

Guide to the Interactive Saskatchewan Archaeological Resource Record

Saskatchewan Archaeological Resource Record

Saskatchewan Ministry of Parks, Culture and Sport HERITAGE CONSERVATION BRANCH

Borden Number

Site Name

Site Type SPL # HCB Office Use Only

Site Function: Primary Other (b)
Other (a) Other (c)

Site Assessment: Reported Observed Mapped Tested Excavated Remote Sensing

Chronological Affiliation

UNKNOWN PRECONTACT-UNKNOWN

EARLY PRECONTACT MIDDLE PRECONTACT LATE PRECONTACT POST CONTACT

Clovis Mumby Cave Series Besant Late Talthelei Euro-Canadian

Folcom-Midland Osbow Avonlea Laurel Historic First Nations

Agate Basin McKean Complex Prairie Side Notch River House Metis

Hell Gap Pelican Lake Plains Side Notch Blackduck Other

Alberta Sandy Creek Old Women's Narrows

Cody Complex Shield Archaic Mortlach Selkirk

Late Paleo Arctic Small Tool Moose Jaw

Northern Plano Early Talthelei

Northern Agate Basin Middle Talthelei

C-14 Dates

Location

NTS Map # / RM

NAD 83 UTM Coordinates: 13 E N NAD 83 UTM Forced Zone 13 B N

Legal Description: of Sec Twp Rge W

Land Ownership: Private Provincial Crown Federal Crown

Owner 1 Lessee 1

Owner 2 Lessee 2

Geographic Coordinates: Degrees North (Latitude) Degrees West (Longitude)

Resource Management

Recorder First Name Recorder Last Name Recorder Affiliation Date Recorded (mm/dd/yy)

Site Condition: Excellent Good Poor Destroyed Removed Inundated

Amount of Disturbance: Completely Disturbed (100%) Partially Disturbed Undisturbed (100%)

Recommendation(s)

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Borden Number

Site Description & Environment

General Site Description (provide details about the local topography, soil, water sources and vegetation where the site is located)

Dimensions: Length (m) Width (m) Maximum Depth (m)

Baried Components: Yes No Unknown Number Depth(s) (m)

Number of Positive Tests Number of Negative Tests

Features: Enter the number of each feature present, including estimated numbers.

Burials	Rock Art	Stone Features	Earthworks	Construction	Miscellaneous			
Possible	Petroglyphs	Circles	Medicine Wheels	Mounds	Chimneys	Buildings	Hearths	Pitivy
Definite	Pictographs	Cairns	Ceremonial Circles	Pits	Cellars	Postholes	Trail	Other
Mound		Effigies	Tranches	Foundations	Posts	Midden		
		Lines	Other	Depressions				

Artifacts: Enter the number of collected artifacts on the left (under "C") and the number of non-collected ("NC") artifacts on the right (e.g., 5 flakes were seen on the surface; 1 of those pieces was collected. Put 1 in the left column and 4 in the right column).

Debitage	Lithics		Maul	Ground Stone		Tools	Organics		Metal		Glass		Other	
	C	NC		C	NC		C	NC	C	NC	C	NC	C	NC
Blades			Other			Ferrous	Non-ferrous	Beads	Bottle	Plastic				
Points			Precontact			Native	Copper	Flat	Glass	Charcoal				
Tools			Historic			Wood	Pottery	Other	FCR	Other				
Other						Clay/Leather	Unknown							

Last Catalogue # Collection Repository

Feature/Artifact Descriptions (Include the context in which they were found and use the "Additional Information" section if more room is needed)

Elevation (m asl)

Soil Texture: Boulders Cobbles Gravel Sand Loam Silt Clay Bedrock

Water Source: Active Seasonal Lake River Stream Slough/pond Spring Other

Distance to m Direction to Name

Supplementary Information

Photographs # stored at

Additional Collection Types: HRIA/M Research Pre-permit Registered Non-Registered

Location(s) of Additional Collection(s)

Page 2 of 4

**GUIDE TO THE
INTERACTIVE SASKATCHEWAN
ARCHAEOLOGICAL RESOURCE RECORD**

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INTRODUCTION

Saskatchewan's archaeological resources must be accurately recorded to ensure their consideration in land use planning and development decisions, and to establish a database for scientific research, education, tourism development, or other use.

The **Saskatchewan Archaeological Resource Record** (SARR) is used to report all newly discovered archaeological sites. There are currently two authorized versions of the SARR form: the full version of the SARR (an interactive pdf format released in 2012) and the avocational version of the SARR form (SARR-AV). The full version of the SARR should also be used for site updates when the original SARR information is particularly incomplete. Otherwise, the **SARR Update form** (a short, two-page supplement) may be used to record new information at previously recorded sites. These records, and database on which all site locations are plotted, form the main components of the Provincial Inventory of Archaeological Sites.

Maintenance of the Provincial Inventory is the responsibility of Archaeological Resource Management Section (ARMS), Heritage Conservation Branch, Saskatchewan Parks, Culture and Sport. Accordingly, all completed resource records should be forwarded to ARMS for processing which includes Borden number assignment, database entry, and inventory mapping. Accurate contributions to, and proper maintenance of, the Provincial Inventory will enable more informed management and conservation of the non-renewable archaeological heritage in Saskatchewan.

The *Guide to the Saskatchewan Archaeological Resource Record* is intended to assist professional archaeologists in completing the interactive SARR and SARR Update forms. Avocational archaeologists are encouraged to read through the Guide since it contains a wealth of information. However, the "Guide to Completing the Avocational SARR" should be followed for filling out the SARR-AV, both of which are available at the website <http://www.pcs.gov.sk.ca/siteForms>.

The Guide is organized into two main sections: General Recording Guidelines and the Saskatchewan Archaeological Resource Record. Data entries are described or discussed in the same sequence they appear on the SARR form. As a further aid in understanding site recording terminology and field procedures, a completed example of a SARR is included in Appendix 1.

For any additional assistance or clarification, please contact:

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GENERAL RECORDING GUIDELINES

Does Every SARR Need to be Filled Out Completely?

An archaeological site, regardless of its type or affiliation, should always be recorded in as much detail as possible to ensure the Provincial Inventory is of maximum use for resource management, research, and preservation planning. For one reason or another, including the site recorder's expertise, completing the entire SARR may not always be possible. New archaeological sites, however, must be reported in some manner if they are to be afforded protection or other consideration.

If any newly reported site is to be assigned a Borden Number and entered into the Provincial Inventory, the SARR must contain, as a minimum, certain location information, a site, feature or artifact description, and a completed sketch map. Location information is critical. UTM grid co-ordinates are preferred, although a legal description to a quarter of a quarter-section with a detailed sketch map is acceptable. A sufficiently detailed site map will help ARMS verify the recorder's location description, determine UTM co-ordinates, or make any necessary changes. If, for any reason, additional geographic, environmental, or other site-specific clarification is needed, ARMS will contact the site recorder directly.

Of course, detailed SARR submissions are required for any previously unreported site which has undergone authorized (permitted) archaeological study (e.g. artifact collection or excavation). When updating information about a previously recorded site, either the full version SARR form or the SARR Update form can be used, depending upon the inclusiveness of the existing site information. A full SARR form should be completed *instead* of the Update form if the existing site information contains few details. The Update form should be used to report modest changes and/or additions to site information; extensive changes should be reported using the full SARR form.

When Should Archaeological Material be Recorded as Multiple Sites?

When discovering new archaeological material, it is sometimes necessary to decide if the artifacts and/or features should be recorded as a single site (with one SARR form) or as several sites (each on a different SARR). This is especially true when dealing with widely dispersed artifact scatters or surface features (such as tipi rings and cairns). To maintain a degree of consistency within the Provincial Inventory, the following rules are applied to determine when archaeological materials (artifacts and/or features) should be recorded as multiple sites:

- a) if the distance between the archaeological materials is greater than 100 meters, the materials should be recorded as separate sites, or
- b) if the archaeological materials are separated by a prominent geographic barrier, such as a permanent stream or coulee, the materials should be recorded as separate sites.

THE SASKATCHEWAN ARCHAEOLOGICAL RESOURCE RECORD IN INTERACTIVE PDF FORMAT

The new 2012 SARR form has been designed to automate much of the entry of site data into the Provincial Inventory database. This will reduce the time required to complete data entry of site information, as well as increase data accuracy by reducing transcription errors.

The new form is meant to be filled out using the free software **Adobe Reader 8.0 or higher**. Purchased versions of Adobe Acrobat 9.0 or higher will also work. The free software can be downloaded here <http://get.adobe.com/reader/otherversions/>. JavaScript *must* be enabled for the form to work.

When the form is opened in Adobe Reader, a purple bar above the document should indicate that the data entered into the form can be saved (Figure 1). If you are using Adobe Acrobat Standard or Professional, check the File menu to ensure that the Save function is active. **IF YOU DO NOT SEE THE SAVE OPTION, YOU WILL LOSE ANY DATA ENTERED INTO THE DOCUMENT.** Please contact the Heritage Conservation Branch for the correct form.

The screenshot shows the Adobe Reader interface with the 'SARR Jan 21 2013 extended.pdf' document open. A purple bar at the top of the document area contains the text: 'Please fill out the following form. You can save data typed into this form.' A white arrow points to this bar. The form itself is titled 'Saskatchewan Archaeological Resource Record' and includes fields for Site Name, Site Type, Site Function, Site Assessment, and Chronological Affiliation. The Chronological Affiliation section is divided into UNKNOWN, PRECONTACT-UNKNOWN, EARLY PRECONTACT, MIDDLE PRECONTACT, LATE PRECONTACT, and POST CONTACT, each with a list of specific archaeological features and their corresponding checkboxes.

Figure 1: When using Adobe Reader, you must see the text indicated by the arrow to be able to save the data entered into this form.

The fields for data entry are not highlighted in Figure 1. Click on the “Highlight Fields” button (indicated by the arrow in Figure 2) and fields will be highlighted by blue rectangles. Blue rectangles outlined with red borders are **required** fields. All required fields must be completed *before* the form can be submitted to the Heritage Conservation Branch. Please note that the form can be saved as a pdf *at any time* and it is not necessary for the required fields to be completed before saving.

The screenshot shows the 'Saskatchewan Archaeological Resource Record' form. The form is titled 'Saskatchewan Archaeological Resource Record' and is from the 'HERITAGE CONSERVATION BRANCH'. It contains various input fields for 'Site Name', 'Site Type', 'Site Function', 'Site Assessment', and 'Chronological Affiliation'. A 'Highlight Existing Fields' button is visible in the top right, with an arrow pointing to it. The form is displayed in a light blue color scheme, with some fields outlined in red to indicate they are required.

Figure 2: Data entry occurs in the light blue rectangles. Rectangles outlined in red indicate required fields.

Detailed instructions on filling out each field are below. When data entry is complete, an xml file will be generated from the pdf to be submitted to the Heritage Conservation Branch. Please remember to save your pdf file before closing the form. You may also wish to print a copy for your records.

The Tab key can be used to move from field to field. An arrow on the right-side of a field indicates that a drop-down menu is present. Your options are limited to the drop-down menu choices. To delete data accidentally entered into a non-required drop-down field, select the “blank” option listed at the top of the menu.

To move through a drop-down menu quickly, type the first letter or number of the option you want. For example, if you type “M” in the Site Type field, the first selection beginning with “M” (medicine wheel) will be shown. You can continue to scroll the list using the up and down arrows. If you clear the field and type “A”, the menu will go to the choices beginning with “A”.

FILLING OUT THE FIELDS

Borden Number

The Borden System, proposed in 1954 by Dr Charles E. Borden (University of British Columbia), is used across Canada to catalogue archaeological sites, ensuring each one is uniquely identified. The Borden code consists of four letters (which define an area 10 minutes longitude by ten minutes latitude) and a number which denotes the order in which the site was discovered in that Borden Block (Example: FdNm-15, EiOj-8, etc.).

For new archaeological sites, the Borden number is assigned by ARMS and the field on the SARR form **must be left blank**.

For known sites, the SARR update form is typically used. However, when an extensive update is necessary, requiring the use of the interactive SARR form, the *existing* Borden number **should be filled in**.

Permit Number (Required)

The field allows numbers only, consisting of the last two digits of the year and three-digit permit number. If necessary, using leading zeros. The field is formatted to insert the dash automatically, e.g., for permit 11-054, enter 11054.

Each year, a small number of archaeological projects occur that do not require an archaeological permit, such as those that occur on federally-owned lands. In these instances, the three-digit permit number to be used is '000', e.g., 12000 will automatically become 12-000.

Site Name (Recommended)

Select and enter an appropriate common name for the site (such as the land owner or place), or a temporary field number. Frivolous or silly site names should be avoided. The length of the site name is limited to 49 characters (including spaces).

Site Type (Required)

For this field, sites are categorized according to their general contents (for example, a scatter of artifacts or cluster of features) (see Table 1), as opposed to their perceived function (for example, a campsite or kill site). Details about the observed features and artifacts should be provided in the "Site Description and Environment" section on page 2 of the form; extra space is also provided under "Additional Information" section on page 4 of the form.

Under s. 64 of *The Heritage Property Act*, some site types are classified as Sites of a Special Nature (SSN). These sites are deemed to have particular cultural and scientific significance and are afforded special protection. If the Site of a Special Nature is of uncertain authenticity, a "?" appears after the site type (Example: Effigy ?). All SSNs must be thoroughly described under the “Additional Information” section on page 4.

Only one of the following site types can be selected – if an SSN is present, the SSN category must be used. For example, if a medicine wheel is found with several stone circles, the site type is “Medicine Wheel”, not “Multiple Feature”.

Table 1: Site types and definitions. * Types of SSN sites. ** The permit holder must make it clear in the Feature/Artifact Description field whether or not the alignment/configuration should be classified as a SSN or not.

Site Type	Definition
Artifact Find	five or fewer artifacts
Artifact Scatter	six or more artifacts
Single Feature	one feature
Multiple Feature	two or more features of different kinds
Recurrent Feature	two or more features of the same kind
Artifact/Feature Combo	a combination of two of the above site types, where both artifacts and features are found
Midden	a dense concentration of ash, charcoal, bone, shell, plant remains, debitage or fire-broken rock, etc.
Pictograph *	painted rock art
Petroglyph *	carved or incised rock art
Medicine Wheel *	a stone feature consisting of at least two of the following: a large central cairn, a stone ring(s) or radiating lines
Effigy *	surface stone outline in human or animal form
Alignment/Configuration**	other boulder features or monuments. This site type can include ceremonial sites such as "vision quests" or non-sacred sites such as a short rock line. More details should be provided under Site Function.
Burial-Single *	single feature (or scatter) consisting of complete or partial remains of a single human skeleton, with or without associated grave goods
Burials-Multiple *	multiple features (or scatter) consisting of the skeletal remains of several individuals
Burial Mound *	earthen mound burial feature containing one or more interments
Ceremonial Circle *	a stone circle at least 15m in diameter. This is considered to be larger than the diameter of habitation circles. There may also be peripheral stone features inside or around the circle.

Primary Site Function (Required) and Secondary Site Functions (Optional)

Sites may have multiple functions (see Table 2 for definitions). One primary function is to be assigned, which should be the main function/activity that occurred at the site. Up to three other functions can be identified. The order of the Other Functions is not meant to be hierarchical, e.g., – the 2nd field is not “more important” than the 3rd field.

Table 2: Definitions of site functions.

Site Function	Description
Battlefield	Location of an historic battle - e.g. Batoche National Historic Site (FeNm-59)
Burial(s)	Any location, either precontact or post-contact, where human remains have been interred, with the exception of recognized cemeteries
Cabin	Post-contact wooden building in the parkland or boreal forest
Cairn (Undetermined)	Concentration or pile of four or more stones, having been arranged by people. Because the specific function of a cairn is most often unknown, this option is used where cairns are discovered but no function is known
Campsite (post-contact)	Location of a camp location during post-contact period. It is implied that camps do not have associated buildings, e.g., FbNo-29, the 7th fusilier's camp at Clark's Crossing
Campsite (precontact)	A precontact habitation site, where evidence of habitation, either through features such as tipi rings, or through evidence of the types and distribution of artifacts, supports this interpretation
Cemetery	A historic burial place associated with an institution such as a municipality, community or church. Typically cemeteries are a series of graves placed within a defined area, and may include features such as headstones and/or fences
Ceremonial	Any site with a suspected ceremonial function, including medicine wheels, alignments, effigies, etc. but excludes rock art as this is a separate category
Drive Lines	A series of small cairns set in a line which were part of a system designed to guide bison or antelope toward a jump or pound structure or trap
Homestead	A post-contact site with the remains of a house, barn, and/or other ancillary buildings and features representing a family home associated with an early settlement-era agriculture
Industrial	A site where features associated with early industrial activity is located, e.g., Silverwood Factoria (FbNp-4)
Kill Site	A location, either precontact or post-contact, which has evidence of being the site of an animal kill, either from communal hunting such as a pound or having been individually stalked.
Lithic Reduction Site	A site where stone tools have been reduced from raw materials, as evidenced primarily by moderate to large amounts of debitage.
Other	A function not included in any other category. Specify the function in the Additional Information field
Police Post	Location of an early law-enforcement post, e.g. Fort Walsh (DjOl-7)
Processing Site	Site with a concentration of bone showing evidence of butchering
Quarry	Site where there is evidence that tool-stone has been mined or otherwise extracted

Rock Art	Sites containing petroglyphs or pictographs, the implied function is a ceremonial one
Settlement	A settlement-era community, e.g. FdNm-15 (Petite Ville, a Metis wintering village) or FcNs-1 (Kirilovka, a Doukhobor village)
Trade Post	A location with remains of permanent structures where Europeans traded with First Nation people
Traditional Cultural Location	A location with an identified cultural value that is not what would normally be considered an archaeological feature or artifacts. Examples include, but are not limited to such features as prayer cloths, traditional medicine locations, locations identified in traditional stories, locations where people conducted domestic or ceremonial activities historically but where there are no physical remains evident, or traditional place names. Places that only have a traditional cultural location associated with them are not included in the archaeological site database, but are recorded separately. However, "Traditional Cultural Location" can be included with the functions of an archaeological site.
Trail	Location that contains the remains of an early trail
Transportation	Sites with features relating to early transportation history, e.g., ferry crossing
Undetermined	Function is not determined
Vision Quest	Vision quest features are typically are made up of an oval or "U" of stones, either laid out as an outline, or piled up to form a low wall. They often have shallow interior depressions, and are typically constructed in such a way that a person would be allowed to lie down within the interior of the feature.

Reported/Observed/Mapped/Tested/Excavated/Remote Sensing

Describe the work performed by checking one or more boxes. "Reported" means that the site was reported by the informant, but not visited by the permit holder. "Observed" implies basic site recording only. "Mapped" means comprehensive site area and/or feature mapping. "Tested" means sub-surface (shovel/auger) testing for exploration purposes. "Excavated" means conventional excavation for salvage or research purposes. "Remote Sensing" means techniques that produce data about a site without utilizing traditional excavation, e.g., ground penetrating radar or conductivity. Fieldwork details should be provided in the "Additional Information" field on page 4 of the form.

Chronological Affiliation

The identification of a specific archaeological culture (like Avonlea or Clovis) should be based on the presence of diagnostic artifacts (such as projectile points, ceramics and historic artifacts). Other site dating techniques (like radiocarbon dating) can be used to identify general chronological periods (like the Middle Precontact) but, because of the wide date ranges, should not be used to identify specific archaeological cultures.

Select as many check boxes as necessary in order to fully describe the known chronological details.

C-14 Dates

The field is typically used for dates obtained from radiocarbon dating. However, dates obtained from other dating methods should also be included here. For radiocarbon dates, enter the specimen number, the radiocarbon date and its plus/minus range. Use the “Additional Information” field (on page 4) if needed.

LOCATIONAL DATA FIELDS

NTS Map Reference # (Required)

Using the drop-down menus, select the appropriate National Topographic Series (NTS) 1:50,000 scale map sheet reference number and name (Example: 62 E/1).

Rural Municipality (RM)

If applicable, use the drop-down to enter the name of the rural municipality, e.g., Lakeview, No. 337.

NAD 83 UTM Grid Coordinates (Required)

Universal Transverse Mercator (UTM) coordinates are broken down into three fields: the zone (a dropdown menu), the easting (E) coordinate and the northing (N) co-ordinate. The UTM coordinates must be in the NAD 1983 format. If you need to convert your data (such as latitude and longitude or UTM coordinates in NAD 27) to NAD 83, the ARMS office uses Geotrans, available as free download from <http://earth-info.nga.mil/GandG/geotrans/>.

An example of a UTM location can be seen in Figure 3. For further information on determining UTM grid coordinates from a NTS map, please consult the Avocational Archaeology Guide, available from our website <http://www.pcs.gov.sk.ca/FieldManual>.

Forced Zone 13 UTM Coordinates

This field is for ARMS internal use only.

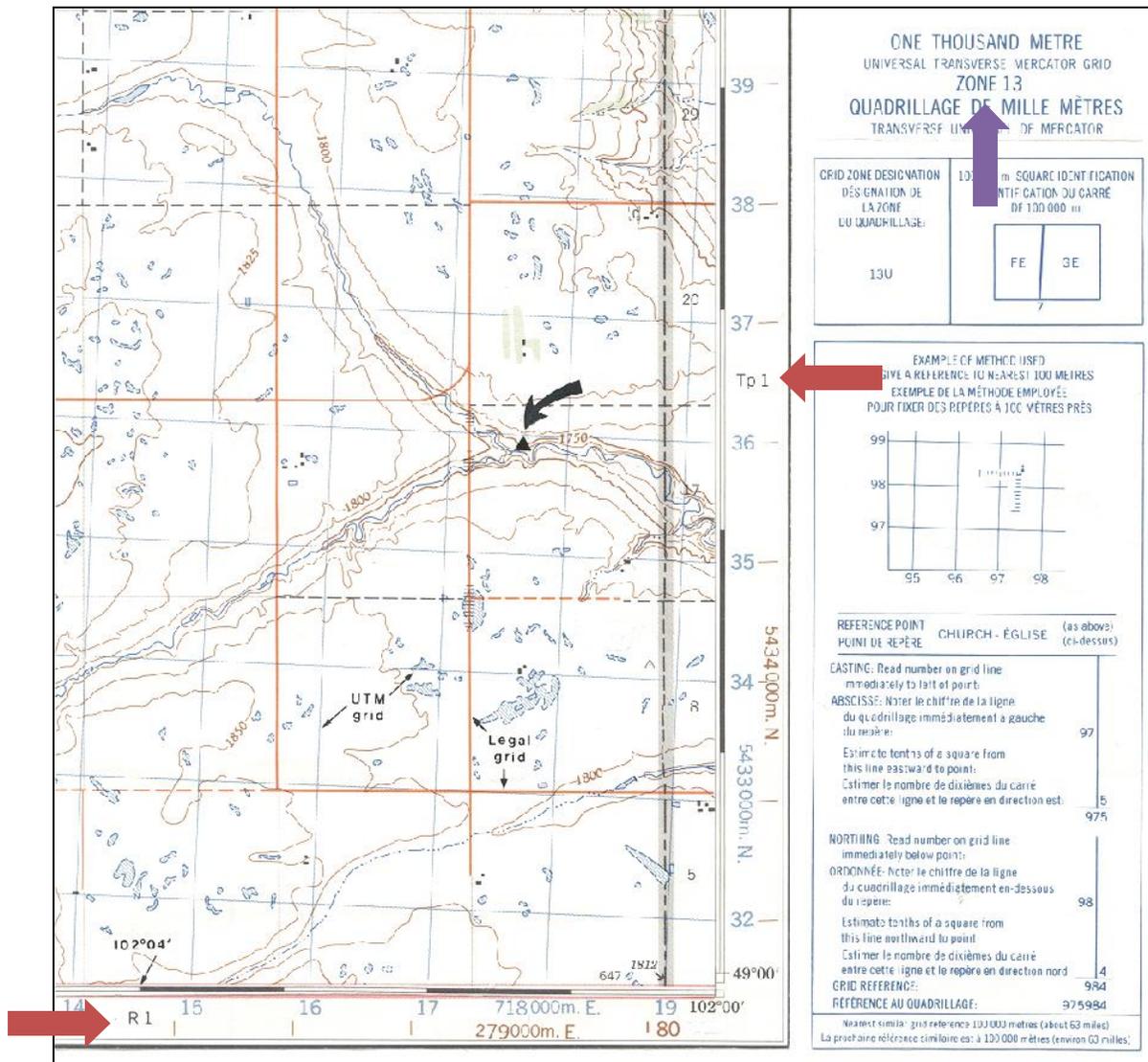


Figure 3: An example of a NTS map indicating the three coordinate systems to determine a site location. Sections of the legal land location are outlined by grey and orange lines. The township and range numbers are indicated on the edge of the map (red arrows). The meridian is indicated on the bottom of the map and is not visible on the example. The UTM grid is shown as blue lines, with blue text. The UTM zone is indicated on the edge of the map (purple arrow). The minutes and seconds for latitude/longitude are indicated by the white/black bars along the outside margin of the map.

The legal location of the black triangle is the NW portion of the NW quarter-section, section 13, township 1, range 1, west of the 2nd meridian, which would be written as NW ¼ of NW ¼ 13-1-1 W2M. The same location has a UTM easting of 717, 580 and northing of 5,435970. . The UTM would be written as 13U 717850 5435970. Finally, the black triangle has a latitude of 49° 2' 25" N. by a longitude of 102° 01' 20" W.

Legal Description

Enter the appropriate legal description including: the portion of the Quarter-section, Quarter-section, Section number, Township number, Range number, and Meridian. The portion of a quarter-section designation is especially useful when trying to re-locate a site since it limits the possible site locations considerably.

For example, the blue square in Figure 4 is the northeast quarter (or portion) of the NE quarter-section, i.e., the NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of section 25 (please note that a quarter of a quarter-section can also be called a Legal Sub-Division (LSD) which is often used on oil and gas survey plans and identified using the numbers 1 through 16). The orange squares in Figure 3 represent the north $\frac{1}{2}$ (portion) of the SE quarter-section, i.e., the N $\frac{1}{2}$ of the SE $\frac{1}{4}$. Describing the site location by using the portion of a quarter-section (rather than LSD numbers) is preferred because of the continuity with existing site records and because it is easier to explain to those with limited experience with the legal land system.

Please note that only large sites would be allowed to include a “ $\frac{1}{2}$ ” portion within the legal description. The legal description is to be as precise as possible.

The legal grid line system appears in grey on NTS maps (or orange if the line coincides with a constructed grid road) (refer back to Figure 3). Township numbers are noted along the vertical (right and left) map margins, range numbers are along the horizontal (top and bottom) margins, and the Meridian under the map name. Each Township-Range is divided into 36 sections. Section numbers do not appear on NTS maps.

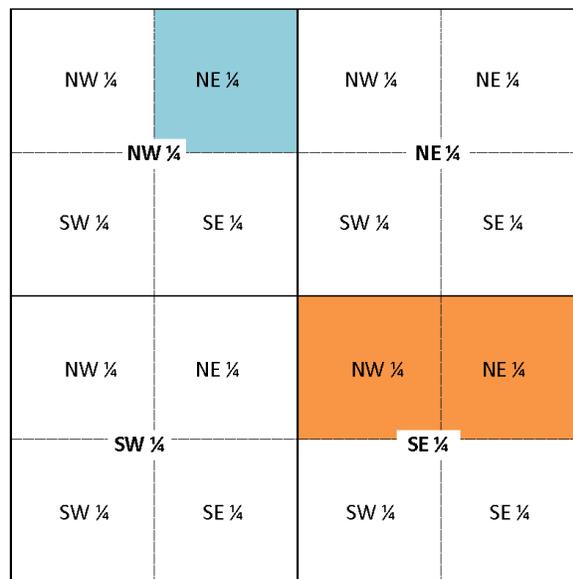


Figure 4: The section number is 25. The blue square represents the NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of section 25. The orange squares represent the N $\frac{1}{2}$ of the SE $\frac{1}{4}$ of section 25.

Land Ownership (Required)

Identify whether the land on which the site is located is privately owned, or owned by either the provincial Crown (including leased land), or the federal Crown.

Owner/Lessee

Specify the name, mailing address and telephone number of the current landowner (whether a private individual, private business, Crown corporation, or a Municipal, Provincial or Federal Government agency). If applicable, include the individual/agency that leases or manages the land. (Example: Owner - Saskatchewan Agriculture, Regina; Lessee - John Smith, Box 1, Glen Ewen, Saskatchewan).

Geographical Co-ordinates (Latitude and Longitude)

When UTM co-ordinates are not available, enter the latitude (north-south) and longitude (east-west) co-ordinates wherever possible in degrees, minutes, and seconds.

Each degree (°) is divided into 60 minutes (') and each minute is divided into 60 seconds (") (Figure 4).

RESOURCE MANAGEMENT FIELDS

Recorder Information (Required)

Indicate the full name and business/institutional affiliation of the site recorder(s).

Date Recorded (Required)

Indicate the date of field recording using the mm/dd/yy format.

Site Condition (Required)

Indicate the condition of the entire site, reflecting the degree to which it has been disturbed or destroyed.

Table 3: Definitions to determine the site condition.

Excellent	Between 80-100% of the site is undisturbed.
Good	Between 50-80% of the site is undisturbed.
Poor	Less than 50% of the site is undisturbed.
Destroyed	100% of the site has been disturbed by development, cultivation or archaeological investigations.
Removed	Indicates that excavation and the removal of 100% of the site occurred. Used primarily for burial sites.
Inundated	The site has been flooded and cannot be re-investigated.

Amount of Disturbance (Required)

Indicate the level of disturbance at a site (cultivation, erosion, development, etc.). Note: a site in a cultivated field is generally 100% disturbed, unless intact buried deposits are present.

Recommendations (Required)

Recommend suitable actions for preserving the site, managing impacts, or conducting further study. Examples: site/feature mapping, test or salvage excavation, fencing, development relocation/avoidance, etc. If a site has been destroyed or is not significant, no additional fieldwork is a suitable recommendation.

SITE DESCRIPTION & ENVIRONMENT FIELDS

This section is for recording specifics on the material culture found at a site, as well the environmental characteristics of the site area. Environmental data (such as vegetation, soil texture, landform association, proximity to water, elevation, etc.) may be used to reveal meaningful correlations between physical location and site type, size, age or other characteristics.

General Site Description (Required)

This field records details on the site location with respect to permanent landmarks and/or geographical features, Refer to the local topography, soil, water sources and vegetation, particularly as they pertain to the location of artifacts and/or features. Specifics about any disturbance(s) present or potential threats to the site should also be included.

Dimensions

Indicate the length, width and depth of the site. The smallest site dimensions accepted are 1x1 meter. The Maximum Depth field refers to the deepest depth below surface that cultural materials have been found. The depth field should be left blank if vertical exposures or sub-surface test results are unavailable.

Buried Components (Required)

Note whether any archaeological material was observed below the ground surface, as well as the number of distinct levels or components and the depth(s) below surface that they were found.

Positive and Negative Tests

Indicate the number of subsurface tests excavated at the site that were sterile or encountered archaeological materials.

FEATURE FIELDS

Enter the number of features observed in the appropriate field(s). The number of stone arcs present should be included in the stone circle count and the specific numbers of arcs and circles should be provided under the “Feature/Artifact Descriptions” text field on page 2. Any features identified as “Miscellaneous-Other” must be described under the “Feature/Artifact Descriptions” text field on page 2.

For SSN sites, the UTM location of each type of SSN feature should be provided. If more space is needed, the UTM locations can be included under “Additional Information” field on page 4.

ARTIFACT FIELDS

Collected

Record the number of artifacts collected. Any artifacts described as “Other” should be described under the “Feature/Artifact Descriptions” text field.

Not Collected

Specify the numbers of artifacts observed but not collected. Any artifacts described as “Other” should be described under the “Feature/Artifact Descriptions” text field.

Last Catalogue Number

Identify the Last Catalogue Number used for Collected Artifacts so subsequent artifacts collected from the site can be sequentially numbered. If appropriate, attach copies of catalogue sheets.

Collection Repository

This field has a default value of the Royal Saskatchewan Museum, which is the most common repository for Saskatchewan materials. If this is not the case, list the name and address of the agency or institution which will store the artifacts collected from this site. ARMS must be advised of any proposed change in the location of the collection.

Feature/Artifact Descriptions

Briefly describe the materials found and their context, including observations about the number, type and size of features or artifacts found. Refer to significant concentrations of materials like stone, wood, ash, clustering of features, etc. Descriptions of any special or unusual soil features or conditions are also appropriate (Examples: alternating bands of silt and sand; coarse gravel pockets on surface; iron-stained sands; smooth, oblong-shaped, or patinated boulders). If more space is needed, use the “Additional Information” section on page 4. Typically, the details of a large number of stone features are listed under “Additional Information”. The example below is for a small site with only two features.

1 stone ring and 1 arc found on a narrow ridge north of a small seasonal drainage. Ring is 4.2 m diam, 42 stones usually about 30 cm in size, deeply buried. Arc is 3 m diam, 36 stones packed close together. Stones are small < 30cm. Arc created by soil slumping along ridge and is open to the south. Other features could have been lost to erosion. Yellowish-brown sandy soil with some pockets of gravel visible on the partially eroded slope. 1 chert flake found in test hole outside of ring.

Elevation

Indicate the elevation above sea level in meters by referring to the most appropriate contour interval on a NTS (1:50,000 scale) mapsheet or the elevation recorded by a GPS.

Soil Texture

The mixture of different sized particles found in any earth matrix is collectively described as soil. As an aid to identifying these materials, the conventional size classification is:

boulder	- anything over 256 mm
cobble	- 64 mm - 256 mm
gravel	- 2 mm - 64 mm
sand	- 0.05 mm - 2 mm
silt	- 0.002 mm - 0.05 mm
clay	- 0.0002 mm - 0.002 mm
loam	- equal parts of sand, silt and clay

Using the soil texture key in Appendix 2, select the (coarse and/or fine) material type that best represents the majority of the soil on the site. Many soils contain a mixture of different sized particles. (Examples: clayey loam, silty loam, sandy loam, silty clay, and sandy silt). Check all the boxes that apply.

Water Source

Indicate the type of water source closest to the site, whether it is an active (permanent) or seasonal (intermittent) water source, its common name, and its distance and direction from the site.

SUPPLEMENTARY INFORMATION FIELDS

Photographic Information

Specify the number of photographs taken and the name and address of the individual/company/agency storing the photographs.

Additional Collection(s) From Site

Indicate if there are other artifact collections from the site and provide the name and address of the individual, agency, or institution storing the collections.

SITE MAP FIELDS

Scale and Map Orientation

These two details are often overlooked but an essential part of the site map. The scale must be provided in metric units. It is also recommended that a scale bar be included on the site map.

Use the Map Orientation field to indicate whether the north arrow on the site map refers to grid, magnetic, or true north.

Map Fields

On the form, the map fields accept image files, rather than text. The three image fields do not appear as blue rectangles but the mouse cursor will change when moved over the field. If you are tabbing through the fields, the rectangle outline will change to show a fine dotted line. To insert the map image, click on the field and a dialogue box will appear that allows you to browse to the image file's location.

Acceptable Image Formats and File Size

There are important restrictions on the image fields within the interactive pdf form and serious consideration should be given to the size and type of image files that are inserted into the pdf form. To minimize the file size of an image, it is important choose the file format appropriate to the type of image used. Heavy use of color and patterned fills create

larger file sizes. Color maps will not be rejected but should be used with caution since they will cause the size of the final xml file to be large.

The map fields support the following image file formats: png, gif and jpg. The jpg format was designed for photographs – or any image with thousands of colors and few sharp borders between color changes. This format tends to work well for *scanned* NTS inset maps. It also works well for site maps that have shaded or patterned fills instead of a fill of a single color.

Site maps with a few colors and a sharp contrast between colors (like a red line on a white background) are best saved in the gif or png format. Gifs and png formats also work well for NTS inset maps that are generated by a GIS program.

The resolution of an image file should approximately 200 dpi. Excessively high dpi will also inflate an image file size, making it larger than necessary. The three image fields will **automatically** scale the image proportionally to fit within the field. No manual adjustment of the image size within the field is possible. To avoid unwanted scaling of the image, create or crop the image to the actual size of the image field. This is particularly important in the NTS inset field where the scale of 1:50000 should be maintained.

Table 4: The size of the image fields.

Image field	Centimetres (width x height)	Inches (width x height)
Site Map	20.0 x 17.5	7.87 x 6.89
NTS insert	11.4 x 6.3	4.5 x 2.5
Legend	8.636 x 6.3	3.4 x 2.5

It is crucial for the original images to have small file sizes since they strongly influence the size of the final xml file that is generated. The presence of xml fields means that the standard Adobe menu options for optimization and file size reduction will not work. The file size of an image must be reduced **before** inserting the image file into the SARR form. Xml files between 1.5 and 2.0 Mb will be accepted at the technician’s discretion. **Files larger than 2.0 Mb will be rejected** because the file will not work properly with the ARMS database.

The Site Map (Required)

The site map is one of the most important details on the SARR. It should provide a visual representation or plan of the site area and its location. Be as specific as possible and use the symbols in the legend consistently. A well-drawn, accurate site plan is invaluable for relocating the site or conducting on-site research.

Indicate where authorized artifact collections, testing or excavations were conducted, and any areas that have been previously disturbed or vandalized. Include a north arrow (north is normally toward the top of the page) along one of the map margins, and include a map scale bar (in metric).

Plot the boundaries of the site and the location of surface features or activity areas in relation to:

- i) prominent topographic and/or vegetation features such as streams, hills, valley edge, aspen groves, etc.;
- ii) existing permanent landmarks such as roads, buildings, fences, legal survey markers, etc.; and
- iii) where appropriate, areas of proposed land use or development which may adversely impact the site.

A Legend (Required)

A legend must be included that explains the symbols used on the site map. The legend can be included within the site map image or can be inserted as a separate graphic into the Legend field. If a legend is included in the Site Map image, leave the Legend field blank.

NTS Map Inset (Required)

The inset area is used to illustrate a site's regional location. The site's location must be shown using an 'x' symbol on a 1:50000 scale topographic map. The 1:50000 scale of the map should be maintained. No adjustment of the image's physical appearance is possible once inserted into the image field. Therefore, it is important that the image be created at the same size of the image field (see Table 4). Every effort should be made to get as close to the 1:50,000 scale as possible.

Additional Information

This area is provided for any other general observations or comments. (Examples: project name; field personnel; purpose of the project; time spent on-site; field work procedures; nature and location of any additional field notes, maps, drawings, or records; general public awareness of, or visitation to, the site; etc.). Typically, details of stone features are listed in this field. The field setting will not allow data tables to be inserted or allow the use of tabs. A good alternative is to strip the formatting from a Word document and replace 'tab' character with a minimum of 5 spaces.

Other observations which may aid in the site's interpretation can also be included. Examples include: degree of slope, proximity to an oxbow lake, spring, former stream channel, or glacial landform; terrain irregularities; critical wildlife habitat; known caribou

crossing; nature and direction of any panoramic view; nearby lithic raw material outcropping; etc.

References

List any known references to this site that have appeared in newspapers, magazines, books, scientific journals, media interviews, unpublished reports, etc.

Access (Required)

Explain precisely how to access the site and whether the site can be reached by vehicle or on foot. Also note any persons or agencies who must be contacted prior to visiting the site and how to contact them. For example: "From grid road 9 km south of Glen Ewen take dirt trail east approx. 350 m to abandoned barn. Continue on foot along terrace edge for approximately 80 m in a south-easterly direction). The PFRA manager Kenny Rogers can be contacted at 369-987-6543 and the lessee Roy Rogers lives at Glen Ewen, home # (306) 123-4567."

Office Use Only

A space provided for additional notes or comments by ARMS, including supplementary information file numbers.

HOW TO SUBMIT THE SARR

1. Save the document as a pdf for your own files.
2. Press the “Submit by Email” button on page 4. This creates an xml file containing all of the data entered into the SARR form. The xml file should appear attached to a blank email. Note: this appears to work best with the email program Outlook. Check the xml file size. Xml file attachments between 1.5 and 2.0 Mb in size will be accepted at the technician’s discretion. **Files larger than 2.0 Mb will be rejected** because the file will not work properly with the ARMS database. For tips on reducing the file size, refer to the section **Acceptable Image Formats and File Size**.
3. Email the xml file to *arms@gov.sk.ca*.

POSSIBLE PROBLEMS

The Error Message “At least one required field was empty on export”

The error message shown in Figure 5 indicates that at least one of the required fields (outlined in red) has not been filled out. The xml file cannot be generated until all required fields are completed. Please note that the required fields do not need to be completed to save the document.



Figure 5: This error message indicates that the required fields have not been completed.

The “Submit by Email” Button does not Create an XML file

If you are using Adobe Acrobat software (Standard or Professional), you can create the xml file manually. From the menu, select Form-Manage Form Data-Export and choose the xml option. Then email the xml file as an attachment.

If you are not using Adobe Acrobat, please contact ARMS so an alternative arrangement can be made.

APPENDIX 1: SAMPLE SARR FORM AND SARR UPDATE FORM



Saskatchewan Archaeological Resource Record

Borden Number

1 1 - 0 0 1

Permit

Site Name SARR_Example

Site Type Artifact/Feature Combination

SPL # HCB Office Use Only

Site Function
 Primary Campsite (precontact) Other (b) Drive Lines
 Other (a) Cairn (Undetermined) Other (c)

Site Assessment Reported Observed Mapped Tested Excavated Remote Sensing

Chronological Affiliation

- UNKNOWN PRECONTACT-UNKNOWN
- EARLY PRECONTACT MIDDLE PRECONTACT LATE PRECONTACT POST CONTACT
- | | | | | |
|---|--|---|---|---|
| <input type="checkbox"/> Clovis | <input type="checkbox"/> Mummy Cave Series | <input type="checkbox"/> Besant | <input type="checkbox"/> Late Talthelei | <input type="checkbox"/> Euro-Canadian |
| <input type="checkbox"/> Folsom-Midland | <input type="checkbox"/> Oxbow | <input checked="" type="checkbox"/> Avonlea | <input type="checkbox"/> Laurel | <input type="checkbox"/> Historic First Nations |
| <input type="checkbox"/> Agate Basin | <input type="checkbox"/> McKean Complex | <input type="checkbox"/> Prairie Side Notch | <input type="checkbox"/> River House | <input type="checkbox"/> Metis |
| <input type="checkbox"/> Hell Gap | <input type="checkbox"/> Pelican Lake | <input type="checkbox"/> Plains Side Notch | <input type="checkbox"/> Blackduck | <input type="checkbox"/> Other |
| <input type="checkbox"/> Alberta | <input type="checkbox"/> Sandy Creek | <input type="checkbox"/> Old Women's | <input type="checkbox"/> Narrows | |
| <input type="checkbox"/> Cody Complex | <input type="checkbox"/> Shield Archaic | <input type="checkbox"/> Mortlach | <input type="checkbox"/> Selkirk | |
| <input type="checkbox"/> Late Paleo | <input type="checkbox"/> Arctic Small Tool | <input type="checkbox"/> Moose Jaw | | |
| <input type="checkbox"/> Northern Plano | | <input type="checkbox"/> Early Talthelei | | |
| <input type="checkbox"/> Northern Agate Basin | | <input type="checkbox"/> Middle Talthelei | | |

C-14 Dates

Location

NTS Map # 72 I / 7 RM Bratt's Lake No. 129

NAD 83 UTM Coordinates 13 513827 E 5568655 N
HCB Office Use only NAD 83 UTM Forced Zone 13 13 E N

Legal Description S 1/2 of NE 1/4 Sec 22 Twp 15 Rge 2 1 W 2

Use 2nd line only if site overlaps into additional section

Land Ownership-check all that apply Private Provincial Crown Federal Crown

Owner 1 Prov crown - Agriculture Lessee 1 Martha Stewart (Rouleau SK 639-888-5555)

Owner 2 Lessee 2

Geographic Coordinates Degrees ' " North (Latitude) Degrees ' " West (Longitude)

Resource Management

Indianna Jones ARMS 7/28/11

Recorder First Name Recorder Last Name Recorder Affiliation Date Recorded (mm/dd/yy)

Site Condition Excellent Good Poor Destroyed Removed Innundated

Amount of Disturbance Completely Disturbed (100%) Partially Disturbed Undisturbed (100%)

Recommendation(s)
 Right of way will not impact the stone features which must be flagged and avoided when pipeline is constructed. If the ROW is moved so that it is in conflict with the site features then detailed mapping and testing of the features must be completed.

Borden Number []

Site Description & Environment

General Site Description (provide details about the local topography, soil, water sources and vegetation where the site is located)

3 cairns, 1 arc, 5 stone rings and 1 drive lane are located on rolling native prairie, overlooking a small valley with a seasonal drainage. The majority of features are on a single ridge, with the drive lane on a separate ridge to the north. The arc is on the terrace below the drive lane. The site is bordered by cultivation and a grid road on the east. The lessee found an Avonlea proj. pt in the cultivated area several decades ago; an examination of that area found nothing.

Dimensions Length (m) 200 Width (m) 100 Maximum Depth (m) 0.1

Buried Components Yes No Unknown **Number** 1 **Depth(s) (m)** 0.1

Number of Positive Tests 1 **Number of Negative Tests** 10

Features: Enter the number of each feature present, including estimated numbers

Burials		Rock Art		Stone Features		Earthworks		Construction		Miscellaneous							
Possible	[]	Petroglyphs	[]	Circles	6	Medicine Wheels	[]	Mounds	[]	Chimneys	[]	Buildings	[]	Hearths	[]	Privy	[]
Definite	[]	Pictographs	[]	Cairns	3	Ceremonial Circles	[]	Pits	[]	Cellars	[]	Postholes	[]	Trail	[]	Other	[]
Mound	[]			Effigies	[]	Trenches	[]	Foundations	[]	Posts	[]	Midden	[]				
				Lines	1	Other	[]	Depressions	[]								

Artifacts: Enter the number of collected artifacts on the left (under "C") and the number of non-collected ("NC") artifacts on the right (e.g., 5 flakes were seen on the surface; 1 of those pieces was collected. Put 1 in the left column and 4 in the right column).

	Lithics		Ground Stone		Organics		Metal		Glass		Other						
	C	NC	C	NC	C	NC	C	NC	C	NC	C	NC					
Debitage	1	[]	Maul	[]	[]	Tools	[]	[]	Ferrous	[]	[]	Beads	[]	[]	Plastic	[]	[]
Blades	[]	[]	Other	[]	[]	Faunal	[]	[]	Non-ferrous	[]	[]	Bottle	[]	[]	Ash	[]	[]
Tools	[]	[]	Ceramics		Shell	[]	[]	Native Copper	[]	[]	Flat Glass	[]	[]	Charcoal	[]	[]	[]
Points	[]	1	Precontact	[]	[]	Wood	[]	[]	Copper	[]	[]	Other	[]	[]	FCR	[]	1
Other	[]	[]	Historic	[]	[]	Cloth/Leather	[]	[]	Points	[]	[]				Other	[]	[]
						Other	[]	[]	Unknown	[]	[]						

Last Catalogue # 1 **Collection Repository** Royal Saskatchewan Museum

Feature/Artifact Descriptions (Include the context in which they were found and use the "Additional Information" section if more room is needed)

The Avonlea proj pt is kept by the lessee and its exact provenience in the previously cultivated area is unknown. A piece of granite FCR was noticed on the surface in the ROW; subsurface testing found a purple feldspathic siltstone flake in Test Pit 4 at 10 cm BS. No additional retouch was on the flake. No soil layers were obvious; the homogeneity of the soil suggests there has been some subsurface disturbance in this particular area. However, that disturbance must have happened a long time ago since there are stone features intact on the surface. The features are not impacted by the ROW; no testing of the features occurred. A specific description of the features can be seen under "Additional Information".

Elevation (m asl) 591

Soil Texture Boulders Cobbles Gravel Sand Loam Silt Clay Bedrock

Water Source Active Seasonal Lake River Stream Slough/pond Spring Other

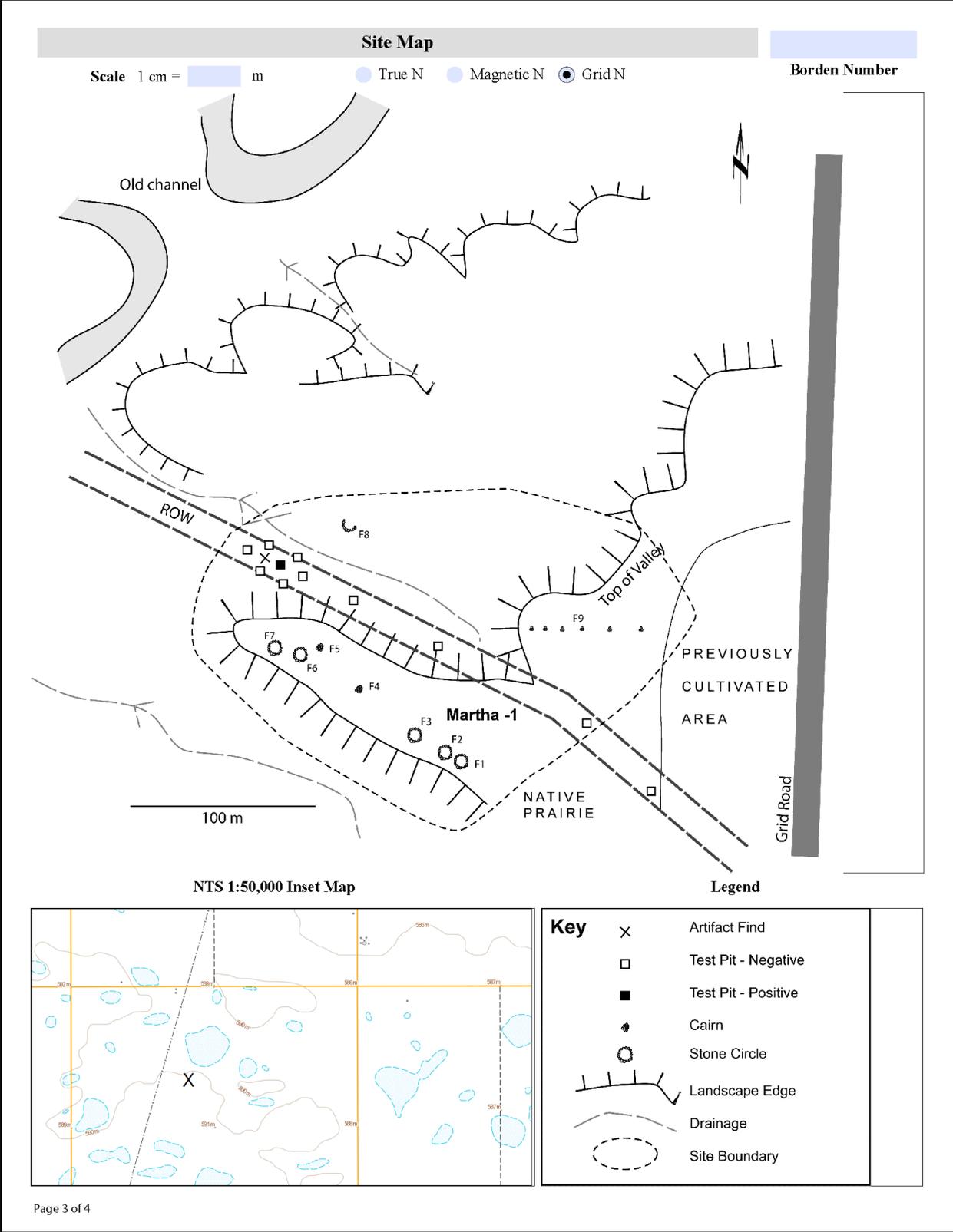
Distance to 350 m Direction to W Name []

Supplementary Information

Photographs # 15 stored at Heritage Branch

Additional Collection Types HRIA/M Research Pre-permit Registered Non-Registered

Location(s) of Additional Collection(s) Lessee - Martha Stewart (Rouleau SK 639-888-5555)



Additional Information

Borden Number

Feature descriptions: F1 is 5 m diam ring, 50 rocks and opens to SE. F2 is a 5m diam ring open to the south. F3 is 5m diam ring, 75 rocks. F4 is a cairn 1m diam with 20 rocks and a collapsed center. F5 is a cairn about 2x1m in size with 50 large rocks. F6 is a ring 4m diam with 30 rocks. F7 is a loose ring 4m diam with 20 rocks. F8 is an arc missing the SE edge with 45 rocks deeply buried. F9 is a series of 6 small cairns (each approx 1 m diam) running in a roughly east-west direction. They appear to be a drive lane since the line ends in a fairly steep slope. The cairns get closer together as they move west towards the slope. The distance between the cairns varies between 3 and 6 meters.

The majority of stones in the features were deeply buried but covered with only small amounts of lichen.

References

Access

Drive 12.9 km south of Regina on Hwy 6 from where it intersects with Hwy 1. Then drive 13.3 km west on grid road. Some steel bins should be visible in the field on the north side of the road. Go 1.1 km south in the cultivated portion of the field until native prairie is encountered. The site is adjacent to the west side of the cultivation.

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SASKATCHEWAN ARCHAEOLOGICAL RESOURCE RECORD

UPDATE

Site Name Hypothetical Site Observed

Site Type Recurrent Feature/Artifact Scatter Mapped

Affiliation Late Prehistoric; Plains Tested/Exc.
Side-notched & Avonlea

Dg Mm-0
Borden Number

1. Map Reference: 62 E/1 Oxbow UTM 13U GE 176 359

2. Location: LSD 14 Sec. 13 Twp. 1 Rge. 1 W of 2

3. Land Owner: Private Provincial Crown Federal Crown
 Owner/Lessee: J. Smith; Box 1; Glen Ewen (726-3320)

4. Site Dimensions: length 40 m width 25 m depth ? m

5. Site Description:

a. artifacts/features observed: 10 additional chert flakes/debitage; 1 retouched Knife River flint flake

b. artifacts collected: 1 (chert) Avonlea projectile point

c. collection repository J. Doe; 110-1st Street; Regina

d. last catalogue number _____

6. Site Condition:

a. disturbances Additional area of about 5m² wind-eroded

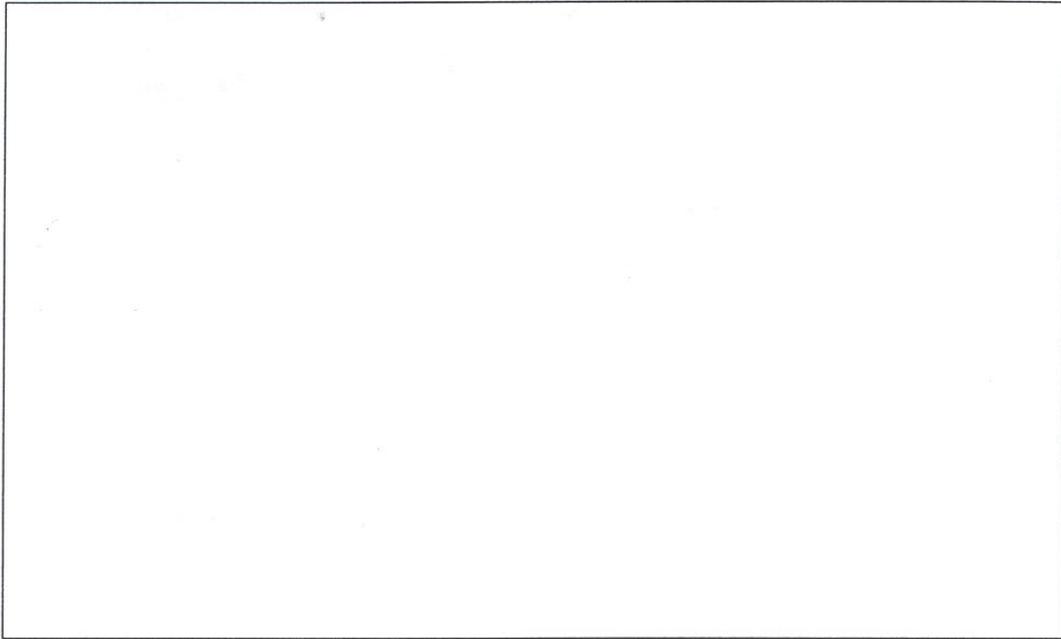
b. potential disturbances Additional wind erosion

7. Remarks: Site not likely to be cultivated as originally intended.

8. Photographs: Colour Slides Colour Prints B/W
 Stored at: J. Doe (residence)

9. Updated by: Jane Doe (S.A.S.) Permit # 92-00 Date 07/14/92

Photocopy of NTS 1:50,000 Map Sheet*



* Double check site location (legal description and UTM grid coordinates) and replace map sheet photocopy if necessary

Site Sketch Map



1 cm = ____ m

APPENDIX 2: SOIL TEXTURE KEY

Course Fraction

Identify the coarse type of material that occurs in the soil. (Examples: boulders, cobbles, or gravel). Leave blank if only fine fraction particles are present.

Fine Fraction

Identify the material that best represents the majority of the soil on the site. In the field, the variations in fine texture may be detected by the "feel" of moist soil according to the following key:

clay	particles very small; soil extremely plastic when wet; hard when dry
silt	soil having a floury or talc feel when dry and very plastic when wet
sand	particles apparent to the eye; soil feels gritty and is non-plastic
loam	a fairly equal mixture of sandy and clayey properties

Soils containing a mixture of different-sized particles should be noted by selecting multiple checkboxes. Definitions are as follows:

clayey loam	a mixture with clay characters very apparent; soil very plastic; forms long "ribbons"
silty loam	a mixture with silty characters dominant; a gritty plastic which forms short "ribbons" of material when rubbed between thumb and forefinger
sandy loam	a mixture with sand predominating; little or no plasticity
silty clay	a mixture predominantly silt; forms "ribbons" longer than 2 cm; feels like lumpy/coarse talc when dry
sandy silt	a mixture predominantly sand; rarely forms "ribbons"; a dusty, sandy feel