

# Ohio Archaeological Inventory

## Site Form Preparation & Submission Guide

for use with ArcGIS Survey 123



State Historic Preservation Office  
Ohio History Connection  
Columbus, Ohio  
Revised 2025

# Ohio Archaeological Inventory

## Site Form Preparation and Submission Guide

for use with ArcGIS Survey 123

Completion of the Ohio Archaeological Inventory (OAI) Site Form is intended for professional use only. An OAI site number must be assigned before form completion.

To request site numbers, email the Archaeology Survey Manager ([ArchSurvey@ohiohistory.org](mailto:ArchSurvey@ohiohistory.org)) and include the county name(s) and the number of new sites identified within each county.



Survey123 saves unsubmitted draft forms to your local device. Form preparers are responsible for maintaining their own drafts. SHPO does not receive a copy of your data until it has been submitted. It is recommended to prepare all required materials and information before initiating a form in Survey123.

At any time during the OAI process, please contact the Archaeology Survey Manager for additional guidance.



The OAI is comprised of over 65,000 archaeological sites. Although the OAI was formalized in 1975 under the Ohio SHPO, usage of the Smithsonian Trinomial to catalog Ohio’s sites began in the 1940s. Today, over 1,000 archaeological sites are added every year.

### Determining Archaeological Site Boundaries

Sites delineation boundaries are most commonly identified through examining the association of artifacts or cultural features within a landscape.

**Isolated Finds** are single artifacts separated by at least 20 meters from other materials. Single artifacts found within areas of intensive agricultural tilling or notable slope-wash in proximity to an identified site may be considered site-associated. This judgement is best made while conducting fieldwork.



A re-fit artifact or a single Prehistoric and a single Historic artifact found in close proximity can also qualify as Isolated Finds.

**Multi-component Sites** with clear temporal separation (e.g., Prehistoric and Historic) with overlapping boundaries may be treated as two sites while those lacking distinct separation are considered single, individual sites.

**Large Site Complexes** with well-defined features or activity loci (e.g., villages, geometric earthworks, industrial or military sites) may be best recorded with a primary site number and given additional, separate numbers for distinct clusters or features.

# Updating Previously Inventoried Sites

Prior to updating previously inventoried site files, professionals must first contact the Archaeology Survey Manager and provide a summary of the survey methods used and an overview of any new or additional findings. Include the following information in your email correspondence:

- Existing OAI Site Number.
- Phase and scope of survey undertaken which re-identified the site.
- Approximate or actual number of artifacts recovered during survey, including temporal affiliation.
- If the delineated site boundary has increased or decreased. If so, report the increase or decrease in square meters

This information will allow the Archaeology Survey Manager to determine the most appropriate method for submitting new or revised information (i.e., via a Revised Form or Continuation Sheet).

**Revised Form** Used to update previously inventoried site files lacking substantial information. Commonly used to update 3x5 catalog cards, 2-page forms, Preliminary Documentation forms, and Isolated Find forms. Revised forms are submitted using the Survey123 OAI Entry Form.

**Continuation Sheets** Used to update previously inventoried site files containing substantial information. Commonly used to update 10-page forms or Survey123 submissions. Submitted via email to the Archaeology Survey Manager. For additional information and guidance, see our [guide to preparing Continuation Sheets](#).

## Prior to Beginning an OAI Form

For efficient OAI Form completion, prepare all materials and site information in advance. This includes the site(s) and survey delineation map (see Section 7 for formatting instructions). Also consider submitting the relevant survey report reference(s) within the OAI References Form prior to beginning the OAI Entry Form (See Section 6 for more information on submitting References).

## After OAI Form Submission

Once an OAI form is submitted via Survey123, the preparer will receive a copy of the draft OAI form via email. Submitted OAI forms will be reviewed by SHPO staff approximately 1-3 months after the concurrence letter is sent by SHPO Review staff. If changes or corrections to the form are identified by SHPO staff during review, you will be notified via email. Failure to correct or complete the form may result in additional email notifications.



Help keep our Inventory current! Please return any unused OAI numbers to the Archaeology Survey Manager via email.

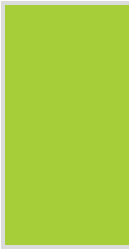
# Section 1. Site Information

\*[OAI Number](#) Enter the assigned OAI site number as a six-character string (e.g., AD1234).

[Project Name/Number](#) Include your internal project name and field site number (e.g. Foremost Solar / FS 1).

[Site Name](#) Naming is optional and should be reserved for sites already named in publications, by the community, or where naming aids in site protection.

\*[Form Version](#) Select one:



[Isolated Find](#) Enables simplified form.

[New Form](#) For undocumented archaeological sites.

[Revised Form](#) For updating previously inventoried sites, used only after contact with the Archaeology Survey Manager.

\*[Site Location](#) Enter coordinates of the site center point using decimal latitude/longitude (e.g., 39.4443 N 83.43210 W) in the search window. Check the box in the lower right corner to save the entry.

## Section 2. Location and Ownership

- \*County Auto-filled based on the site boundary center point.
- \*USGS Quadrangle Name Auto-filled based on the site boundary center point.
- \*Township / Community Name Select from the drop down list.
- \*Ownership Status Select one:



- Private Single Site is contained to a parcel owned by one private property owner.
- Private (multiple) Site extends over one or more privately owned properties.
- Multiple Government Site extends over multiple government-owned properties.
- Mixed-Government/Private Site exists within both government and private properties.
- Unknown For transcribed data entry only.

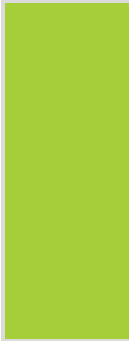
## Section 3. Temporal Affiliation(s)

\*Temporal Affiliation(s) Present Select from the drop down list. Select *Unknown* only when survey results lack sufficient evidence for a clear determination.

### Prehistoric Affiliation

\*Prehistoric Temporal Period(s) Represented Select all applicable periods. Select *Unknown Prehistoric* only when no specific temporal period can be determined.

\*Basis for Assignment of Prehistoric Temporal Period(s) Select all applicable terms:



- [Diagnostic Artifacts](#) Artifacts recovered or observed indicating specific Prehistoric periods.
- [Diagnostic Features](#) Observed features indicative of specific Prehistoric periods (e.g., mounds, geometric earthworks).
- [Radiometric](#) Enables the additional entry of radiometric dates and associated C-14 data.
- [Other](#) Specify the alternative basis used to determine temporal assignment.
- [Not Applicable](#) Use if site temporal period is marked as *Unknown Prehistoric*.

### Prehistoric Artifact(s)

Enter one discrete artifact grouping at a time.

- \*Artifact or Material Category Select from the drop down list.
- \*Artifact and Raw Material Description Described the artifact(s) and raw material. For large assemblages, group artifacts with shared attribute. For artifacts observed but not collected, add "(observed)" for items not collected.



Revised Form submissions: Only add artifacts identified during your survey. Add the reporting year in parentheses (e.g., Adena Stemmed Point - Vanport (2023)).

\*Count Enter number of artifacts.

# Historic Affiliation

\*Historic Affiliation Present Select one:

- [Indigenous](#) American Indian descent, postdating the Protohistoric period.
- [Non-Indigenous](#) Non-American Indian descent.
- [Both](#) Sites reflecting interaction between settlers and American Indian communities (e.g., Pickawillany, McKee’s Town, etc.)
- [Undetermined](#) For transcribed data where affiliation cannot be determined.

\*Historic Temporal Period(s) Represented Select all applicable terms. Select *Historic* only when no other category applies.

\*Basis for Assignment of Historic Temporal Period(s) Select all applicable terms:

- [Diagnostic Artifacts](#) Artifacts recovered or observed indicating specific Historic periods.
- [Diagnostic Architectural Remains](#) Structural remains observed that support the temporal assignment.
- [Diagnostic Features](#) Buried or partially buried remains contributing to the determination.
- [Documentary Evidence](#) Printed or digital documentation used to support the temporal assignment.
- [Oral Tradition](#) Unrecorded statements from landowners, descendants, neighbors, etc.
- [Not applicable](#) Select if *Historic* is the only affiliation selected.

# Historic Artifact(s)

**\*Material Category** Select from the drop down list. Based on the artifact’s original function unless clearly repurposed. Refer to South (1977) *Method and Theory in Historical Archeology* and Ball (1984) “Historic Artifact Patterning in the Ohio Valley” for additional guidance.

- [Agricultural](#) Tools or equipment used in food production activities.
- [Architectural](#) Items associated with the construction of buildings or other large structures.
- [Clothing](#) Articles designed to be worn as either functional or decorative attire or component part of apparel.
- [Construction / Manufacturing Tools](#) Tools or equipment used for constructing or manufacturing other goods.
- [Food Remains](#) Remains of animal and plant sources of food.
- [Fuel / Energy](#) Items related to the extraction and use of coal, including coal, cinder, and slag, vessels for storage of fuels, and miscellaneous items related to electricity, such as insulators.
- [Kitchen](#) Food and beverage containers, tableware, vessels associated with preparation, display, or serving or food, canning supplies, various utensils associated with food preparation, serving, and consumption.
- [Military](#) Items made expressly for use within a military context. Though these items are often mirrored in other categories, they are distinct in form and reflect their ownership or use within national armed forces or state militia.
- [Misc. Hardware](#) Items with a known specific function but whose larger context is unknown. This category is used as a residual category for things that generally are components of other unknown items.
- [Personal](#) Miscellaneous items generally held or used by a single person or associated with personal hygiene or health.
- [Printed Matter](#) Items with handwritten or mechanically printed information or items used to produce such printed information.
- [Religious / Ceremonial](#) Ideological symbols, items with specific symbolic or ceremonial functions, or mortuary-related items (including gravestones).
- [Transportation](#) Items and their component parts associated with the movement of people and/or goods.
- [Toys & Games](#) Items generally associated with child or adult recreation or musical instruments and their component parts.
- [Weapons](#) Items associated with private context of hunting, recreation, personal protection, or crime.
- [Other](#) Use this category only when an item cannot be reasonably placed in any other category.
- [Unknown](#) Any items for which the category cannot be determined. Typically used for unidentified ferrous objects or melted glass.
- [Furniture](#) Functional and decorative room furnishings, large appliances, component parts of furniture, etc.

**\*Artifact Description** Enter only one discrete artifact group at a time. For artifacts observed but not collected, add “(observed)” for items not collected.



Revised Form submissions: Only add artifacts identified during your survey. Add the reporting year in parentheses (e.g., Flow-blue service-ware fragments (2023)).

**\*Count** Enter the number of artifacts.

## General

**Feature(s) Description** Summarize the Prehistoric and/or Historic features investigated or observed.

**Affiliated Ohio Historic Inventory Number** Enter the associated site number as a 10-character string (e.g., “ADA0123401”)

**Affiliated Ohio Historic Inventory Property Name** Use the property name from the associated OHI form.



# Section 4. Physical Description

\*Archaeological Setting Select one:

- [Rockshelter / Cave](#) A shelter formed by a ledge of overhanging rock.
- [Open Site](#) Most sites fall into this category, lacking a natural "roof" or overhead protection.
- [Unrecorded \(Transcribed Data\)](#) For transcribed data where the setting is uncertain.
- [Submerged Sites](#) Sites partially or entirely underwater (e.g., river, pond, lake - natural or man-made).
- [Unknown](#) For information derived from local tradition or oral history.
- [Other](#) Specify setting type.

**Site Type** Describes the primary activities or roles a site served based on associated archaeological remains. Many sites reflect temporary resource procurement episodes. *Unknown* is typically selected for sites identified during Phase I and II fieldwork or if survey limitations or site degradation prevent a definitive classification.

# Prehistoric Site Type(s)

Prehistoric Site Type(s) Select all that apply:

## Habitation Site Types

Camp Short-term or seasonal use, often associated with special-purpose activities (e.g., hunting, gathering). Select when features like FCR are present but more data is needed to classify further.

Hamlet Year-round occupation by a small group (1-4 households), often with evidence of permanent structures.

Village Year-round occupation by a large group (5+ households), typically with evidence of permanent structures.

Unspecified Habitation Long-term settlement with insufficient data on size or duration to determine habitation type. Evidence may include post molds, diverse tool types, pottery, storage pits, hearths, or large quantities of FCR. Sites lacking comprehensive evidence may be better categorized as *Camps*.

## Extractive Site Types

Quarry Raw material (e.g., flint, clay) extraction area. Excavation may be vertical or horizontal.

Workshop Area for producing preforms or tools. Larger workshops are often located near quarries; smaller ones may be more remote.

## Ceremonial Site Types

Unspecified Mound Mound of unknown construction material or shape.

Earth Mound A conical or low-profile mounded, frequently mortuary in nature.

Stone Mound A mound consisting primarily of portable rock, frequently mortuary in nature.

Effigy Mound An earthen or stone mound constructed in the shape or outline of a natural or symbolic object, frequently an animal (e.g., Serpent Mound).

Mound Group Two or more mounds whose spatial relationship indicates they were potentially contemporaneous or otherwise associated. Use only if the association is probable or demonstrated.

Hilltop Enclosure A modified hilltop enclosed by earthen or stone walls (e.g., Glenford Fort).

Geometrical Earthwork A single or a series of earthen walls or embankments forming geometric patterns.

Cemetery Area with two or more human internments in close proximity.

Isolated Burial(s) A single human internment. Multiple internments spread across a site remain classified as isolated.

Petroglyph / Pictograph Rock carving or paintings with symbolic representation.

Unknown Use when insufficient data exists to assign a defined site type.

# Historic Site Type(s)

Historic Site Type(s) Select all that apply:



Farmsteads are recorded through selection of both *Subsistence* and *Residential*.

- [Residential](#) Single, multiple, or secondary dwellings; hotels, motels, or inns; institutional housing, orphanage, county homes; etc.
- [Commercial](#) Office, professional organization or association, financial institution, retail store or shop, department store, general store, restaurant or bar, warehouse, arcade, market, etc.
- [Social](#) Meeting Hall, fraternal or patriotic organization, club, grange hall, YMCA or YWCA, Masonic Hall, social or civic centers (Salvation Army, Community Center), etc.
- [Government](#) Town or City Hall, correctional facility, fire station, police station, government office, customs house, land office, post office, courthouse, public works (excluding transportation), water works, sewage plant, etc.
- [Religious](#) Church or other religious structure, ceremonial site, church school, church-related residence, shrine, Chautauqua, convent or monastery, rectory, etc.
- [Educational](#) School, college or university, library, research facility (laboratory, observatory, etc.), educational-related housing (dormitory, sorority, or fraternity house), etc.
- [Mortuary](#) Cemetery, graves or burials, funeral home, mausoleum, crematory, etc.
- [Recreation](#) Theater, opera hall, auditorium, museum or exhibition hall, music facility, amusement park, zoo, fairground, sports facility, etc.
- [Subsistence](#) Food processing or storage facilities, animal facilities, agricultural outbuildings, etc.
- [Industrial](#) Mill, processing or manufacturing facilities, extractive facilities, energy facilities, communications facilities, company housing, etc.
- [Health Care](#) Hospital, clinic, nursing home, medical business or office, resort, or spa, etc.
- [Military](#) Coast guard, naval, or air facilities, barracks, arms storage, fortification, post or military base, battle site, etc.
- [Refuse](#) Locations of deposits specific to historic refuse apparently unrelated to residential dwellings.
- [Transportation](#) Rail-, air-, water-, road-, pedestrian-, or canal-related.
- [Unknown](#) Selected only when insufficient information exists to place the site into any of the established categories outlined above.

**State the Basis on Which Site Type Assignment(s) Were Made** Briefly summarize the evidence or reasoning for selection.

# Condition and Disturbances

\*Site Condition Select one:

- [Undisturbed](#) No major horizontal or vertical impacts identified.
- [Disturbed-Extent Unknown](#) Some disturbance is evident, but extent unclear (commonly agricultural)
- [Disturbed-Extent Known](#) Fieldwork identifies the extent of horizontal and vertical integrity of the site. This typically results from Phase II or III investigations but may be observed through intensive Phase I survey. Known extent is typically observed with Historic-era built-environment sites.
- [Fully Disturbed](#) Fieldwork identifies the horizontal and vertical integrity of the site is fully compromised, fully altering associations between the cultural remains even if cultural materials are still present. This typically results from Phase II or III investigations but may be observed through remote sensing or intensive shovel testing.
- [Destroyed](#) No cultural resources remain due to mechanical removal or severe environmental events (e.g., stream or slope erosion).
- [Unknown](#) Site not visited or was insufficiently investigated.
- [Unrecorded](#) Used only for transcribed records without disturbance detail.

\*Dominant Agent(s) of Disturbance Select all applicable terms:

- [None Apparent](#) Only for sites categorized as *Undisturbed*.
- [Agricultural](#) Includes all activities associated with agriculture (e.g., plowing, disking, pasturing, operation of feedlots, forest clearing, etc.). Private and commercial logging is generally included in this category.
- [Historic Construction](#) Subsurface disturbance resulting from the construction of buildings, structures, pipelines, utilities, or similar.
- [Water](#) Includes erosion, flooding, wave action, etc.
- [Transportation](#) Disturbance resulting from the construction of roads or lanes, railroads, canals, airports, bridges, etc.
- [Archaeological Excavation](#) Systematic, recorded excavation either by professional or avocational archaeologists.
- [Mining](#) Strip, open pit mining, shaft mining, or the deposition of raw materials and/or tailings from mining activity. If documenting a quarry or mining-related feature as an archaeological site, these features are part of the site rather than a disturbance.
- [Vandalism](#) Disturbances resulting from unauthorized excavation or other collecting.
- [Unrecorded](#) Used only for transcribed data.

Nature of Disturbance/Destruction Summarize observed disturbances.

\*Current Dominant Land Use Select one from the drop down list. If land use is not immediately clear, refer to [ODNR's Land Use/Land Cover GIS data](#) and verify using historical aerials and current satellite imagery.

Setting

- \*Site Elevation Measured from site center point, in meters.
- \*Physiographic Setting Auto-filled based on the site boundary center point.
- \*Glacial Geomorphology Auto-filled based on the site boundary center point.
- \*Regional Geomorphological Setting Select one:

Stream Valley A lowland area shaped by water flow and includes all landforms within the valley, such as the floodplains, terraces, and valley hillslope.

Upland Hill Slope Broad, relatively flat areas between stream valleys. The crest of an upland slope is considered a Hill or Ridge Top.

Beach Ridge A gently sloping, often linear ridge of unconsolidated material, typically comprised of sand and gravel, extending inland from a present or former body of water.

Hill or Ridge Top Elevated landforms marking the division between river or stream valleys.

Lake Plains Interfluvial Zone Large areas of former lakebeds located between deeply incised post-glacial stream valleys.

Unrecorded For transcribed data where the setting is unknown.

\*[Local Environmental Setting](#) Represents the immediate landform within the regional geomorphological setting, often relating specific habitation or resource preferences. Select one:

[Floodplain](#) Level or nearly level land adjacent to a stream or river, subject to flooding.

[Low Rise on Floodplain](#) A small elevated rise within a floodplain that is not a terrace, remnant, or natural levee.

[Alluvium](#) Sediment deposited by water action, including from rivers, lakes, and estuaries.

[Island](#) Landmass surrounded by water.

[T-1 \(First or lowest terrace\)](#) The lowest terrace above the floodplain, often extending into tributary channels.

[T-2 \(Second terrace\)](#) Located above the first terrace and below the third.

[T-3 \(Third terrace\)](#) Located above the second terrace and below the fourth.

[T-4 \(Fourth terrace\)](#) Located above the third terrace. Rare in Ohio and are found in the oldest stream valleys (e.g., Ohio, Great Miami, Tuscarawas, and Muskingum Rivers). Higher terraces (5<sup>th</sup>, 6<sup>th</sup>, etc.) should be coded as T-4 if locally significant.

[Terrace Remnant](#) An isolated, ancient former terrace generally the result of past stream or glacial meltwater and often unrelated to terraces related to present-day stream valleys.

[Unknown Terrace](#) An elevated surface paralleling a floodplain but not identifiable as a specific terrace.

[Natural Levee](#) A low ridge along both sides of a stream channel, typically composed of sand and coarse silt.

[Beach Ridge](#) A gently sloping, often linear ridge of unconsolidated material, typically comprised of sand and gravel, extending inland from a present or former body of water.

[Kame](#) A conical hill of stratified sand and gravel deposited by glacial meltwater.

[Drumlin](#) An elongated hill or ridge formed under glacial ice.

[Esker](#) A winding, narrow ridge of sand and gravel deposited by subglacial streams.

[Moraine](#) Broad, flat glacial deposits formed beneath or along the edge of a glacier.

[Glacial Hummock](#) A low hill composed of unsorted glacial sands and gravels, typically on a moraine.

[Wetland Hummock](#) A small rise in a swamp or bog, usually vegetated and rich in organic soil.

[Bluff](#) A steep, broad-faced bank or cliff.

[Bluff Base](#) The lowest part of a bluff near the valley floor, potentially offering shelter, similar to a rock shelter.

[Bluff Edge](#) The upper portion of a bluff and adjacent upland.

[Saddle](#) A small, flat area connecting two higher elevations, with upslope in two directions and download in two others.

[Hill or Ridgetop](#) A natural elevation rising less than 300 meters, typically with a well-defined outline. A ridgetop is a narrow elevation which divides drainage systems.

[Closed Depression](#) A low area with no surface drainage, such as a sinkhole or kettle.

[Unrecorded](#) For transcribed data where the setting cannot be determined.

## Slope

- \*[Down Slope Direction](#) Select one.
- \*[Slope Gradient](#) Entered by percent as a range (5-10%) or by the highest value of a range (10%). If *Flat* is selected, gradient defaults to 0.

## Drainage System

- \*[Major Drainage](#) Auto-filled based on the site boundary center point.
- \*[Minor Drainage](#) Auto-filled based on the site boundary center point.

## Water Source

- \*[Closest Water Source Type](#) Refer to the USGS topographic mapping or National Map to identify the closest water source and select only one:

- [Permanent Stream](#) A stream such as a tributary, run, or portion of a creek or river, which contains water on a regular basis. Shown as solid blue lines on USGS topographic mapping.
- [Lake / Pond](#) A natural body of standing water formed in a depression. Lakes are typically shown and named on USGS topographic mapping while Ponds may be shown, and may be named, if of sufficient size.
- [Ephemeral Stream](#) A stream such as a tributary, run, or portion of a creek or river, which contains water on an intermittent basis. Shown as dashed blue lines on USGS topographic mapping.
- [Permanent Spring](#) A source of water that discharges from below ground on a year-round basis. Springs are typically located at low elevations on hillsides.
- [Swamp / Bog](#) An area of prominently wet, spongy land, which may or may not contain open water. Typically indicated on USGS topographic mapping with a marsh symbol.
- [Intermittent Spring / Seep](#) A source of water which discharges from below ground on an intermittent basis, usually in the spring or after extensive rain.
- [Slough / Oxbow Lake](#) Lakes occurring on the floodplain of a stream as a result of the cutting off of an old stream meander.
- [Artificial Lake / Pond \(historic sites only\)](#) A lake or pond formed by human activity which may include the construction of a dam across a stream valley, or the excavation of a depression into the earth's surface. Only utilized if the construction of the lake or pond predates or is contemporaneous with the construction of the historic site.
- [Artificial Stream / Ditch \(historic sites only\)](#) Canals, millraces, channelized drainage ditches, etc. that predate or are contemporaneous with the construction of the historic site.
- [Other - well or cistern \(historic sites only\)](#) Historic wells or cisterns that predate or are contemporaneous with the construction or habitation of the historic site. Typically observed during fieldwork, on Sanborn mapping, or aerial photographs.
- [Other - Municipal or Private \(historic sites only\)](#) Municipal or privately owned water sources, such as piped tap water, that predate or are contemporaneous with the construction or habitation of the historic site.
- [Other](#) Select if the closest water source does not within any of the above categories.
- [Unrecorded \(transcribed data\)](#) For transcribed data only.

- \*[Horizontal Distance to Closest Water Source](#) Measured from site center point, in meters.

# Section 5. Reporting Information

\*Investigation Type Select all applicable terms:



- [Aerial Photograph](#) Select if archival or contemporary aerial photography or satellite imagery was used to locate or interpret archaeological resources.
- [Auger / Soil Corer](#) Select if augering or coring contributed substantively to testing or investigation.
- [Chemical Analysis](#) Specify the type of chemical analysis used.
- [Deep Test\(s\)](#) Excavation of trenches exceeding 50cm in depth or to a depth determined by a geomorphologist as unlikely to contain archaeological materials. Often used in floodplains to locate buried cultural horizons.
- [Examination of Collection](#) Visual examination of artifact collections or detailed images.
- [Geophysical Survey](#) Use of geophysical survey techniques as a principle or supplemental method of investigation.
- [Mitigation / Block Excavation](#) Systematic excavation of archaeological sites for research or mitigation purposes.
- [PZ or Humus Removal](#) Manual or mechanical stripping of the plow zone or humus over areas larger than a test trench to expose undisturbed cultural remains.
- [Remote Sensing](#) Specify the type of remote sensing used.
- [Reported](#) Sites documented through published sources or informant contact that have not been previously recorded in the OAI.
- [Shovel Test\(s\)](#) 50x50cm units used to locate sites or define site boundaries where surface visibility is poor. Do not select is shovel tests were used solely to identify stratigraphy (i.e., stratigraphic units)
- [Surface Collection](#) Pedestrian survey that resulted in the collection of artifacts. Visual examination without collection should be recorded as *Walkover*.
- [Test Pit\(s\)](#) Square or rectangular units larger than 50x50cm, often expanded shovel tests used to identify soil strata or define features.
- [Test Trench\(es\)](#) Longer, often rectangular, excavations used to expose large areas and identify undisturbed cultural deposits, gathering both vertical and horizontal data.
- [Testing / Excavation \(strategy unknown\)](#) Select for sites with known testing or excavation where the specific strategy is undocumented. Commonly used for transcribed or informant reported sites.
- [Walkover](#) Pedestrian survey that did not result in the collection of artifacts. If artifacts were collected, select *Surface Collection*.
- [Windshield Survey](#) Typically used in earlier surveys where sites were observed from a vehicle.
- [Unrecorded](#) Use only for transcribed data lacking detail on investigation methods.

\*Surface Visibility Select the range reflecting surface visibility at the time of survey.

\*Site Area Enter the site area in square meters, rounding to the nearest whole number. Submitted site boundary polygons should be as accurate as survey conditions allow and based on the distribution of artifacts or features identified at the time of the survey.



\*Basis for Site Area Estimate Select the primary method in determining Site Area:

- [Global Position System – GPS](#) Area measured using GPS
- [Guessed](#) Area visually or otherwise estimated without physical measurement.
- [Historic Maps](#) Area measurement based on historic sources with sufficient or reasonable scale, such as County Atlases, plat books, Sanborn maps, coal mine maps, etc.
- [Aerial Photograph](#) Area measurement based on archived aerial or modern satellite photographs.
- [Paced](#) Area determined by pacing the site’s extent.
- [Taped](#) Area measured with a tape measures during the fieldwork.
- [Transit / Alidade](#) Area measured using a transit, alidade, or similar instrument.
- [Range Finder](#) Area measured using a range finder or similar device.
- [Unrecorded](#) For transcribed data only.

\*Confident of Site Boundaries? Select No unless a Phase II or III investigation or intensive Phase I survey has been completed. Select No if the site likely extends beyond the survey area or if full delineation of the site was restricted.

Form Preparer

- \*First Name Auto-populates, based on user account information.
- \*Last Name Auto-populates, based on user account information.
- \*Institution/Organization Enter the name of your institution or organization.
- \*Email Auto-populates, based on user account information.
- \*Date of Form Auto-fills to current date.
- \*Field Date Enter the date when the site was last visited during fieldwork.

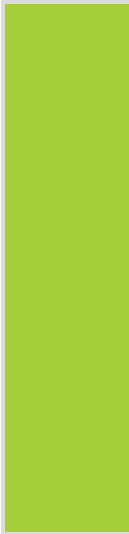
Artifact Repository Enter the institution name where artifacts will be curated, including the accession number, if available. Leave blank if no curation is planned.

Special Status Select one from the list. The majority of sites have no special status (i.e., None)

# Section 6. Description & References

## Description of Site

**\*Physical Description of Site, Setting, and Interpretation** Provide a brief summary of key site and survey details. This short narrative helps clarify principal site attributes with additional context and supports the verification of key data elements in the form.



Physical description narratives should include the following:

Physical setting Describe the immediate site setting and any notable environmental features.

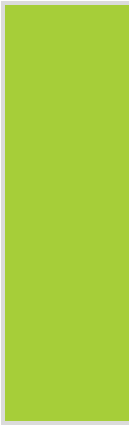
Investigation method(s) with site dimensions Summarize the methods used and report site dimensions in square meters.

Summary of artifacts/features Briefly describe the artifacts and/or features identified.

Temporal and Functional interpretations State temporal period(s) or cultural affiliations and, where possible, interpret the site’s functional role(s).

Archival Mapping For Historic-period sites, note the presence or absence of resources shown on historic maps or aerial photographs. If relevant, include ownership history from County Atlases, Gazetteers, or other sources. Consider citing these resources within the Form References section.

**\*Site Relationships and Significance** Asses the site’s potential significance in relation to regionally comparable sites. This narrative provides context across temporal and environmental boundaries.



Site relationships and significance narratives should include the following:

Comparison Briefly compare this site to others of similar age in the region (e.g., same watershed or geographic area). If no comparable sites exist, discuss what this absence suggests - whether it reflects a data gap or a unique find. For sites with potential significance but lacking comparisons, consider how it fits within broader knowledge of the temporal period.

Recommendations and potential eligibility Note any recommendations for additional fieldwork or potential eligibility for the National Register of Historic Places.

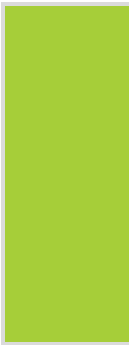
# References

\*[References](#) Add the associated survey report and other references within the *OAI References Form*

It is recommended to first add your report within the Reference Form before initiating inventory. After entering your report details select the check mark to save your Reference entry. Note that you will have the ability to add your Reference(s) during Form preparation, but you will need to close and save your form as a Draft and where once re-opened your report entry will appear within the drop-down list. You only need to enter report information into the Reference Form once. In the OAI Entry Form, use the search tool to enter a unique word or words to re-locate your report (e.g., project location or name as is found within your report title). To enter additional references to any form, select the + sign in the lower right corner.



For reports not submitted to SHPO, also known as due diligence survey, select *No associated report. Inventory reporting is in due diligence only* within the OAI Entry Form drop down.



[Report Title](#) When entering your title please use Title Case as a continuous string, without hard returns.

[Primary Author](#) Enter as Last Name, First Name.

[Other Authors](#) Enter as First Name Last Name with commas between names.

[Organization](#) Enter institution or company name.

[Year](#) Enter as four digit year (i.e., 1984).

[County](#) Enter the first county alphabetically.

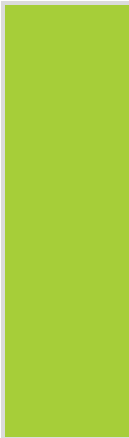
# Section 7. Site Map and Images

## Site(s) and Survey Delineation Map

\*[Site Map](#) Attach a map showing the site and survey area delineation.



This map is likely found within the associated survey report which can be cropped and formatted to meet the submission requirements.



Formatting requirements:

[Boundaries](#) Depict and label the full project survey boundary and all project-investigated OAI sites.

[Basemap](#) Use the USGS 7.5' Topographic Map or USGS National Map.

[Scale](#) Most maps will use a scale of 1:15,000, depicting approximately 2.5 to 3 miles in all cardinal directions. Large surveys may require segmenting the map into sections.

[Dimensions](#) Format the map to 1080 x 1080 pixels (7.5" x 7.5"), not to exceed 2MB.

[File Size](#) Format the map to 1080 x 1080 pixels (7.5" x 7.5"), not to exceed 2MB.

[File Format](#) Acceptable formats include .jpg, .jpeg, and .png.

## Additional Images



Consider including:

Diagnostic artifacts with scale.

Site overviews and/or archaeological features.

Archival mapping cited within the OAI Entry Form.