implemented. Discussion and approval from the HCB are mandatory.
Monitoring	A known archaeological site is in potential conflict with a proposed Development Project. All efforts to record the archaeological site in detail and determine the extent of the archaeological site have been implemented; however, additional monitoring is recommended to ensure no additional components, elements or artifacts are impacted by the proposed Development Project during construction activities.
No Further Concern – Archaeological Site	Based on the results of the assessment, there are no recommendations to implement any best management practices for the archaeological site.
No Further Concern - Permit Scope	There are no recommendations for additional archaeological assessment(s) for the proposed Development Project based on the proposed design of the Development Project and based on the results of the assessment completed under the permit scope.
No Further Concern – Project Redesign	The original proposed Development Project design was in conflict with a known archaeological site. The Development Project was subsequently redesigned to protect the known archaeological site integrity with any avoidance recommendations. There are no recommendations for additional archaeological assessment(s) for the proposed Development Project redesign based on the results of the assessment completed under the permit scope.
Research	It is recommended that research be completed on the archaeological site. Specify what type of research and why in the “Recommendation Description” field.
Other	Other recommendations not covered above. Describe in the “Recommendation Description” field.

Avoidance Measures

If “Avoidance” was selected in the previous section as a recommendation, you will need to recommend an appropriate avoidance measure. Select from the list of avoidance measures provided. Use the “Recommendation Description” field to provide more detail for your avoidance recommendation. If there are no recommendations for Avoidance, select the checkbox “No Avoidance Measures”. Definitions for the list of avoidance measures is provided below.

Avoidance Measure	Definitions
Avoidance Buffer	It is recommended that an avoidance buffer be established around the archaeological site that will protect the archaeological site

	integrity; it is measured from the archaeological site boundary. An appropriate avoidance buffer is left to the discretion of the HP; however, a minimum of a 10 m avoidance buffer is mandatory for all archaeological sites. If the HP recommends a less than 10 m avoidance buffer around the archaeological site, sufficient testing needs to be conducted in the area that is less than 15 m from a positive shovel test, find spot or feature. Sufficient testing includes test spacing at less than 5 meters intervals. The Avoidance Buffer will need to be shown on your site map and a shape file will need to be provided.
Flagging	It is recommended that temporary, high visibility markers are installed along the avoidance buffer boundary of the archaeological site to visually represent the boundary that must be avoided by short-term Development Projects that may impact the archaeological site integrity. Flagging must withstand all environmental elements for the duration of the Development Project and will be replaced immediately if displaced. Following the completion of the Development Project, all markers will be removed. Flagging should be recommended when conditions related to the Development Project activities and/or the archaeological site require increased visibility of avoidance buffers.
Monitoring	It is recommended that a permit-holding archaeologist is on site of the Development Project to monitor all activities in proximity to the archaeological site and to mitigate any potential impacts to the archaeological site integrity. Monitoring should be recommended when Development Project activities cannot be contained outside of an appropriate avoidance buffer and proximity to the archaeological site is unavoidable.
Permanent Barrier	It is recommended that a permanent barrier is installed along the avoidance buffer boundary of the archaeological site. This is to ensure the archaeological site will be avoided for the duration of the Development Project and any future Development Projects that may impact the archaeological site integrity. The permanent barrier must be highly visible and provide adequate protection to the archaeological site. A permit-holding archaeologist will be on site to monitor the installation of the barriers along the avoidance buffer boundary. The barrier(s) will not be removed without written consent from the HCB. Permanent barriers should be recommended when there is no proposed lifespan of Development Project activities, and/or Development Project activities are estimated to be long-term to which temporary barriers will not be sufficient for longevity, and/or future Development Project proposals are predicted to continue in proximity to the archaeological site.
Spatial Data Provided to Developer	The spatial data for the archaeological site including the archaeological site boundary and avoidance buffer boundary are provided to the developer and/or construction consultant to ensure

	the archaeological site can be located on personal devices, maps and GPS.
Temporary Barrier	It is recommended that a temporary, long-term barrier is installed along the avoidance buffer boundary of the archaeological site. This is to ensure the archaeological site will be avoided for the duration of the Development Project which may impact the archaeological site integrity. The semi-permanent barrier will be highly visible and appropriate for the lifespan of the Development Project activities. A permit-holding archaeologist will be on site to monitor the installation of the barriers along the avoidance buffer boundary. The barriers can be removed upon the completion of any activities related to the Development Project. Semi-permanent barriers should be recommended when monitoring and/or flagging is not a practical option for the activities and lifespan of the Development Project.
Other	Indicate what type of avoidance measure(s) are being recommended. Provide a description in the “Recommendation Description” field.

Additional Site Designation

If applicable, select the appropriate “Site Designation” for the archaeological site. If the archaeological “Site Type” field on the Archaeological Site Description screen indicated a SSN, select the checkbox “Site of Special Nature”. If there are no Site Designations for the archaeological site, select the checkbox “No Additional Site Designation”. Check any previous site forms to determine if the site has been afforded a special designation. If there is interest in affording the current site a special designation, state the intention in the “Additional Site Information” field.

Additional Site Information

Use this textbox to provide more specific information which could not be provided in any of the previous sections. Be concise and specific using **key, searchable terminology** that is important to the data collection for this archaeological site.

Site Map and Data Uploads

Archaeological Site Map

Provide a clear map for the archaeological site. **The best available, high quality satellite imagery must be utilized and a reference to the image source provided either directly on the map or in the “Satellite Image Reference” field. Hand-drawn maps from HPs will not be accepted.** The recommended size of the map is 18 cm by 21 cm (2126 x 2480 px at 300DPI) or an aspect ratio of 6:7. The map **must include** the following elements to be accepted:

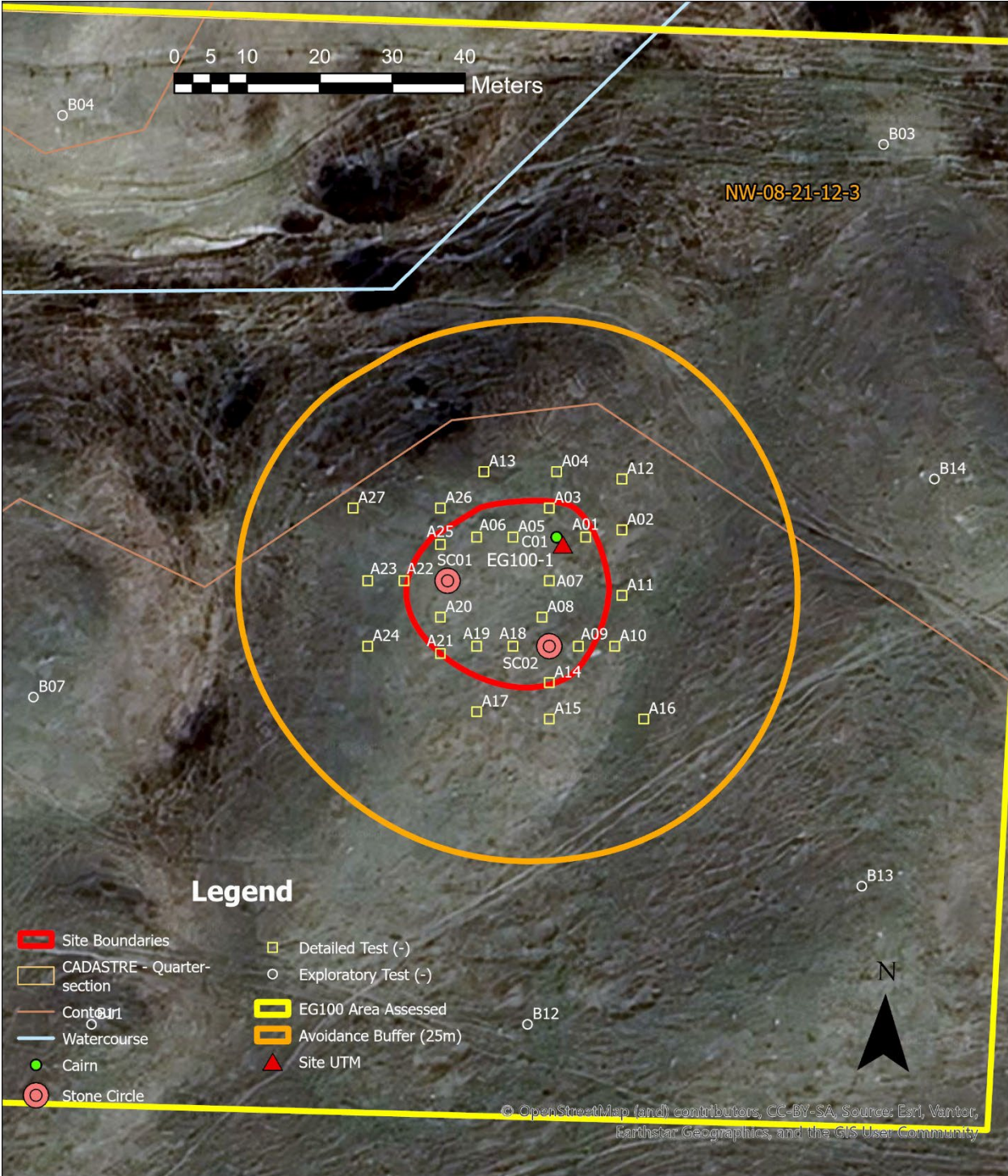
Elements	Description
Scale	The scale must be in metric and at intervals that are appropriate with the scale of the map image. If an inset map is also being displayed, an additional scale will need to be provided for the inset map.
North Arrow	Preferably indicating the direction of True North.
Legend	The legend must cover all the elements shown on the map (not including the satellite imagery). If the best quality satellite imagery is blurry, consider adding elements (e.g., road ROWs, trails, waterbodies, etc.) overlaying the satellite image to better outline the image and your map. Any element that is not depicted on your map must be removed from the legend.

If applicable, the following elements should be included on your map:

Elements	Descriptions
Archaeological Site Boundary	A partial (existing) or total (new) archaeological site boundary must be shown on your map. Even single artifact finds/feature sites must have an archaeological site boundary determined and shown on the map. If the site has a Section/Quarter-Section/LSD provenience, the archaeological site boundary will follow the cadastre lines.
Avoidance Buffer/ Boundary	If an avoidance buffer is being recommended, the avoidance buffer boundary must be depicted on your site map.
Contour/Slope	Topography lines should be displayed in intervals that are appropriate to the scale of the map.
Cadastre	Cadastre grids and labels should be shown on your map. The smallest cadastre should be depicted.
Trails/Roads	If roads and trails are not obvious on the satellite image used, they must be depicted on your map.
Sample/Test Locations	Both negative and positive sample locations/tests within the archaeological site boundary need to be shown and labelled on your map. They do not need to be to scale.
Excavation Blocks	The outline and associated label for the block(s) needs to be shown. Individual units do not need to be shown unless they are a stand-alone unit and not associated with a block.
Surface Find Locations	The location of any artifacts discovered on the surface.
Archaeological Surface Features	The location of any surface features, labelled with the unique feature ID, and depicted to scale (if possible).
Non-archaeological Features	If not obvious on the satellite image used, man-made or natural features located within proximity or within the archaeological site boundary should be shown (e.g., buildings, structures, springs, rivers, glacial erratic, power lines, etc.).
Project Boundary	The boundary of the proposed Development Project needs to be shown.
Assessed Area	The area that was assessed under the current HRIA permit needs to be shown.

Tracks	The tracks that were recorded during the assessment should be shown appropriately (i.e., subtle and does not impede on the more important aspects of the map).
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An example of a site map is provided below.



Satellite Image Reference

Provide the satellite image reference in the textbox. If no satellite image was used, input “None” into the textbox.

References

Provide any references for the data presented in the current record.

Site Spatial Data

Provide the appropriate spatial data for the archaeological site. Select from the drop-down menu the type of spatial data being provided and use the “Upload Site Spatial Data” field to upload the data file. Data files accepted include: shape files contained in zipped folder for the site boundary and avoidance buffer (individual zipped folders) and a .csv spreadsheet for feature locations. If more than one spatial data file is to be uploaded, click the “+ Add another Site Spatial Data” button. If the “Feature Location” spatial data type is selected, the template for the Feature Locations is found here: [Resources for Heritage Professionals](#) and a guide on how to complete the template is found in [Appendix A](#).

A guide on appropriate methods to delineate site boundaries can be found in [Appendix C](#).

Table Type

Indicate which table types are available for the archaeological site. If artifacts were collected and/or observed, an artifact catalogue will need to be completed and submitted. The catalogue can be submitted using the “Upload Additional Supplemental Information” section of the page. If the artifacts/specimen are from a new archaeological site, the Borden field in the catalogue will remain blank until a Borden number is assigned. All approved and completed catalogues (including the Borden) for all sites under the permit will be combined and uploaded in the “Artifact/Specimen Submission” screen of the Permit Results Summary section once all the site forms have been approved.

The Photo Log does not need to be uploaded with the Site Form Data. The completed Photo Log will be uploaded on the “Assessment or Research Results” screen of the Permit Results Summary section.

Upload Additional Supplemental Information

Provide any additional supplemental files related to the archaeological site, including (but not limited to): remote sensing results, lab testing results, archival files, the artifact catalogue, dating results, etc.

Submit

If all the information provided in the Site Form Data Wizard is correct and ready to be submitted for review by the HCB Inventory Manager, click the “Submit” button on the last screen of the Wizard. A confirmation page will appear stating the submission has been sent to the HCB. From this screen you can navigate back to the list of archaeological sites recorded for the permit, to the home page, or you can start another site form data submission.

Site Form(s) – Completed

Once all the site forms for all the sites visited under the current permit have been completed and submitted to the HCB, click on the “Site Form(s) – Completed” button. This lets the Inventory Manager know that no more sites will be submitted for this permit and once their review is complete, the status can be changed to “Review Complete”.

Site Form Data Review

Statuses

When the Site Form Data has been submitted to the HCB for review, the Site Form Data (#) status will change from “Pending” to “In Review”. If more information or a correction is required, the status will change to “Your action is required” and a notification will be sent to the permit holder. When the Site Form Data has been approved, the status will change to “Review Complete”. If you submitted a Site Form Data for a new archaeological site, the Borden will be assigned and can be found in the table on the “Site Information” screen as well as in the Site Form Data screen of the Wizard.

Action Required

If the status of your Site Form Data that was submitted states “Your action is required”, then more information or a correction has been flagged by the Inventory Manager. Navigate to the Permit “Results” portal on your dashboard homepage, find the permit number in the list and click on the appropriate Site Form Data #. Alternatively, you can search for the permit, navigate to the Site Information screen, and enter the Site Form Data Wizard for the site requiring your attention. In the Wizard progress bar, the page requiring correction or additional information is highlighted red. At the bottom of the page requiring your attention, there is a “Information Requests” button where you will find the correction or additional information requirement. Complete the requested changes, provide a response in the “Request for Information” pop-up screen and click “Changes Complete”. Once completed/corrected, navigate to the “Submit” page and “Submit Changes” to the HCB. The status will then change back to “In Review”.

SARR Form

Once the Site Form Data screen has been approved and all relevant spatial data has been accepted, a SARR is produced and is available for viewing in the table on the “Site Information” screen of the permit results.

SARRs can also be accessed on the HP’s dashboard by clicking “Search for SARR” and following the instructions for searching for a particular Borden Number.

The new format for the SARR will display the Borden, Record Type, Update Number (if applicable) and the Permit Number associated with the creation of this particular SARR in the header. The footer of the SARR will display the Recorder, the Affiliation of the Recorder, the date the SARR was created, and the page number.

Site Summary

Once a Site Form Data has been approved, a Site Summary is automatically created for the associated site. The purpose of the Site Summary is to summarize the key fields of the archaeological site and to state the recommended Heritage Management Strategy(ies) for the archaeological site. The approved Heritage Management Strategy(ies) for the site will be pulled directly into the Heritage Clearance Letter issued to the proponent/developer. It is the responsibility of the HP to complete the Site Summary and submit the Site Summary screen to the HCB for approval.

On the “Site Information” screen, the generated Site Summary will appear at the bottom of the section list. Click on the appropriate Site Summary to complete and submit.

The Site Summary will automatically populate the following Fields:

- Type of Heritage Site
- New or Existing Site
- Borden Number
- Site Type
- Current Site Conditions

These Fields will be pulled from the Site Form Data/SARR that has been approved by the HCB.

Site of Special Nature

Indicate whether the site is a Site of Special Nature (SSN).

Management Strategy Rationale

Provide reasoning for the type of Heritage Management Strategy(ies) you recommend be implemented. This will be dependent on the data that was provided in the SARR and the significance of that data. Rationale can include (but not limited to): the types of artifacts that were

discovered, the date associated, the designation as an SSN, the size of the site, or lack of significance.

Heritage Management Strategy

Choose from the drop-down menu which management strategy(ies) you recommend be implemented at the site. If there is more than one strategy you recommend, add another management strategy by clicking the “+ Add another Heritage Management Strategy” button.

Strategy Details

Provide any details related to the Heritage Management Strategy you selected. Keep the details short, clear, and concise since this information will populate onto the Heritage Clearance Letter that will be sent to the proponent/developer.

Submit

Once all the fields have been entered, submit the Site Summary to the HCB by clicking the “Submit” button found at the bottom of the Site Summary screen. The Site Summary screen will then change its status from “Pending” to “Submitted” which will show on the top right corner of the Site Summary screen and on the Site Information screen. The HCB archaeologist assigned to the permit will review the summary to ensure the appropriate management strategy will populate on the heritage clearance letter.

Once the Site Summary (ies) have been completed and submitted to the HCB, click the “Site Summary(ies)-Completed” button on the “Site Information” screen to notify the reviewing archaeologist.

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Appendix A: Feature Location Spreadsheet

Feature Location Spreadsheet

If features were observed at an archaeological site, a feature location spreadsheet must be submitted. New features need to be reported in detail. If a site with existing features is visited, only those features that were observed need to be updated. If the feature was not observed, an update is not required. Templates for the feature location spreadsheet can be found on the Resources for Heritage Professionals webpage.

Borden

If known, enter the Borden Number for the site. If the Borden is yet to be assigned, then leave blank.

HCB Feature Identification (ID)

If known, enter the HCB assigned Feature ID. If the feature is new, then leave this field blank.

Permit No.

Enter the permit number under which the feature(s) were observed.

Heritage Professional (HP) Assigned Identification (ID)

Enter a unique feature ID. Only one feature ID is to be used per line/row. Ranges of feature IDs will not be accepted. The feature ID needs to be unique to the given feature at the site and cannot be repeated for any other feature at the site. **If the feature has already been assigned a HCB Feature ID (site revisit), leave the HP assigned ID blank.**

Status

Indicate the status of the feature for the current record. See below for definitions. Type the associated **code** in the field.

Status	Code	Definition
Intact	INT	The feature is in primary context and undisturbed.
Partially Disturbed	DIST	The feature is partly in primary context; however, a portion of the feature was disturbed.
Indeterminate	IND	*The feature could not be relocated and a status is not determined.
Salvaged	SALV	The feature has been salvaged using conventional archaeological excavation methodology.
Removed/Destroyed	RMOV	The feature has been removed from the inventory as it was misidentified as an archaeological feature or it has been destroyed.

**If the Status indicates “Indeterminate” the remaining fields do not need to be completed.*

UTM NAD83 Zone 13: Easting/Northing

Provide the UTM coordinates for the centroid of the feature (if possible). The Easting and Northing coordinates need to be forced Zone 13. If you need to convert your data (such as latitude and longitude or UTM coordinates in NAD 27) to NAD 83, please use SaskInteractive: [SaskInteractive Map](#)

See the help text found at the end of this section: [General Recording Guidelines and Considerations](#)

If a large number of features need to be converted, use the “Calculate Attribute Geometry” tool in ArcGIS.

Attributes

Select up to 3 attributes representing the characteristics of the feature. See below for definitions. Type the associated **code** in the fields.

Attributes	Code	Definition
Stone Circle	SC	A circular/oval alignment of stones that are indicative of human placement. Includes conjoined and bisected stone circles. These features may be commonly referred to as tipi-rings. Ceremonial Circles are a separate attribute.
Stone Arc	ARC	A semi-circular alignment of stones that are indicative of human placement. An arc must have a curve that is circular but represents less than half the outline of a circle. Includes hunting blinds and stone circles which have had stones removed.
Stone Cairn	CAIRN	A clustering or mound of stones that is indicative of human placement. Does not include modern stone piles which are the result of field clearing (modern agricultural practices/activities) or stone piles attributed to modern fence posts.
Stone Line	LINE	A linear alignment of stones that are indicative of human placement. Does not include stone lines related to medicine wheels (i.e., spokes) or drive lines.
Drive Line	DRIVE	A linear alignment feature made of stone/earth or stone cairns which outline a thoroughfare to guide herds of animals towards a kill site (e.g., jump, pound, etc.).
Ceremonial Circle	CIRC	A stone circle at least 10 m in diameter or interpreted to be of ceremonial use. This is considered to be larger than the diameter of habitation circles. There may also be peripheral stone features inside or around the circle.
Vison Quest	VQ	Vision quest structures/features are typically made up of an oval or "U" of stones, either laid out as an outline, or piled up

		to form a low wall. They often have shallow interior depressions and are typically constructed in such a way that a person would be allowed to lie down within the interior of the feature.
Earthen Mound	MOUND	A mound or pile of sediments that is indicative of human construction. May take on a variety of shapes and sizes.
Pit	PIT	Pits are constructed by digging into the ground from a living floor/previous surface and have subsequently been completely infilled and buried. Infill may be comprised of a combination of artifacts, stones, and/or sediments. Includes boiling pits and roasting pits.
Trenches	TRNCH	A linear depression. May be associated with Earthen Mounds.
Depression	DEP	A feature that is in negative relief to the surrounding landscape and is indicative of human construction. A hallowed area that may be partially infilled. Must be associated with other features and/or artifacts. Does not include natural blowouts or cattle wallows.
Chimney	CHIM	The remnants of an old chimney stack, hearth and/or flue.
Cellar	CELL	An underground storage space usually below the floorboards of a building or built into a hillside.
Refuse Area	REF	Also known as a garbage dump or a midden. An isolated place where unwanted material is discarded.
Bone Bed	BONE	A layer of faunal remains that represent a single or multiple kill/processing event. Taphonomic evidence of processing may be preliminary or advanced.
Foundation	FOUND	The remnants of the base of a building. Usually constructed from stone and/or concrete but may be wood.
Building	BUILD	The remnants of a vacated building with, at minimum, standing walls still present.
Posthole	PH	The outline of where a post had been present and has since been removed or decayed and subsequently filled with sediment.
Posts/Palisade	POST	The remnants of a post or palisade.
Hearth	HERTH	The remnants of an area used as a hearth, usually contains fire-broken/cracked rock, ashes, charcoal and/or a dark staining within the sediment.
Trail/Portage	TRAIL	The remnants of a trail. The trail may be negative in relief to the surrounding landscape and will have a change in vegetation since the sediments are more compact. The trail may also contain cart tracks which are narrower than a standard vehicle. The trail may still be used to this day. Check the Dominion Land Survey Field Books available through Information Service Corporation (ISC). An account is required to access the field books which are found on the left hand menu of the homepage after logging in.
Privy	PRIVY	A refuse area specifically used for human waste but may contain artifacts.

Buried Anomaly	ANOM	A feature below the surface that was detected by non-invasive remote sensing.
Other	OTHER	If the feature is not provided in this list, choose Other then provide a description of the feature in the "Comment/Description" field.
Burial-Single (SSN)	BUR_S	A confirmed or possible burial of a single individual.
Burial-Multiple (SSN)	BUR_M	Confirmed or possible burials of more than one individual.
Coffin/Scaffold	COFF	The remnants of a coffin or a scaffold.
Petroglyph (SSN)	PETR	An image created by removing part of the rock's surface by etching, incising, carving or abrading.
Pictograph (SSN)	PICT	An image created by painting on a rock's surface. Red ochre is the most common medium, but dyes may take on the colours black, white or yellow.
Effigy (SSN)	EFF	A stone or earthen depiction of a human, animal or thing.
Medicine Wheel (SSN)	MEDW	A stone feature consisting of at least two of the following: a large central cairn, a stone ring(s), or radiating lines.

Dimension Length/Width

Provide the horizontal size in meters of the feature. Provide the length and width using the subsequent field to indicate in what orientation the measurements were taken.

Orientation (Length/Width)

Provide the orientation for the previous measurement (i.e., Length or width). Type the associated **code** in the field.

Orientation	Code	Description
North/South	NS	The measurement was oriented north to south across the feature.
East/West	EW	The measurement was oriented east to west across the feature.
Northwest/Southeast	NW_SE	The measurement was oriented northwest to southeast across the feature.
Northeast/Southwest	NE_SW	The measurement was oriented northeast to southwest across the feature.

Height/Thickness

Provide the height and/or vertical thickness of the feature in meters. If only part of the feature is exposed at the surface or in an excavation wall, provide the visible height/thickness.

Depth Below Surface (DBS)

Provide the depth below surface in meters to the bottom of the feature.

Material Construction

Provide a list of the materials the feature is composed of. If there is more than 1 material type, separate each material type with a semicolon “;”.

Rock Count

If the feature is composed of rocks/cobbles/boulders, provide an estimated rock count for the entire feature.

Definition

From the following list, select how well defined the feature is (i.e., Well-Defined, Moderately-Defined, Poorly-Defined). How well the feature is defined is determined by how easily identifiable the feature is compared to the natural surroundings. Definition may be dependent on, but not limited to, the feature’s relief, soil composition, soil colour and/or material composition. Definition differs from Visibility which is attributed to the natural surroundings and what may hinder the archaeologist’s capabilities to see the feature. For example, a stone circle feature may be well-defined because the feature’s relief is at minimum 5-10 cm higher than the ground surrounding the ring; however, visibility is poor because the grasses surrounding the feature are tall which hides the feature from view. If the grasses had been grazed, visibility would improve. Type the associated **code** in the field.

Definition State	Code	Definition
Well-Defined	WELL	The feature is in stark contrast or high relief from the natural surroundings.
Moderately-Defined	MOD	The feature can be differentiated from the natural surrounds with some effort.
Poorly-Defined	POOR	The feature edges are difficult to differentiate from the natural surroundings and great effort is needed to outline the feature.

Visibility

From the following table, select how visible the feature is. Visibility will be dependent on the natural surroundings and what may hinder the archaeologist’s capabilities to see the feature. For example, a grazed pasture will improve visibility of features whereas a pasture that has been left fallow will likely have taller grasses and hinder visibility. Visibility should be updated during site revisits/feature updates. Visibility may not apply to all feature types. Type the associated **code** in the field.

Visibility	Code	Definition
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Excellent	EXC	The feature is easily identifiable from a distance and not covered by vegetation or natural debris.
Good	GOOD	The feature is easily identifiable up-close. Natural coverage is minimal.
Moderate	MOD	The feature can be identified with some concentration and when up-close. Natural coverage impedes the feature slightly but can be altered enough to increase visibility.
Poor	POOR	The feature is difficult to see due to a high volume of natural coverage. Great effort is needed to clear the feature of coverage.

Surface/Buried

Select from the following table, the position of the feature and the degree at which the feature is buried. See below for definitions. Type the associated **code** in the field.

Feature Exposure	Code	Definition
Surface	SURF	All, or the majority of the structural elements of the feature, are located on the surface with very little buried.
Moderately Buried	MOD	Up to half of the structural elements of the feature is buried below the surface.
Well Buried	WELL	Most of the structural elements of the feature are buried; however small portions of the feature are still visible at the surface.
Completely Buried	COM	The feature is completely buried below the surface and was only identified through excavation/testing.
Not Applicable	NA	The feature lacks structural elements that differentiate it from the surrounding landscape and therefore cannot be determined to be surficial or buried (e.g., depression).

Comment/Description

Use this field to further describe any significant characteristics of the feature that is noteworthy. **Be concise and use key searchable terms.**

Appendix B: Artifact Catalogue

The Royal Saskatchewan Museum (RSM) is the provincial repository for archaeological materials collected from archaeological sites in the province of Saskatchewan. An artifact catalogue template has been created to ensure consistency of data and artifact submissions to both the HCB and the RSM. The template is provided in an spreadsheet (Microsoft Excel) format.

This guide is provided to ensure the artifact data that is collected is in a consistent format to facilitate enhanced querying of data for the ease of research, referencing, and heritage management. Archaeologists are encouraged to familiarize themselves with the catalogue template and the guide to ensure compliance with HCB and RSM standards. The fields are defined in this document and include further definitions, formatting standards and examples.

Notes for Cataloguing

Observed artifacts that were not collected are required as part of the artifact catalogue. Detailed information such as measurements is not required. However, the artifact status, spatial data, identification, and material type are required. Accession and Division numbers are also not required.

Fill in the fields to provide the most detailed information for each artifact. Not all the fields in the catalogue template will be applicable. When the field is not applicable, leave the field blank; do not enter a place holder.

When cataloging, artifacts that are of the same type and material type can be grouped together if found in the same level/occupation level and quadrant (e.g., tertiary flakes made of Swan River Chert from Level 4 in quadrant SE, or burnt bone counts from Level 2 in quadrant NW).

Abbreviations will not be accepted for any of the fields which describe the artifact/specimen. (e.g., Fire-cracked Rock=FCR, Swan River Chert=SRC, etc.)

When formatting the table for reference at the end of a permit report (in the appendices), eliminate fields that have no data. For fields with repetitive data such as the “Permit No.” or the “Borden”, remove the field and insert a header at the top of the table to provide the information. You will need to adjust the page size so the text is no smaller than 8pt font. There is no limit on the size or layout of page required to ensure the catalog fits in the permit report PDF.

Artifact Tags must display the following fields:

- Accession Number
- Division Number
- Permit Number
- Borden Number
- Catalogue Number
- Artifact Gross Type
- Artifact Sub-Type

- Functional Category
- Functional Subcategory
- Artifact Type
- Quantity
- Weight

Additional fields may be added at the discretion of the archaeologist. Tags must fit within the artifact/specimen bag and must be visible from the outside of the bag. It is encouraged to place the tag in a separate bag when placed with organic materials (i.e., bone, wood) to prevent decay of the tag and potential contamination of the artifact which may prevent further analysis.

Borden

Input the Borden number of the archaeological site. For new archaeological sites, you will need to complete the catalogue first, then submit the appropriate data from the catalogue to the HCB to be issued a Borden designation.

Format: AaBb-123

Cat. No. – Catalogue Number

Provide the catalogue number for the artifact(s). For sites with artifacts previously collected and catalogued, it is the duty of the permit holder/cataloguer to determine the last catalogue number that was used and proceed with cataloguing using the next sequential number. If a last catalogue number cannot be located, contact the RSM to determine a new start number.

Permit No.

Input the permit number for the work completed.

Format: AYYYY-123

Status

Indicate whether the artifact was “Collected” or “Not collected”. The artifact was “Not collected” if it was only observed and left *in situ*, or repatriated.

Unit/Sample Location/Find Spot UTM Easting

Provide the UTM Easting of the Unit, Sample Location or Find Spot location. For excavation units, UTM is measured from the Primary Datum to the southwest corner of the Unit. The Easting should be in Zone 13. If you need to convert your data (such as latitude and longitude or UTM coordinates in NAD 27) to NAD 83, please use SaskInteractive: [SaskInteractive Map](#)

See the help text found at the end of this section: [General Recording Guidelines and Considerations](#)

Unit/Shovel Test/Find Spot UTM Northing

Provide the UTM Northing of the Unit, Shovel Test or Find Spot location. For excavation units, UTM is measured from the Primary Datum to the southwest corner of the Unit. The Northing should be in Zone 13.

Area

If applicable, provide the name of the Area within the archaeological site to which the artifact was discovered. Example: Block A, Activity Area B, Processing Area.

Unit ID/Shovel Test/Find Spot

Provide the spatial identifier assigned to the unit, shovel test, or find spot to which the artifact is associated. It is encouraged that excavation units be formatted with easting first then northing (i.e. 123E123N) to be consistent with UTM locational information. However, this is not required. Consistency is encouraged for naming schemes to avoid errors in data analysis and submission.

Quad

If applicable, indicate which quadrant the artifact was recovered from within a 1 m by 1 m excavation unit. In this field you may use acronyms (i.e., NW, NE, SW, SE).

Occupation Level

If applicable, provide the number or name of the occupation level where the artifact(s) was discovered. Occupation levels are useful in multi-component sites and especially sites for which occupation levels are closely deposited.

Stratigraphic Level

Provide the number of the stratigraphic level where the artifact(s) was discovered. Stratigraphic levels may be determined by natural levels or arbitrary levels.

Depth-Upper

Provide the depth in centimeters below surface (cm bs) of the highest/shallowest point the artifact was discovered or the top of a stratigraphic level for catalogue entries with multiple specimens (e.g., frag bags, lithic scatters, etc.).

Depth- Lower

Provide the depth in centimeters below surface (cm bs) of the lowest/deepest point the artifact was discovered or the bottom of a stratigraphic level for catalogue entries with multiple specimens (e.g., frag bags, lithic scatters, etc.).

Provenience East

Provide the provenience of the artifact(s) within the excavation unit measured in centimeters from the southwest corner east.

Provenience North

Provide the provenience of the artifact(s) within the excavation unit measured in centimeters from the southwest corner north.

Precontact or Historic

Indicate which period the artifact is associated: Precontact or Historic.

Artifact Gross Type (Precontact)

For Precontact artifacts, indicate the overarching classification to which the artifact(s) is grouped. Gross Type is defined by the base material of the artifact. For example, a bone tool is considered "Fauna".

Gross Type	Definition
Lithic	The artifact/specimen is made of a natural geological material.
Fauna	The artifact/specimen is an element of fauna.
Pottery	The artifact/specimen is a product of baked clay.
Organic	The artifact/specimen is made of an organic material other than faunal material.
Inorganic	The artifact/specimen is made of an inorganic material other than lithic material. This includes sediment samples.
Composite	Artifacts/specimens that could be grouped into multiple categories above (e.g., composite tools).

Artifact Sub-Type (Precontact)

For Precontact artifacts, indicate the subcategory of the Gross Type artifacts. Some common categories are provided below.

Gross Type	Sub-Type	Definition
Lithic	Tool	A tool made of lithic material typically by a flaking method.

	Debitage	Detritus produced during the process of lithic reduction.
	Ground Stone Tools	A tool produced through grinding and/or pecking modes of manufacture.
	Other	Lithic material modified.
Fauna	Unidentified	Unidentified faunal remains.
	Identified	Identified faunal remains.
	Bone Tool	A tool made of faunal remains.
	Other	Faunal remains modified.
Pottery	Vessel	A hollow container manufactured from clay.
	Other	An artifact manufactured from clay.
Organic	Wood	An artifact or specimen made of wood
	Seeds	A specimen or sample containing seeds.
	Phytoliths	A specimen or sample containing phytoliths.
	Textile	Cloth or woven fabric which is made of natural raw material (e.g., hide, cotton, etc.).
	Other	A specimen or artifact of organic material.
Inorganic	Sediment	A specimen or sample containing sediment(s).
	Tool	An artifact made of inorganic material other than lithics (e.g., metal).
	Other	A specimen or artifact of inorganic material.
Composite	Tool	A tool manufactured from multiple materials (e.g., lithic scraper hafted to bone handle and tied with sinew).
	Other	An artifact manufactured from multiple materials.

Artifact Functional Group and Subgroup (Historic)

Roderick Sprague (Sprague, 1981) outlined a classification scheme based on functional categories for historic artifacts to better aid in interpretation. The table below outlines the Artifact Functional Group and Functional Subgroup for historic artifacts. Please reference Sprague (1981) article for a list of examples he provides.

Functional Group	Functional Subgroup
Personal Items	Clothing
	Footwear
	Adornment
	Body Ritual and Grooming
	Medical and Health
	Birth Control Devices
	Indulgences
	Pastimes and Recreation
	Ritual
	Pocket Tools and Accessories
	Infant Care
Domestic Items	Luggage
	Furnishings

	Housewares and Appliances
	Cleaning and Maintenance
Architecture	Structures
	Construction
	Plumbing
	Fixed Illumination and Power
	Fixed Heating, Cooling, and Atmospheric Conditioning
	Conveyances
	Private Communications
	Architectural Safety
	Landscaping
Personal and Domestic Transportation	Vehicles
	Maintenance
	Ritual
Commerce and Industry	Agriculture and Husbandry
	Hunting
	Fishing
	Gathering
	Trapping
	Logging
	Mining and Quarrying
	Construction
	Manufacturing
	Commercial Services
Group Services	Governmental Administration
	Public Safety
	Education
	Public Forum and Entertainment
	Utilities
	Penal
Group Ritual	Religious Paraphernalia
	Fraternal Paraphernalia
	Public Monuments
Unknowns	<i>Material Type should be listed</i>

Artifact Type (Precontact and Historic)

Name the artifact or specimen. Use the most basic description for the artifact. For unmodified faunal material whether identifiable or unidentifiable, indicate “Bone”, “Shell”, or “Tooth”. More details can be filled in the subsequent fields such as “Diagnostic ID”, “Portion”, “Raw Material”, or the faunal description.

Diagnostic ID

If applicable, indicate the diagnostic identification of the artifact. This does not include faunal species/elements/side.

Portion

Indicate the identifiable portion of the artifact that is present, if fragmented. If the fragment cannot be identified, simply put “Fragment(s)”. If the artifact is over 75% complete or contains all the identifiable elements of a complete object, state “Complete”.

Quantity

Provide the number of specimens associated with the catalogue number (in the artifact bag).

Raw Material

Provide the name of the raw material to which the artifact has been manufactured. Do not use abbreviations (e.g., ~~SRC~~ = Swan River Chert).

Raw Material Modification

Indicate if any alteration or modification has occurred to the raw material either naturally or anthropogenically (e.g., Heat-treated, Incised, Calcined, Burnt, Patinated, etc.).

Phylum/Class

For faunal material, identify the taxonomic Phylum or Class for the specimen or artifact, if known. Example: Mammalia, Aves, Actinopterygii, Mollusca, etc.

Order/Family

For faunal material, identify the lowest taxonomic Order or Family for the specimen or artifact, if known. Example: Artiodactyla, Bovidae, Carnivora, Canidae, Cervidae, etc.

Genus/Species

For faunal material, identify the lowest taxonomic Genus and Species for the specimen or artifact, if known. Example: *Bison bison*, *Lepus*, *Geomyidae*, *Taxidea taxus*, etc.

Element

For faunal material, identify the osteological element, if known.

Side

For faunal material, identify the side of the element, if known (i.e., right, left, axial).

Age

If known, identify the known age of the specimen at death for faunal remains or organic material.

Length/Height

Provide the measurement of the specimen in millimeters (mm) along the presumed longest axis, even if the artifact or specimen is fragmented. For example, the longest axis of a femur is from the proximal femoral head to the distal articular surface. However, if the only portion of the femur that is present is a slice of the midshaft of the femur, the longest axis is still considered the direction from femoral head to distal articular surface, even if the width of the shaft is a greater number.

If more than one artifact or specimen is associated with the catalogue number, do not provide any length measurements.

Width

Provide the measurement of the specimen in millimeters (mm) along the presumed widest axis, even if the artifact or specimen is fragmented. For example, the widest axis of a projectile point is between the shoulders. However, if part of the base and shoulder is missing, the widest axis is still considered between the lateral sides of the projectile point.

If more than one artifact or specimen is associated with the catalogue number, do not provide any width measurements.

Thickness

Provide the measurement of the specimen in millimeters (mm) for the thickest portion of the artifact or specimen.

If more than one artifact or specimen is associated with the catalogue number, do not provide any thickness measurements.

Weight

Provide the total weight of the specimen(s) or artifact(s) in grams (g) to 2 decimal places regardless of quantity.

Description

Use this space to provide additional details for the artifact(s) or specimen(s) that were not previously stated in any of the provided fields. Be concise and use key searchable terms.

Analysis Candidate

Indicate whether the artifact(s) or specimen(s) would be eligible for further analysis such as radiocarbon dating, residue analysis, thermoluminescence, etc.

Date

Provide the date when the artifact was collected or observed in the field.

Accession Number

The accession number will be provided to the consultant immediately prior to the submission of the artifacts. The consultant is responsible for contacting the RSM to determine the date the artifacts will be dropped off and to acquire an accession number which will be displayed on the artifact tags. Accession Numbers will not be required for artifacts/specimens that were not collected.

Division Number

The division number will be provided to the consultant immediately prior to the submission of the artifacts. The consultant is responsible for contacting the RSM to determine the date the artifacts will be dropped off and to acquire a division number which will be displayed on the artifact tags. Division numbers will not be required for artifacts/specimens that were not collected.

Appendix C: Delineating Archaeological Site Boundaries

Determining the boundary for an archaeological site is important for the preservation of the *in situ* archaeological material or to indicate where archaeological material was present. Archaeological site boundaries should be determined using one or a combination of the following methods.

Artifacts – No Surface Features	- Shovel tests must be excavated at a maximum of 5 m intervals from any artifact locale (i.e., surface finds or buried) in the 4 cardinal/inter-cardinal directions (i.e., North/South/East/West; NE/SE/NW/SW) or in a method that fits the natural landform. - If continued testing beyond 15 m (i.e., 3 shovel tests in a row) produces continued artifact deposits, sampling intervals may extend to 10 m maximum. - Testing must continue at regular intervals until a minimum of 2 negative shovel test has been excavated. - For large/expansive archaeological sites (i.e., over 50 m across), shovel testing can be completed at interval spacing that is appropriate with the goal of determining where tangible archaeological material ends (e.g., negative shovel tests, site boundary). - The site boundary can be delineated by connecting the 1st negative shovel tests (minimum 5 m from an artifact locale) that surround the artifact(s).
Surface/buried Features	- Shovel tests must be excavated at a minimum of 5 m from the edge of the surface feature in the 4 cardinal/inter-cardinal directions or in a method that fits the landform. - A minimum of 2 negative tests must be excavated at 5 m intervals from the edge of the surface features. The second interval of shovel tests will need to include shovel tests in the inter-cardinal direction as well, at an interval of approximately 10 m. - Shovel tests do not need to be excavated between surface features or observed artifact(s). - The site boundary can be delineated by connecting the 1st negative shovel tests (minimum 5 m from any surface feature) that surround the surface features and any artifact(s) if present. - If the feature is suspected to be an SSN, contact the HCB to discuss the site boundary.
Natural Landforms	The site boundary can be delineated by natural landforms in the environment/landscape that may obstruct the likelihood of the site's continuation across the landscape (e.g., cliff edge, waterbody, etc.)
Restricted Access Estimation	If proper testing cannot be completed across the entire site area due to restricted land access, an estimated

	site boundary can be determined for areas that cannot be accessed. • The site boundary delineation must sufficiently encompass the known location of tangible archaeological material and any potential areas for archaeological materials to exist. • Recommendations need to reflect additional archaeological work in areas that were estimated with recommended avoidance buffers of the archaeological site area as estimated.
Default Standard	• Archaeological site boundaries default to the defined natural landform. Avoidance boundaries will default to the base of the natural landform or to a distance that will preserve archaeological site integrity. • If no defined landform can be identified and if no testing method regime is implemented, the site boundary will automatically default to a minimum of 25 m from the edge of any surface feature and/or surface/buried artifact find locale with a mandatory avoidance buffer of 25 m. Sites of Special Nature default to 250 m avoidance buffer.

Any archaeological site within proximity to a development project is required to determine the archaeological site boundary and recommend an avoidance buffer that is appropriate for the protection of the archaeological site integrity.

If development projects cannot avoid impacting the archaeological site and/or the avoidance buffer, additional archaeological work is required. Recommendations for additional archaeological work will need to be provided.