

PENNSYLVANIA ARCHAEOLOGICAL SITE SURVEY Instructions for Completing the Condensed Collector Form

This is an abbreviated version of the PASS form that can be used by avocational archaeologists, historical societies, and other non-professional groups that are interested in recording archaeological resources. This Condensed Collector Form focuses on capturing the information that is most crucial for recording a site—what you found and where you found it. If you are unsure whether you should use the condensed PASS form, please contact the CRGIS staff at RA-CRGIS@pa.gov.

When completing this form, be sure to include all information that you observe in the field, such as artifact types and counts, possible features, and descriptions of the site and its physical setting. Most of the fields in the form are described below, along with references and tips to help you fill them out. In addition to completing this form, you must include a map that shows the site's location and boundaries. This can be an aerial photograph, a portion of a 7.5 minute USGS topographic quadrangle, or a screenshot from [CRGIS](#). It can be helpful to include two maps: one that is zoomed out and shows the site location in relation to other landmarks, and one that is zoomed in to show the details of the site boundary.

Identification and Location

Site Name

Select a name that can easily be associated with the site such as a historical or physical landmark, the name of a farm, or the surname of the property owner. Historical and physical landmarks are preferred.

Site Number

If you are filing an update for a site and know the number put it here. If you don't know its number, or it's a new site, leave this blank or write in just the state and county part of the number (i.e. 36SO).

Published References

Are there any publications about the site? This can include articles, websites, books, or historical sources.

Site Traits and Chronology

Site Area

Estimate how long and wide the site is and then multiply to find the area. We record in square meters. If you measure in square feet, multiply by 0.09 to get square meters.

Site Discovery Method and Excavation

Describe how you first discovered the site. After the site was identified, did you conduct any excavations?

Site Type and Cultural Periods

Select the site types and cultural periods that best represent the site. Feel free to check multiple boxes. Multi-component or multi-function sites can have multiple site types covering different times periods, such as a 19th century farmstead that overlies an archaic lithic reduction site.

Features

Did you observe any features at the site, and if so what kinds? This can include stone foundations, wells, and pre-contact pit or posthole features. If you found features, please include some notes on the size, depth, and contents if excavated. It is also helpful to include photos of features.

Artifacts

Use this section to tell us what kinds of artifacts you observed on site, as well as specific or approximate artifact counts. There are many web resources that can help you identify artifacts. Below are a few, but many others exist:

- Projectile Point Identification Guide: <http://www.projectilepoints.net/>
- Ohio Point Types: <http://www.oplin.org/point/index.html>
- Diagnostic Artifacts in Maryland: <http://www.jefpat.org/diagnostic/Index.htm>
- Historic Glass Bottle Identification and Information Website: <https://sha.org/bottle/>

Lithic Materials

If you collected or observed stone tools and flakes, what materials are present on the site? Please list the lithic material types and approximate counts or percentages. Common lithic materials include quartz, chert, jasper, and rhyolite, but there are many others that you may list on the form.

Pre-Contact Artifact Types

This section contains a table of common pre-contact artifact types. If you have artifacts that do not fit into this table, please provide that information in the additional comments section.

Projectile Points – General Types

If you found projectile points, you can provide information about them using this table. General point types are listed by their physical characteristics. If you have identified specific point types, add them in the “Diagnostic Types” column.

Historic Artifacts

Because there are too many historic artifact categories and diagnostics to fit into a form, we have provided a space where you can list any historic artifacts that you found. Be sure to include material type (brick, porcelain, glass, etc), counts, as well as any decorative or defining characteristics.

Physical Setting

What did you observe about the site’s physical setting? Provide a general description, including information about vegetation types and coverage, soil, nearby water sources, and the landform. Be sure to note if the site has been disturbed (plowing, grading, any construction) and if there is any possibility of destruction.

Additional Comments

If you have additional information that does not fit elsewhere on the form, feel free to add it to the comments section. You may also attach comments to the form in a separate document.

Maps and Photographs

- ✓ **Attach a 7.5 minute USGS map with the site boundaries indicated.** Feel free to include additional maps, sketches, or aerial images.
- ✓ **Attach photographs or drawings of features and diagnostic artifacts with scale.** Also feel free to include general photographs of the site and any excavations.

We encourage the inclusion of as many illustrations as possible.

Remember to add the site name and number on each page!

PENNSYLVANIA ARCHAEOLOGICAL SITE SURVEY

Condensed Collector Form

PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

Identification and Location

SITE NAME _____ SITE NUMBER _____

PUBLISHED REFERENCES _____

COUNTY _____ MUNICIPALITY _____

Site Traits and Chronology

SITE AREA _____ square meters

SITE DISCOVERY METHOD _____ ANY EXCAVATION? _____

SITE TYPE

Pre-Contact

- Burial Mound
- Cemetery
- Earthwork
- Fishing Weir
- Lithic Reduction
- Open habitation, Pre-Contact
- Other specialized aboriginal site
- Paleontological site
- Path

- Petroglyph/Pictograph
- Quarry
- Rockshelter/Cave
- Shell Midden
- Village (including historic Indian)
- Unknown function surface scatter less than 20m radius
- Unknown function surface scatter greater than 20m radius

Historic

- Commercial Site
- Domestic Site
- Farmstead
- Historic and Pre-Contact
- Industrial Site
- Military Site
- Religious Site
- Shipwreck Site
- Unknown/other/multiple types

CULTURAL PERIODS

Pre-Contact

- Unknown Pre-Contact
- Paleoindian
- Archaic: Early Middle Late
- Transitional Tradition
- Woodland: Early Middle Late
- Proto Historic

Historic

- Unknown Historic
- Contact-Historic
- Pre-1700: 1550-1600 1600-1650
- 1650-1700
- 1700-1800: 1700-1725 1725-1750
- 1750-1775 1775-1800
- 1800-1900: 1800-1825 1825-1850
- 1850-1875 1875-1900
- 1900-2000: 1900-1925 1925-1950
- 1950-1975 1975-2000

FEATURES

Artifacts

LITHIC MATERIALS (Including Counts Or Percentages)

PRE-CONTACT ARTIFACT TYPES

Artifact Type	Count	Material
Adzes		
Antler & Bone Artifacts		
Bannerstones		
Celts		
Chipped Stone Tools		
Cordage		
Core		
Fire Cracked Rock		
Gorgets/Pendants/Non-Utilitarian Lithics		
Grooved Axes		
Ground & Polished Stone Tools		
Hammerstones		
Hoes		
Human Bone		

Artifact Type	Count	Material
Netsinkers		
Non-Artifactual Bone or Antler		
Non-Artifactual Floral Remains		
Non-Artifactual Shell		
Pestles/Grinding/Pitted Stones		
Pottery		
Shell Artifacts		
Steatite		
Bowls/Fragments		
Stone Debitage		
Stone Pipes		
Utilized Debitage		
Wooden Artifacts		

PROJECTILE POINTS – GENERAL TYPES

Point Type	Count	Material	Diagnostic Types
Fluted point			
Lanceolate point			
Bifurcated point			
Expanding stem point			
Pentagonal point			
Contracting stem point			
Straight stem point			
Corner-notched point			
Side-notched point			
Triangular point			
Other projectile point			
Basal-notched point			

HISTORIC ARTIFACTS

Physical Setting

Additional Comments

PENNSYLVANIA ARCHAEOLOGICAL SITE SURVEY
Administrative Information (CONFIDENTIAL ITEMS HIGHLIGHTED)

7.5 QUAD NAME _____

LAT/LONG COORDINATES: LATITUDE: _____ LONGITUDE: _____

SOURCE OF LOCATION DATA _____

OWNER _____ ADDRESS _____

TAX PARCEL ID _____ TAX MAP DATE _____

PRIVATE LANDOWNER PUBLIC LANDOWNER - FEDERAL STATE LOCAL
AGENCY _____

COLLECTION LOCATIONS _____

INFORMANTS _____

RECORDING REASON

- Informant Interview/Amateur Survey
- Non-PHMC institution affiliated research
- Other (Explain in 'Administrative Comments')

RECOMMENDATION/CRITERIA FOR NATIONAL REGISTER INCLUSION _____

DATE SITE RECORDED _____

SUBMITTED BY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____ EMAIL ADDRESS _____

S.P.A. CHAPTER AFFILIATION _____

INSTITUTIONAL AFFILIATION _____

ADMINISTRATIVE COMMENTS _____

Remember!

Ask the landowner's permission before you collect artifacts on private property. It is a violation of state law to collect artifacts on state lands and a violation of federal law to collect artifacts on federal lands.

Completed PASS forms should be sent to:
State Historic Preservation Office
Commonwealth Keystone Bldg, 2nd Floor
400 North Street
Harrisburg, PA 17120-0093
RA-CRGIS@pa.gov