



# Archaeological Monitoring Protocols for Projects Funded by the New Jersey Historic Trust (NJHT): FAQ

**Please note that the following guidance is applicable only for projects where archaeological monitoring has been approved.**

## **What is an archaeological monitoring protocol?**

An archaeological monitoring protocol is a document stating critical project information as well as the conditions under which the presence of an archaeological monitor are required. It is the responsibility of the applicant, grantee, and/or their consultant team to ensure that the protocol is referenced in all project plans, documents, construction manuals, and specifications. The preparation and distribution of an archaeological monitoring protocol is required for NJHT-funded projects where archaeological monitoring will occur.

## **Who drafts the protocol?**

A contracted, qualified professional archaeologist providing archaeological monitoring services for a project will draft the protocol. The protocol must be submitted to the NJHT for review and approval prior to construction.

## **What should be included in the protocol?**

It is recommended that archaeological monitoring protocols include the following information, at a minimum:

- a. Project summary.
- b. A discussion of the location(s) requiring archaeological monitoring, a description of the archaeological methods and techniques to be employed, and project conditions requiring the presence of the archaeological monitor.
- c. An outline of the responsibilities of all parties with respect to the archaeological monitoring including:
  - i. Full contact information for the archaeologist.

- ii. Specification of the number of days prior to project implementation that the archaeologist shall be notified that the project is about to proceed.
  - iii. A chain of command identifying the individual(s), such as the project site officials and archaeological consultant, with the authority to require work cessations in areas where archaeological deposits are encountered.
  - iv. The protocol for unanticipated discoveries and duration of work cessations.
  - v. Specification of how the applicant and the cultural resources consultant will interact, as well as who is responsible for what aspect of monitoring.
- d. A discussion of the report format, report outline, types of graphics, photographs and appendices to be submitted to the NJHT for review and comment. The monitoring plan shall specify the time frame in which the monitoring report will be submitted to the NJHT or other designated reviewing agency for review and comment after the completion of the monitoring program.
- e. The final repository for any recovered artifacts as well as associated project files.
- f. A provision for the individual(s) conducting the work to meet the *Secretary of the Interior's Professional Qualifications Standards for Archaeology* (48 FR 44738-9).
- g. The archaeological monitoring plan shall be in keeping with the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* (September 29, 1983).
- h. The applicant and/or grantee shall ensure that the archaeological monitoring plan is referenced in all project plans, documents, and specifications.

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**Please be aware that survey and reporting for a project submitted pursuant to the New Jersey Register of Historic Places Act must comply with the rules at N.J.A.C. 7:4-8.4 through 8.5.**

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If potential human burials or human skeletal remains are encountered, all ground disturbing activities in the vicinity shall cease immediately and the New Jersey Historic Preservation Office and NJHT should be contacted, as well as any appropriate legal officials. The potential burials shall be left in place unless imminently threatened by human or natural displacement.

All phases of the archaeological survey and reporting shall be in keeping with the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* (September 29, 1983). Survey efforts shall comply with the New Jersey Historic Preservation Office Requirements for *Phase I Archaeological Survey* (N.J.A.C. 7:4-8.4). Reports of archaeological survey results shall conform to the *Requirements for Archaeological Survey Reports – Standards for Report Sufficiency* (N.J.A.C. 7:4-8.5). Evaluations to determine the National Register eligibility of archaeological sites shall be in keeping with the National Park Service's 2000 National Register Bulletin, *Guidelines for Evaluating and Registering Archeological Properties*. The individual(s) conducting the work shall meet the *Secretary of the Interior's Professional Qualifications Standards for Archaeology* (48 FR 44738-9).