



COUNTY OF RIVERSIDE

Planning Department

CULTURAL RESOURCES (ARCHAEOLOGICAL) INVESTIGATIONS STANDARD SCOPES OF WORK

INTRODUCTION AND POLICIES

Archaeological reports typically reflect one of four industry standard-defined phases of work. Phase I reports typically consist of initial records, map and literature search, a Sacred Lands records check with the Native American Heritage Commission followed by scoping with tribes recommended by the Commission, systematic field survey, cultural resource recordation, and evaluation (if possible). If cultural resources are found during Phase I (Initial Survey) and cannot be evaluated unless additional work is conducted, often a Phase II (Test or Evaluation) study is recommended to gather additional needed information about the resource for identification and evaluation purposes in order to complete the environmental review process. Evaluation of cultural resources must be completed as part of the CEQA (and in some cases, NEPA) review process. Phase III (Data Recovery) studies may be required when a cultural or historical site will be destroyed in the future or if significant value can be obtained from the investigation of the site. For significant or unique cultural resources, if avoidance and preservation are not possible through project design, then mitigation will be required to reduce impacts to a less than significant level. Mitigation may be required in the event that there is potential for subsurface cultural deposits. Phase IV (Monitoring & Final Mitigation) reports of site grading and related construction activities are required to ensure compliance with project conditions and mitigation measures, and provide for complete resource recovery information, final interpretation of the resource. Phase IV Archaeological Monitoring reports are due to the County Archaeologist prior to final building inspection or other County-approved milestone.

Phase I surveys are expected to cover the entire project parcel(s) systematically, for complete accounting of identifiable cultural resources within the project boundaries, unless other arrangements have been made ahead of time with the County Archaeologist. Phase I reports must be approved by the County prior to commencing with Phase II or Phase III investigations. Significance can be assumed in certain situations that may then require either avoidance and preservation, or data recovery actions according to legal requirements.

All reports are expected to meet current County information reporting requirements. Older reports may need to be brought current before they can be accepted. Reports prepared in response to County requirements shall be certified by a professionally-qualified archaeologist listed on the County's Cultural Resources Consultant List. Certifying archaeologists shall have a current registration with the County.

The County's report formats generally mirror the requirements recommended by the California State Historic Preservation Office's Archaeological Resource Management Report (ARMR) format, however, additional tasks and information requirements have been added to the report scopes of work specifically for the County of Riverside. The County's report formats are expected to be followed unless prior written arrangements have been made with the County Archaeologist. Reports can be rejected if they do not follow the expected report scope of work. All reports are considered confidential by the County and subject to the requirements of the standard Cultural Resources Memorandum of Understanding (MOU) required of all cultural resources consultants, specifically that no report shall be released first in any form to any entity before it is submitted to the County. All final reports are expected to be submitted by the consultant to the appropriate Archaeological Information Center(s) according to Center(s) requirements. Plagiarism or fraudulent alteration of reports will not be tolerated. Professional ethical conduct is expected. Current submittal requirements consist of one complete certified paper or emailed copy. Two CDs of the certified final report in PDF format submitted to the County Archaeologist upon acceptance of the draft by the County. Any questions regarding report requirements or expectations should be addressed to the County Archaeologist at (760) 393-3411.

**PHASE I
CULTURAL RESOURCES SURVEY REPORT OUTLINE**

- I. Cover Letter (Optional)
- II. Title Page (Required information on Title Page of report)
 - A. Date report written (also note date(s) of fieldwork performed)
 - B. Report Title shall begin with:
"Phase 1 Cultural Resources Assessment:..."
 - C. Project site location (include U.S.G.S. -7.5' quadrangle, Township, Range, and Section)
 - D. Assessor's Parcel Number(s) and **Riverside County assigned Planning Department application numbers (i.e. Tract Map #, Parcel Map #, CUP #, etc) or other comparable County project number(s).**
 - E. Prepared on Behalf of: Owner/Applicant:
Address:
Phone
 - F. Prepared for the County of Riverside, Planning Department
Address:
Phone:
 - G. Prepared by: Principal Investigator(s):
Address:
Phone:
 - H. Keywords: Acres, Result, Site #s, Other

Table of Contents, List of Figures and Tables with page numbers (if report text greater than 10 pages)

- III. Management Summary
 - a. Purpose of Investigation
 - b. Summary Project Description
 - c. Major Findings
 - d. Summarize Recommendations
- IV. Introduction and Setting
 - a. Detailed project description including proposed grading program (include current site plan exhibit)
 - b. Number of acres
 - c. General Location (show on a copy of 1:250,000 quad)
 - d. USGS 7.5' quad location including section, township and range (show survey boundaries on copy of quad)
 - e. List personnel and responsibilities
 - f. Topographic description, elevation range
 - g. Disturbance, present land use
 - h. Vegetation
 - i. Geology (sources for tool manufacture or bedrock outcrops)
- V. Prehistoric Context
 - a. A summary history of the project area is required, starting with the early pre-historic period forward to the Contact Period.
 - b. A summary of the known archaeology (material culture) in the project area
 - c. A summary of the known indigenous culture in the project area
- VI. Historic Context
 - a. The report shall summarize the distinctive historic periods of the project area
 - b. Identify any historic period Native American habitation and land uses
 - c. Identify other historic ethnic group settlement and land uses
 - d. Identify any historic land granting, homesteading, or other historic Native American or non-Native American settlement methods and patterns, and land uses

- e. Indicate current land use impacts on the site
- VII. Research Design
- a. Discuss the theoretical and legal compliance basis of the proposed research.
 - b. Summarize the previous research and develop a context for research questions appropriate for this investigation that will aid in predictive modeling for presence or absence and interpretation of cultural resources toward significance evaluations.
- VIII. Methods
- a. Records search(s) (obtained by mail or in person?)
 - i. Eastern Information Center (EIC)
 - ii. National or State Registry of Historic Places
 - iii. various public, private, and tribal Archival Searches, as appropriate
 - iv. Sacred Lands record search with the Native American Heritage Commission (NAHC) followed by project scoping with tribes recommended by Commission*.
 - v. Note: Archival study radius shall be at least one mile from project boundaries. Some project areas may need a larger research radius area.
 - b. Field methods, dates of survey
 - c. Transect interval (shall be no greater than 10 to 15 meters unless slope or vegetation interfere with regular transects)
 - d. Percent of ground visibility. If this varies with vegetation throughout the parcel, provide a map showing different visibility areas and areas not surveyed as it relates to methods used.
 - e. Any other constraints to the investigation
 - f. Photographic techniques and approach to be used
 - g. Site recording procedures
 - h. Other
- IX. Results
- a. Records search results
 - i. Has any part of the parcel(s) been previously surveyed?
 - ii. A minimum one mile records search radius is required. Discuss previous survey coverage with 1 mile of site, ½ mile of site and ¼ mile of the project and provide references to these surveys. Provide exhibit of record search results.
 - iii. Briefly describe archaeological and historical sites located within one mile, ½ mile and ¼ mile of the project (are they camps, villages, milling stations, rock shelters, middens, houses, etc; located on ridges, in canyons, always near water, near oaks, bedrock outcrops?), as it pertains to archaeological and cultural/historical context for project.
 - iv. Conclude records search section with discussion (predictive modeling) of potential of the subject parcel(s) to contain various kinds of sites, given the topography and vegetation present.
 - b. Field Survey Results
 - i. Describe all sites and isolates found during survey.
 - ii. This should be a summary of information entered on the site record form.
 - iii. Describe potential for buried sites (high potential if in alluvial or fluvial deposition zone) and potential for site obscured by vegetation based on records search.
 - iv. Percent of ground visibility. If this varies with vegetation throughout the project site, provide a map showing different visibility areas and areas not surveyed
 - v. Anything collected? If so, where curated?
 - vi. Photographs should be interspersed to support discussion and descriptions
 - c. Describe the archaeological and cultural resources found within the project site. Include drawings and photographs detailing all resources found on the site.
 - d. Indicate whether new sites or artifacts were found on-site.
 - e. All sites found within the project area shall be deemed one of the following:
 - i. Significant
 - ii. Unique per CEQA

- iii. Not significant
- iv. Undetermined

Detailed explanation supporting the significance determination shall be provided.

- f. If the survey is inconclusive and additional studies are required, the report should state the additional kinds of information that are needed and why, the type of study to be completed, the timeframe in which the study should be initiated and the areas of the site that should have the additional study.
- X. Recommended Mitigation
- a. A detailed description of the recommended mitigation is required. The description shall state one of the following:
 - i. No Mitigation needed (shall only be used if there are no existing or new sites located within the project boundaries and no documented surrounding cultural resources)
 - ii. Recordation Sufficient (shall explain in detail why preservation or conservation is not required)
 - iii. Avoid site(s)/Conservation Easement (maps showing area to be conserved or easement areas required)
 - iv. Monitoring Requirements
 - 1. Archaeologist(s)
 - 2. Tribal Monitor(s)
 - 3. Other Monitoring
 - 4. Protection Mechanisms
 - 5. Registration with CA/US
 - 6. Site Stewarding
 - 7. Design integration
 - 8. Other
 - v. Recovery (if recovery is recommended, agreements with the museum or tribal organization shall be included to assure proper conservation and preservation, or other ultimate disposition)
 - b. Site preservation is preferred alternative. If not possible, recommend testing (if needed) to evaluate significance (uniqueness under CEQA). Recommend grading monitoring if isolates found in high potential topographic zone obscured by vegetation and if there is a high potential for buried cultural resources.
- XI. Certification
- Include the following certification statement with the Principal Investigator's signature.
- CERTIFICATION: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this archaeological report, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.**
- DATE: _____ SIGNED: _____
PRINTED NAME: _____
COUNTY REGISTRATION # _____
- XII. References Cited
- XIII. Appendix
- a. Personnel Qualifications (brief resumes, including County Certification, degrees, and experience for principal investigator)
 - b. Records search results.
 - c. Repository agreements
 - d. Reviewers comments/agency correspondence
 - e. Artifact /collection catalog

- f. Artifact illustrations (if not in body of text)
 - g. Photographs and photo record
 - h. Native American observer or monitor agreements
 - i. Maps (non-confidential, undertaking plans, non-locational drawings, etc.)
 - j. Special studies/technical reports
 - k. Other non-confidential documents as appropriate
- XIV. Confidential Appendices
- a. Site Record Forms (completed DPR forms including Primary Numbers and trinomials)
 - b. Historical and Archaeological Resource Location Maps
 - c. Native American sacred site location maps, descriptions, or related materials
 - d. Heritage Nomination forms
 - e. Tribal Statement(s)*
 - f. Other confidential documents as appropriate

*Note: The County does not require tribal representatives to participate in Phase I field surveys. However, should a tribe(s) express interest in visiting the project site during the time that the cultural resources consultant is conducting the field survey; the consultant is encouraged to accommodate the request for a tribal (or other descendant group representatives) site visit if at all possible. Also, tribes (or other descendant group representatives) can make their own arrangements with property owners for property access.

**COUNTY OF RIVERSIDE - PHASE II
CULTURAL RESOURCES TESTING & EVALUATION
STANDARD SCOPE OF WORK**

INTRODUCTION AND POLICIES

The purpose of a Phase II investigation is to continue needed information gathering work toward the identification/nature, boundaries, and significance of a cultural resource. This is an industry standard-defined phase of work based upon best general and current cultural resources management practices. Commonly called the "testing" phase, tasks can include further archival research, subsurface archaeological exploration for depth and boundaries, ethnographic research, oral histories, multi-disciplinary technical explorations and studies, and various other tasks keyed in to a research methodology prepared for the particular project.

The following scope of work for a Phase II Report, testing to determine the nature, vertical and horizontal limits of a resource, and legal significance evaluation is based on the report outline listed below. If sites are found during Phase I (Initial Survey) and additional information about the nature, boundaries, and significance cannot be ascertained, a Phase II (Test or Evaluation) study is frequently recommended. Sometimes the data recovered during Phase II constitutes sufficient mitigation and no further work is recommended on the site other than monitoring during the construction phase. Careful and detailed discussion and documentation need to be included in Phase II reports. Significance can be assumed in certain situations that will then require either avoidance and preservation, or data recovery actions. For projects where no recognized local Native American tribe responds or requests repatriation, curation in an approved curation facility will be required. Artifact catalogues will serve as chain of custody documentation, and therefore need to be complete and detailed. All final reports shall also be submitted to the appropriate Archaeological Information Center(s), and any participating descendent communities that request it.

**PHASE II
CULTURAL RESOURCES TEST OR EVALUATION REPORT OUTLINE**

- I. Cover Letter (Optional)
- II. Title Page (Required information on Title Page of report) (Same as required for Phase I Report)
- III. Table of Contents, Lists of Figures, and Tables with page numbers
- IV. Management Summary
 - a. Purpose of investigation
 - b. Major Findings (site size, depth, age, contents)
 - c. Summarize significance
 - d. Summarize recommendations
- V. Introduction and Setting
 - a. Project proponent and project description, including proposed grading program (include project site plan exhibit)
 - b. General location (show on copy of 1:250,000 quad map)
 - c. USGS 7.5' quad location including Section, Township and Range (show site location in confidential appendix)
 - d. List personnel and responsibilities
 - e. Summarize previous work: boundaries and contents from Phase I survey report
 - f. Topographic description, elevation
 - g. Disturbance, historical and current land use on site
 - h. Vegetation
 - i. Geology and soils
- VI. Prehistoric Context
 - a. Brief summary from Phase I report
 - b. Other pertinent information

- VII. Historic Context
 - a. Brief summary from Phase I report.
 - b. Other pertinent information
 - c. Indicate current impacts on the site by current events
- VIII. Research Goals

This information is necessary in order to evaluate whether the site has the potential to address research questions based on regional context. Potential research questions should be discussed even if sufficient regional context is not available.

- a. Determination of:
 - i. Boundaries
 - ii. Depth
 - iii. Stratigraphy
 - iv. Integrity
 - v. Contents (Material culture and non-artifactual materials)
 - vi. Spatial distribution of artifacts and faunal remains.
 - vii. Cultural affiliation
 - viii. Chronological indicators
 - ix. Other, as appropriate
- IX. Methods
 - a. Must be adequate to address research goals; method options include, but are not limited to: Post holes, bucket auger, soil phosphates, ground penetrating radar and other remote sensing methods, other as appropriate. Mechanical testing may be appropriate for suspected buried deposits in areas of fluvial deposition; also consider stream or cut bank profiles. Hand excavated or mechanical units are preferable to shovel test pits (STPs) as primary test method, where soil depth permits.
 - b. Describe sampling strategies employed and reasons for their use.
 - c. Show locations of all excavations on a large-scale map.
 - d. Describe excavation and screening methods (1/8th inch screen typically required).
 - e. Wet-screening is recommended based on the soil type and conditions. Hard-pan or clay would require wet-screening, whereas sandy soil may not. If 80 to 90 percent of the soil passes through 1/8th screen water, screening would not be necessary unless required by the research goals. Water screening ensures adequate recovery of small artifacts or ecofacts, such as microdebitage, beads, otoliths, faunal material, seeds, etc. Knowledge of whether these classes of material are present is often necessary to help determine the research potential of the site.
 - f. Describe where samples were taken, for what analytical procedure, and where sent for analyses.
 - g. Describe laboratory procedures in the field and/or in a laboratory.
 - h. State where material will be curated or if tribal repatriation has been requested.
 - i. Discuss any consultation with Native American or other ethnic groups, as appropriate.
- X. Results
 - a. Describe stratigraphy and soils, identify cultural and non-cultural strata, and provide profiles.
 - b. Provide radiocarbon results.
 - c. Artifacts (show distributions by levels within postholes and units)
 - i. Chipped stone *debitage* and tools by material type
 - ii. Ground stone tools by material type.
 - iii. Bone tools
 - iv. Ornaments
 - v. Other artifacts
 - d. Faunal Remains
 - e. Vertebrates identified to species, if possible.
 - f. Invertebrates hinges identified to species for MNI
 - g. Floral remains (if recovered)
 - h. Macrobotanical identification

- i. Pollen and phytoliths
 - j. Organic residue studies (if applicable)
 - k. Other technical studies as appropriate
 - l. Discussion/Interpretation
 - m. Summarize information on site boundaries, depth, age, integrity, stratigraphy, contents, and spatial distribution.
- XI. Significance
- a. Discuss significance of the site using information in Discussion section
 - b. Evaluate the site's potential to contribute information relevant to research questions discussed in the Research Goals section. If not enough regional information is available to formulate specific questions, discuss whether the site contains data relevant to the following research domains:
 - i. Chronology
 - ii. Subsistence
 - iii. Environmental Reconstruction
 - iv. Seasonality
 - v. Tool Manufacture
 - vi. Intra-site Spatial Patterning/Organization of Activities
 - vii. Associations with other nearby and farther away-linked cultural sites
 - viii. Trade/Exchange
 - ix. Other relevant research domains
- XII. Recommended Mitigation
- a. A detailed description of the recommended mitigation for each cultural resource individually and/or as a complex, is required. The description shall state one of the following:
 - i. No Mitigation needed (shall only be used if there are no existing or new sites located within the project boundaries)
 - ii. Recordation Sufficient (shall explain why preservation or conservation is not required and no further work required)
 - iii. If the site is significant, recommend preservation in open space, capping, or other project-design method, or recommend data recovery, depending on project constraints and proposed impacts. If data recovery is recommended, provide suggested scope and focus of data recovery.
 - iv. Site(s) avoidance/Conservation Easement (maps showing area to be conserved or easement areas shall be required)
 - v. Monitoring Requirements
 - 1. Archaeological
 - 2. Tribal Monitors
 - 3. Other Monitoring, as appropriate
 - vi. Protection Recommendations
 - 1. Fencing
 - 2. Paving
 - 3. Register with Local/CA/US
 - vii. Recovery (if recovery is recommended, agreements with an appropriate curation facility/museum or tribal organization shall be included to assure proper conservation and preservation).
 - viii. Repatriation agreements for non-human remains/associated grave goods, if requested by participating tribe(s) or other ethnic group(s).
 - b. Site preservation is preferred alternative; if not possible, recommend testing to evaluate significance (uniqueness under CEQA).
 - c. Recommend grading monitoring if isolates found in high potential topographic zone obscured by vegetation and if there is a high potential for buried cultural resources.
- XIII. Certification
- a. Include the following certification statement with the Principal Investigator's signature.

CERTIFICATION: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this archaeological report, and that the

facts, statements, and information presented are true and correct to the best of my knowledge and belief.

DATE: _____ SIGNED: _____

PRINT NAME: _____

COUNTY REGISTRATION # _____

XIV. References Cited

XV. Appendix

- a. Non-confidential appendices, as appropriate
- b. Confidential appendices, as appropriate

**COUNTY OF RIVERSIDE--PHASE III
CULTURAL RESOURCE DATA RECOVERY
STANDARD SCOPE OF WORK**

BACKGROUND

The following scope of work for a Phase III Report is necessary under several conditions, especially when the site may be destroyed, and significant research can be obtained or documentation of a particular find. Phase III (Mitigation or Data Recovery) studies may be required when the site will be destroyed through permitted development in the future or if significant value can be obtained from the investigation of the site. Mitigation may involve preservation and avoidance, data recovery excavations, or a combination of the two. Sometimes the data recovered during Phase II constitutes sufficient mitigation and no further work is recommended on the site other than monitoring during the construction phase for buried cultural deposits or human remains. Phase IV (Monitoring) reports may be required during site stockpiling, clearing/grubbing, grading/trenching, demolition, blasting, or other construction activities to ensure and verify compliance with project conditions and mitigation measures.

The content of a Phase III report is much like that of a Phase II report, except that a Phase III report should be more extensive and more complete. A larger sample, or the entire site, should be excavated and more thorough and wider-ranging kinds of laboratory analyses should be completed that aid in the further identification, analyses, and interpretation of the cultural resource. The report needs to address previously unanswered/under-answered research questions for that particular geographical area. The Phase III project assumes that the information recovered during Phase III should be as complete as possible, because it is the last opportunity that the scientific and descendant communities, will have to learn about that particular archaeological site. A copy of the final report shall also be submitted to the appropriate Archaeological Information Center(s), and any participating descendant communities who request it.

**PHASE III
CULTURAL RESOURCES MITIGATION OR DATA RECOVERY REPORT OUTLINE**

- I. Cover Letter (Optional)
- II. Title Page (Required information on Title Page of report)
- III. (Same as that required for Phase I or II reports)

- IV. Table of Contents, Lists of Figures, and Tables with page numbers
- V. Management Summary
 - a. Purpose of investigation
 - b. Major Findings (site size, depth, age, contents)
 - c. Summarize recommendations
- VI. Introduction and Setting
 - a. Project proponent and project description
 - b. General location (show on copy of 1:250,000 quad map)
 - c. USGS 7.5' quad location including Section, Township and Range (show site location in confidential appendix)
 - d. List personnel and responsibilities
 - e. Summarize previous work: boundaries and contents from survey and testing report(s)
 - f. Topographic description, elevation
 - g. Disturbance, present land use on site
 - h. Vegetation
 - i. Geology
- VII. Prehistoric Context
 - a. A complete and detailed contextualized history of the area is required, starting with the early pre-historic periods up to the Contact Period.

- b. Attention should be given to the cultural differences between the various tribes within the area and the impact of western culture on the culture and traditions of the indigenous inhabitants of the area.
- VIII. Historic Context
- a. Identify and detail the impacts of various historic periods on the site, both archaeologically and its historicity
 - b. Indicate current impacts on the site by current events/land uses
- IX. Research Design
- a. Discuss the theoretical basis of the proposed research
 - b. Summarize previous results of previous excavations of nearby sites:
 - i. What is known about chronology, subsistence, environmental characteristics, seasonality, tool manufacture, intra-site spatial organization, and trade and exchange, and other appropriate research domains?
 - c. Provide research questions or hypotheses for each of the above domains if the test program indicated data would be available to address them.
 - d. Provide test implications or a set of expectations for each question or hypothesis.
- X. Methods
- a. Discuss sampling strategy. How does the sampling strategy help recover the data necessary to address the research questions? In general, the sampling strategy should be designed to recover an adequate sample of the population of artifacts in the site and to provide information on the spatial distribution and association of features and artifacts, based on current best practices and research paradigms. The latter goal usually requires a larger sample emphasizing horizontal exposure to record features and recover artifacts associated with features. In order to locate features, especially hearths, electromagnetic remote sensing, using a magnetometer, is recommended where soil conditions warrant its use.
 - b. Describe field procedures. Show locations of all excavation units on a large scale site map. If the soil type or condition warrants water screening, as described under test procedures, then it is strongly recommended that water screening be used during the mitigation phase. The sampling strategy for wet screening will depend on the data requirements of the research design. It is recommended that water screen residues be stored in the lab so that comparable recovery of all classes is ensured.
 - c. Describe what kinds of special samples (radiocarbon, pollen, obsidian for sourcing and hydration, pollen, phytoliths, plant residue, blood, oxygen isotope) were taken and where they were sent for analysis. Describe laboratory sorting, cataloging, and data entry procedures. Describe analytic procedures, including how artifacts were classified. State where artifacts, catalog, and notes are curated.
- XI. Results
- a. Describe stratigraphy and soils, identify cultural and non-cultural strata, and provide profiles.
 - b. Provide radiocarbon and other assay results
 - c. Artifacts (show distributions by type in levels within units)
 - d. Chipped stone debitage and tools by material type
 - e. Ground stone.
 - f. Bone tools
 - g. Ornaments
 - h. Other artifacts
 - i. Faunal Remains
 - j. Vertebrates identified to species, if possible
 - k. Invertebrates hinges identified to species for MNI
 - l. MNI by culturally significant units
 - m. Floral remains
 - n. Macrobotanical remains identified to species, if possible.
 - o. Pollen counts and percentages.
 - p. Phytoliths (especially useful for grasses) identified to species, where possible.
 - q. Organic Residue Studies (if applicable)

- XII. Discussion / Interpretation, including, but not limited to:
 - a. Chronology
 - b. Subsistence
 - c. Environmental Reconstruction
 - d. Seasonality
 - e. Tool Manufacture
 - f. Intra-site Spatial Patterning/Organization of Activities
 - g. Trade/Exchange
 - h. Relationship of the site to regional subsistence/settlement systems
 - i. Other aspects, as appropriate

- XIII. Recommendations
 - a. Have the impacts been adequately mitigated?
 - b. Is any further work required?

- XIV. Certification
 - a. Include the following certification statement with the Principal Investigator's signature:

CERTIFICATION: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this archaeological report, and the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

DATE: _____ SIGNED: _____
PRINTED NAME: _____
COUNTY REGISTRATION # _____

- XV. References Cited

- XVI. Appendices

- a. Personnel Qualifications (brief resumes, including County certification, degrees, and experience of Principal Investigator:
- b. Special Studies Reports (geomorphology, pollen, etc.)
- c. Catalog of all recovered material
- d. Confidential Appendix
- e. Site location map
- f. Other appendices as appropriate

**COUNTY OF RIVERSIDE - PHASE IV
CULTURAL RESOURCES MONITORING
STANDARD SCOPE OF WORK**

BACKGROUND

The following scope of work for a Phase IV Report (monitoring and mitigation work at the project area and recording all activity conducted and cultural materials recovered on the property) follows current best practices and is necessary to assure compliance with the mitigation approved by the County. Phase IV (Monitoring) reports are required to be submitted prior to issuance of the final building inspection, or other County-approved milestone, to verify compliance with project conditions and mitigation measures. A copy of the final report shall also be submitted to the appropriate Archaeological Information Center(s) in accordance with their requirements. These final reports shall include documentation related to the mandatory cultural resources sensitivity training for construction personnel.

NOTE: If no cultural features, human remains, or diagnostic artifacts of any kind were recovered, a letter report containing the information listed below under Introduction/Setting and Management Summary, as well as a discussion about any tribal participation/consultation, and the required cultural sensitivity training, may be submitted in lieu of a formal report.

PHASE IV CULTURAL RESOURCES MONITORING REPORT OUTLINE

- I. Cover Letter (Optional)
- II. Title Page (Required information on Title Page of report)
 - a. Date report written (also note date(s) of fieldwork performed)
 - b. Report Title shall be: "Cultural Resources Monitoring Report: ..."
 - c. Project site location (include U.S.G.S. -7.5' quadrangle, Township, Range, and Section)
 - d. Assessor's Parcel Number(s) and associated Riverside County assigned Planning Department application numbers (i.e. Tract Map #, Parcel Map #)
 - e. Owner/Applicant:
 - i. Address:
 - ii. Phone:
 - f. Principal Investigator(s):
 - i. Address:
 - ii. Phone:
 - g. Report Summary: State the results of the report, noting rare or unique resources present and any proposed mitigation.
 - h. Name and phone number of person preparing report and names of all individuals who performed fieldwork on the site.
- III. Table of Contents, Lists of Figures, and Tables with page numbers (If report text is greater than 10 pages.
- IV. Management Summary
 - a. Purpose of investigation
 - b. Major Findings (site size, depth, age, contents)
 - c. Summarize recommendations
- V. Introduction and Setting
 - a. Project proponent and project description
 - b. Number of acres
 - c. General location (show on copy of 1:250,000 quad map)
 - d. USGS 7.5' quad location including Section, Township and Range (show site location in confidential appendix)
 - e. List personnel
 - f. Summarize previous work: why was monitoring required?
 - g. Summary of Tribal participation and consultation history

- h. Topographic description, elevation
- VI. Prehistoric Interpretation and Evaluation
 - a. Explain how recovered cultural materials relate to the Prehistoric context and previous finds of the project area and vicinity/region.
- VII. Historic Interpretation and Evaluation
 - a. Explain how recovered cultural materials relate to the Historic Period context and previous finds of the project area and vicinity/region.
- VIII. Methods
 - a. Dates of monitoring
 - b. Monitoring procedures
 - c. Discussion of Cultural Resources Sensitivity Training for construction personnel
 - d. Note: If monitoring grading of a site where mitigation level data recovery has occurred, grading should be halted if previously unrecorded types of features are encountered. Additional recording and hand excavation should be completed to record the feature before grading resumes.
 - e. Native American consultation procedures
- IX. Results
 - a. Describe artifacts recovered
 - b. Describe features recorded
 - c. Describe human remains and associated grave goods recovered
 - d. Discuss ultimate disposition arrangements, i.e. curation and/or repatriation.
 - e. Native American consultation results
- X. Recommendations
 - a. Is any further work required?
- XI. Certification
 - a. Include the following certification statement with the Principal Investigator's signature and County registration number.

CERTIFICATION: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this archaeological report, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

DATE: _____ SIGNED: _____
 PRINT NAME: _____
 COUNTY REGISTRATION # _____

- XII. References Cited
- XIII. Appendices
 - a. Non-confidential appendices, as appropriate
 - b. Cultural Sensitivity Training for Construction Personnel Documentation (mandatory)
 - c. Confidential appendices, as appropriate