



Guidance for Full Section 106 Inventory and Reporting

Oregon Watershed Enhancement Board (OWEB)

This guidance is provided for grantees whose Grant Award included a condition requiring the completion of a cultural resources inventory to comply with Section 106 of the National Historic Preservation Act of 1966, as well as the [2025 Programmatic Agreement](#) between the Oregon Watershed Enhancement Board (OWEB) and the National Oceanic and Atmospheric Administration.

OWEB requires that the grantee complete an inventory of the proposed [Area of Potential Effect](#) (APE) using a qualified cultural resource contractor. The Oregon State Historic Preservation Office (Oregon SHPO) provides a helpful [bulletin](#) for individuals and organizations interested in hiring an archaeologist, and the Association of Oregon Archaeologists offers a [contractor directory](#).

The contractor shall conduct background research, a pedestrian survey, and subsurface exploratory probing of the APE using the parameters described below. Pedestrian survey and subsurface probing shall be conducted in a way that is consistent with the grant application.

Literature Review

The contractor shall conduct a record search and literature review for the APE provided by the grantee in the grant application, including a one-mile radius, before any fieldwork. **At a minimum, the contractor shall examine the following databases and documents:**

- Reports, current bibliographies, and site/survey records maintained by the Oregon SHPO in the Oregon Archaeological Records Remote Access (OARRA) archaeological database
- Historic Sites Database (HSD) maintained by the Oregon SHPO
- Studies maintained by Tribal Historic Preservation Offices (including those not inventoried in OARRA or the HSD).
- Historic Maps (General Land Office maps, Historic Topographic maps, Sanborn Fire Insurance Maps)
- [General Land Office Patents](#)
- [LiDAR, if available through DOGAMI](#)
- [USGS Historic Aerials](#)
- Geomorphology
- Other record archives (e.g., historical societies, tribal archives, public and university libraries) and documents as appropriate.

Pedestrian Survey and Subsurface Exploratory Probing

The contractor shall obtain all required excavation permits and conduct subsurface exploratory probing in the APE.

Probing must adhere to all terms of the Oregon SHPO/ARPA excavation permit(s). Unless otherwise agreed, probes must be at least 30 cm in diameter and dug to an appropriate depth based on

the expected vertical extent of the proposed project. When cultural materials are present, the Contractor shall excavate the probe to an appropriate depth based on the expected vertical extent of the proposed project and/or two consecutive sterile levels below where cultural materials were recovered, as appropriate based on varying field conditions. Materials must be screened with a maximum 1/4-inch mesh screen (1/8-inch when defining site boundaries or as otherwise needed, see Oregon SHPO field guidelines). Unless prevented by project boundaries or natural features, all sites shall be bounded with two negative shovel probes in each cardinal direction. Isolates shall be bounded with one negative probe in each cardinal direction.

Auguring may be used to establish soil stratigraphy or the depth of archaeological deposits. Augured materials must be screened with a maximum 1/4-inch mesh screen (1/8-inch when defining site boundaries or as otherwise needed, see Oregon SHPO guidelines).

Pedestrian survey methods must be consistent with the latest Oregon SHPO guidelines. The recommended maximum spacing of transects will be 20 meters apart and may vary depending on terrain features and/or ground visibility. The contractor shall determine transect spacing based on professional judgment to ensure that all probable site locations are identified and examined. All cultural resources observable on the surface and in exposed subsurface profiles must be identified and recorded.

The contractor will follow the parameters described in the archaeological permit for the collection and curation of all cultural resources recovered during excavation. All artifacts recovered from non-federal public lands must be submitted to the State repository at the Oregon Museum of Natural and Cultural History. As such, all artifacts recovered on private lands will adhere to the requests by the landowner, as codified in the archaeological permit. Finalized curation paperwork, accession number, and proof of submission to the defined curation facility will be required as part of the final deliverables.

Cultural Resource Investigation and Report

The contractor shall prepare a report that must contain the following:

- A completed Oregon SHPO Archaeological Report Cover Page
- A purpose statement and full project description, including:
 - Location and legal description
 - Proposed construction activities
 - Defined APE and APE map
 - Total acreage of impact
 - Regulatory framework driving archaeological study
- A detailed context statement of the APE, including:
 - General Environmental Description
 - Historic context
 - Ethno-historic information where relevant and available
- Results of background research, including:
 - Summary of previous archaeological research completed within one mile of APE
 - Summary of recorded archaeological resources within one mile of APE

- Results of literature review (see above), including a summary of previously recorded archaeological sites and potential historic properties identified from historic documents within the APE
- A summary of the pedestrian survey and study, including:
 - Description of pedestrian survey methods, including date of survey, and types of transects used
 - Ground conditions (percent visibility) and difficulties encountered as appropriate
 - Representative digital images of current conditions within APE
- Results of exploratory subsurface probing, including:
 - Description of subsurface exploratory probing methodology, including unit size, depth, and screening strategy.
 - Descriptions of soil conditions.
 - Archaeological artifacts encountered and other pertinent information.
 - Maps showing locations of probes and whether a probe was either positive or negative.
- An inventory of all isolates, sites, and built environment resources that are 50 years old or older identified in the APE
- An evaluation of all documented isolates, sites, and built environment resources that are 50 years old or older in the APE using all four (4) National Register of Historic Places criteria.
- An artifact catalog (as necessary)
- Representative photographs of sites, features, and isolates
- Location map at an appropriate scale showing APE, and
- List of references cited.
- Contractor shall complete site update forms for all previously identified archaeological sites in the APE. This update will include updated maps, as well as representative photos of the location and site resources.
- Contractor shall submit site forms and isolate forms for newly discovered archaeological sites and isolates separately from the main report. The Contractor shall also complete the Oregon SHPO Online Site Form, including all required maps and representative photos of the site location and artifacts.
- Spatial data depicting the APE, survey coverage, excavation units, and the location of any isolates or sites identified or updated in the APE.

The Archaeological Inventory Report, associated records, and spatial data will be emailed to Cultural.Resources@oweb.Oregon.gov for review with the email subject Archeological Report: then the Application Number and Application Name. OWEB may request additional information if there are questions during the review of the report.