



Sample Locations: A Guide

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Sample Locations

Introduction

Sample locations are any inspection point that a Heritage Professional has observed for the purpose of determining if artifacts or specimens are present at that locale. The amount and type of samples can vary depending on the Development Project location, the research scope, and/or presence of archaeological material. It is at the discretion of the Heritage Professional (HP) to determine the amount, placement, type and depth to which the sample should be observed to determine heritage recommendations and to recommend the type of heritage management strategy(ies) to be implemented. A testing methodology to delineate archaeological site boundaries is provided in Appendix C of the Saskatchewan Archaeological Resource Record (SARR) Guide found on the Resources for Heritage Professionals webpage.

Submitting Sample Locations

Sample locations must be submitted to the Heritage Conservation Branch (HCB) as required on the Permit Results Summary: Assessment or Research Results screen in the Heritage Resources Screening (HRS) system. On the Assessment or Research Results screen of the Permit Results Summary, a list of *Permit activities conducted* is provided for the Heritage Professional to indicate the methods utilized under the current permit. The spatial data upload field to submit the Sample Locations (CSV UTF-8 file type) will only populate if one or more of the following checkboxes are selected:

- Surface collection of artifacts
- Surface collection of palaeontological specimens
- Manual deep testing
- Mechanical deep testing
- Subsurface testing
- Excavation
- Exposures examined

Sample Locations should also be submitted as an appendix in the final Permit Report. The fields required for the report appendix include:

- Sample ID
- UTM NAD83 Zone 13 Easting
- UTM NAD83 Zone 13 Northing
- Category
- Status

A template has been made available to Heritage Professionals to submit as part of the Sample Location submission. The template can be found on the Resources for Heritage Professionals webpage.

Converting Spreadsheet File Type to CSV (comma delimited)

The spreadsheet must be uploaded in the HRS system as a CSV UTF-8 (comma delimited) file type. To convert from your current file type (e.g. .xlsx, .xml, .xls, .json, etc.) to a CSV UTF-8 file type (.csv), click on “Save As”. Under the “File Name” open the drop-box to choose from the available lists of file types. Choose “CSV UTF-8”. Alternatively, you can “Export” the spreadsheet and “Choose a File Type”. Choose the CSV (comma delimited) file type. Do not type the file extension “.csv” in the “File Name” as there are multiple types of CSV file types that may be generated.

Sample Location Template Fields

UID

The UID is the unique identifier for the specific sample location within the HCB Geodatabase. This ID is HCB assigned and is left blank by the HP.

Sample ID

The Sample ID is the HP’s assigned identifier for the purpose of field operations and office workflow data organization. The Sample ID is unique to the permit number and therefore cannot be repeated in other permits/projects. When entered into the spreadsheet, the format for the Sample ID will need to be written by the permit number first followed by a colon and then an alpha-numeric number assigned by the HP (i.e. AYYYY-###:ABC###). **“PH” cannot be used as it is reserved for photos.**

UTM NAD83 Zone 13 Easting/Northing

Insert the UTM Easting and Northing for the sample location. All sample locations 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](#)

You do not need an account to use SaskInteractive. 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.

In ArcGIS, use the “Calculate Geometry Attributes” tool to convert a table of sample locations.

Category

The type of sample observed is categorized in one of the five main categories. Choose the type that best fits the description of the sample location. Input the associated **code** into the field.

Sample Type	Code	Definition
Exploratory Test	EXPLR	The sample location was dug by hand and investigated at a high-level. Sediments may not have been screened in their entirety.
Detailed Test	DETT	The sample location was excavated by hand using a shovel and/or trowel, and the majority of sediment material was screened. The size of the sample location is smaller than a traditional excavation unit, but detailed level data was collected.
Mechanical Test	MECH	The sample location was dug by a mechanical implement. Screening of sediment material may have been limited to (a) sample set(s) of back-dirt.
Excavation Unit	UNIT	The sample location is an excavation unit that was excavated based on methods outlined in the permit application and approved by the HCB. All sediments were screened, and data collection was also completed using methods approved by the HCB.
Exposure	EXPOS	The sample location is a natural exposure of the subsurface sediments (e.g., rodent hole, tree throw, blowout, cutbank, etc.).
Surface Find	FIND	The sample location is the location where an artifact or specimen was discovered on the surface.

Sub-Category

This field is optional and provides additional attributes regarding the type of sample that was observed. If multiple sub-categories are relevant, choose the first attribute that is listed in the table below. Input the associated **code** into the field.

Sub-Category	Code	Definition
Archaeological Feature	FEAT	Provide Feature ID in the "Comments" field.
Excavation Block/Trench	BLOCK	A unit belonging to a larger excavation block or trench. Provide the label block/trench in the "Comments" field.
Deep Test	DEEP	The sample location was excavated to a depth greater than 1 m depth below surface (DBS).
Stratigraphic Profile	STRAT	The sample location provides an example of the unaltered stratigraphic sediment profile at the time of the assessment. Does not include deep tests.
Monitoring Observation	OBSRV	A point in a project area that was exposed/alterd during construction activities

		and was examined by the archaeological monitor.
Other	OTHER	The sample location provides additional data in a method that is not previously defined (e.g., remote sensing). Define in the “Comments” field.

Status – Positive/Negative

The sample location either contains artifacts/specimens or it is sterile. Indicate whether the sample location is “Positive” for artifacts/specimens or “Negative”. Input the associated code into the field.

Status	Code	Definition
Positive	POS	The sample location contains artifacts or a buried feature.
Negative	NEG	The sample location is sterile for artifacts or buried features.

Size

Indicate the size of the sample location that was observed. If a hole was dug, indicate the size of the hole in m² (e.g., 30 cm by 30 cm = 0.09 m²). Use up to 2 decimal places. Do not input “m²”.

Depth

Indicate the depth below surface in meters the sample location was observed. Use up to 2 decimal places. Do not input “m”.

Comments

Provide any additional information that may be of interest or importance about the sample location. Use key searchable terms for querying purposes.