

City of Salem - Protocol for coordination in the event of inadvertent discovery:

- In the event of an inadvertent discovery of possible cultural materials, including human remains, all work **will stop** immediately in the vicinity of the find. A 100 meter buffer will be placed around the discovery with work being able to proceed outside of this buffered area unless additional cultural materials are encountered.
- The area will be secured and protected.
- The project manager will be notified. The project manager will notify:
 - The City of Salem Historic Preservation Officer, Kimberli Fitzgerald at 503 540-2397 or 971 718-7224
 - State Historic Preservation Office (SHPO) shall be notified -SHPO State Archaeologist: John Pouley 503 480-9164
- If possible human remains are encountered, **WORK MUST STOP**, do NOT call 911, secure the area; do NOT take photos or speak to the press; In addition to the notification above -the State Police and the Tribes must be notified as required under state law:
 - Oregon State Police: Craig Heuberger 503-508-0779
 - Legislative Commission on Indian Services (LCIS): Patrick Flanagan, 503 986-1067
 - State Physical Anthropologist: Elissa Bullion, 971-707-1372 (for discovery of potential human remains)
 - Tribal Notification Required:
 - Confederated Tribes of the Grand Ronde- Chris Bailey, 971 241-2406;
 - Confederated Tribes of Siletz-Peter Hatch; 541 444-8319
 - Confederated Tribes of Warm Springs- Mars Galloway 360 951-2632
- No work may resume in the buffer area until consultation with the SHPO has occurred and a professional archaeologist is able to assess the discovery.
- If human remains are encountered, do not disturb them in any way. *Do not call 911.* Do not speak with the media. Secure the location. Do not take photos. The location should be secured and work will not resume in the area of discovery until all parties involved agree upon a course of action.
- If the discovery is determined to not be associated with a crime scene, a professional archaeologist will be needed to assess the discovery, following this assessment, they will consult with the SHPO and the appropriate Tribal Governments to determine an appropriate course of action.
- Archaeological excavations may be required. All such discoveries are handled on a case by case basis by the professional archaeologist and project manager, in consultation with SHPO and appropriate Tribes.

When in doubt, call it in!

Proceeding with Construction

- Construction can proceed only after the proper archaeological inspections have occurred and environmental clearances are obtained. This requires close coordination with SHPO and the Tribes.
- After an inadvertent discovery, some areas may be specified for close monitoring or ‘no work zones.’ All such areas will be identified by the professional archaeologist to the Project Manager, and appropriate Contractor personnel.
- In coordination with the SHPO, the Project Manager will verify these identified areas and be sure that the areas are clearly demarcated in the field, as needed.

When to stop work:

Work must stop when the following types of artifacts and/or features are encountered:

Native American artifacts may include (but are not limited to):



Flaked stone tools (arrowheads, knives scrapers etc.); Obsidian tools and waste flakes that resulted from the construction of flaked stone tools; beads



Ground stone tools like mortars and pestles; Layers (strata) of discolored earth resulting from fire hearths. May be black, red or mottled brown and often contain discolored cracked rocks or dark soil with broken shell;

Euro-American artifacts may include (but are not limited to):



Glass (from bottles, vessels.);



Ceramic (from dinnerware, vessels etc.);



Metal (drink/food cans, tobacco tins)



Building remains



Privy



Streetcar tracks