



ARCHAEOLOGICAL AND HUMAN REMAINS INADVERTENT DISCOVERY PLAN (IDP)

Oregon Watershed Enhancement Board (OWEB)

Project Name:

Location: (County) (Township/Range/Section) (Lat: / Long:)

On-site Project Manager:

Date:

SHPO Case Number:

This document outlines the procedure to be followed if archaeological objects or features, or human remains are encountered in the course of work. It pertains to OWEB staff, partners, volunteers, and contractors, including any and all individuals, organizations, or associated companies performing work under the direction of OWEB. All personnel will be briefed on all procedures and reporting structures before the start of any work. **This is not a replacement for due diligence, robust project design, and consultation with appropriate Native American Tribes.**¹

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¹ Appropriate Native American Tribes will be identified by the Legislative Commission of Indian Services (LCIS)

A. Procedures for Inadvertent Discovery of Archaeological Features and Materials

(SEE PART B FOR HUMAN REMAINS, BURIALS, AND FUNERARY OBJECTS.)

It is expected that ALL artifacts, features, structural elements, and other cultural items that are identified will be reported to the required project, OWEB, and Tribal contacts as soon as possible.

STEP 1. Stop work (immediately after discovery)

If any person believes that they have located an archaeological object or site³, all work must stop immediately. In the event of an inadvertent discovery, all date and initial fields throughout document should be filled as the action item is completed.

Discovery made in field _____ (date/time) _____ (initials of discoverer)

STEP 2. Secure and protect the area (within first hour after discovery)

Establish a **minimum** 30 meter/100-foot area of protection, or more as necessary, around the find(s). Exclude all vehicle traffic and non-essential foot traffic. Non-ground-disturbing work may continue outside of the area of protection with caution until the situation is assessed by a qualified archaeologist.⁴

Buffer established _____ (time) _____ (initials of person responsible)

STEP 3. Notify (within the first hour after discovery)

Notify the onsite project manager, OWEB project manager, and the project archaeologist (as applicable), OWEB Cultural Resource Specialist. If there is not an archaeologist on-site, or on retainer for the project, the grantee project manager will contact an Oregon Qualified Archaeologist (which includes the OWEB Cultural Resource Specialist and Tribal archaeologists) to assess the find.

Onsite Project Manager contacted	_____ (time)	_____ (initials of contactor)
OWEB Project Manager contacted	_____ (time)	_____ (initials of contactor)
Project Archaeologist contacted	_____ (time)	_____ (initials of contactor)
OWEB Cultural Resource Specialist	_____ (time)	_____ (initials of contactor)

STEP 4. Identify and Follow Guidance (timeline variable, as soon as possible)

If the archaeologist determines the find is an archaeological feature or object, or other cultural item or feature, OR if no qualified archaeologist can be contacted within the first hour of discovery, the **State Historic Preservation Office (SHPO) and appropriate Native American Tribes must be contacted**, and their guidance must be followed. SHPO, Native American Tribes, and project and agency personnel will determine in consultation how or if work may continue at the site. If the discovery is determined to *not* be archaeological or a cultural item, you may continue work. This determination should be confirmed in writing to the onsite project manager and OWEB project manager.

SHPO contacted	_____ (time)	_____ (initials of contactor)
Appropriate Native American Tribes ⁵	_____ (time)	_____ (initials of contactor)

² "Archaeological object" means an object that is at least 75 years old (or 50 years if there is a federal nexus), is part of the physical record of an indigenous or other culture found in the state or waters of the state, and is material remains of past human life or activity that are of archaeological significance including, but not limited to, monuments, symbols, tools, facilities, technological by-products and dietary by-products (ORS 358.905).

³ "Archaeological site" means a geographic locality in Oregon that contains archaeological objects and the contextual associations of the archaeological objects with each other or biotic or geological remains or deposits (ORS 358.905).

⁴ Ground-disturbing work on different landforms distant from the find and outside of the buffer may continue.

⁵ ALL Tribes designated by LCIS must be notified. Contacting one or some of the Tribes does not fulfill the obligation to notify.

B. Procedures for Inadvertent Discovery of human remains burials, funerary objects, sacred and spiritual objects, and objects of cultural patrimony

It is expected that ALL potential human remains, burials, funerary objects, or objects of cultural patrimony that are identified will be reported and accounted for within 3 hours of discovery.⁶ It is understood that there will be a single project point of contact to coordinate with the project archaeologist, SHPO, Legislative Commission on Indian Services (LCIS), Oregon State Police (OSP), and appropriate Native American Tribes.

Step 1: Stop work (immediately after discovery)

If any person believes that they have located human remains⁷, ALL work will stop immediately. Any human remains, regardless of antiquity or ethnic origin, will always be treated with dignity and respect.

Step 2. Secure and protect the area (as soon as possible, within c. 10 min)

Secure and protect the area of inadvertent discovery with a **minimum** of 100 meter/300-foot buffer, or more as necessary. The location and other information about the find should be treated as confidential and shared on a **need-to-know basis only**. Prevent all vehicle traffic and unauthorized foot traffic from entry. Block remains from view and protect them from damage or exposure without touching or disturbing the remains and leave them in place.

Do not take photographs unless approved by the appropriate Native American Tribes and Oregon Legislative Commission on Indian Services (LCIS), and only for the purpose of identification. **Do not speak to the media or public** or post any information about the find on social media. Non-ground-disturbing work may continue outside of the buffer with caution.⁸

Buffer established _____ (time) _____ (initials of person responsible)

Step 3. Notify (within first hour after discovery) – see contact list below (section D)

- | | | |
|--|--------------|------------------|
| 1. Onsite Project Manager | _____ (time) | _____ (initials) |
| 2. OWEB Project Manager | _____ (time) | _____ (initials) |
| 3. Oregon State Police ⁹ DO NOT CALL 911 | _____ (time) | _____ (initials) |
| 4. State Historic Preservation Office (SHPO) | _____ (time) | _____ (initials) |
| 5. Commission on Indian Services (LCIS) | _____ (time) | _____ (initials) |
| 6. Appropriate Native American Tribes ¹⁰ | _____ (time) | _____ (initials) |

Name of Tribe(s) Contacted and Individual(s):

Note: OWEB Cultural Resource Specialist can assist in providing a list of the particular tribes to be notified.

⁶ Modifications to reporting timelines can be made in consultation with SHPO and Tribes.

⁷ Bone may be fragmented, weathered, or otherwise modified to make it difficult to identify, so when in doubt, stop work and call it in.

⁸ Ground-disturbing work on different landforms distant from the find and outside of the buffer may continue.

⁹ OSP will be responsible for contacting the county or state medical examiner's office as appropriate.

¹⁰ ALL Tribes designated by LCIS must be notified. Contacting one or some of the Tribes does not fulfill the obligation to notify.

Step 4. Follow guidance (timeline variable, may be up to several days)

If the OSP determines that the site is not a crime scene, **do not move anything!** The remains will continue to be *secured in place* along with any associated funerary objects, and protected from weather, water runoff, and shielded from view. Follow all guidance provided by OSP, LCIS, SHPO, and appropriate Native American Tribes.

Continue to maintain the work stoppage within the buffer until a plan is developed and carried out between the OSP, SHPO, LCIS, and appropriate Native American Tribes and you are directed in writing by the OWEB project manager or OWEB Cultural Resource Specialist that work may proceed.

C. Roles and Responsibilities

It is understood that there will be a single project point of contact to coordinate with the project archaeologist, SHPO, LCIS, and appropriate Native American Tribes.

Person Responsible	Responsibility
(On-site) Project Manager: [Name]	
(On-site) Project Manager will...	Notify the OWEB Project Manager
(On-site) Project Manager will...	Notify the OWEB Cultural Resource Specialist
(On-site) Project Manager will...	Notify the Contracted Archaeologist
OWEB Cultural Resource Specialist will...	Notify the State Agencies (OSP, LCIS, SHPO)
OWEB Cultural Resource Specialist will...	Notify the Native American Tribes identified by LCIS
(On-site) Project Manager will...	Enforce the work stoppage and buffer

D. Contact Information¹¹

Agency	Position/Contact	Contact Information
Onsite Project Manager	(Name)	(Phone no.)
OWEB Project Manager	(Name)	(Phone no.)
OWEB Cultural Resource Specialist	Shane James	971-345-7756
Contracted Archaeologist ¹²	(Name)	(Phone no.)
Legislative Commission on Indian Services (LCIS)	Primary Contact: Dr. Elissa Bullion, State Physical Anthropologist	971-707-1372
	Secondary Contact: LCIS Office	503-986-1067
 Oregon State Police (OSP)	Primary Contact: Sgt. Ryan Tague	541-576-4393
	Secondary Contact (select one): Dispatch, northern command ¹³	800-442-0776
	Dispatch, southern command ¹⁴	800-442-2068
State Historic Preservation Office (SHPO)	(SHPO archaeologist who reviewed submission)	(Phone no.)
	Primary Contact: John Pouley, State Archaeologist	503-480-9164
	Secondary Contact: Jamie French, Asst. State Archaeologist	503-979-7580
Native American Tribes (add Tribes as provided by LCIS)	(Tribe)	(Phone no.)
	(Tribe)	(Phone no.)
	(Tribe)	(Phone no.)
	(Tribe)	(Phone no.)
	(Tribe)	(Phone no.)
	(Tribe)	(Phone no.)
	(Tribe)	(Phone no.)

¹¹ ***Contact information should be regularly updated for all individuals. Up-to-date contacts for LCIS, OSP, SHPO, and Native American Tribes can be found on the LCIS cultural resources page: [Commission on Indian Services archaeology \(oregonlegislature.gov\)](https://www.oregonlegislature.gov/lcis/cultural-resources). The OWEB Project Manager or OWEB Archaeologist should add contact information specific for each project.

¹² If the project has an archaeological monitor, add their contact information to the Contracted Archaeologist line. If the project does not have a monitor, put n/a on this line.

¹³ Northern command: Benton, Clackamas, Clatsop, Columbia, Crook, Deschutes, Gilliam, Hood River, Jefferson, Klamath, Lane, Lincoln, Linn, Marion, Multnomah, Polk, Sherman, Tillamook, Wasco, Washington, Wheeler, Yamhill)

¹⁴ Southern command: Baker, Coos, Curry, Douglas, Grant, Harney, Jackson, Josephine, parts of Klamath, Lake, Malheur, Morrow, Umatilla, Union, and Wallowa

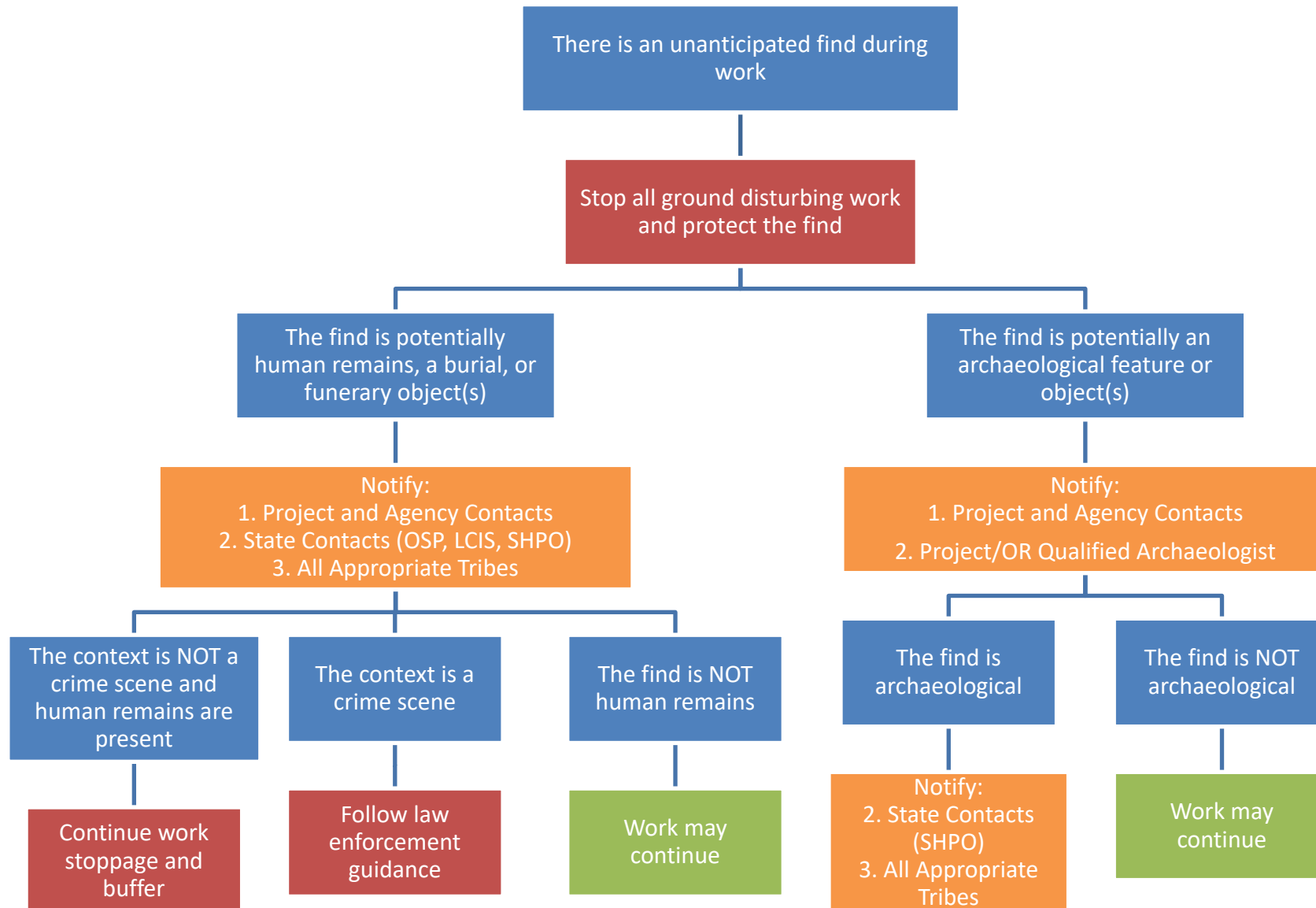
E. Confidentiality Statement

(The project)_____

and employees shall make their best efforts, in accordance with federal and state law, to ensure that its personnel and contractors keep the discovery confidential. The media, or any third-party member or members of the public are not to be contacted or have information regarding the discovery, and any public or media inquiry is to be reported to OWEB. Photos shall not be taken except for when authorized by LCIS, SHPO, and Native American Tribes for identification purposes, and no photos will be circulated publicly or on social media. Prior to any release, the responsible agencies and Tribes shall concur on the amount of information, if any, to be released to the public.

To protect fragile, vulnerable, or threatened sites, the National Historic Preservation Act, as amended (Section 304 [16 U.S.C. 470s-3]), and Oregon State law (ORS 192.345(11)) establishes that the location of archaeological sites, both on land and underwater, shall be confidential.

F. Procedure Flow Chart



G. Visual Reference Guide for Archaeology and Tribal Heritage Items in Oregon

Lithics and Stone Tools



Figure 1. Stone flakes



Figure 2. Stone projectile points



Figure 3. Ground stone tools: (left) pestle, (right) net weights,

Basketry/Cordage



Figure 4. Open diagonal twine basket fragments from Fort Rock Cave (UOMNCH).



Figure 5. Three-strand braid, sagebrush bark from Paisley Caves (UOMNCH).

Shell Middens



Figure 6.

Beads



Figure 7. Dentalium shell beads (UOMNCH).

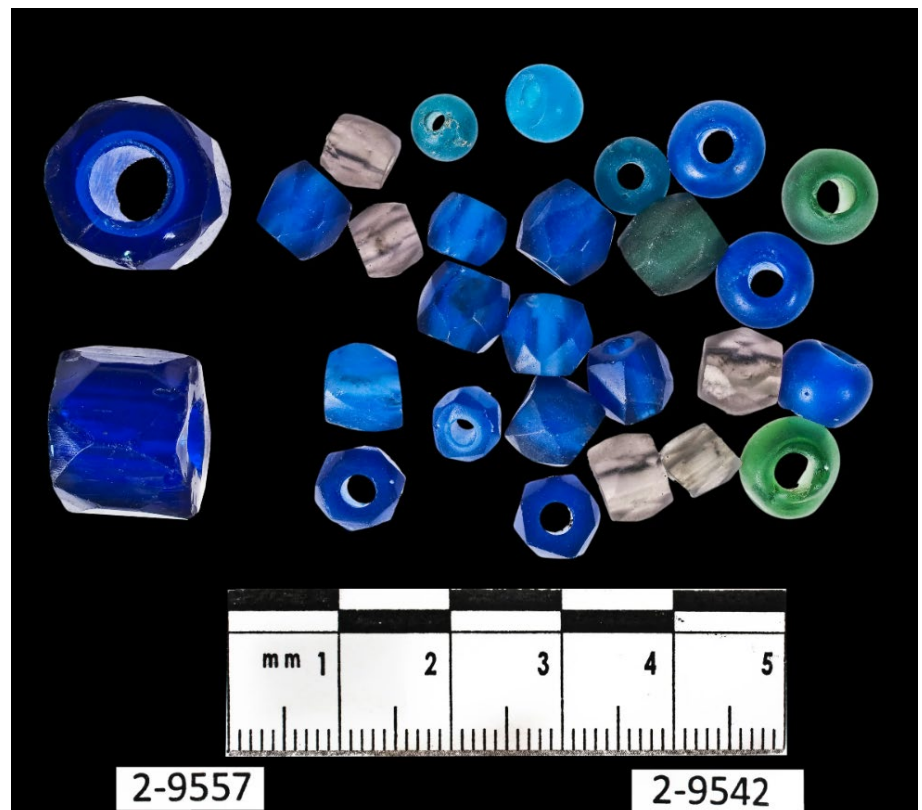


Figure 8. Glass trade beads, Upper Columbia River (UOMNCH).

Fish Weirs



Figure 9. Wooden fish weir (Scott Byram, 2010)



Figure 10. Stone fish weir (Brown and Brown, 2009)

Culturally Modified Trees



Figure 11. Example of peeled pine.



Figure 12. Arborglyph on aspen tree

Historic Artifacts



Figure 13. Historical glass



Figure 14. Historical metal artifacts