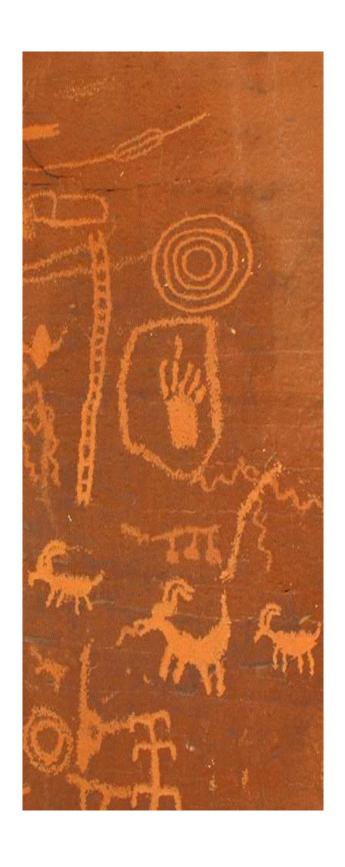


Basic Training Manual 2019







- 1. INTRODUCTION
- 2. PRESERVATION LAWS
- 3. THE SITE STEWARDSHIP PROGRAM
- 4. ARCHAEOLOGICAL RESOURCES
- 5. PERSONAL SAFETY
- 6. SITE VISIT PROCEDURES
- 7. FORMS
- 8. APPENDICES

SECTION 1

INTRODUCTION TO THE PROGRAM

STATEMENT OF PURPOSE

The Nevada Site Stewardship Program is a state sponsored program consisting mainly of volunteer citizens committed to protecting Nevada's cultural heritage. Preservation is accomplished through educating volunteer site stewards to assist land managers in monitoring archaeological, historic, and paleontological resources across the state. These stewards are tasked with monitoring thier assigned archaeological or paleontological sites to assess their condition for natural disturbances, visitor impacts, and evidence of vandalism or looting. Stewards will be assigned to one or more sites for which they will be responsible.

The Nevada Site Stewardship Program has the following goals:

- To preserve archaeological, historic, and paleontological resources for the purposes of conservation, scientific study, interpretation, and their significance to the Native peoples.
- To increase public awareness of the significance and value of cultural resources through education and outreach.
- To promote the acceptance and reinforcement of national, state, and local preservation laws and regulations.
- To discourage site vandalism as well as the illegal trafficking of antiquities and scientifically crucial paleontological materials.
- To promote understanding, cooperation and partnerships between the participating federal agencies, Native Americans and concerned citizens
- To encourage respect and conservation of traditional lands and archaeological resources.
- To assist public land managers with site surveys, document and report new discoveries, and monitor existing sites selected for stewardship.





Figure 1.1. Vandalism to a rock shelter in 2011 Figure 1.2. Bullet holes in a petroglyph 2010

THE NEVADA SITE STEWARDSHIP PROGRAM

In 2005 the Nevada Legislature approved Nevada Revised Statute 383.075 presented by Assemblyman Harry Mortenson (See Appendix I). Signed by the governor in 2005, the measure authorized the creation of a statewide site steward program and provided funding to the State Historic Preservation Office (SHPO) to hire a program coordinator to oversee the Nevada Site Stewardship Program.

The Nevada State Historic Preservation Office maintains an office and funding for the Site Stewardship Program Coordinator. The archaeological and paleontological site stewardship effort in Nevada is a cooperative venture. The NSSP Coordinator works closely with local museums, Interagency Cultural Resource Team, federal, state, and other land managing agencies, and concerned citizens.

The Nevada Site Stewardship Program continues to be a volunteer based effort. Stewards are recruited from concerned citizens who enjoy the outdoors and are willing to share their time and talents to protect the prehistoric, historic, and paleontological resources in Nevada. Professional archaeologists and paleontologists also volunteer their time to assist with monitoring sites and provide additional training opportunities.

SECTION 2

PRESERVATION LAWS

As volunteer site stewards you become "emissaries" of the land owner and the land managing agency. Therefore, it is very important for the stewards to have a working knowledge and familiarity with the local, state, federal, and international laws that have been enacted to help protect archaeological and historic sites and artifacts.

The following is a list of the historic preservation laws that site stewards should be aware of. Links to these laws can be found on our website Stewarding Links page. If you would like full versions of these laws please reference the internet.

Note: The term "Indian" was used historically as part of the language in legislation.

FEDERAL LAWS PROTECTING ARCHAEOLOGICAL AND PALEONTOLOGICAL RESOURCES

- Antiquities Act of 1906
- National Historic Preservation Act of 1966
- The Archaeological Resources Protection Act of 1979 (ARPA)
- Native American Graves Protection and Repatriation Act of 1990 (NAGPRA)
- The Paleontological Resources Preservation Act of 2009 (PRPA)

Key Points:

- Artifacts and fossils found on Federal land belong to the Federal government.
- Federal permits are required for excavation and/or removal of archaeological and paleontological resources from federal lands.
- Archaeological/cultural resources are any material remains of past human life or activities that are at least **100 years** old and of archaeological interest.
- Site locations are confidential.
- It is a felony violation to disturb a cultural site.

STATE AND LOCAL LAWS PROTECTING ARCHAEOLOGICAL AND PALEONTOLOGICAL RESOURCES

- Nevada State Antiquities Law of 1959
 - o Protects Archaeological and Paleontological Resources
- Nevada Revised Statute 381
 - o Preservation of Prehistoric and Historic Sites (1979)
- Nevada Revised Statute 383
 - o Protection of Indian Burial Sites (1989)

Key Points:

• Archaeological and paleontological resources are protected on state lands.

- Vandalism such as writing on, painting, or carving initials or words or in any other way
 defacing historic or prehistoric sites, monuments, objects, Indian paintings, or historic
 buildings is illegal on State Land and can be prosecuted.
- A permit is required for archaeological and paleontological investigations.
- The state can seize objects collected without permission.

NEVADA REVISED STATUTE 383.075; Nevada Site Stewardship Program (2005)

- Protect cultural resources located on public land.
- Increase public awareness of archaeological resources.
- Discourage acts of vandalism through public outreach.
- Support cooperation among government agencies, private industries, Native American Tribes and persons who wish to protect archaeological resources.

COLLECTION OF ARTIFACTS AND FOSSILS ON PUBLIC LANDS

SITE STEWARDS WILL <u>NOT</u> COLLECT OR MOVE ANY ARTIFCTS OR FOSSILS UNLESS EXPRESSLY INSTRUCTED TO DO SO BY THE AGENCY THEY ARE MONITORING FOR IN WRITING!

SECTION 3

THE SITE STEWARDSHIP PROGRAM

OVERVIEW OF SITE STEWARD DUTIES

Monitoring duties include:

- Making regular site visits.
- Submitting Site Monitoring Reports.
- Documenting the site condition, presence of visitors, and identifiable areas of disturbance while at the site.
- Taking photographs of the site condition and impacts to the site, labeling any photographs, and maintaining a photographic log.
- Notifying the NSSP Office as soon as possible of any recent impacts to the site from looting or vandalism.
- Assisting the land manager by reporting the need for protective measures that may be appropriate for a site, such as signs and barriers.
- Notifying the NSSP Office of discrepancies discovered in the existing site documentation, maps, diagrams, and other information.

RESPONSIBILITIES OF SITE STEWARDS

- Sign and abide by the Code of Ethics including maintaining confidentiality of site location and information.
- The Stewardship Agreement with the State Historic Preservation Office.
- Maintain a current signed Volunteer Agreement with each agency for which you monitor sites.
- Maintain frequent communications with the NSSP Office and your regional coordinator(s).
- Visit the site(s) assigned to you and your partner approximately four times a year (at least once a quarter), if possible.

- Turn in Site Monitoring Reports, Photographic Logs, images, maps and other documentation at regular intervals to the NSSP Program Coordinator.
- Do not contact or discuss your site or stewardship with the media.
- Should you decide to end your career as a site steward, it is your legal responsibility to return all of the photographs and paperwork related to your site and any equipment belonging to the Nevada Site Stewardship Program to the NSSP Office.

WHO IS INVOLVED

- **1. Federal, State, and Other Agency Representatives** are paid employees of the land managing agencies. They are the agency's contact point or liaison for the NSSP regional coordinators and site stewards. These individuals are usually archaeological resource managers.
- **2.** Nevada Site Stewardship Coordinator, State Historic Preservation Office (SHPO), is a paid position as mandated through legislation to oversee Nevada's site stewardship program. The coordinator acts as the trainer, the nexus of communication and as the record keeper for the program.
- **3. Regional Coordinators** are volunteers who serve as the liaison for the stewardship program. They work with the program managers and agency archaeologists to help ensure site stewards are fully supported in the field.
- **4. Site Stewards** are volunteers who provide the backbone of the Nevada Site Stewardship Program. They are driven to preserve prehistoric, historic and paleontological resources for the purposes of conservation, scientific study, and interpretation. They are accountable to the land managers for whom they provide a monitoring service through turning in Monitoring Reports, Photographic Logs, and images.



Figure 3.1 Agency Representatives, NSSP staff, the Regional Coordinator, and Site Stewards at an appreciation picnic in Lincoln County 2014.

SECTION 4

ARCHAEOLOGICAL RESOURCES

As site stewards you will visit archaeological sites to monitor and report any changes in their condition. The work you do today will help protect these treasures for future generations to enjoy.

ARCHAEOLOGY

Archaeology is a method for studying past human cultures by looking at the things people left behind. Archaeologists analyze *sites* and *artifacts* looking for clues about past behaviors, values and beliefs.



Figure 4.1 Volunteers visiting a site in the Austin-Tonopah Ranger District in 2015

TERMS

Artifacts are objects that show evidence of use or alteration by humans. There are three kinds of artifacts:

- **Prehistoric artifacts** were used prior to written history, which, in North America, is considered to have been before the intrusion of Europeans. Examples are arrowheads, manos and metates, and ceramic vessels and sherds.
- **Historic artifacts** were used during written history but more than 50 years ago. Examples are purple glass, tin cans sealed with solder, and parts of wagons.

Features are any non-portable remains of human activity, such as hearths, roads or houses. One or more features can make up a site, but not all sites have features.

Archaeological Sites are places where human activity occurred and tangible evidence remains. Sites usually have concentrations of artifacts and/or features that reflect activities of past people. Examples are prehistoric ruins, rock art, historic mining camps, and railroad construction sites. These areas are usually, but not always, accompanied by artifacts or features.

Site Monitoring involves identifying the condition of a site and periodically checking on the site for changes in the condition. Changes can be caused by nature (water erosion, wind, animal activity or fire) or by man (vandalism, vehicle traffic, collecting or grazing activities). Site monitoring helps establish measures to protect and preserve sites for future study or enjoyment.

SECTION 5

PERSONAL SAFETY

SAFETY COMES FIRST!!

- Above everything else to remember, safety always come first.
- Never attempt to do something you do not feel comfortable doing.
- Use common sense.
- Be prepared for the unexpected.

A FEW IMPORTANT REMINDERS

Guns - Regional Coordinators and Site Stewards are not allowed to carry guns while conducting Site Stewardship Program duties.

Off Highway Vehicles (OHV) - Off highway vehicles (all-terrain vehicle, all-terrain motorcycle, dune buggy, snowmobile, and quads or any other vehicle used on public lands for the purpose of recreation) are not permitted while conducting Regional Coordinator or Site Stewardship activities.

Other Restrictions

While you are on duty you may not:

- Consume intoxicating beverages
- Possess or use any illegal drugs
- Fight or participate in discrimination, sexual harassment, or violent or threatening behavior

Violation of any of the above prohibitions may constitute grounds for dismissal or other appropriate action.

CHECKING OUT AND CHECK IN

All stewards are required to check-out and check-in with at least one, if not two, designated people. Check for agency requirements, as they may have specific procedures for checking out and in. Remember to *check-out* in advance of leaving for your site and to *check-in* immediately upon your return. Please provide a fully completed Contact Page and the appropriate agency Emergency Check Out/In Emergency Contact Numbers to your designated person when checking-out. This paperwork should include:

- The general route and approximate destination
- Expected time of return
- Information about monitor partners
- Vehicle information
- Emergency medical information

• Who to contact if you do not return by the expected time

ALWAYS REMEMBER TO CHECK-IN UNPON RETURNING!!!!

STEWARD ATTIRE

Suggested clothing for stewarding in a variety of situations includes the following:

- **Undershirt:** polypropylene or polyester
- Pants: Synthetic fabric
- Long sleeve shirt: Synthetic fabric
- Hooded shell jacket and pants: For wind and water protection
- Hat and mittens: Can be necessary on summits
- Socks: light wicking inner socks and heavier outer socks, plus dry spares
- Boots: Hiking boots with good support and tread. Sneakers are not recommended!!
- Gaiters: to keep mud, water, and rocks out of your boots
- **Personal Emergency Information Form:** to have on your person in the event of an emergency

It is highly recommended to wear synthetics and/or wool when stewarding.

STAYING ALIVE – STEWARD SAFETY KIT CHECKLIST

What are the absolute backcountry essentials? Of course, some necessities depend on where, in what season, and how long your adventure will be.

MUST HAVE STEWARDING SUPPLIES

- 1. Camera (digital or film) telephoto and wide angle lenses are useful
- 2. Digital Photo Memory Card (SD, XD, Compact flash, etc.) preferably with no personal pictures on it—or extra film and batteries
- 3. Binoculars
- 4. Notebook with site information and site notes and to record vehicles and activity in the area
- 5. Site Monitoring Report Form and Photographic Log
- 6. Vandalism/impact reporting procedures with phone numbers
- 7. Volunteer agreement and ID Card

MUST HAVE SAFETY SUPPLIES

- 1. WATER
- 2. Compass and/or GPS
- 3. USGS topographic quadrangle map of the site area
- 4. First aid kit
- 5. Emergency Numbers Page with agency contacts with phone numbers
- 6. Batteries
- 7. Appropriate clothing (see below)

SHOULD HAVE

- 1. Cell phone, CB or radio
- 2. Emergency car repair kit

OTHER SUGGESTED SUPPLIES

NAVAGATIONAL NECESSITIES

- Area maps and guides
- Permits, if needed
- Compass
- GPS equipment

TOOL BOX

- Pocket knife
- Duct tape
- Nylon cord
- Leather gloves
- Hammer
- Various pliers
- Small adjustable socket wrench
- Adjustable socket wrench
- 10" adjustable wrench
- 12" adjustable wrench
- Adjustable wrench (crescent)

FIELD RECOVERY GEAR

- Tire-changing tools, including good jack
- Tow strap with attaching hardware
- Shovel
- High-lift jack
- Planks for traction or jack support
- Carpet remnant for traction

EMERGENCY SUPPLIES

- Spare ignition key
- Jumper cables

- Two flashlights (check batteries)
- Tire sealant and pump
- Five-gallon collapsible water container (filled)
- Emergency flares
- Fire extinguisher (halon preferred)
- Full size, inflated spare tire
- Extra fuel and radiator coolant
- Radiator stop leak
- Extra engine oil and brake fluid
- Spare fan belt and radiator hose
- Magnesium flint (fire starter)

PERSONAL SAFETY

- Cell phone
- Personal locator beacon (not linked to online tracking)
- First aid kit
- Bite kit
- Spare medicine/prescriptions
- Spare eyeglasses
- Sunscreen
- Iodine tablets
- Whistle
- Space blanket
- Waterproof matches/container
- Hat and jacket
- Insect repellant
- Electrolyte Tablet

SECTION 6

SITE VISIT PROCEDURES

SITE VISITS – AN OVERVIEW

The primary activity of the site steward is to maintain a regular schedule of field visits to his/her assigned site(s) and report his/her findings.

The process that occurs after training is outlined below.

- For safety purposes, NSSP would like stewards to work in teams of two (2) or more.
- Each team will be assigned at least one site and provided Volunteer Agreements.
- Once the stewards have valid Volunteer Agreements, the stewards are taken on a baseline site visit with the Regional Coordinator and an Agency Representative.
- After your introductory baseline visit, you will be asked to conduct regular site visits to assess if there have been any impacts to the site. Each visit, you will fill out a Site Monitoring Report and, if you take photographs, a Photographic Log. These reports are then sent to your Regional Coordinator and the NSSP Office for processing. A complete step by step guide on how to fill out the forms and when to do what is provided in Section 6.

PHOTOGRAPHING YOUR SITE

Photography is a vital aspect of site monitoring. It provides a visual record of the state of the sites at the time the photo was taken and can be used in legal cases against vandals and thieves. Stewards should always carry a digital camera when they visit a site and take pictures regularly.

Stewards should keep a copy of their photos for their own reference and send another copy with the Photographic Log and accompanying Site Monitoring Report to the Regional Coordinator and NSSP Office after each visit.

Types of Photographs

• Approach Photos: Many sites have complicated routes to get to them and taking photos of major landmarks on the way to your site during your baseline visit may assist you in finding the site during future visits. These photos include photos of the parking lot, of important signs, of roads and trail, and of intersections with other trails/roads.

- Overview/Context Photos: These are photos of the entire or large sections of the site and the surrounding landscape. Overview photos provide information about where in the site structures/features are situated, what the surrounding area looks like, and how all aspects of the site are related. These photos also make it easier to find the site, features and impacts again by showing where they are in the bigger picture.
- <u>Distinctive Structures</u>, Features or Rock Art Panels: It is important to take detailed photos of the features within your site during your baseline and subsequent visits. These attributes are often the focus of any damage at the site.
- <u>Impacts at the Site:</u> These include graffiti, damage to the site, evidence of camping, natural erosion, wildfires, and any other changes to the site. The primary purpose of site stewardship is to document impacts. So remember take several photos and fully describe where you found the impact. An accompanying overview picture to show where the impact is in the greater context of the site,
- Artifacts in Place: These need to be documented so you can identify if anything is missing on your next visit. Please remember to utilize the color photo scale provided in the site kit when photographing artifacts or fossils. The arrow should always point toward north.

Scale

To demonstrate the relative size of any object that you are photographing, always use an object of known size within the photo. The NSSP provides several scales within the stewarding site kit to be used when photographing small objects. When photographing large objects, such as a structure, having a human in the picture will provide a good comparison for relative size.



Figure 6.1 Using a scale when photographing artifacts
Figure 6.2 Using a human for a scale when photographing large objects

Baseline Photos

During the steward's initial baseline site visit, they will be expected to photo document the entire site. These photos are called the **baseline photos** and can then be used during future visits as a reference to identify changes to the site.

Baseline photos should include:

- Approach photos
- Overview/Context photos
- Feature photos
- Impact photos
- Artifact photos

Regular Site Visit Photos

After the baseline site visit, stewards are expected to look for changes to the site.

Regular site visit photos should include:

- Overview/Context photos for impacts
- Impact photos
- Tires, footprints, and license plates (if vandals are at the site or there is sever vandalism)

Photo Logs

It is important to always use a photo log when taking pictures of your site. This document assists land managers in identifying the subject of the photos and provides vital information for relocating the impacts in your report.

In the photo description, please include information such as what the photo is of, where it was within the site, and if it is a new or old impact. Also, note which direction you are facing when you take the photo.

To assist law enforcement in relocating impacts, it is highly recommended that you include GPS coordinates of the location where you took the photo. Please note what coordinate system you are using on your photo log. The NSSP Office and the federal agencies would prefer coordinates be in UTM with NAD 83. However, any coordinates are better than none.

Photo Points

Taking photographs of the site from the same place and from the same direction (see Photo Points in Appendix XII) will allow for easy comparison of photos from one visit to the next. This is especially important for annual baseline photographs.

For example:





These photos are not comparable.





These photos are comparable.

Some land managers may want to set up a marker for a specific photo point so you can use the same spot each time. This should be established on the site map. If they do not have photo points for you, you should choose your own and use them for all subsequent visits.

Photo Ownership

The photos you take of your assigned site belong to the land managing agency and cannot be used on the internet or sold.

Never put yourself in danger when photographing a site. Your safety is the most important thing to the Site Stewardship Program.

SECTION 7

FORMS

UNDERSTANDING THE PURPOSE OF FORMS

Please remember, each time a steward goes out to their site, the paperwork they are asked to fill out is *crucial* because it provides a history of the site, even if nothing has changed!

TYPES OF FORMS

The Nevada Site Stewardship Program (NSSP) has several forms that need to be completed by stewards at various times. These forms range from preserving a record of historical resources to ensuring personal safety. The following is a brief summary of the forms, including who fills them out and when:

At the Site Steward Class

Code of Ethics - Signing this agreement indicates that you have been trained on the laws pertaining to historic preservation and agree not to share your site information with anyone.

NSSP Stewardship Agreement - This form is the legal support for the program, fulfilling several purposes: it is a stewardship pledge, state liability waiver, photo release and information release.

Class Evaluation - We want to know what you think of the class. We welcome constructive criticism and ideas for making this class better.

Baseline Visit

Volunteer Agreements and Insurance

Volunteers must sign a Volunteer Agreement with each local land managing agency for which they volunteer. The duties, access, and equipment use are defined on each Volunteer Agreement, and will serve as your permit to carry out these activities while working for the land manager. These agreements must be updated annually and they cover you by federal workmen's compensation insurance.

All Visits

Personal Emergency Information Page – Fill-out for emergencies while stewarding.

Site Monitoring Report - Complete this report **EVERYTIME** you go out to your assigned site. This document records in detail the degree of impact or the lack of change to the sites.

Photographic Log - This log is used to document your site through photographs. Please describe what is important about each photo in this log.

HOW TO FILL-OUT THE STEWARD FORMS

Site Monitoring Report

The Monitoring Report is the most important document for you, as a steward, to complete.

Fill out a report for every site visit. Do not include more than one site per form.

• For example: If you visit 3 different sites, you should turn in 3 different Site Monitoring Reports.

Please remember that when impacts are observed at levels 3 or 4, you will need to turn in the form as soon as possible and follow the Site Action Guidelines.

How to complete a Site Monitoring Report:

- Be sure to include the site name and/or number on every report. This information will be provided on the site assignment form provided to you on your baseline visit.
- Be sure to list every person who went to the site on that visit.
 - o If a regional coordinator accompanied you to the site, put a (rc) next to their name.
 - o If an agency person accompanied you, put an (ap) next to their name.
- Only submit one Site Monitoring Report per site visit.
 - o For example: Jane, John, and Joe went to site ABC on 7-12-12. Just Jane can submit the one Site Monitoring Report needed for their visit to that specific site.
- Mileage is only listed for individuals who drove. If individuals drive to the carpooling site, those miles should be listed on the Site Monitoring Report as well.
 - o For example: Jane drove 8 miles round trip to Joe's house. John drove 13 miles round trip to Joe's house. Joe drove everyone to the site and back for a total of 56 miles. Jane will have 8 miles reported, John will have 13 miles reported, and Joe will have 56 miles reported. They may each list their individual costs incurred for this travel.
- Hours are for each outing to visit sites. Sometimes you will visit more than one site in a day. Please only include the hours on one Site Monitoring Report and note that the hours include visiting additional sites.
 - o For example: Jane visited 3 sites in one day. She spent a total of 15 hours getting prepared, driving, visiting the sites, and filling out all of the paperwork. She should only report a total of 15 hours on one of her 3 Site Monitoring Reports and note that those hours include visiting the other two sites as well.

- Please, provide the agency such as BLM, USFS, USFW, (etc) and Office such as Bridgeport, Death Valley, etc. This information should be provided by the Regional Coordinator at the baseline visit.
- If the impact level is a 1-4 (see site action guidelines for more information), please include a detailed description and, if possible, photographs of the described impact. If needed, write on an additional page. We want ALL of the information.
- Impact photos are strongly encouraged.
- Baseline photos are taken and submitted annually for comparison purposes.

MONITORING REPORT

(PLEASE PRINT)

Site Name: West Site Site Number (Trinomial): 26XY233 Date of Visit: 10/01/2012					
Monitoring Party Names	Driver	Mileage	Hours*	Cost	
Alex James		204	2.5	\$35	
Jana James			2.5		
*Hours: Total volunteer time including preparation for site vi	isit, travel time, tir	ne at site, and t	ime doing paperw	vork	
Agency: BLM Distric	t Office/Field Of	fice/Area/Park	:: Southern Neva	ada	
Site Condition: Impact Le	vel:1_				
0 = No change 1 = Minor 2 = Site distur (Please describe impact for levels 1-4 in		•		e	
Nature of Impact/Damage: (Check all that apply)					
□ Trash/Dumping □ G □ Bullet Holes □ F □ Camping □ G □ Trails □ G □ Artifact/Fossil Damage □ R □ Wildfires □ A	Digging Graffiti Fencing/Gate Dan Campfire Cattle Grazing Rock Art Damage Animal Activity Frosion		Sign Do Vehicle Artifact Structu	ors Pile all Damage own/Damage Tracks/Parking c/Fossil Removed ral Collapse rt Exfoliation	
Comments and Concerns: A small path was made a archaeology.		rn end of the	site but didn't di	sturb any	
Impact Photo(s) Attached Baseline Photo(s) Attached		please use ba	ck side if necessa	ary)	
Photography Guidelines:					

Please include $\underline{\text{photos}}$ of impacts with a photographic log. Also remember to submit yearly baseline photos. Page 4 of 11

Site Action Guidelines

Undisturbed (Impact level 0)

Ideally, you will find your site undisturbed and largely unchanged.

<u>Actions:</u> The steward completes a Site Monitoring Report and emails or mails it to both their Regional Coordinator (supervising volunteer) and the NSSP Office within 3 days.

Minor Disturbance (Impact level 1)

The key to this designation is that the impact affects the location but not the resource itself. Examples include: minor trash, increased foot or vehicle traffic, and damage to trails, signs, and other resources and/or the creation of new trails on the way to the site.

<u>Actions:</u> The steward completes a Site Monitoring Report and emails or mails it to both their Regional Coordinator and the NSSP Office within 3 days. They need to include, if taken, photos of the impact and a photographic log.

Disturbed (Impact level 2)

A site is considered disturbed when the resource has been rearranged, covered, or moved but not damaged. Example include: collector's piles, artifacts or features disturbed, minor graffiti not directly on the resource, large amounts of trash, and camping at the site.

<u>Actions:</u> The steward completes a Site Monitoring Report and emails or mails it to both their Regional Coordinator and the NSSP Office within 3 days. They need to include a photographic log and photos of the impact.

Damaged (Impact level 3)

The site has been damaged by human activity or by natural forces. Examples include: Graffiti, looting, gunshot damage, digging, destruction of all or parts of the resource, and structural collapse.

<u>Actions:</u> The steward contacts the NSSP Office or the Land Manager **as soon as possible**. Then they complete a Site Monitoring Report, Photographic Log and send them with the images to their Regional Coordinator, the NSSP Office and, if requested, the Land Manager.

Looters or Vandals at Site (Impact level 4)

Individuals are currently at the site looting, vandalizing, or participating in illegal activities.

<u>Actions:</u> As soon as possible, the steward should contact **dispatch or emergency services**, the Land Manager and the NSSP Office. Then, as soon as possible, , they should complete a Site Monitoring Report, photos and photographic log, if photos can be safely taken, and send them to their Regional Coordinator and the NSSP Office.

Photographic Log

How to complete the Photographic Log:

- Include the site number and/or site name the same way it is written on the Site Monitoring Report.
- Image name/number is the way the photograph is saved and submitted to NSSP.
 - o For example: 13725.jpg or you can rename them CowCreek1.jpg or 1.jpg 2.jpg etc.
- Photo description is very important. Feel free to write more than the box permits.
- Direction of View is simply N, E, S, W, NE, SE, NW, SW.
- The UTM used by the federal agencies is usually NAD 83. UTM_NAD is not required, but location information is always useful.

Submitting Monitoring Reports, Photographic Logs, and Images

- As soon as possible, prepare your reports to be emailed or mailed to the NSSP Program Coordinator and your Regional Coordinator.
- Additional copies of these reports are found in the Appendix, on the accompanying CD and on the NSSP website.
- <u>If you are emailing</u>, please name your files clearly.
 - The Monitoring Report name should include site name, date, and an indication that it is a Monitoring Report (ex. ABC Site 7-12-12 MR).
 - Name your Photographic Log similarly (ex. ABC Site 7-12-12 PL).
 - Each image should be named how it is listed on the Photographic Log.
 - o We can accept the majority of file formats.
 - Email the Monitoring Report, Photographic Log, and Images to the NSSP Monitoring Report email address (provided in class) and to your Regional Coordinator's email address (also provided in class).
 - Note: You may need to send multiple emails in order to provide all of your photos.
- <u>If you are mailing</u>, please address the envelope:

State Historic Preservation Office NSSP Reports 4747 W. Vegas Dr. Las Vegas, NV 89108

You will receive a confirmation email or phone call once your report has been received.

PHOTOGRAPHIC LOG

(PLEASE PRINT)

Site Number (Tring	omial): 26XY233	Site Name: We	est Site	Page No	
Photographer Name: Jane Doe			Date Photo was Taken: 10/1/2012		
Image Name/Number		Description ne and description)	Direction of View	UTM – NAD <u>27</u>	
1	A trail through the	south end of the site	West	11S 600000E 4000000N	

SECTION 8

APPENDICES

APPENDIX I

Glossary of Terms

APPENDIX II

Agency Collection Policies

APPENDIX III

Photo Points

APPENDIX IV

Hot and Cold Weather Safety

APPENDIX V

Program Contact List

APPENDIX I

GLOSSARY OF TERMS

ACEC - Area of Critical Environmental Concern - BLM

Anthropomorph – a rock art term for a human-like figure.

Archaeological District – is a grouping of archaeological resources related to one another in a clearly distinguishable way. This relationship can be a time period, culture, or other characteristics. Districts may be prehistoric, historic, or contain components from both periods.

Archaeological Monitoring – involves identifying the condition of a site and watching over the resource in an effort to recognize and protect associated features and artifacts. This activity is usually done in relation to potential or pending impacts of a site including visitation.

Archaeological Resources – include artifacts, features, sites and districts from both prehistoric and historic time periods. These resources may be of regional, national or international significance. Archaeological Resources are sometimes combined with *Cultural Resources*.

Archaeological Sites – are concentrations of artifacts or features that reflect activities conducted by prehistoric and/or historic people. Examples are prehistoric ruins, rock art, mining camps, and railroad construction sites. These areas are usually, but not always, accompanied by artifacts or features.

Archaeology – the systematic study of past human life and culture by the recovery and examination of remaining material evidence, such as graves, buildings, tools, and pottery.

Archaic – from earlier people or an earlier time period.

ARPA – the Archaeological Resources Protection Act.

Atlatl – a wooden handle (about 24 inches long) that is used to cast or throw darts with great accuracy and tremendous force. The darts are about 5 or 6 feet long and are flexible and look like oversized arrows.

Artifact – any object made, used, or modified by humans.

Attribute – characteristic or property of an object such as size, color, or shape.

Baseline – a standard of comparison. Your first site visit provides you something to compare your future visits to so it is called a baseline visit. Annual photographs are called baseline photographs because they also provide a point of reference.

Biface – a stone tool, such as a projectile point, that was worked on both sides.

BLM – Bureau of Land Management

BOR – Bureau of Reclamation

Context – the relationship artifacts have to each other and the situation in which they are found.

Collectors Pile – collection of lithics, sherds and other material moved from its original context by site visitors – also called a Trophy Pile.

Carsonite – a sign placed in soil to educate, inform, and mark federal boundaries, often indicating what is allowed and not allowed in a particular area.

Data – information, especially information organized for analysis.

Datum – a known point or location that is used as a basis for measuring.

Deface – spoiling or marring the surface or appearance of something.

Diagnostics – artifacts that have been determined by scientific methods to occur during a certain period of time or within certain geographical areas.

Features –any non-portable remains of human activity, such as a hearth, road or house.

Fossils – are paleontology resources consisting of remains or traces of plants and animals that existed in a previous geological period.

GPS – Global Positioning System is a satellite-based navigation system made up of a network of 24 satellites placed into orbit by the U.S. Department of Defense. GPS was originally intended for military applications, but in the 1980s, the government made the system available for civilian use. GPS works in any weather conditions, anywhere in the world, 24 hours a day.

Great Basin – a term applied to the geographic area centered on Nevada, including eastern California (to the crest of the Sierra Nevada), western Utah (to the crest of the Wasatch Range), south-central Oregon (to the southern Cascades), and small parts of southeastern Idaho and southwestern Wyoming. It is unique as no drainages go to the ocean.

Interpretative Site – highly visible, well known and/or easily accessible sites with signs, kiosks, or other markers to identify them for the public.

Land Manager – an employee of a federal land managing agency (such as the Bureau of Land Management) with authority to decide how land under the jurisdiction of the agency and the resources on it will be used.

Lithics – artifacts made from stone such as projectile points, bifaces, scrapers, drills, etc.

Mano – Spanish word for "hand". This is an artifact used to grind materials on metates. This is the term for the portion that is held by the hand that moves back and forth or the upper grinding surface. These can be one-handed or two-handed in size.

Metate – a Central American term for a flat stone used for grinding. This is the term for the nonmoving or stable lower grinding surface.

Midden – a mound of trash that may include dark organic looking soil, charcoal, broken pottery, bones, lithic material, etc.

NCA – National Conservation Area (example Red Rock Canyon, Black Rock Desert)

NDOW – Nevada Department of Wildlife (Game Warden)

NPS - National Park Service

Obsidian – a hard, dark, glassy, volcanic rock that is formed when lava cools.

OHV – Off Highway Vehicle

ORV – Off Road Vehicle

Paleo – ancient or long ago.

Paleontological Localities – a place where a fossil is visible in the ground.

Pecking – method of creating a petroglyph using a sharp pointed rock.

Petrified Wood – is a paleontology resource of ancient wood that has been turned into rock over a long period of time.

Petroglyph – a design chiseled or chipped out of a rock surface.

Pictograph – a design painted on a rock surface.

Pit House – a home built partly underground by ancient peoples.

Page 3 of 4

Pleistocene – the ice age(s) and period in the world's history from about one million years ago until about 10,000 years ago. During this period of time much of the earth was covered with ice.

Pottery – earthenware or clayware pots, cups, bowls, and other dishes or objects that were made from clay and hardened by heat.

Public Site – this designation can only be made by the land managing agency.

Rock Writing – a general term for the pecking, incising, or painting of designs onto rock surfaces.

Rock Art Panel – a group of pictographs or petroglyph figures.

Shard – a fragment of broken glass.

Sherd – a fragment of broken pottery.

SHPO – State Historic Preservation Office

Spalling – thin pieces of rock breaking off naturally through freezing and thawing as well as heat.

Survey – a systematic examination of the surface of the land for the purpose of locating and recording archaeological sites.

Timeline – a visual representation of events in chronological order.

Tinaja – a Mexican word for a natural hole in rock that can catch and hold water.

Wickiup – a hut, usually an oval base, constructed with a rough brushwood frame covered with reed mats, grass, or bark.



Figure A-1. Example of a Tinajas from Gold Butte Clark County 2006.

APPENDIX II

AGENCY COLLECTION POLICIES

Bureau of Land Management - Archaeological artifacts and sites on land managed by the BLM are protected by numerous laws that began with the American Antiquities Act of 1906 and include the Archaeological Resources Protection Act of 1978 (ARPA). It is **illegal** to collect or disturb archaeological materials on public land without a permit issued by the BLM or the appropriate land-managing agency. These permits are granted to qualified archaeologists associated with institutions or contracting firms. Violators will be subject to criminal penalties.

- Fossils are paleontology resources consisting of remains or traces of plants and animals that existed in a previous geological period. They are unique, nonrenewable resources that provide clues to the history of life on earth and are considered to have scientific value. Anyone may collect invertebrate and plant fossils (other than petrified wood) in "reasonable" amounts. Vertebrate fossils may be collected only by persons who possess permits issued by the BLM. These permits are granted to individuals associated with educational and research institutions.
- **Petrified Wood** is also a paleontology resource. Subject to certain limitations, anyone may collect petrified wood. The allowed maximum per person per day is 25 pounds, plus one piece, or 250 pounds per year. Collection of a single specimen weighing more than 250 pounds requires a permit from the BLM.

Black Rock Desert High Rock Canyon Emigrant Trails National Conservation Area, Winnemucca – no artifacts, fossils or plant materials may be collected within the boundaries of National Conservation Area (NCA).

Red Rock Canyon National Conservation Area, Las Vegas— no artifacts, fossils or plant materials may be collected within the boundaries of National Conservation Area (NCA).

Sloan Canyon National Conservation Area, Las Vegas – no artifacts, fossils or plant materials may be collected within the boundaries of National Conservation Area (NCA).

Wilderness Lands - no artifacts, fossils or plant materials may be collected within the boundaries of any land that has been designated as Wilderness. In addition, no mechanized vehicle may enter this type of land designation except wheelchairs.

Bureau of Reclamation - no artifacts, fossils or plant materials may be collected within the boundaries of any Forest Service lands without an official permit.

Fish and Wildlife – no artifacts, fossils or plant materials may be collected within the boundaries of any Fish and Wildlife lands without an official permit.

Forest Service – no artifacts, fossils or plant materials may be collected within the boundaries of any Forest Service lands without an official permit.

*National Park Service - No natural, cultural, or archaeological resources or parts there of may be collected within the boundaries of any unit of the Nation Park System without an official permit. The use of metal detectors is also prohibited without a permit.

APPENDIX III

PHOTO POINTS

Photo points are photos taken over time which share exactly the same composition and allow relatively slow processes to be tracked.

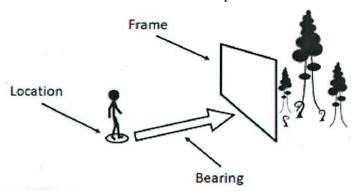
How to create your own photo point photos

For photo points to be most effective there are several tips which will help you achieve the best results. Some relate to creating a good composition and some relate to enabling that composition to be repeated in the future. As photo points can be taken over long timeframes, and will often be repeated by different people, using the correct terminology in describing them makes this much simpler;

"Location" – the location from where the photo is taken.

"Bearing" – the bearing from the photo point location to centre of the frame.

"Frame" – the actual frame of the photo



A constant composition

The easiest way to do this is primarily to use a location which is a solid object such as a distinctive tree or fencepost. Make sure you note down the location so it can be easily found in the future, by you or someone else. Recording the coordinates of the location is great if you can.

Retaking photos

When it comes to repeating your photo point photo, a good tip is to take a copy of your last one with you. If you can't do that, a small sketch of the composition or some simple notes will help you maintain a constant composition. That is easy if you set up a simple frame the first time with a long-term reference point in the centre of the frame or a static object such as fence or stream along one edge.

Entire document edited from

www.openspace.org.nz/Site/Managing_your_covenant/Photopoints/default.aspx

APPENDIX IV

HOT AND COLD WEATHER SAFETY

Hot Climate Safety

The Heat Equation

High Temperature + High Humidity + Physical Work = Heat Illness

When the body is unable to cool itself through sweating, serious heat illnesses may occur. The most severe heat-induced illnesses are heat exhaustion and heat stroke. If actions are not taken to treat heat exhaustion, the illness could progress to heat stroke and possible **death**.

Warm Weather Survival Tips

- **INFORM** someone where you are going, your route and when you expect to return.
- STICK TO YOUR PLAN!
- **WATER** carry at least one gallon per person per day. Take an extra 5 gallons per car.
- **VEHICLE** must be in good condition sound battery, hoses, spare tire, spare fan belts, good tools and reserve gas and oil.
- **WEATHER** keep an eye on the sky. Flash floods may occur any time thunderheads are in sight, even though it may not rain where you are.
- VEHICLE BREAKDOWN if your vehicle breaks down, stay near it. Your emergency supplies are there. Raise the hood and trunk for "Help Needed." A vehicle can be seen for miles but a person on foot is very difficult to find. Leave the disabled vehicle only if you are positive of the route to help. Leave a note for rescuers of the time you left and the direction you are taking.
- **SHADE** should be used when available. Erect a shade from tarps, blankets, seat covers, anything to reduce the direct rays of the sun. Do not sit or lie directly on the ground. It may be 30 degrees hotter than the air.

- WALKING OUT if you must walk out, rest for 10 minutes for each hour of walking. If you are not normally physically active, rest up to 30 minutes each hour. Find shade, sit down and prop up feet. Adjust shoes and socks. Do not remove shoes; you may not be able to get them back onto swollen feet.
- **DRINK** water if you have it. If water is limited, keep your mouth closed. Do not talk, do not eat, do not smoke, and do not drink alcohol.
- **CLOTHING** should be kept on. It helps to regulate body temperature and reduces dehydration rate. Cover your head! If a hat is not handy, improvise a head covering.

Prevention of Heat Related Illness

- Learn the signs and symptoms of heat-induced illnesses.
- Drink plenty of cool water.
- Wear light, loose-fitting, breathable clothing.
- Take frequent short breaks in cool shaded areas to allow your body to cool down.
- Avoid eating large meals before working in hot environments.
- Avoid caffeine and alcoholic beverages.
- Be aware that certain medications may effect you differently in hot environments.

Dehydration

- The color of your urine is directly related to your state of hydration/dehydration. You want your urine to be pale yellow. The darker the yellow, the more dehydrated you are.
- Drink at least 8 to 12 large glasses of water throughout the day.
- Caffeinated drinks dehydrate limit your consumption.
- Sport drinks can provide supplementary electrolytes.
- If you have not urinated in 4 hours you are at risk of being dehydrated.

Heat Exhaustion

What happens to the body?

- Headache
- Dizziness/light headedness
- Weakness
- Vomiting
- Pale, clammy skin
- Mood changes (irritable or confused)
- Feeling sick to your stomach
- Decreased and dark colored urine
- Fainting

What should be done?

- Move the person to a cool, shaded area to rest.
- Don't leave the person alone.
- If the person is dizzy or light headed, lay him on his back and raise his legs about 6-8 inches.
- If the person is sick to his stomach, lay him on his side.
- Loosen and remove heavy clothing.
- Have the person drink some cool water (a small cup every 15 minutes) if he is not feeling sick to his stomach.
- Try to cool the person by fanning him.
- Cool the skin with a cool spray mist of water or a wet cloth.
- If the person does not feel better in a few minutes, call for emergency help (ambulance or call 911).

If heat exhaustion is not treated, the illness may advance to heat stroke.

People are at increased risk when they take certain medication (Check with your doctor or pharmacist if any medications you are taking effect you when working in a hot environment). You may be at increased risk if you have had a heat-induced illness in the past.

Heat Stroke

What happens to the body?

- Dry pale skin no sweating
- Hot red skin looks like sunburn
- Mood changes irritable, confused, not making sense
- Seizures/fits
- Collapse/passes out will not respond

What should be done?

- Call for emergency help ambulance or call 911
- Move the person to a cool shaded area
- Don't leave the person alone
- Lay the person on his back and if he is having seizures/fits, remove any objects close to him so he won't strike against them
- If the person is sick to his stomach, lay him on his side
- Remove any heavy outer clothing
- Have the person drink some cool water in small amounts (a cup every 15 minutes) if he is alert enough to drink and not feeling sick to his stomach
- Cool the person by fanning him
- Cool the skin with a cool spray mist of water. Provide a wet cloth or wet sheet
- Place ice packs if available under the arm pits and groin area

Cold Climate Safety

Personal Safety

- Check the weather report
- Layer your clothing
- Wear a Hat, gloves and a cold weather jacket
- Bring a change of clothing in case you get wet (especially socks!)
- Keep a blanket or sleeping bag in your car so you can warm up if you have to
- Remember to drink water it is easier to become dehydrated when it is cold out
- Bring high carbohydrate snacks

Vehicle Safety

- Make sure your car is in good running condition
- Don't drive on frozen ground It will melt and you will get stuck
- Bring chains that fit your car Don't wait for a 'situation' to test them Try them at home if they are new or your car is new
- Always check that your spare tire is in good condition and inflated
- Bring an air compressor

Hypothermia (from http://en.wikipedia.org/wiki/Hypothermia)

Hypothermia refers to any condition in which the temperature of a body drops below the level required for normal <u>metabolism</u> and/or bodily function to take place. In <u>warmblooded</u> animals, core <u>body temperature</u> is maintained at or near a constant level through biologic <u>homeostasis</u>. When the body is exposed to colder temperatures, however, its internal mechanisms may be unable to replenish the heat that is being lost to the body's surroundings.

Stage 1

- Body temperature drops by 1°C 2°C below normal temperature $\underline{\text{C}}$ (1.8° 3.6° $\underline{\text{F}}$, or between 96.8°F 95°F).
- Mild to strong shivering occurs.
- Unable to perform complex tasks with the hands; the hands become numb. Blood vessels in the outer extremities contract, lessening heat loss to the outside air.
- Breathing becomes quick and shallow.
- Goose bumps form, raising body hair on end in an attempt to create an <u>insulating</u> layer of air around the body.

- Body temperature drops by 2°C 4°C (3.6°F 7.2°F, or between 95°F 91.4°F). Shivering becomes more violent.
- Uncoordinated muscle movements becomes apparent.
- Movements are slow and labored, accompanied by a stumbling pace and mild confusion, although the victim may appear alert.
- Surface blood vessels contract further as the body focuses its remaining resources on keeping the vital organs warm.
- Victim becomes pale.
- Lips, ears, fingers and toes may become blue.

Stage 3

- Body temperature drops below approximately 32°C or 90°F (normal is 37°C or 98.6°F).
- Shivering usually stops below 32°C
- Difficulty speaking
- Sluggish thinking
- Amnesia start to appear
- Inability to use hands and stumbling are also usually present.
- Cellular metabolic processes shut down.
- Below 86°F (30°C) the exposed skin becomes blue and puffy, muscle coordination very poor, walking nearly impossible, and the victim exhibits incoherent/irrational behavior or even a stupor.
- <u>Pulse</u> and <u>respiration</u> rates decrease significantly but fast heart rates (ventricular tachycardia, atrial fibrillation) can occur.
- Major organs fail.
- Clinical death occurs.

First Aid

- If any symptoms of hypothermia are present, especially confusion or changes in mental status, the local emergency service should be immediately contacted.
- If the person is unconscious, check their <u>airway</u>, <u>breathing</u>, <u>and circulation</u>. If necessary, begin rescue breathing or <u>CPR</u>. If the victim is breathing less than 6 breaths per minute, begin rescue breathing.
- Take the person inside to room temperature and cover him or her with warm blankets. If going indoors is not possible, get the person out of the wind and use a blanket to provide insulation from the cold ground. Cover the person's head and neck to help retain body heat.
- Once inside, remove any wet or constricting clothes and replace them with dry clothing.
- Warm the person. If necessary, use your own body heat to aid the warming. Apply warm compresses to the neck, chest wall, and groin. If the person is alert and can easily swallow, give warm, sweetened, nonalcoholic fluids to aid the warming.
- Stay with the person until medical help arrives.

- Assume that you should obtain a doctor if the victim has been exposed for 24 hours or more.
- DO NOT assume that someone found lying motionless in the cold is already dead.
- DO NOT use direct heat (such as hot water, a heating pad, or a heat lamp) to warm the person.
- DO NOT give the person alcohol.

Prevention

Most heat is lost through the head; hypothermia can thus be most effectively prevented by covering the head. Having appropriate clothing for the environment is another important prevention. Fluid-retaining materials like cotton can be a hypothermia risk; if the wearer gets sweaty on a cold day, then cools down, they will have sweat-soaked clothing in the cold air. For outdoor exercise on a cold day, it is advisable to wear fabrics which can "wick" away sweat moisture. These include wool or synthetic fabrics designed specifically for rapid drying.

APPENDIX V

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