

**POLICY AND PROCEDURES REGARDING THE USE OF PARA-ARCHAEOLOGISTS ON STATE LANDS****I. Definition**

A “para-archaeologist” is a cross-trained field technician, working on behalf of a state or federal agency, who may conduct archaeological survey on state lands under the direction of someone who qualifies as a Principal Investigator (PI), under the Rules Implementing the Arizona Antiquities Act (Rules; A.R.S. § 41-841, *et seq.*).

II. Policy

- A. Para-archaeologists may be employed for survey projects on state lands, if the following conditions are met:
1. each para-archaeologist completes an ASM-approved instructional program, a component of which will be cultural sensitivity training;
 2. the agency using the para-archaeologist(s) holds a current Arizona Antiquities Act (AAA) blanket permit;
 3. an agency employee who qualifies as a PI under the Rules and is listed on the agency’s AAA permit provides oversight of the para-archaeologist(s);
 5. the PI takes full responsibility for the para-archaeologists’ field recordings;
 6. the para-archaeologist(s) will be limited to surveying no more than 100 acres (block survey or the linear equivalent).
 - a. A qualified archaeologist (a PI or a Project Director [PD] as defined in the Rules) shall directly supervise projects more than 100 acres in area or the linear equivalent.
 7. if an archaeological site has the potential to be directly impacted by a proposed action, a qualified archaeologist (a PI or a PD as defined in the Rules) shall visit and fully record the site to identify its boundaries, assess the potential impacts of the project on the site, and develop avoidance or mitigation measures; and
 8. para-archaeologists shall follow the procedures below when recording sites.

III. Procedures in event of a finding:

- A. If artifacts or features 50 years or older are identified, the para-archaeologist shall follow these procedures:
1. If the finding qualifies as an archaeological site, as defined in the Rules and in ASM’s Site Definition Policy (revised 21 August 1995), the para-archaeologist shall:
 - a. complete an ASM site card;
 - b. create a scaled plan map;
 - c. plot the site on a USGS topographic map at 1:24,000 scale, or record the boundaries digitally using a GPS unit; and
 - d. take as many photographs as needed to present to the PI an adequate visual overview of the site.
 - i. This shall include a minimum of one site overview photograph and at least one photograph of each feature.
 2. If the finding does not qualify as a site, it should be recorded as an “Isolated Occurrence” (IO) or “Isolated Feature” (IF). Each IO/IF must be recorded in a log containing the following information, as appropriate:
 - a. a description of the find;
 - b. UTM coordinates;

- c. dimensions;
 - d. artifact counts; and
 - e. diagnostic attributes.
3. The above information should be provided to the PI to determine the adequacy of the recording, and for the purpose of preparing a recommendation regarding eligibility for the National Register of Historic Places. The PI shall use the information provided when writing the project report.
 4. By accepting the survey results submitted by the para-archaeologist, the PI/agency takes full responsibility for the project finding(s) and for the quality of the field recording. If there is any question about the information submitted, the PI shall make a field visit in order to verify the finding(s).