



Pennsylvania State Historic Preservation Office
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

PA State Historic Preservation Office (PA SHPO)

Instructions for Recording Archaeological Sites in Pennsylvania

Updated July 2022

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Instructions for Recording Archaeological Sites in Pennsylvania

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Instructions for Recording Archaeological Sites in Pennsylvania

Introduction

These guidelines are intended to help users collect information for recording **archaeological sites** in Pennsylvania. The information collected to document archaeological sites includes the following:

- Site locations and boundaries
- Information about field investigations and methodology
- Findings such as artifacts, features, analysis, and interpretations
- Site Chronology
- Environmental Data
- Supplemental documentation such as photos, historic maps, drawing profiles, catalogs, and more!

Beginning February 2021, all archaeological sites must be submitted to the PA SHPO through PA-SHARE. The standard PASS form previously used by professionals and the condensed collector form previously used by avocational archaeologists and other non-professional groups are no longer available. PA-SHARE only has one archaeological resource details form which includes all the fields listed in the guidelines below.



Note

These guidelines do not include the technical guidance for entering information about resources in PA-SHARE. For step-by-step instructions on how to access and use PA-SHARE, please refer to PA SHPO's tutorial, [Adding an Archaeological Resource to PA-SHARE.](#)

General Instructions

Archaeological sites in Pennsylvania are recorded and updated through PA-SHARE which captures site information through an interactive Archaeological Resource Details screen in the Inventory Form wizard, Determination of Eligibility wizard, or Environmental Review wizard.

Inventory Forms are utilized to record sites that are identified independent of an environmental review. In general, this form should be used by avocational archaeologists, universities/colleges, historical societies, and other groups that are interested in recording sites. Archaeological sites submitted through an inventory form will not result in a determination of eligibility. Sites identified as a result of an environmental review project should be recorded on the archaeological survey, as required through the environmental review process. Lastly, sites can be submitted through the Determination of Eligibility wizard if you would like the site to be considered for listing in the National Register of Historic Places.

Once the site information has been reviewed, a new site number will be assigned, or it will be added as an update to a previously recorded site. The Smithsonian trinomial site number will be used to reference the site in PA-SHARE, and it is used when cataloging collections.

The following pages include an explanation of the information present on the Archaeological Resource Details page in the order they are shown in PA-SHARE. Many of the fields are self-explanatory but others are described

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in more detail to help enter the correct information. In addition to these guidelines is a Worksheet for Recording Archaeological Sites in Pennsylvania which can be used to collect information for recording archaeological sites.



Note

Please do not submit the worksheet to PA SHPO. It is intended as a tool to assist users in the collection of information for archaeological sites and using PA-SHARE. Resources must be submitted through PA-SHARE.

The following fields are **required** to submit an archaeological site in PA-SHARE and are marked in the below form with an asterisk (*):

- Mapping the site boundaries
- Recorder Information
- Site Type
- Chronology

For convenience, fields that were included in the condensed collector form have been highlighted with orange shading throughout these Guidelines.

Site Recording for Cultural Resource Management (CRM) Surveys and Professionals: If a site is being submitted as a result of a CRM survey or by a professional group or individual, the form must be filled out completely or it will be returned.

Site Recording by Avocational/Non-professional Groups: Individuals submitting sites from non-professional groups only need to fill in the required information as listed above and any other fields they feel comfortable filling out.

For help filling out the form, please contact the Help Desk at pa-share@pa.gov.



Note

Remember! Ask the landowner's permission before you collect artifacts on private property. It is a violation of state law to collect artifacts on state lands and a violation of federal law to collect artifacts on federal lands.



Tip

When completing PA-SHARE's online forms, users can copy and paste text from a document, like the worksheet at the end of these guidelines, into the wizard. Use the CTRL+C keys to copy text and the CTRL+V keys to paste it into the PA-SHARE form field.

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Identification

The archaeological site data entry form begins with identification level documentation. Identification level documentation includes the following sections:

- Mapping
- Attachments & Photographs
- Location Information
- Summary Information
- Site Traits
- Chronology
- Features
- Artifacts
- Physical Data and Site Condition
- Water Drainage Area Information

Mapping

This is the first section on the archaeological site data entry form and requires you to map a boundary for the site being recorded. You can do this by drawing it on PA-SHARE's interactive map or uploading a shapefile. Instructions for both options are included in PA-SHARE and explained on page 8 of the [Adding an Archaeological Resource to PA-SHARE](#) tutorial.

* Resource Boundary:

For archaeological sites, the boundary should reflect the extent of identified archaeological features and deposits and should heavily consider landform, topography, and historic land use (if applicable). Larger site areas, including multiple artifact concentrations more than 50 feet apart, should be grouped appropriately within the same landform. For projects limited to a narrow transect through a portion of a site (e.g., pipeline or sewer line rights-of-way or highway sliver-takes) the extent of the site within the right-of-way should be defined. The likely extent of the site beyond the right-of-way may be estimated based on topographic or other features, such as landforms and waterways, and this information should be included in the site attachments.

Attachments

Archaeological site submissions are **required** to include an artifact catalog (if applicable), site narrative, and site map. A brief explanation and example of each required documented is provided below. In addition to the required attachments, other common types of attachments for archaeological sites include historic maps, features drawings, and soil profiles.



Note

If a previously identified site requires updating due to new information gained through additional survey efforts, an updated artifact catalog (if applicable), site narrative, and site map must be provided.

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Site Narrative

A site narrative is a summarized description of the site. The narrative is used to highlight important information such as site location and type, the methods used to identify the site, and the types of artifacts and/or features that were identified. For historic period sites, the narrative can also include deed research and references to historic maps and aerial imagery.

The length of the site narrative will depend on the complexity of the site but generally ranges from 1 paragraph to 1 page.

The Alley Site encompasses an entire urban parcel in the City of Saint Marys, Elk County. As defined, the site encompasses 9,000 square feet (836.1 square meters) and currently consists of manicured lawn in the western half of the property and a raised parking pad in the eastern half of the property. No extant structures are present on the parcel. Archaeological testing was limited to the western half of the property due to APE limitations and does not include the excavations within or adjacent to the projected position of the original house.

A total of 15 STPs (STPs 67-69, 78-83, 92-95, 104, and 105) and 3 TUs (TUs 10-12) were excavated at the Alley Site during Phase I/II work. Excavations revealed disturbance related to the twentieth century demolition of the former structures the at the rear of the property as well as relatively undisturbed A horizon soils that would have been located in the rear yard of the property. A total of 964 historic artifacts were recovered from the A horizon as well as from one (1) cultural feature (Feature 2). Feature 2 was identified in TU 10 and was interpreted as the partially disturbed northeastern corner of the larger of the two outbuildings depicted at the rear of the property. Additionally, artifacts were recovered from disturbed fills related to site structure demolition and the installation of a stoneware utility pipe that crosses through the eastern half of the site (beneath the parking pad) on a southeast to northwest trajectory. The artifact assemblage was mostly (52%) structural material (building materials such as brick, window glass, and nails) attributable to the nineteenth and twentieth centuries, and multiple use (20%) and unidentified (14.5%) items with minimal diagnostic utility. Lesser quantities of domestic (10.8%), personal, and activities-related artifacts (1.1 and 1.4%, respectively) comprised the rest of the assemblage.

The Alley Site was historically utilized as an urban residential property. A review of Sanborn fire insurance maps and historic aerial images from the late nineteenth through the twentieth centuries indicated the former presence of a residence, fronting Chestnut Street, as well as at least two outbuildings (sheds/garages) located along the alley at the rear of the property.

Due to the severe disturbance observed and the lack of intact cultural features, it is MT's professional opinion that the Alley Site should be recommended as not eligible for the NRHP.

EXAMPLE: An example of a site narrative for a historic period archaeological site. The narrative includes locational information, testing methodology, a summary of the artifacts and features, and references to historic aerial imagery. Source: Alley site (36EL0446), Elk County, Prepared by McCormick Taylor, Inc.

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Site Map

A site map is important for understanding the spatial relationship between the identified artifacts and/or features at the site. A site map can be created using a current map or aerial imagery or hand sketched.

Site maps should include the following information:

- the site boundary
- locations of shovel test pits (STPs), excavation units, and/or surface finds
- locations of features
- a north arrow, scale bar, and legend
- any other identifying information such as street names, parcel boundaries, or geographic features that help to locate the site on the landscape.

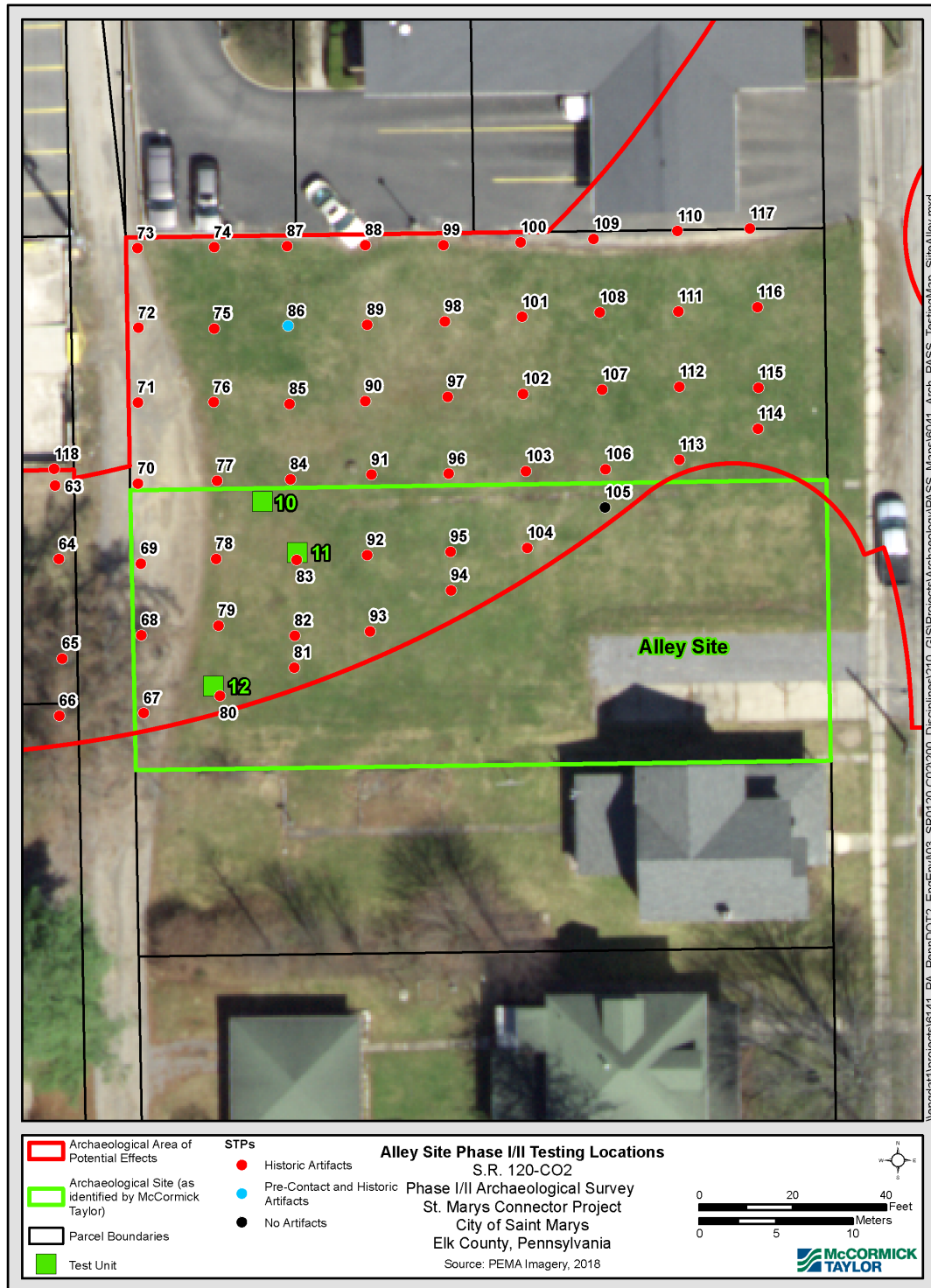


Note

If the hand drawn, the map does not need to be precisely measured but it must be roughly to scale to convey the general size of the site and note the general area where the artifacts and/or features are located. Rough dimensions should be noted.

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EXAMPLE: A site map with the site boundary in green and labeled STPs and excavation units. The map also includes a north arrow, scale, and legend indicating what types of artifacts were identified in each STP. Source: Alley site (36EL0446), Elk County, Prepared by McCormick Taylor, Inc.

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Artifact Catalog

An artifact catalog is important for understanding what was found at the site and where within the site it was identified. Artifact catalogs can include a variety of information but at a minimum should include artifact type/description, material type, quantity, and date range (if known). The artifact catalog should also include provenience information for each artifact which indicates where the artifact was recovered within the site. This can be represented by GPS coordinates, or by labeled STPs, excavation units, and/or surface finds which are spatially represented on a site map.

STP	Level	Depth	Description	Comments	Ct.	Wt(g)	Dates
E2	1	0-29	Rhyolite Debitage/Core Non-Cortical Flake		1	0.45	
E2	1	0-29	Redware Lead Glazed Undiff. Ceramic		1	1.60	- 1900
E2 5mS	2	21-33	Ferrous Metal Cut Nail Frag		2	2.90	
E2 5mW	1	0-15	Quartzite Debitage/Core Cortical Flake		1	13.98	
E2 5mW	1	0-15	Ferrous Metal Wire Nail		1	4.60	
E3	3	25-45	Onondaga Chert Debitage/Core Non-Cortical Flake		1	0.07	
E3	3	25-45	Quartzite Debitage/Core Cortical Flake		1	0.40	
E3 5mE	2	29-39	Window Glass		1	0.20	
E3 5mS	2	20-38	Quartzite Debitage/Core Cortical Flake		1	0.26	
E3 10mN	2	8-23	Unidentified Material Debitage/Core Non-Cortical Flake	Gray/Brown Chert	1	0.52	
E3 10mS	2	23-29	Whiteware Hand Painted Polychrome Tableware/Teaware		1	0.30	1830-1860
E4	1	0-35	Quartzite Debitage/Core Cortical Flake		1	0.28	
E7	1	0-32	Redware Lead Glazed Undiff. Ceramic		3	2.40	- 1900
E7	1	0-32	Redware Slip Trained Undiff. Ceramic		1	3.00	1725-1775
E7	1	0-32	Whiteware Undiff. Ceramic		2	0.90	1830-2021
E8	1	0-33	Redware Glazed Undiff. Ceramic		1	1.90	

EXAMPLE: An example of an artifact catalog including provenience information in the form of STP locations with the depth at which the artifact was recovered, an artifact description, counts, weights, and dates. This catalog also includes a column for any additional comments to help describe the artifact. Source: Denver Memorial Park (36LA1639), Lancaster County, Prepared by Public Archaeological Facility, Binghamton University.

You will be asked to provide the following information in PA-SHARE for each type of attachment you upload:

Name/Title:	Provide a general descriptive name for the attachment. EXAMPLE: Site Narrative
Description:	Provide a more detailed description of what is included in the attachment. EXAMPLE: Site Narrative for Null Hill Pre-Contact period site

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Photographs

Photographs are helpful in providing a visual representation of the site and what was found there. Common types of photos include overall site photos showing the general landscape, immediate vegetation and prior disturbances, feature photos, soil profiles, and artifact photos.

Photographs can be provided in one of two ways:

- organized in a PDF (**preferred**). The PDF is uploaded in the attachments section. Photographs submitted in a PDF must include the following information as note: name/title, description, and photo date.
- uploaded individually to PA-SHARE in the photographs section (*not preferred*)

You will be asked to provide the following information in PA-SHARE for each photograph you upload:

Name/Title:	Provide a general descriptive name for the photo. EXAMPLE: Null Hill Pre-Contact Site
Description:	Provide a more detailed description of what is shown in the photo. EXAMPLE: Overview of Null Hill looking north
Photo Date:	Provide the date the photo. If the exact data is not known, provide an approximate data. If the month or date are not known, provide only the year.

Location Information

Once the attachments and photographs are added, you will be asked to complete some additional fields of information related to the site location and boundary.

County:	This will be automatically filled in based on the site boundary mapped in PA-SHARE.
Municipality:	This will be automatically filled in based on the site boundary mapped in PA-SHARE.
Boundary Description:	A boundary description is a written explanation of the site's boundaries. When describing a site's boundaries include relevant information such as street names and delineating landscape features (streams, wetlands, topographic features, etc.) as necessary. EXAMPLE: The site boundaries encompass approximately 1 acre of land in an active agricultural field south of PA-214 and north of the unnamed tributary of the East Branch of Codorus Creek.
Boundary Justification:	A boundary justification is an explanation of the reasons you choose the boundaries you did for the site (limits of survey, negative tests, landforms, etc.). For historic period sites, sources like historic maps and property deeds can be referenced to help support the justification. EXAMPLE: The site is bound by the extent of the surface finds, one centralized shovel test, and an additional eight radial shovel tests excavated at 5-m intervals in cardinal directions.

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Summary Information

In the summary information section, you will provide basic information about the site including a site name, physical summary, and recorder details.

Resource Name:	<p>Archaeological site names should easily be associated with the site such as a historical or physical landmark, the name of a farm, or the surname of the property owner.</p> <p>Historical and physical landmarks are preferred. Common surnames or stream names have the potential for being duplicated at other sites, thus causing confusion.</p> <p>Do not include the word “Site” as part of the name.</p>										
Resource Name Type:	Historic or Current										
Approximate Number of Resources:	The number of sites recorded should be “1” unless you are creating an archaeological district.										
Other Resource Number:	<p>If the resource is identified using another institutional numbering system or survey code, please provide that information here. Examples include Forest Service resource numbers or Carnegie Museum archaeological site numbers.</p> <p>If this is a site update, do not include PASS number here. Site updates and PASS numbers should be noted in the comments section following recorder information.</p>										
Resource Number Type:	<p>Select from the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Carnegie Museum Site Number</td> <td>Key Number</td> </tr> <tr> <td>Cemetery Number</td> <td>NPS Control Number</td> </tr> <tr> <td>Forest Service Number</td> <td>Old Resource Number</td> </tr> <tr> <td>HABS/HAER/HALS</td> <td>SMPA Catalog (Non-Site) Number</td> </tr> <tr> <td>Inventory ID Number</td> <td>Survey Code</td> </tr> </table>	Carnegie Museum Site Number	Key Number	Cemetery Number	NPS Control Number	Forest Service Number	Old Resource Number	HABS/HAER/HALS	SMPA Catalog (Non-Site) Number	Inventory ID Number	Survey Code
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Cemetery Number	NPS Control Number										
Forest Service Number	Old Resource Number										
HABS/HAER/HALS	SMPA Catalog (Non-Site) Number										
Inventory ID Number	Survey Code										
Physical Summary:	<p>The physical summary is used to describe the geographic setting of the site.</p> <p>This field is a summary of the information gathered in the physical data section of the form. This can include the topographic setting (terrace, floodplain etc.), the type of vegetation covering the site (forest, active agriculture etc.), and surrounding water sources.</p> <p>EXAMPLE: The Null Hill site is located on a small, flat stream bench on the midslope of a gently sloping mountainside. The stream it is located along is a second order unnamed tributary to Big Mill Creek. This area is approximately two miles north of the confluence of Big Mill Creek and the Clarion River.</p>										

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Boundary Source:	<p>What information was used to map the site boundaries? Select from the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Address Matching</td> <td style="width: 50%;">Other</td> </tr> <tr> <td>Confirmed Boundaries</td> <td>Quad Sheet</td> </tr> <tr> <td>Estimated Boundaries</td> <td>Site Plan/Other Graphic Source</td> </tr> <tr> <td>GIS Point Buffer</td> <td>Tax Parcel Data</td> </tr> <tr> <td>Imported Spatial Data</td> <td>Text Description</td> </tr> </table>	Address Matching	Other	Confirmed Boundaries	Quad Sheet	Estimated Boundaries	Site Plan/Other Graphic Source	GIS Point Buffer	Tax Parcel Data	Imported Spatial Data	Text Description						
Address Matching	Other																
Confirmed Boundaries	Quad Sheet																
Estimated Boundaries	Site Plan/Other Graphic Source																
GIS Point Buffer	Tax Parcel Data																
Imported Spatial Data	Text Description																
*Add a Recorder Recording Reason:	<p>Select from the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Environmental Review:</td> <td>Select this option if you are documenting the site as part of an Environmental Review project. Environmental Review is the PA SHPO’s consultation process to review projects and their potential to affect historic properties under Section 106 of the National Historic Preservation Act or the Pennsylvania History Code.</td> </tr> <tr> <td>Informant Interview/ Amateur Survey:</td> <td>Select this option if you are documenting this site on your own or as part of a volunteer effort.</td> </tr> <tr> <td>Non-PHMC Institution Affiliated Research:</td> <td>Select this option if you are documenting this site as part of research being undertaken by a non-PHMC institution, such as a university, non-affiliated museum, or professional organization.</td> </tr> <tr> <td>Other:</td> <td>Select this option if the reason for recording this site is not listed.</td> </tr> <tr> <td>PHMC Grant:</td> <td>Select this option if this site is being recorded as part of a PHMC-funded grant project, such as Keystone Historic Preservation Planning Grant.</td> </tr> <tr> <td>PHMC Research:</td> <td>Select this option if this site is being recorded as part of a PHMC-directed and/or funded research project.</td> </tr> <tr> <td>SHPO Survey:</td> <td>Select this option if this site is being recorded as part of a PA SHPO-directed and/or funded survey project.</td> </tr> <tr> <td>Unknown:</td> <td>Select this option if the recording reason is unknown.</td> </tr> </table>	Environmental Review:	Select this option if you are documenting the site as part of an Environmental Review project. Environmental Review is the PA SHPO’s consultation process to review projects and their potential to affect historic properties under Section 106 of the National Historic Preservation Act or the Pennsylvania History Code.	Informant Interview/ Amateur Survey:	Select this option if you are documenting this site on your own or as part of a volunteer effort.	Non-PHMC Institution Affiliated Research:	Select this option if you are documenting this site as part of research being undertaken by a non-PHMC institution, such as a university, non-affiliated museum, or professional organization.	Other:	Select this option if the reason for recording this site is not listed.	PHMC Grant:	Select this option if this site is being recorded as part of a PHMC-funded grant project, such as Keystone Historic Preservation Planning Grant.	PHMC Research:	Select this option if this site is being recorded as part of a PHMC-directed and/or funded research project.	SHPO Survey:	Select this option if this site is being recorded as part of a PA SHPO-directed and/or funded survey project.	Unknown:	Select this option if the recording reason is unknown.
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Unknown:	Select this option if the recording reason is unknown.																
Recording Date:	Date the site was recorded.																
Date Type:	<p>Select one of the following to describe the date:</p> <p>Circa: The site recording date is an approximation</p> <p>Exact: The exact day, month, and year of site recording is known</p>																
Recorder Recommendation:	Use this field to enter your recommendation for the site’s eligibility for listing in the National Register of Historic Places if a recommendation is being made.																

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	<p>Enter one of the following:</p> <p>Eligible: Enter “Eligible” if you believe that the site is eligible for listing in the National Register. An eligible site retains integrity and meets Criterion D of the National Register Criteria, meaning the site has yielded or may be likely to yield information important to history or prehistory.</p> <p>Not Eligible: Enter “Not Eligible” if you do not believe that the site is eligible for listing. A site that is not eligible does not meet the National Register Criteria and/or does not retain integrity.</p>
Justification:	If an eligibility recommendation is made, provide further explanation and justification for the determination. Briefly explain why you made a recommendation of Eligible or Not Eligible.
*Recorder Contact:	<p>Enter your contact information as the person documenting the site. Your full name, email address, and mailing address are required. If you are recording the site as a Society of Pennsylvania Archaeology (SPA) member, please include your chapter name and number.</p> <p>Note: The identities of persons providing information about sites will be protected.</p>
Comments:	Indicate if the submission is a site update and provide PASS number. Include any other comments about the site as necessary.

Site Traits

Site Discovery Method:	<p>How was the site originally discovered: through systematic shovel testing, or by finding a stone foundation on a walk in the woods? Use this field to record one method for how the site was first discovered. Additional testing or excavation methods can be included in the Fieldwork section. Select from the following:</p> <ul style="list-style-type: none"> Archaeological Geophysics Collector/Research Information Collector/ Research Information w/ Field Check Diver Survey Geomorphological Testing Mechanical Removal Metal Detecting Non-Systematic Surface Survey Shovel Testing Sonar/ Magnetic Survey
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	<p>Systematic Surface Survey</p> <p>Test Pits/Excavation Units</p> <p>Unknown</p>
Stratified:	<p>Some sites show multiple layers of occupation within the soil, particularly riverbank sites and rockshelter sites. Stratification usually can only be determined by a test excavation or some other freshly exposed cross section of a site's soil layers. Select from the following:</p> <p>No</p> <p>Unknown</p> <p>Yes</p> <p>Yes, Top Stratum Buried Under Historical Deposits</p> <p>Yes, Top Stratum Buried Under Sterile Deposits</p> <p>Yes, Top Stratum Visible From Surface</p>
Potential for Organic Preservation:	<p>Select from the following:</p> <p>Conditions Favorable for Organic Preservation, None Documented</p> <p>Low Potential for Organic Preservation</p> <p>Organic Material Recovered, Good Quality of Preservation</p> <p>Organic Material Recovered, Poor Quality of Preservation</p> <p>Organic Material Recovered, Unknown Quality of Preservation</p> <p>None</p> <p>Unknown</p>
Human Remains Present:	<p>Select from the following:</p> <p>No</p> <p>Yes</p> <p>Unknown</p>
Source of Data:	<p>Provide information about where you got your site data, such as local informants or historic maps.</p>
Site Type Description:	<p>If you think that more explanation is needed or if you have identified a specific site function that is not included in the below list, use the Site Type Description.</p> <p>For example, if you choose Historic Industrial Site as the Site Type, you may use Site Type Description to indicate that it was a blacksmith shop.</p>
*Site Type:	<p>Select the site type(s) that best represent the site. Multi-component or multi-function sites can have multiple site types, such as a historic farmstead that overlies</p>

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	a pre-contact lithic reduction site, or a historic industrial complex that also includes a domestic component.	
Burial Mound	Historic Industrial Site	Path
Cemetery	Historic Landscape Feature	Petroglyph/Pictograph
Earthwork	Historic Military (Defense) Site	Pre-Contact Open Habitation
Fish Weir	Historic Recreation/Cultural Site	Pre-Contact Open Site, Unknown Function
Historic-Unknown/ Other/Multiple Types	Historic Religious Site	Pre-Contact Quarry
Historic and Pre-Contact	Historic Shipwreck Site	Pre-Contact, Other Specialized Site
Historic Commerce/ Trade Site	Historic Social Site	Resource Procurement Site
Historic Domestic Site	Historic Transportation Site	Rockshelter/Cave
Historic Dump Site	Isolated Find	Shell Midden
Historic Education Site	Isolated Fluted Point Locus	Undated Landscape Feature
Historic Farm (Agriculture)	Lithic Reduction	Unknown Function Surface Scatter Greater than 20M Radius
Historic Government Site	Non-Site Collection	Unknown Function Surface Scatter Less than 20M Radius
Historic Health Care Site	Paleontological Site	Village

Chronology

Select the eras or cultural periods for when the site may have been used, if known. It is better to be general than inaccurate. The basis column lets you tell us how you determined the chronology, whether it was from diagnostic artifacts, feature types, or historical research.

Use the Major Component field to indicate if a time period represents a major, minor, or incidental component within the site. Determining if your component can be defined as major or minor should be based on percentages of diagnostic artifacts (greater than 50% = major), but this should also take features, stratigraphy, integrity, and historic research into account, if applicable. For example, a Late Woodland village site with a sparse surface scatter of 20th century artifacts could be identified as:

- Late Woodland – Major
- 1900-2000 – Incidental

Chronology Category:	Select from the following: Pre-Contact Historic
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	Both																											
Chronology Basis:	Select from the following: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Ceramics</td> <td style="width: 50%;">Lithics and Ceramics</td> </tr> <tr> <td>Feature Type</td> <td>PASS Form</td> </tr> <tr> <td>Historic Diagnostic Artifacts</td> <td>Published Reference</td> </tr> <tr> <td>Historic Documents</td> <td>Radiocarbon Dates</td> </tr> <tr> <td>Lithics</td> <td></td> </tr> </table>	Ceramics	Lithics and Ceramics	Feature Type	PASS Form	Historic Diagnostic Artifacts	Published Reference	Historic Documents	Radiocarbon Dates	Lithics																		
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Historic Documents	Radiocarbon Dates																											
Lithics																												
*Chronology Component Placement:	Select from the following: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Pre-Contact (Undefined)</td> <td style="width: 33%;">Transitional</td> <td style="width: 33%;">Contact-Historic</td> </tr> <tr> <td>Paleoindian</td> <td>Woodland</td> <td>1500-1600</td> </tr> <tr> <td>Paleoindian-Early</td> <td>Woodland-Early</td> <td>1600-1700</td> </tr> <tr> <td>Paleoindian-Middle</td> <td>Woodland-Middle</td> <td>1700-1800</td> </tr> <tr> <td>Paleoindian-Late</td> <td>Woodland-Late</td> <td>1800-1900</td> </tr> <tr> <td>Archaic</td> <td>Protohistoric</td> <td>1900-2000</td> </tr> <tr> <td>Archaic-Early</td> <td>Protohistoric-Early</td> <td>2000+</td> </tr> <tr> <td>Archaic-Middle</td> <td>Protohistoric-Middle</td> <td></td> </tr> <tr> <td>Archaic-Late</td> <td>Historic (Undefined)</td> <td></td> </tr> </table>	Pre-Contact (Undefined)	Transitional	Contact-Historic	Paleoindian	Woodland	1500-1600	Paleoindian-Early	Woodland-Early	1600-1700	Paleoindian-Middle	Woodland-Middle	1700-1800	Paleoindian-Late	Woodland-Late	1800-1900	Archaic	Protohistoric	1900-2000	Archaic-Early	Protohistoric-Early	2000+	Archaic-Middle	Protohistoric-Middle		Archaic-Late	Historic (Undefined)	
Pre-Contact (Undefined)	Transitional	Contact-Historic																										
Paleoindian	Woodland	1500-1600																										
Paleoindian-Early	Woodland-Early	1600-1700																										
Paleoindian-Middle	Woodland-Middle	1700-1800																										
Paleoindian-Late	Woodland-Late	1800-1900																										
Archaic	Protohistoric	1900-2000																										
Archaic-Early	Protohistoric-Early	2000+																										
Archaic-Middle	Protohistoric-Middle																											
Archaic-Late	Historic (Undefined)																											
Chronology Major Component:	Select from the following: <ul style="list-style-type: none"> Incidental Major Minor 																											

The Date Sample section should be used to provide information about absolute, or chronometric, dating methods that were applied at the site. It is important to include the date when the lab test or analysis was completed.

Dating Technique:	Select from the following: <ul style="list-style-type: none"> Dendrochronology Oxygen Isotope Paleomagnetic Radiocarbon
Date Absolute:	As provided by lab.

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Variance:	As provided by lab.
Description:	Include a description of what was tested and the date it was completed.
Lab Reference Number:	As provided by lab.

Features

Use this section to indicate what features, if any, were identified on the site. If you have a feature type that is not included on the list, please describe it in the comments section.

Feature:	Select a feature from the list below.
Quantity:	Provide the quantity of each feature type.

Feature Table

Burial, Bundle	Fish Weir	Pit, Historic
Burial, Extended	Floor	Pit, Pre-Contact
Burial, Flexed	Flower Garden/Bed	Posthole/Postmold, Historic
Burial, Historic	Fortification	Posthole/Postmold, Pre-Contact
Burial, Historic, Animal	Foundation	Privy
Burial, Historic, Cremation	Fountain	Quarry, Pre-Contact
Burial, Mound	Hearth/Thermal, Historic	Quarry/Mine, Historic
Burial, Ossuary	Hearth/Thermal, Pre-Contact	Railroad
Burial, Pre-Contact	House Pattern	Road
Burial, Pre-Contact, Animal	Ice House	Rock Piles/Cairns
Burial, Pre-Contact, Cremation	Iron Furnace	Root Cellar
Burned Areas	Kiln	Semi-Subterranean Structures (e.g., Keyhole Structures)
Cache Pits	Longhouses	Shell Heap
Canal Bed	Machinery/Equipment	Shipwreck
Canal Lock	Midden, Historic	Springhouse/Springbox
Canal Towpath	Midden, Pre-Contact	Standing Building or Structure
Canal Tunnel	Millrace	Still

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Cellar	Monument/Boundary Marker	Stockade, Historic
Cemetery	None Found Thus Far	Stockade, Pre-Contact
Circular Houses	Oil Well	Storage Pits/Trash Pits, Historic
Cistern	Other, Historic	Storage Pits/Trash Pits, Pre-Contact
Collapsed Structure/Ruin	Other, Pre-Contact	Undetermined, Historic
Dam	Oven	Undetermined, Pre-Contact
Ditch	Path, Historic	Vat
Earthworks, Historic	Path, Pre-Contact	Wall
Earthworks, Pre-Contact	Petroglyph/Pictograph, Historic	Water Well
FCR Feature	Petroglyph/Pictograph, Pre-Contact	Wharf
Fenceline	Pipeline	

Artifacts

The artifact section is meant to summarize and categorize the artifact types, diagnostics, and materials found within a site so that researchers may query the PASS files based on this information. In addition to completing this section, you must also attach a full artifact catalog.



Tip

There are many web resources that can help you identify artifacts. Below are a few, but many others exist:

- Projectile Point Identification Guide: <http://www.projectilepoints.net/>
- Ohio Point Types: <http://www.oplin.org/point/index.html>
- Diagnostic Artifacts in Maryland: <http://www.jefpat.org/diagnostic/Index.htm>
- Historic Glass Bottle Identification and Information Website: <https://sha.org/bottle/>

In PA-SHARE, Pre-Contact period and historic period artifact types are housed in one look-up table. You can also indicate if the artifact is diagnostic and the material type.

Artifact:	Select an artifact from the table below.
Diagnostic Artifact:	Select the diagnostic artifact from the table below.
Materials:	Select the artifact material from the table below.
Quantity:	Provide the quantity of each artifact type.

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Artifact Table

Hist Activities Arms & Weapons	Hist Unidentified	PreC Other Netsinkers
Hist Activities Commerce	PreC Ceramics Clay Ornaments	PreC Other Non-Artifactual Bone or Antler
Hist Activities Recreation & Games	PreC Ceramics Clay Pipes	PreC Other Non-Artifactual Floral Remains
Hist Activities Tools & Writing	PreC Ceramics Early Woodland	PreC Other Non-Artifactual Shell
Hist Activities Transportation	PreC Ceramics Late Woodland	PreC Other Pestles/Grinding/ Pitted Stones
Hist Domestic Food Prep/Consumption	PreC Ceramics Middle Woodland	PreC Other Shell Artifacts
Hist Domestic Food Storage	PreC Ceramics Non-Diagnostic/Unidentifiable	PreC Other Steatite Bowls/Fragments
Hist Domestic Furnishings	PreC Ceramics Other Objects	PreC Other Stone Debitage
Hist Domestic Heating & Lighting	PreC Ceramic Shards too Small for Analysis	PreC Other Stone Pipes
Hist Multiple Use Closures	PreC Other Adzes	PreC Other Utilized Debitage
Hist Multiple Use Containers	PreC Other Antler and Bone Artifacts	PreC Other Wooden Artifacts
Hist Multiple Use Fasteners	PreC Other Bannerstones	PreC Point Basal-notched
Hist Multiple Use Fuel	PreC Other Celts	PreC Point Bifurcated
Hist. Multiple Use Metal Item	PreC Other Chipped Stone Tools	PreC Point Contracting Stem
Hist Multiple Use Waste	PreC Other Cordage	PreC Point Corner-Notched
Hist Multiple Use Accessories	PreC Other Core	PreC Point Expanding Stem
Hist Personal Clothing & Footwear	PreC Other Fire Cracked Rock	PreC Point Fluted
Hist Personal Drugs/Alcohol/Tobacco	PreC Other Gorgets/Pendants/ Non-Utilitarian Lithics	PreC Point Lanceolate
Hist Personal Grooming/Health	PreC Other Grooved Axes	PreC Point Other
Hist Personal Toys	PreC Other Ground and Polished Stone Tools	PreC Point Pentagonal
Hist Structural Building Materials	PreC Other Hammerstones	PreC Point Side-notched
Hist Structural Electrical	PreC Other Hoes	PreC Point Straight Stem
PreC Other Human Bone	PreC Point Triangular	PreC Other Human Bone

Diagnostic Artifact Table

Abbott Farm Series Ceramics	Function-Structural, Electrical	Pearlware (All Decoration Types)
Accokeek Creek Ware	Function-Structural, Hardware	Perkiomen
Adena (Stemmed)	Funk Incised	Piedmont Tradition

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Adena Plain	Genesee Points	Point Peninsular Series Ceramics
American Stoneware (Blue or Gray)	Grit Tempered Exterior Cordmarked-Conical/Globular	Poplar Island
Ammunition	Grit Tempered Flat Bottom	Potomac Creek Cord Impressed
Archaic	Grit Tempered Net Impressed-Conical/Globular	Pre-Clovis
Bare Island	Gun Parts	Prehistoric
Basal Notched	Half-Moon GM Ceramics	Pressed Glass
Basalt	Hardaway-Dalton	Proto Historic Points
Bead	Hellgrammite	Proto-Susquehannock Ceramics
Bifurcate Points	Interior-Exterior Cordmarked Small Temper-Conical/Globular	Quiggle Incised
Blown Bottle Base	Ironstone	Raccon Notched
Blue Rock Valanced	Jackfield	Redware (All Types)
Brewerton	Jacks Reef	Rhenish
Broadspear	Kanawha/Stanly/Neville	Richmond Incised
Button	Keyser Cordmarked	Rockingham
Chance Series Ceramics	Kirk Corner Notched	Rossville
Charleston	Kirk Stemmed	Saint Albans
Chautauqua Cordmarked	Kiski Notched	Schultz Incised
Chesser Notched	Kiski Stemmed	Scratch Blue/Brown Salt-Glaze Stoneware
Chinese Porcelain	Koens Crispin/Savannah River	Shell Tempered Net Impressed-Conical/Globular
Clay Pipes	Lamoka	Shenks Ferry (Undifferentiated)
Clemson Island/Princess Point Series Ceramics	Lancaster Incised	Shenks Ferry Cordmarked
Clovis	Late Archaic	Shenks Ferry Incised (Blue Rock)
Coin	Late Paleo (Plano)	Shenks Ferry Incised (Stewart)
Cream-Colored Ware	Late Woodland Ceramics	Shepard Cordmarked
Creamware	Late Woodland Points	Snapcase Bottle
Cut Nails	Laurentian Tradition	Snyders
Dry-Bodied (Engine Turned)	LeCroy	St. Charles
Early Archaic	Lehigh/Snook Kill	Steatite Tempered
Early Ontario Iroquois	Levanna	Steubenville
Early Woodland Ceramics	MacCorkle	Steubenville/Fox Creek
Early Woodland Points	Machine-Made Bottle Base (Owens Scar)	Strickler Cordmarked
English Brown Stoneware	Madison	Susquehanna
English Gunflint	Mahoning Cord Marked	Susquehanna (Undifferentiated)
English Porcelain	Marcy Creek	Thebes

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Erie Series Ceramics	McFate Incised	Tin-Glazed Earthenware
European Redware	McFate/Quiggle Undifferentiated	Townsend
European Stoneware	Meade Island Series Ceramics	Townsend/ Overpeck Series Ceramics
Fluted Point	Meadowood	Toy
French Gunflint	Mid-Paleo (Folsom)	Transitional Tradition
Fulham	Middle Archaic Points	Transitional Whiteware
Function- Activities, Arm & Weapons	Middle Woodland (Middle to Late Woodland in Ohio Valley terminology)	Triangles (Late Archaic)
Function-Activities, Commerce	Middle Woodland Points	Triangles (Late Woodland)
Function-Activities, Recreation & Games	Minguannan Series Ceramics	Triangles (Proto Historic)
Function- Activities, Tools & Writing	Monongahela (undifferentiated)	Tribal Series Ceramics
Function- Domestic, Food Prep/Consumption	Monongahela Cordmarked- Late Woodland	Vinette I (Interior-Exterior Cordmarked Large Temper-Conical/Globular)
Function-Domestic, Food Storage	Monongahela Incised	Vosburg
Function-Domestic, Furnishings	Monongahela Plain	Washington Boro Incised
Function- Domestic, Heating & Lighting	Monongahela Somerset Phase Ceramics	Watson Cord Marked
Function- Multiple Use, Closures	Notched/Stemmed Points	Whieldon
Function- Multiple Use, Containers	Nottingham	White Salt-Glaze Stoneware
Function, Multiple Use, Fasteners	Oak Hill Series Ceramics	Whittlesey Ceramics
Function- Multiple Use, Fuel	Orient	Wire Nails
Function- Multiple Use, Metal Item	Other Ceramics	Woodland
Function- Multiple Use, Accessories	Otter Creek	Wrought Nails
Function- Personal, Clothing & Footwear	Overpeck	Wyoming Valley Complex Series Ceramics
Function- Personal, Drugs/Alcohol/Tobacco	Owasco Series Ceramics	Yellowware
Function-Personal, Grooming/ Health	Page Cordmarked	Yellowware (Rockingham)
Function-Personal, Toys	Paleoindian	
Function-Structural, Building Materials	Palmer	

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Material Table

Argillite	Crystal Quartz	Granite	Metal	Rhyolite/ Metarhyolite
Asphalt	Diabase	Grit	Metasandstone	Sandstone
Biological	Diorite	Grog	Nepheline Syenite	Shale
Bone	English Flint	Hematite	No Material Identified	Shell
Brass	Fire Clay	Hornfels	Onondaga Chert	Siltstone
Ceramic	Flint Ridge	Iron	Pewter	Slate
Chalcedony	French Flint	Ironstone	Plastic	Steatite
Chert/Flint	Geological	Jasper	Quartz	Steel
Composite	Glass	Limestone/ Dolomite	Quartz Syenite	Unknown
Copper	Gneiss	Metabasalt/ Greenstone	Quartzite	

Field Work

Use this section to provide information about field work that resulted in the recovery or identification of artifacts. An entry in this section should also be made when updating information about previously recorded sites.

Field Work Date:	Enter date as MM/DD/YYYY
Date Type:	Circa, Exact or Range
Area Examined (square meters):	Measurement of area examined during fieldwork.
Testing Details:	<p>This field may be used to describe the field methods employed during the site investigation.</p> <p>EXAMPLE: Investigators used systematic surface collection in combination with systematic shovel testing and surface inspection to test the project APE. Systematic surface collection consisted of surface collection transects placed at 5 meters (m) (16 feet) apart. Systematic shovel testing consisted of 0.57-cm-diameter cylindrical holes excavated in natural stratigraphic sequence, extending at least 10 cm (4 inches) into subsoil. Shovel test pits (STPs) were excavated along 15-meter (m) (50-foot) transects in areas not suitable for systematic surface collection and were excavated to document the soil profile and to determine whether subsurface archaeological deposits were present. Radial shovel testing was conducted at 5-m (16-foot) intervals around the shovel test that contained the artifacts.</p>
Artifact Summary:	<p>Briefly describe the materials that were recovered during this investigation.</p> <p>EXAMPLE: The artifact assemblage recovered from the site consist of one quartz secondary flake and one rhyolite secondary flake.</p>

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Comments:	Include any other comments about the fieldwork as necessary.
Artifact Recovery:	<p>How were the artifacts recovered? Select from the following:</p> <ul style="list-style-type: none"> Controlled Excavation Controlled Surface Collection Estimate Based on Informant Interview Estimate Based on PASS Form Estimate Based on Surface Collections and/or Excavation Non-Controlled Excavation Non-Provenienced Representative Sample of All Artifacts Representative Sample of Tools Only Surface Collection not Representative of All Artifacts Unknown

Repository

This section is used to identify which repositories hold collections from a given site. If possible, include the date the collection was submitted and the name of the firm or organization that conducted the investigations

Repository Item:	<p>What items are at the repository? Select from the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Artifact Collection</td> <td>Report (Digital)</td> </tr> <tr> <td>Collection Documentation Only</td> <td>Report (Hardcopy)</td> </tr> <tr> <td>HABS/HAER Documentation</td> <td>Resource Forms</td> </tr> <tr> <td>Maps</td> <td></td> </tr> </table>	Artifact Collection	Report (Digital)	Collection Documentation Only	Report (Hardcopy)	HABS/HAER Documentation	Resource Forms	Maps	
Artifact Collection	Report (Digital)								
Collection Documentation Only	Report (Hardcopy)								
HABS/HAER Documentation	Resource Forms								
Maps									
Repository Location:	Identify the location of the repository (artifact collection).								
Investigator:	Name of firm or organization that conducted the investigations.								
Date Submitted to Repository:	Enter date as MM/DD/YYYY								

Physical Data and Site Condition

Information in this section allows us to understand how the site fits into the surrounding environment, whether it has been disturbed, and if the site is currently threatened. Please provide information based on field observations whenever possible.

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Site Elevation (feet):	<p>Brown lines on USGS topo maps mark elevation contours above mean sea level in feet or meters. The unit of measure and the contour interval can be found at the bottom of the map. The thicker brown lines are called index contours. Thin brown lines are called intermediate contours.</p> <p>Find the closest thick brown line to your site. Follow that line until you find the number that represents its elevation. Count the number of thin brown lines between the thick line and the location of your site. Add the maps contour interval to the elevation for every thin line counted if the site is uphill from the thick line. Subtract the maps contour interval if it is downhill.</p> <p>If you are using the quad maps from any online source, the map information may not be visible. You can count contour lines between index lines to determine the interval. If there are 5 lines between indices, then it is a 20-foot contour map.</p>												
Average Slope (percentage):	<p>Slope is usually measured as a percentage of elevation change over distance. A 20-foot change in elevation over 500 feet of distance equals 4% slope, (20/500=.04).</p> <p>A general slope description can be determined by using a Soil Survey Book, and some GIS layers include slope and aspect calculations.</p>												
Slope Aspect:	<p>Indicate the downhill direction of the slope, such as west or northeast. Select from the following:</p> <table style="margin-left: 40px;"> <tr> <td>East</td> <td>On-site</td> </tr> <tr> <td>Flat</td> <td>South</td> </tr> <tr> <td>Multiple</td> <td>Southeast</td> </tr> <tr> <td>North</td> <td>Southwest</td> </tr> <tr> <td>Northeast</td> <td>West</td> </tr> <tr> <td>Northwest</td> <td></td> </tr> </table>	East	On-site	Flat	South	Multiple	Southeast	North	Southwest	Northeast	West	Northwest	
East	On-site												
Flat	South												
Multiple	Southeast												
North	Southwest												
Northeast	West												
Northwest													
Slope Basis:	<p>How was the slope calculated? Select from the following:</p> <ul style="list-style-type: none"> GIS Calculation On-Site Measure Soil Survey or Map 												
Immediate Vegetation:	<p>What kind of vegetation is covering the site? Select from the following:</p> <table style="margin-left: 40px;"> <tr> <td>Active Agriculture</td> <td>Lawn</td> </tr> <tr> <td>Bare</td> <td>Multiple</td> </tr> <tr> <td>Forest</td> <td>None</td> </tr> <tr> <td>Grasses and Brush</td> <td>Pasture</td> </tr> </table>	Active Agriculture	Lawn	Bare	Multiple	Forest	None	Grasses and Brush	Pasture				
Active Agriculture	Lawn												
Bare	Multiple												
Forest	None												
Grasses and Brush	Pasture												

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	Improved Surface	Thicket and Shrub
	Landscaping	Unknown
Percentage of Site Still Intact:	Indicate the percentage of the site that remains intact. Select from the following: 0%-10% Intact 100% Destroyed 11%-49% Intact 50%-89% Intact 90%- 100% Intact	
Topographic Setting:	Select from the following: Beach Lower Slopes Saddle Floodplain Middle Slopes Stream Bench Hill Ridge/ Toe Other Terrace Hillslope Ridgetop Upland Flat Island Rise in Floodplain Upper Slopes	
Threat:	List both man-made and natural threats, such as excavation, construction, and erosion. Select from the following: Agriculture Looting Archaeological Investigations Neglect Development/ Construction Other Erosion Vandalism Flooding	
Previous Disturbance:	List any prior ground disturbing activities observed at the site. Select from the following: Archaeological Private, Commercial, Industrial Excavations Development Housing Strip Mining Natural Phenomena Unknown Other	

Water Drainage Area Information

Any of this material that cannot be observed on site is optional, but the more you can fill out, the more useful your data will be. Provide information about the two water sources that are closest to the site and the nearest

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perennial stream confluence. Nearby water sources are not necessarily streams. Please provide information based on field observations whenever possible.

Water Source Type:	Select from the following: <table style="width: 100%; border: none;"> <tr> <td style="padding: 5px;">Bog or Swamp</td> <td style="padding: 5px;">Intermittent Stream</td> <td style="padding: 5px;">Pingo or Sinkhole</td> </tr> <tr> <td style="padding: 5px;">Estuarine Bay</td> <td style="padding: 5px;">Natural Pond</td> <td style="padding: 5px;">Spring-Confirmed On-Site</td> </tr> <tr> <td style="padding: 5px;">Extinct Stream</td> <td style="padding: 5px;">Perennial Stream</td> <td style="padding: 5px;">Undetermined</td> </tr> </table>	Bog or Swamp	Intermittent Stream	Pingo or Sinkhole	Estuarine Bay	Natural Pond	Spring-Confirmed On-Site	Extinct Stream	Perennial Stream	Undetermined			
Bog or Swamp	Intermittent Stream	Pingo or Sinkhole											
Estuarine Bay	Natural Pond	Spring-Confirmed On-Site											
Extinct Stream	Perennial Stream	Undetermined											
Water Source Direction:	Indicate the direction of the water source in relation to the site. For example, the water source is located north of the site. Select from the following: <table style="width: 100%; border: none;"> <tr> <td style="padding: 5px;">East</td> <td style="padding: 5px;">On-site</td> </tr> <tr> <td style="padding: 5px;">Flat</td> <td style="padding: 5px;">South</td> </tr> <tr> <td style="padding: 5px;">Multiple</td> <td style="padding: 5px;">Southeast</td> </tr> <tr> <td style="padding: 5px;">North</td> <td style="padding: 5px;">Southwest</td> </tr> <tr> <td style="padding: 5px;">Northeast</td> <td style="padding: 5px;">West</td> </tr> <tr> <td style="padding: 5px;">Northwest</td> <td></td> </tr> </table>	East	On-site	Flat	South	Multiple	Southeast	North	Southwest	Northeast	West	Northwest	
East	On-site												
Flat	South												
Multiple	Southeast												
North	Southwest												
Northeast	West												
Northwest													
Water Source Distance (meters):	Indicate the distance between the site and the nearest water source in meters.												
Water Source Elevation (feet):	Indicate the elevation of the water source.												
Strahler Order:	<p>If you are using a GIS system, a useful layer is the 1998 Networked Streams of Pennsylvania, available through Pennsylvania Spatial Data Access (PASDA). If you can download the shapefile, the attributes contain the watershed, name of stream, and Strahler order. In the web preview, you will only get the name of the stream.</p> <p>If you are not using GIS, you can use the topo maps to calculate order. Order is calculated based on permanent water (not extinct or intermittent). The first water from the source is order 1. Once two streams of the same order combine, the order is increased. So, two first order streams converge at a confluence to make a 2nd, but a 1st order entering an existing 2nd order does not change it to a higher order.</p>												
Confluence:	A confluence occurs when two or more flowing bodies of water join together to form a single channel. Select from the following: <table style="width: 100%; border: none;"> <tr> <td style="padding: 5px;">Does Not Apply</td> <td style="padding: 5px;">Site Upstream from Confluence and Between the Two Water Sources</td> </tr> <tr> <td style="padding: 5px;">Does Not Represent a Stream Confluence</td> <td style="padding: 5px;">Site Upstream from Confluence but not Between the Two Water Sources</td> </tr> </table>	Does Not Apply	Site Upstream from Confluence and Between the Two Water Sources	Does Not Represent a Stream Confluence	Site Upstream from Confluence but not Between the Two Water Sources								
Does Not Apply	Site Upstream from Confluence and Between the Two Water Sources												
Does Not Represent a Stream Confluence	Site Upstream from Confluence but not Between the Two Water Sources												

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	Site Located Downstream from the Confluence												
Confluence Direction:	<p>Indicate the direction of the confluence in relation to the site. Select from the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">East</td> <td style="width: 50%;">On-site</td> </tr> <tr> <td>Flat</td> <td>South</td> </tr> <tr> <td>Multiple</td> <td>Southeast</td> </tr> <tr> <td>North</td> <td>Southwest</td> </tr> <tr> <td>Northeast</td> <td>West</td> </tr> <tr> <td>Northwest</td> <td></td> </tr> </table>	East	On-site	Flat	South	Multiple	Southeast	North	Southwest	Northeast	West	Northwest	
East	On-site												
Flat	South												
Multiple	Southeast												
North	Southwest												
Northeast	West												
Northwest													
Confluence Distance (meters):	Indicate the distance between the site and the confluence in meters.												
Confluence Elevation (feet):	Indicate the elevation of the confluence.												
Strahler Order:	See above explanation on Strahler Order.												

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Evaluation

The last section on the archaeological data entry form is the evaluation section which is divided into two parts: significance and bibliographical references.



Note

The significance section should only be filled out by professionals submitting an archaeological site for a Determination of Eligibility (DOE) through the DOE wizard on the PA-SHARE submit page.



More Info

For more specific and helpful instructions, refer to [National Register Bulletin 36: Guidelines for Evaluating and Registering Archaeological Properties](#).

The bibliographical references section, formerly referred to as “published references” on the condensed collector form, can be utilized by professionals and avocational archaeologists to provide information about publications related to the site.

Significance

In this section, PA-SHARE data fields are consistent with the National Register nomination form and are discussed here in the order they appear in PA-SHARE.

PA SHPO will make a determination of eligibility based on the information you provide and may request additional information. The Criteria, Criteria Consideration, Area of Significance, Period of Significance, and Level of Significance you enter may change after PA SHPO’s review.

Summary of Significance:	Briefly explain why this site is important. Space for up to 1,000 characters (including spaces) is allotted. EXAMPLE: The historic component of 36LH0378 (Breuninger Site) is notable in that it includes seventeenth- through mid-twentieth-century components within a well-protected, buried context. Numerous features have been identified within a relatively small areal extent, one of which yielded a radiocarbon date commensurate with the artifact assemblage. Of particular interest is the grouping of North Devon gravel-free earthenware ceramic, which is exceedingly rare in North America and has a likely period of usage which corresponds with the earliest known European settlement of the region. While, at this stage, the age of the North Devon pottery represents an outlier compared to the rest of the assemblage, its presence cannot be dismissed. The prehistoric component of the site, which consists primarily of non-utilized lithic debitage, is comparatively insignificant and does not contribute to the site’s NRHP eligibility.
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Instructions for Recording Archaeological Sites in Pennsylvania

Criteria:	<p>Indicate under which National Register Criterion or Criteria the site is eligible. All archaeological sites should be evaluated under Criterion D, but others may occasionally apply. You may select more than one Criterion.</p> <p>Criterion A: Event Site is associated with events that have made a significant contribution to the broad patterns of our history.</p> <p>Criterion B: Person Site is associated with the lives of persons significant in our past.</p> <p>Criterion C: Design/Construction Site embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.</p> <p>Criterion D: Information Potential Site has yielded, or is likely to yield, information important in prehistory or history</p>
Area(s) of Significance:	<p>Add one or more Area of Significance from the list provided. An Area of Significance identifies in what categories or themes the site is significant.</p> <p>At least one Area of Significance should be provided for each Criterion selected. If none of the Areas apply, select Other. When Other is selected, you will be asked to enter a category or theme.</p> <p>The areas of significance most often used for archaeological sites are the following:</p> <ul style="list-style-type: none"> Archaeology - Historic Aboriginal Archaeology - Historic Non-Aboriginal Archaeology - Prehistoric <p>For the full list of all areas of significance, please see the National Register Bulletin 16A starting on page 40. For specific guidance on selecting additional Areas of Significance for archaeological sites, please see National Register Bulletin 36 starting on page 33.</p>
Period(s) of Significance:	<p>Enter the Period of Significance for the site. For Pre-Contact period archaeological sites, the period of significance is the general chronology category which is derived from the recovered diagnostic material and/or the dating of features.</p> <p>EXAMPLE: If a site contains important information contributing to our understanding of the Middle Archaic, the Period of Significance would be the Middle Archaic.</p> <p>For historic period archaeological sites, the period of significance is a range of years derived from the recovered diagnostic material and/or dating of features.</p>

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	<p>EXAMPLE: If a site contains important information contributing to our understanding of 18th century farmsteads, the Period of Significance would be the 18th century.</p> <p>For specific guidance on identifying the Period(s) of Significance for archaeological sites, please see National Register Bulletin 36 starting on page 34.</p>
Level of Significance:	<p>Select a level of significance from the options provided.</p> <p>Local: A site with local significance is associated with local events, activities, and/or persons important to local history. Local is defined geographically. It can be a township, borough or county or a regional community, meaning a collection of communities that share the same broad geography.</p> <p>EXAMPLE: Dyottville Glassworks (36PH037) is locally significance for contributing important information concerning the glass making industry in Philadelphia.</p> <p>State: A site with state significance is associated with events, activities, and/or persons that reflect and/or embody the history of the Commonwealth of Pennsylvania and its people.</p> <p>EXAMPLE: Powerhouse sites located in the Allegheny National Forest have state-wide significance for contributing important information concerning the oil and gas extraction industry in Pennsylvania.</p> <p>National: A site with national significance is associated with events, activities, and/or persons that reflect and/or embody the history of the United States and its people.</p> <p>EXAMPLE: Meadowcroft Rockshelter (36WH0297) is a nationally significance Pre-Contact period site contributing important information concerning human migration to North America.</p>
Criteria Consideration:	<p>Indicate which, if any, of the National Register Criteria Considerations apply. In most cases, criteria considerations do not apply to archaeological sites.</p> <p>However, in some cases like those specifically regarding Pre-Contact period cemeteries, the following consideration is applied:</p> <p>Consideration D: Cemetery A cemetery or other burial place is not considered eligible for listing in the National Register unless it meets Consideration D: A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events.</p> <p>For the full list of Criteria Considerations, please see the National Register Bulletin 16A starting on page 37.</p>
Associated Event:	<p>Enter an event associated with the site’s significance as one word or short phrase. More than one event can be added. If there is no associated event, leave this section blank.</p>

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	<p>An associated event is a notable or important occasion or occurrence with which the site is associated.</p> <p>EXAMPLE: Site 36MG0033 includes a burned hut that was utilized at Valley Forge, the winter encampment of the Continental Army during the American Revolutionary War. Therefore, 36MG0033 would be associated with the Valley Forge encampment.</p>
Associated Individual:	<p>If the site is eligible under Criterion B, enter the full name of the person associated with the site’s significance.</p> <p>If there is more than one associated individual, enter the most important first. If there is no associated individual, leave this section blank.</p>
Cultural Affiliation:	<p>Enter the cultural affiliation associated with or reflected by the site using current and common terminology. Cultural affiliation is the archaeological or ethnographic culture to which a collection of artifacts or resources of generally the same age and geographic location belongs.</p> <p>If there is more than one cultural affiliation, enter the most important first. If there is no cultural affiliation, leave this section blank.</p>
Ethnic Affiliation:	<p>Enter the ethnic affiliation associated with or reflected by the site using current and common terminology. Ethnic affiliation is the shared and distinct culture of a group of people connected by common racial, national, tribal, religious, linguistic, or cultural origin or background.</p> <p>Use this field either:</p> <ul style="list-style-type: none"> • in conjunction with the Area of Significance category if the Area of Significance is not specific enough or • if the ethnicity is known but is not a reason for determining the resource significant, meaning Ethnic Heritage was not chosen as an Area of Significance. <p>If there is more than one ethnic affiliation, enter the most important first. If there is no ethnic affiliation, leave this section blank.</p>

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Bibliographical References

For archaeological sites, please provide information about any publications that concern this site. The purpose of this information is to point researchers toward resources that contain more detailed information on a site and its interpretation than what is contained in the PASS files. Examples include journal articles, books, and websites.



Note

Please do not provide your research bibliography or include references to compliance reports that are already in PA-SHARE.

Reference Type:	Select from the following: Article Report Book Thesis Book Chapter Website Dissertation
Author:	Indicate the author(s) name.
Year:	Indicate the year the reference was published.
Title:	Indicate the full title of the reference.
Journal:	If applicable, indicate the full title of the journal in which the reference is located.
Publication Info:	Indicate the publication information for the reference. This can include the publishing company, state/city of publication, etc.
Pages:	If applicable, enter the reference's pages within a journal or other publication.
Website Links:	Provide link to online references.

Identification

The following information is needed to create or update an archaeological site in PA-SHARE. In addition, site submissions are required to include a **site map, site narrative, and artifact catalog (if applicable)** uploaded as attachments.



Note

Fields required for PA-SHARE data entry are marked with an asterisk (*) and fields that appeared on the condensed collector form are highlighted with orange shading throughout the worksheet.

For detailed instructions about how to fill out each field and to view the artifact and feature tables, please see the Instructions for Recording Archaeological Sites document.

* **Mapping:** Sketch Resource Boundary. You will need to draw the site boundary in PA-SHARE using the map tools.

Worksheet for Recording Archaeological Sites in Pennsylvania

Attachments: (Add additional if needed on new pages)

Name/Title:	
Description:	

Photographs: (Add additional if needed on new pages)

Name/Title:	
Description:	
Photo Date:	

Location Information:

County:	This will be automatically filled in based on the site boundary mapped in PA-SHARE.
Municipality:	This will be automatically filled in based on the site boundary mapped in PA-SHARE.
Boundary Description:	
Boundary Justification:	

Summary Information:

Resource Name:	
Resource Name Type:	Historic or Current
Approximate Number of Resources:	
Other Resource Number:	
Resource Number Type: (select from dropdown list)	
Physical Summary:	
Boundary Source: (select from dropdown list)	
*Recording Reason: (select from dropdown list)	
Recording Date:	
Date Type:	Circa or Exact

Worksheet for Recording Archaeological Sites in Pennsylvania

Recorder Recommendation:	
Justification:	
*Recorder Contact:	
Comments:	

Site Traits:

Site Discovery Method: (select from dropdown list)	
Stratified: (select from dropdown list)	
Potential for Organic Preservation: (select from dropdown list)	
Human Remains Present: (select from dropdown list)	
Source of Data:	
Site Type Description:	
*Site Type: (select from dropdown list)	

Chronology:

Chronology Category:	Pre-Contact, Historic, or Both
Chronology Basis: (select from dropdown list)	
*Chronology Component Placement: (select from dropdown list)	
Chronology Major Component: (select from dropdown list)	
Dating Technique: (select from dropdown list)	
Date Absolute:	

Worksheet for Recording Archaeological Sites in Pennsylvania

Variance:	
Description:	
Lab Reference Number:	

Features:

Feature: (select from dropdown list)	
Quantity:	

Artifacts:

Artifact: (select from dropdown list)	
Diagnostic Artifact: (select from dropdown list)	
Materials: (select from dropdown list)	
Quantity:	

Field Work:

Field Work Date:	
Date Type:	Circa, Exact, or Range
Area Examined (square meters):	
Testing Details:	
Artifact Summary:	
Comments:	
Artifact Recovery: (select from dropdown list)	

Repository:

Repository Item:	
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Worksheet for Recording Archaeological Sites in Pennsylvania

(select from dropdown list)	
Repository Location:	
Investigator:	
Date Submitted to Repository:	

Physical Data and Site Condition:

Site Elevation (feet):	
Average Slope (percentage):	
Slope Aspect: (select from dropdown list)	
Slope Basis: (select from dropdown list)	
Immediate Vegetation: (select from dropdown list)	
Percentage of Site Still Intact: (select from dropdown list)	
Topographic Setting: (select from dropdown list)	
Threat: (select from dropdown list)	
Previous Disturbance: (select from dropdown list)	

Water Drainage Area Information:

Water Source Type: (select from dropdown list)	
Water Source Direction: (select from dropdown list)	
Water Source Distance (meters):	

Worksheet for Recording Archaeological Sites in Pennsylvania

Strahler Order:	
Confluence: (select from dropdown list)	
Confluence Direction: (select from dropdown list)	
Confluence Distance (meters):	
Confluence Elevation (feet):	
Strahler Order:	

Evaluation

The significance section should only be filled out by professionals submitting an archaeological site for a Determination of Eligibility (DOE) through the DOE wizard on the PA-SHARE submit page.

The bibliographical references section, formerly referred to as “published references” on the condensed collector form, can be utilized by professionals and avocational archaeologists to provide information about publications related to the site.

Significance:

Summary of Significance:	
Criteria:	A, B, C, or D
Area(s) of Significance: (select from dropdown list)	
Period(s) of Significance:	
Level of Significance: (select from dropdown list)	
Criteria Consideration:	A, B, C, D, E, F, or G
Associated Event:	
Associated Individual:	
Cultural Affiliation:	
Ethnic Affiliation:	

Worksheet for Recording Archaeological Sites in Pennsylvania

Bibliographical References: (Add additional if needed on new pages)

Reference Type: (select from dropdown list)	
Author:	
Year:	
Title:	
Journal:	
Publication Info:	
Pages:	
Website Links:	