



## Arizona Site Steward Program Training Handbook



Site Steward Training Handbook and Materials

\*For use with the AZ Site Steward Training Video/PowerPoint



**PLEASE NOTE:**

The Manual is currently being updated and a new version will be ready by March 2019.

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## Pre-Classroom Options

Site Stewards are encouraged to go on-line and complete the first aid training prior to classroom training. They may print their completion certification and bring to the classroom. <http://www.firstaidforfree.com/free-first-aid-course>

Site Stewards are encouraged to learn about the federal and state laws applicable to cultural resources and the mandates for agencies we volunteer for. Some of these may be found at the following links:

<https://azstateparks.com/national-register-of-historic-places>

<http://www.usbr.gov/cultural/legismandates.html>

<https://www.nps.gov/subjects/culturallandscapes/index.htm>

<https://www.fws.gov/historicpreservation/crp/authorities.html>

<http://www.southwestlearning.org/topics/important-laws>





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### Chapter One: Welcome to the Site Steward Program

The archaeological resources of the State of Arizona are deemed a valuable and non-renewable resource of the people of Arizona and the people of the United States of America. Many archaeological sites throughout Arizona are currently being subjected to vandalism and other permanent forms of destruction. This illegal activity continues, in part, due to a lack of understanding by the public of the true value of the resources and a lack of regular surveillance of these locations. State and Federal laws encourage cooperation among State and Federal agencies, local governmental entities and private citizens. The undersigned parties have determined that a program of regular, volunteer visitation of locations of archaeological resources diminishes the rate of their destruction and leads to an improved attitude among local citizens toward archaeological resources in their region.

According to a 2013 study conducted by Blythe Bowman Proulx, assistant professor of criminal justice in the L. Douglas Wilder School of Government and Public Affairs at Virginia Commonwealth University, archaeological vandalism is an international issue.

*Pervasive looting at archaeological sites is broad based and frequent. The numbers suggest serious implications for the preservation of the world's cultural heritage and in understanding or rediscovering human history. The survey, conducted by collected information through a structured questionnaire sent electronically to more than 14,400 field archaeologists throughout the world. The survey was designed to collect information about their personal experiences with looting at archaeological sites, with the objective of developing a picture of the nature, geographic scope, and frequency of looting and site destruction within local and global contexts.*

*Proulx received responses from 2,358 archaeologists around the world. Based on their feedback, looting activity occurred in 87% of the 118 countries that were reported as primary locations for archaeological fieldwork. Most respondents (97.9%) reported that looting was occurring in the general area or country where they conducted fieldwork, and "78.5% reported having had personal on-site experience with looting at some point during their careers".*

<http://popular-archaeology.com/issue/december-2012/article/study-reveals-looting-of-archaeological-sites-as-massive-global-problem>

#### **Mission Statement:**

The Arizona Site Steward Program is a statewide organization of volunteers, sponsored by the public land managers of Arizona and the State Historic Preservation Office (SHPO). Stewards are committed to cultural resource preservation activities; especially those designated cultural resources at risk of damage caused by vandals or nature.



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### Statement of Purpose:

The Arizona Site Steward Program works toward the following goals:

- To preserve in perpetuity major prehistoric, historic archaeological and paleontological resources for the purposes of conservation, scientific study, interpretation, and for their importance to Native peoples;
- To increase public awareness of the significance and value of cultural resources and the damage done by artifact hunters, *i.e.*, by accepting opportunities to staff program exhibits at community events, make presentations at conferences and for local organizations, by serving as docents at sites for the land manager, etc;
- To discourage site vandalism and the sale and trade of antiquities;
- To support the adoption and enforcement of national, state, and local preservation laws and regulations;
- To support and encourage high standards of cultural resource investigation throughout the state;
- To promote better understanding and cooperation among agencies, organizations, tribes and individuals concerned about the preservation of cultural resources;
- To enhance the completeness of the statewide archaeological inventory by assisting public land managers with site surveys and documenting and reporting new discoveries while monitoring existing sites assigned to the Steward.



### Who We Are

Are you someone who enjoys the outdoors and has the physical and vehicular capabilities of driving and hiking to archaeological sites? Anyone with organizational skills and a concern for the preservation of Arizona's non-renewable resources is welcome. Are you fascinated with the history of the southwest? How about the history of mining, ranching, railroads or military in Arizona? Anyone who has an interest in preservation and who is willing to abide by the Site Steward Code of Ethics is eligible to join the program. A Site Steward's primary role is to monitor archaeological and paleontological sites and report any vandalism to the land manager. Stewards make an important contribution to preserving our cultural heritage by working closely with



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Federal, State, Tribal, County and municipal agency archaeologists. The ASSP works with individuals to make assignments based on your ability, interest, capacity, and location.

Site Steward volunteers will be recruited and selected without regard to race, creed, religion, age, sex color, national origin or disability. Because the Program is funded and supported by federal and state land managers for the identification and protection of cultural resources, we practice a nondiscriminatory policy. However, no person who has been convicted of a violent crime, crime against a person, crime involving the use of a weapon, an archaeological crime, or any other felony, shall be utilized as a volunteer in any aspect of the program.



### **Where We Volunteer**

The Arizona Site Stewards are located throughout the State of Arizona and in some cases, are affiliated with other State Stewardships Programs. We provide volunteer services monitoring designated sites from the Mexican border to north of the Grand Canyon and from New Mexico to California and Nevada. The Arizona Site Steward Program (ASSP) is comprised of several distinct regions (currently 26) based on geography; land managing jurisdiction, accessibility, and need.

Some of the agencies/organizations with whom we partner include the US Forest Service (Southwest Region and Pacific Region), US Bureau of Land Management (Arizona), US Bureau of Reclamation, The US National Park Service Grand Canyon Parashant National Monument, Cabeza Prieta National Wildlife Refuge, Agua Fria National Monument, Glen Canyon National Recreation Area, Arizona State Parks, Arizona State Trust Lands, University of Arizona/Arizona State Museum, Maricopa County, City of Phoenix, Town of Buckeye, City of Tempe, Luke Air force Base, The Archaeology Conservancy, Archaeology Southwest and The Nature Conservancy.

Each of these agencies operates under mandates to identify and protect the cultural resources on lands under their jurisdiction. The number of sites included within the ASSP by these partners continues to grow as we provide an invaluable service by monitoring and reporting vandalism and damage to the land managers.

### **Chief Objective**

The chief objective of the Steward Program is to assist with cultural resource management by site monitoring and reporting any damage such as illegal collecting or looting at cultural sites to the appropriate land manager, but they also report other types of site impacts such as trash dumping, vegetation theft or erosion problems. All work is done on a volunteer basis. Monitoring and non-collective surface investigation will be the only investigative methods used by volunteers. Site Stewards may participate in other kinds of investigations only when specifically requested by, and directly supervised by, officials of the appropriate land managing agency. Legislated restrictions of site location



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information (see section on Federal laws under ARPA) requires archaeological site location information be held in strict confidence by Stewards. It will be made available only to the appropriate authority responsible for administering the lands involved.

### **Site Steward Code of Ethics**

The Site Stewards work to prevent destruction of archaeological and paleontological sites in Arizona and to uphold all state and federal preservation (antiquity) laws. Therefore, all volunteers must be guided by a preservation ethic. Each volunteer will perform his/her duties as a Steward in accordance with the procedures published in the Site Steward Handbook. A statement agreeing to abide by the Code of Ethics is included on the State Historic Preservation/Arizona State Parks agreement signed by every Steward at the time of training. Adoption of this Code of Ethics indicates agreement that the following rules will be observed.

### **Site Stewards SHALL:**

- **Comply With Preservation Laws**

Stewards shall comply with all Federal, State and local antiquity laws and regulations.

- **Respect The Public**

As representatives of the State and Federal agencies that participate in the Program, Stewards shall be courteous on public lands and respect private property.

- **Hold Site Information Confidential**

Site Stewards shall not share site information with anyone outside the Site Steward Program; nor shall they put site location information on the Internet

- **Adhere to Protocol for Bringing Others to a Site**

Stewards shall take only other certified Site Stewards or professional archaeologists to archaeological sites; all others require permission from the appropriate Land Manager

- **Report Violations**

Site Stewards shall give information about suspected violators of local, State, and Federal laws only to the appropriate law enforcement officer and to the land manager with the authority responsible for administering the lands involved.

- **Report Human Remains**

1. If human skeletal remains are found at a site, Site Stewards shall not photograph the remains, but shall promptly notify the local land manager.
2. If human skeletal remains are noted on private lands, the Site Steward shall report such finds to the Arizona State Museum.

- **Transfer of Stewardship**

Upon termination of stewardship, each Steward shall transfer to the Regional Coordinator or the State Program Coordinator, all records, photographs, and other documents pertaining to the Site Steward Program and shall surrender their Site Stewards ID Card to the Regional Coordinator or State Program Coordinator.



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### Site Stewards Shall NOT:

- **COLLECT ARTIFACTS**

Site Stewards shall not collect any artifacts on State or Federal lands unless explicitly directed to do so under the supervision of a professional archaeologist who meets the federal and state permitting standards.

- **CONDUCT MEDIA INTERVIEWS AT A SITE**

Site Stewards shall not conduct media interviews or participate in any other publicity concerning the location/condition of sites without the consent of the involved landowners/land managers and authorized by the State Program Coordinator.

- **HAVE CONFLICTS OF INTEREST**

Stewards shall not engage in activities or accept positions that represent conflicts of Interest with the goals and mission of the Site Steward Program

### Firearms Policy

The carrying or use of firearms is not included as part of the discharge of duties under the Site Steward Program. It is not the purpose or function of this Program to conduct law enforcement activities. Therefore, firearms are neither required nor requested for the conduct of the duties of any Site Steward, and then possession or use during the conduct of those duties is strictly prohibited. Stewards must abide by the policies and regulations of the land managing agencies to which they are assigned as volunteers, and to whatever stipulations are included in any volunteer agreements signed by those agencies.

### Policy for Archaeological Work

Being a Site Steward means accepting a special responsibility towards Arizona's unique archaeological resources. Stewards wanting to get involved in archaeological or paleontological excavations, whether on public lands or on private lands shall use professional guidance and proper procedures, according to the Secretary of Interior's Standards, making sure that burial agreements through ASM are in place. In addition, Stewards should not engage in excavation activity on non-threatened sites. Site Stewards may receive credit for assisting with rock art recording, and mapping and survey work. Site Stewards do not receive credit for any type of excavation activity, whether on public or private lands, and therefore, should not wear their Site Steward ID Badge while doing that type of activity.

The Governor's Archaeology Advisory Commission (GAAC) has developed standards to guide private landowners who wish to conduct or allow archaeological work on their lands. For a copy of these guidelines, contact the SHPO at (602) 542-4009.



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### Chapter Two: History and Evolution of the Program

#### Program Origin

Arizona is proud of the diversity of its cultural heritage resources. Yet, the rapid rate at which these resources are being lost or destroyed by vandalism is appalling. As the rate of loss increases with the state's rapid development, so does the concern. Beginning with the Antiquities Act of 1906, federal and state laws have established stringent penalties for vandalism of cultural resources or trafficking in pre-contact art and artifacts. Many federal and State laws have been enacted to study and protect places of cultural significance threatened by federally funded development. And, as a consequence of the National Historic Preservation Act of 1966 and Executive Order No. 11593 of 1971, agencies were established to assist governments at all levels in carrying out their historic preservation responsibilities.

For these laws to be effective, however, everyone must feel an individual sense of responsibility for the protection of our nation's cultural heritage. There are simply too few law enforcement agents in any state or federal agency to effectively patrol all of its resources. Public volunteers, organized and trained to report to the land managing agencies where vandalism is occurring, are looked to as the solution. The idea of private citizens as partners with the public land managers is not a new "concept," only reborn from time to time for a variety of programs and projects.

As old as the idea of using volunteers to help identify and safeguard cultural heritage may be, until 1986 only six formal programs were known to exist in the world. British Columbia established such a program in 1979 and other programs have been attempted in Ontario, Saskatchewan, Australia, South Carolina and Texas. While the U.S. Forest Service and Bureau of Land Management have used volunteers to patrol sites on their lands in Arizona, until the State Historic Preservation Office (SHPO) came into being and the Governor's Archaeology Commission (GAAC/Commission) was formed, there was no mechanism for placing primary responsibility for the operations of such a program with a single agency. Also, there was no provision for applying continued emphasis and oversight to its function.

On December 9, 1985, at the first meeting of the newly appointed GAAC, Governor Bruce Babbitt conveyed to the Commission his interest in the Texas Archaeological Stewardship Network. The Texas program focuses on professional stewards doing surveys, recording private artifact collections and doing public education about historic preservation. Governor Babbitt suggested the Commission look into this program and determine if something similar might be useful in Arizona. The Law Enforcement Subcommittee of the GAAC quickly focused on establishing a volunteer steward program, with monitoring sites for vandalism as its primary purpose and a top priority of the Commission. After contacts were made with the State of Texas and the province of British Columbia to learn about their programs, a proposal was prepared and the Commission formally approved the establishment of the Arizona Site Steward Program on June 5, 1986.

In 1986, only the programs in British Columbia, Saskatchewan and Texas were active, but in 1993, a similar steward program started in New Mexico, and subsequently in



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California, Utah and Colorado. The Arizona Site Steward Program continues to serve as a model for volunteer stewardship programs across the country, and in some cases, internationally.

The GAAC also looked into what a Site Steward might do in addition to site monitoring. Many activities such as public education, site recording, project monitoring and documentation of private collections, were suggested, and incorporated into the Program's "Statement of Purpose." Other efforts led to an agreement between the public land managers of Arizona, the Hopi Tribe and the State Historic Preservation Office/Arizona State Parks, to establish and utilize the Site Steward Program. The first formal agreement, referred to as the Intergovernmental Agreement (IGA), signed by each of the sponsors and the State Historic Preservation Officer was filed with the Arizona Secretary of State on March 21, 1988.

### **The Program**

The Intergovernmental Agreement provides for the establishment of a statewide program, headquartered with the Arizona State Parks Board/SHPO in Phoenix and operated locally through community-based regions. Initially, there were thirteen designated regions; by 2002 over 24 regions were established, by 2007, the Program increased its regions to 25. Regions are determined by where communities are located with a population sufficient to draw the necessary volunteers to cover the sites in the surrounding area.

### **The Intergovernmental Agreement**

The Intergovernmental Agreement (IGA) establishes a contractual agreement between its signers. The concept of the Site Steward Program is defined and it prescribes the program's organization and function. The authorities (law's, statutes and regulations) are cited under which volunteers can be utilized in a joint venture by state, federal and other political entities for historic preservation activities. The difficulty in getting multiple agencies to sign and execute a single agreement was quickly realized and the practice of developing an individual IGA for each participating partner has been implemented.

The IGA commits the signers to advise and support (with communications, printing, training aids, etc.) the Site Steward Program. In the agreement, the duties and responsibilities of the State Parks Board and SHPO are specified as selecting and training the volunteer coordinators, formulating procedures for the administration of the program, creating a training program, overseeing public information statewide and reporting annually on the activities and accomplishments of the Site Steward Program to the participating parties and the public.

The IGA defines the duties and responsibilities of the participating public land managers as identifying coordinators for Site Steward activities and priority sites to be monitored on the agency's lands, executing volunteer agreements with Site Stewards working for them with injury included, providing Stewards with names and phone numbers of law enforcement officers to be contacted and the reporting procedures to be followed on the agency's lands and working together to monitor program activities. Through their representatives on the Volunteer Site Steward Committee, land managers are also



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responsible for evaluating the program's effectiveness, making recommendations to the SHPO and acknowledging the superior performance of volunteers.

### **Volunteer Agreements**

- The volunteer agreement provides the agency with the name and address of each volunteer working on lands under their jurisdiction.
- The land managers provide injury insurance for those who volunteer for them while in the performance of their duties.
- Volunteers for Federal agencies also have protection under the Federal Employees Compensation Act, which authorizes compensation for work-related injury.
- Volunteer Agreements with the various land managers must be signed, and kept updated, by each steward through their RC.
- The Program's State, County and Municipal partners are required to provide secondary coverage. The Steward's primary insurance policy covers the injury. The secondary policy covers what primary coverage does not cover.
- Volunteers for FEDERAL agencies have protection under the Federal Employees Compensation Act, which authorizes compensation for work-related injury.
- NON-FEDERAL agencies provide secondary injury insurance only.
- None of the agencies will pay for damage to vehicles, injuries resulting from a vehicle collision, or personal property.

The Arizona Site Steward Program carries insurance for injuries sustained while doing the following activities:

- A Steward staffing a ASSP booth at a public event,
- A Steward documenting an historic cemetery that is privately owned,
- A Steward injured while attending an ASSP sponsored workshop, conference, a local meeting held by the region, or a Regional Coordinators' meeting or retreat.
- Stewards injured while attending their initial classroom or field training to become Site Stewards, as long as they have signed the SHPO Agreement before the injury is sustained.

### **Development**

There have been many changes in the ASSP from its inception in 1986 to the present. Regional boundaries fluctuate by need and geography, regional coordinators have stepped up and retired, and the number of active site stewards has grown from 200 to 800 monitoring more than 2,000 sites across the state. More significantly, the number of land managers served by the ASSP has increased from the original five to thirty-seven. Each land managing agency has an individually executed IGA, of different implementation dates and varying time frames.

In March 1996, the program began tracking hours spent in educating the public about the importance of heritage resources and the number of occurrences of site vandalism that were reported to the land managers. Individual service hours were logged on paper and submitted to the SPC quarterly. In 2007, the ASSP created an on-line database for tracking hours and reporting vandalism. This change has provided much easier access to records needed for administrative reporting. The database has been reviewed and modified



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regularly to keep up with program needs. Each Land Manager (LM), Regional Coordinator (RC) and administrative staff may easily access the system and review applicants, activity in their region, or sites under their jurisdiction. The system includes automatic notification of vandalism to appropriate parties, capacity to upload photos, and comment on site visits. Interested persons may apply to the ASSP on-line.

With so many Arizona citizens stepping forward to volunteer because of their concern for the indiscriminate damage or complete destruction of some of our cultural resources, the program has flourished although the number of active site stewards fluctuates by season, region, and ability. Many of the stewards who were active in the 1990s continue to volunteer in the ASSP. There is a concerted effort to engage the public and recruit new stewards through outreach activities, events, and media coverage.



James Garrison, AZ SHPO, and Mary Estes, SPC holding award from the National Conference of State Historic Preservation

In 1999 and 2000, the program received two recognition awards: the Bureau of Land Management’s “Legacy of the Land Award” and the US Forest Service’s “Windows on the Past Award.” In 2005, the Site Steward Program received national recognition by receiving awards from the Society of American Archeology, the National Conference of State Historic Preservation Officers, and the National Trust of Historic

Preservation. The Governors Archaeology Advisory Commission has honored a number of individual stewards with awards in public archaeology, and the Arizona Archaeological and Historical Society has recognized the program. In 2015-2016 the Arizona Site Steward Program was recognized by the International Sonoran Desert Institute, a multinational organization including the Tohono O’odham Nation and Mexico, for providing cultural resource protection and awareness, and the Arizona Parks and Recreation Association honored the ASSP with an award for outstanding cultural program.

The ASSP serves as a model for many other similar programs throughout the country including California, New Mexico, Utah, Colorado, Wyoming, Montana, and Florida. We are increasing partnerships with tribal nations and developing alliances with other existing stewardship programs to provide a valuable shared pool of trained, vetted, and experienced and dedicated volunteers to continue to increase public awareness of our cultural resources and the need for their protection.

### Organization



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### **The Arizona State Parks Board (ASPB)**

Consists of citizens appointed by the Governor who are responsible for nominating, developing and operating Arizona's State Parks through and executive director. The legislature directed the ASPB to administer the state historic preservation program through the State Historic Preservation Officer, established under the State Historic Preservation Act (ARS 41-511.04).

### **The State Historic Preservation Office (SHPO)**

The State Historic Preservation Officer is an employee of ASPB and designated by the Governor. The SHPO administers the various historic preservation programs in the state (pursuant to the State Historic Preservation Act (ARS 41-861 et seq.) and acts in a consultant capacity to assist state, county and municipal agents in carrying out their historic preservation duties. The State Historic Preservation Office designates a public programs liaison to assist in the operations of the ASSP.

### **The Governor's Archaeology Advisory Commission (GAAC)**

Established by State law (A.R.S.41-847), the Governor appoints members for staggered 3-year terms. The Arizona Site Steward Program was developed under the direction of the GAAC, and is responsible to give periodic updates to the GAAC on the program's progress. The Commission advises the SHPO on a variety of important archaeological matters.

### **Program Partners/Land Managers**

Program partners (sponsors) are the agencies or entities who have signed IGAs to implement the Program on lands under their jurisdiction. Federal partners include the Bureau of Land Management (BLM), the United States Forest Service (USFS), the Bureau of Reclamation (BOR), United States Fish and Wildlife Department (USFW), the United States Department of Defense (DOD) including the US Air Force and US Army, and the National Parks Service. State and municipal partners include Arizona State Parks (ASP), Arizona State Land Department (ASLD), Arizona Game and Fish (AGF), Arizona State Museum (ASM), Maricopa and Pima County Parks and Recreation Departments, City of Phoenix, City of Tempe, and Town of Buckeye. We also partner with non-profit organizations with ownership of cultural properties such as The Archaeology Conservancy (TAC), and Archaeology Southwest (ASW).

Each agency department designates a representative from their agency to serve as the Program liaison with their agency to coordinate Site Steward activities on the lands under their jurisdiction. Usually this person is a professional archaeologist, however that is not a program requirement. The term "Land Manager" (LM) refers to the agency designated Site Steward Coordinator who works directly with the local Regional Coordinator and the Site Steward Program. The Site Steward Coordinator, as the land manager's representative, is responsible for nominating sites to be monitored and requesting other services of the supporting Region. The Regional Coordinator and the Region's Assistants work with this person to develop local operating procedures on scheduling, reporting methods and priorities, records protection and maintenance, and local program support.



PARTNERS PROVIDE:

- Appoint a POC (land manager) to the Site Steward Program
- Manage sites and site visits under their jurisdiction
- Determines sites included in program (under their jurisdiction)
- Provides a site kit for each site
- Determine site priority



- Coordinates training with Regional Coordinators
- Provides field training for new stewards
- Volunteer service agreements for each Site Steward
- Serve as liaison with law enforcement
- Technical assistance
- Provide ongoing training as appropriate
- Maintain and update online data base
- Provide volunteer insurance
- Regular communication with

regional coordinator

- Respond to vandalism reports
- Provide regional support as possible
- Provide program funding as available
- Site Steward recognition for service

**The Volunteer Site Steward Committee**

Made up of representatives of each signatory of the Intergovernmental Agreement and one member of the Archaeology Advisory Commission. The Volunteer Site Steward Committee is the “user group” of the Site Steward Program. The Volunteer Site Steward Committee advises the SHPO on behalf of the signatories of the Intergovernmental Agreement. It reviews program procedures, standards and overall operations, makes recommendations to the SHPO, reports at least annually to the signatories on the efficiency and effectiveness of the program and recognizes outstanding performance.

**The State Program Coordinator, (SPC)**

The SPC is employed to coordinate the statewide operations of the Program. This may be a full time, or part-time position, depending on availability of funds. The location of the SPC position is dependent on overall agency organization and funding. The Program Coordinator coordinates with, and provides requested program reports to SHPO, the GAAC, and program partners. The SPC coordinates the activities of the Regional Coordinators, develops recommendations, in consultation with the Regional Coordinators,



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on statewide and region wide program policies, procedures and standards, with the concurrence of the SHPO; publishes and distributes program policy.

The SPC is responsible for the quality and methods of instruction, reporting training and administering the program leading to certification, assists in regional training sessions, and provides support and materials as needed to the regional coordinators, plans and facilitates an annual conference, and workshops as possible.

This Coordinator is responsible for collecting and reporting contributions and achievements by Stewards, land manager representatives or others who contribute significantly to the success of the program, working closely SHPO and the GAAC to determine the nature of the acts to be recognized, awards for such act, and the kind of recognition given for program service. The SPC reviews and recommends nominations for annual service awards, procures and distributes award items.

This position initiates and carries out statewide public information efforts to promote the Site Steward Program and its purposes, works with the Public Information Office at Arizona State Parks to develop community news releases and to promote local recruiting, and serves as a statewide liaison with public and private organizations that might subsidize some aspects of the awards and recognition program. Additionally the SPC publishes the program's newsletter, serves as the liaison for partner agencies and regional coordinators, manages and maintains the database, and other various duties as required.

### **The Regional Coordinator**

A Site Steward nominated by the Program Coordinator on the advice of the appropriate Land Managers or their agents, and/or the Region's Site Stewards. Regional Coordinators work with the local land managers to determine site monitoring priorities and frequency, establish a site inventory and a program of other preservation activities appropriate for region and steward commitments; recruit volunteers to serve as Site Stewards, conduct the Site Steward training program, orient Site Stewards as sites are added to the site inventory, ensure that all Site Steward activities are led by a qualified leader and assume overall responsibility for Region operations, local liaison and adherence to standards. The Regional Coordinator sits as a member of the Program Coordinator's Committee.

### **Regional Coordinators Assistants**

Site Stewards accepting appointment by the Regional Coordinator to the Region staff. Regions are encouraged to have assistants for Operations, Site Acquisition and Training. The Coordinator may also appoint assistants to be responsible for administration, recruiting and public information. These are Regional appointments and are subject only to regional limits of authority and terms of appointment. Regional Coordinator's Assistants (if established for a Region) are held by Site Stewards appointed by the Regional Coordinator and serve for the term of the Regional Coordinator who appointed them.

### **Site Stewards**

Trained volunteers certified by the SHPO. The initial appointment is probationary for one year; if the Steward passes probation, he/she is automatically reinstated for an



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unspecified period. The Site Steward is a representative for the Land Manager on whose land he/she monitors and must be thoughtful to others visiting the area. The basic duties of Site Stewards include monitoring historic and pre-contact archaeological sites, recording their condition and reporting evidence of looting, vandalism or other damage to the responsible land manager's representative. Stewards may also perform other related activities as defined in their volunteer agreements requested by the Site Steward Coordinator, the State Historic Preservation Officer or the Regional Coordinator, provided they are qualified physically and by experience or training. Stewards are not authorized to act in any law enforcement capacity.

### **Program Coordinator's Committee**

This is a committee of all the Regional Coordinators, chaired by the Program Coordinator that may meet as a whole or by geographic areas. The requests of the land managers for services will determine what the Site Steward Program strives to accomplish. How the program gets the accepted job done and keeps its self-functioning as a coordinated group of volunteers, ethically, effectively, and safely is the function of the Program Coordinators Committee.

### **Site Acquisition Team**

Is a team of Site Stewards, of an unspecified number, that visits a Land Manager designated sites and gathers baseline information to incorporate the sites into the Region's site inventory. It is the Land Manager's responsibility to develop a "site kit" for any property nominated for inclusion in the ASSP.

### **Administration**

The Program Coordinator carries out most of the administration for the program. The roles described above were designed to keep the filing and storing efforts in the regions at a minimum. At the most, other than the files needed for Site Kits, a Regional Coordinator should need only a single 3-ringed binder or file to keep a supply of applications for new candidates, blank Land Manager Volunteer Agreements, blank Site ID (OPS) Forms for new sites, regional specific information, local community resources, and reports/e-mails from the Program Coordinator.



## Arizona Site Steward Program Training Handbook

### Chapter Three: Foundations and Fundamentals

#### Archaeological and Preservation Laws

##### Federal Laws

##### ***Acts of the First Congress of the United States, Act of August 7, 1789 Statute 1, Article III***

Religion, morality and knowledge, being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged. The utmost good faith shall always be observed towards the Indians; their land and property shall never be taken from them without their consent; and in their property, rights and liberty, they never shall be invaded or disturbed, unless in just and lawful wars authorized by Congress; but laws founded in justice and humanity shall from time to time be made, for preventing wrongs being done to them, and for preserving peace and friendship with them.

##### ***Federal Antiquity Act of 1906***

Established National Parks and Monuments for the preservation and protection of significant archaeological sites. The Act was signed by President Theodore Roosevelt, but is rarely used today to prosecute archaeological crimes.

##### ***National Historic Preservation Act of 1966 (NHPA) as amended (80 Stat. 915; 16 U.S.C. 470)***

Provides for a President's Advisory Council on Historic Preservation; expansion of the National Register of Historic Places; authorizes matching funds; and provides Section "106" compliance procedures for affected properties (projects with federal involvement).

**In 1980, Congress added Section 110 to the NHPA.** Section 110 directed Federal agencies to assume more responsibility for the stewardship and protection of historic properties they owned or controlled. S. 110 established procedures for Federal agencies managing or controlling historic properties. Among other things, agencies must assume responsibility for the preservation of historic properties under their jurisdiction and, to the maximum extent feasible, use historic properties available to the agency (i.e., adaptive re-use, etc.).

- Stewards assist federal agencies in meeting their federal mandate to identify and protect historic and prehistoric places of significance.

##### ***National Environmental Policy Act of 1969 (NEPA)***

Declared the policy of the federal government to preserve important historic, cultural, and natural aspects of the nation's heritage, and requires that federal agencies prepare



## Arizona Site Steward Program Training Handbook

environmental impact statements prior to making decisions about projects that may significantly affect the quality of the human environment.

***The Archaeological Resources Protection Act of 1979 (ARPA) P.L.96-95, 93 Stat. 721-72B; 2, 16 U.S.C. 470aa-47011)***

ARPA establishes a permitting requirement for the excavation or removal of archaeological sites and artifacts from public and Indian lands, including National Forests, Bureau of Land Management lands and Military reservations. It prohibits the excavation, removal, alteration, and the defacement of any archaeological resource located on public or Indian land without a permit from the land managing agency. It prohibits trafficking in archaeological resources obtained in violation of Federal law, including their sale, purchase or transport and offers to sell, purchase, or transport illegally obtained artifacts. It also prohibits trafficking (in interstate or foreign commerce) in archaeological resources obtained illegally under any State or local law.

Felony violations of any of these prohibitions are punishable by fines up to \$250,000 and imprisonment up to two years for the first conviction, and up to \$250,000 and 5 years on second and subsequent convictions. It also allows for the confiscation (forfeiture) of equipment used in connection with the violation and the assessment of civil penalties equal to the scientific or commercial value of the resource and the cost of restoration and repair (up to double those costs for the second and subsequent convictions).

***CFR Title 36 – Parks, Forests, and Public Property, Part 296, Section 261.9***

About those arrowheads: The removal of arrowheads from public lands without a permit is prohibited by ARPA, specifically, (h) prohibits “removing paleontological, prehistoric, historic, or archaeological resource, structure, site, artifact, or property” from the National Forest or any other public lands. The intent of the law is –damaging cultural resources and collection of artifacts, including arrowheads, from public lands without a permit is prohibited and subject to criminal and, in some cases, civil penalties.

***Executive Order No. 13007: Indian Sacred Sites, May 24, 1996, Accommodation of Sacred Sites***

States that each executive branch agency with statutory or administrative responsibility for the management of federal lands shall, to the extent practicable, permitted by law, and not clearly inconsistent with essential agency functions, accommodate access to and ceremonial use of, sacred sites by Native American religious practitioners, avoid adversely affecting the physical integrity of sacred sites, and where appropriate, maintain the confidentiality of sacred sites.

***Native American Graves Protection & Repatriation Act of 1990 (NAGPRA) (P.L. 101-601: 104 Stat. 3048)***

This law sets provisions for the intentional removal and inadvertent discovery of human remains and other cultural items from Federal and tribal lands. It clarifies the ownership of human remains and sets forth a process for repatriation of human remains and



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associated funerary objects and sacred religious objects to the Native American groups claiming to be lineal descendants or culturally affiliated with the remains or objects. It requires any Federally funded institution housing Native American remains or artifacts to compile an inventory of all cultural items within the museum or with its agency, and to provide a summary to any Native American tribe claiming affiliation.

### **Arizona Laws**

Arizona Antiquities Act of 1927, ARS 41-841 through 846

Burial Protection Statutes of 1990, ARS 41-865 (private lands) and ARS 41-844 (state, county, city lands)

Governor's Executive Order on Tribal Consultation and Cooperation (2006)

Governor's Executive Order on AZSITE & the AZSITE Consortium (2006)

Public Records Statute, ARS 39-125 as amended

Historical Advisory Commission (1976, 1982), ARS 41-1352

State Parks Statute of 1957, ARS 41-511.04 as amended

State Historic Preservation Act of 1982, ARS 41-861 through 864

### ***Arizona Statute A.R.S. Section 41-841:***

Prohibits the excavation of archaeological sites on State land without a permit (Class 5 felony).

Prohibits the collection of archaeological specimens (artifacts) from State lands without a permit (Class 1 misdemeanor). State Law does not include arrowhead, coins or bottles; however, these items are highly diagnostic and therefore we require, as a point of ethics, Site Stewards not pick them up.

### ***A.R.S. Section 13-3702:***

Prohibits damaging or defacing petroglyphs or pictographs on State lands (Class 2 misdemeanor).

### ***A.R.S. Section 41-845:***

Prohibits the reproduction or forging of any archaeological object, deriving its principal value from its antiquity. Or to make any object to identify or offer for sale or exchange with the intent to represent the same to be an original and genuine archaeological object (Class 2 misdemeanor).

### ***A.R.S. Section 41-844 and as amended in 1990:***

Requires State, County and City officials to report to the Director of the Arizona State Museum the discovery of any archaeological sites found in the course of a survey, excavation, or construction, and to preserve them. Failure to do so constitutes a Class 2 misdemeanor.

### ***A.R.S. Section 36-861 (as amended in 1990):***

The knowing mutilation, disinterment or removal of a human body from its burial without authority constitutes a Class 5 felony.



***A.R.S. Section 41-865 (Burial Law on Private Lands):***

Prohibits the intentional disturbance of human remains and funerary objects on private lands. Requires notification of the Director, Arizona State Museum if such remains are disturbed. Failure to do so constitutes a Class 1 misdemeanor. A period of ten working days from the time of notification is provided to treat the discovery of such remains and objects. To bear the cost of removal, the law established an Acquisition and Preservation Fund through criminal fines and penalties assessed from violations of this law and from grants and private donations. Prohibits intentional possession, sale or transfer of human remains or funerary objects excavated or removed without permission from the Director, Arizona State Museum. Failure to do so constitutes a Class 5 felony.

***A.R.S. Section 39-125:***

An officer may decline to release archaeological discoveries, place or objects included or eligible for inclusion on the Arizona Register of Historic Places, if the officer determines that the release of information creates a reasonable risk of vandalism, theft or other damage to the archaeological resource. In making the decision to disclose public records pursuant to this section, an officer may consult with the Director of the Arizona State Museum or the State Historic Preservation Officer.

***A.R.S. §41-861 through §41-864 Arizona Historic Preservation Act of 1982***

The State Historic Preservation Office (SHPO) administers the State Historic Preservation Act (SHPA). This act defines the responsibilities of state agencies toward cultural resources. Many activities fall under review by the SHPO from this act because it concerns actions by a state agency and determinations of eligibility to the Arizona Register of Historic Places must be made by the SHPO

**Archaeological resources on private lands**

1993: The Governor's Archaeology Advisory Commission (GAAC) generates Standards for Conducting Archaeological Investigations on Private Land. An important goal of these Standards, distributed by the SHPO, is to promote archaeological research on private lands that is of an equivalent quality to that which takes place on federal and state lands. Thus, the Standards call for conduct of these investigations by a professional archaeologist (that meets state and/or federal standards) working under a Research Design and Data Recovery/Treatment Plan

2006: GAAC updates the Standards for Private Land

**Investigations on Non-Threatened Sites**

In 2006, the GAAC and SHPO issued a statement regarding the ethical philosophy of excavating on, or collecting from, sites that are not threatened by natural or man-made forces (i.e., erosion or development). Non-threatened archaeological sites should not be excavated for the purposes of recreation or field method training. It should not be



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necessary to damage or destroy irreplaceable archaeological resources simply for the sake of field training or to provide a field experience.

When sites are threatened by project-related activities, archaeological excavation may be the only way to preserve the information that the sites contain. There may also be compelling archaeological research issues that require excavation. In these cases, the damage caused by archaeological investigations is balanced by systematic collection of information that improves our knowledge of Arizona’s heritage. There should be ample opportunities for field training in these situations. Professional archaeologists with clearly defined research goals and an excavation plan that includes analysis, interpretation and publication/write up of the fieldwork program and results should supervise all archaeological excavations.

ARPA calls for land managers to issue permits for archeological work, create public outreach programs, survey for archeological evidence, and document site damage. The act also sets criminal and civil penalties for looting, vandalism, and artifact trafficking.

### **State and Federal Antiquity laws: What they mean to the public**

- NO artifact collecting
- NO buying or selling looted artifacts
- NO damage to archaeological sites
- NO disturbance to graves

### **What this means to Site Stewards**

Agencies must care for often remote places-and educate the public too-with tight budgets, small staffs, and under a perception of the past as art or commodity. The Site Steward Program provides a cadre of trained dedicated volunteers to assist land managers in meeting their mandates.

### **KNOW THE LAWS AND REGULATIONS RELATED TO SITES/LAND**

- |   |                                       |
|---|---------------------------------------|
| ▪ NO artifact collecting                | Report Damage                         |
| ▪ Report Vandalism                      | NO buying or selling looted artifacts |
| ▪ Report Suspicious Activity            | NO buying or selling looted artifacts |
| ▪ NO damage to archaeological sites     | NO disturbance to graves              |
| ▪ Know your land managers/contacts      | NO conflict of Interest               |
| ▪ Keep good records of all visits/sites | Keep Sites Confidential               |

As ambassadors, site stewards direct the public to follow these rules

A Site Steward must always be under the direct (IN THE FIELD) supervision of a professional archaeologist that meets the state and/or federal qualifications if asked to:

Conduct survey for archaeological sites, collect artifacts from an archaeological site, record/document a site (including rock art), or, excavate at/on an archaeological site (such as in a field school), on any type of land jurisdiction.



## Arizona Site Steward Program Training Handbook

A listing of additional resources for information on Cultural Resource Law is included in the appendix.

### **Roles and Responsibilities**

#### **Program Organization and Operations**

The Intergovernmental Agreement provides for the establishment of a statewide program, headquartered with the State Historic Preservation Office/Arizona State Parks Board in Phoenix and operated locally through community-based regions. Initially, there were thirteen designated regions; by 2002 over 24 regions were established, by 2007, the Program increased its regions to 26. Regions are determined by where communities are located with a population sufficient to draw the necessary volunteers to cover the sites in the surrounding area. See the appendix for current regional map.

The State Program Coordinator functions much like the school principal; he/she doesn't dictate necessarily, but keeps the group together and gets the job done. The Regional Coordinators and the State Program Coordinator establish a "commonality" when they periodically come together as a Program Coordinator's Committee at workshops, retreats, and/or the annual conference.

#### **Regional Organization and Operation**

The IGA stipulates the appointment of a state program coordinator ". . . to be assisted by appointed Regional Coordinators, who in turn, will be assisted by local volunteer Site Stewards."

As has been stated earlier, no two regions are the same. Certain things are common: the mission is the same and the Code of Ethics is the same. The training requirements and the Site Steward Handbook apply statewide. The concept is the same because the region represents the community-based application of the program in each area. Beyond this, each group faces a totally different set of issues to be dealt with in carrying out its commitments. The archaeological resources, geography, population density and community are vastly different region to region, as are the land managers and their preservation objectives. It is impossible to dictate an organizational matrix that would apply to all of these situations.

Region operations are fairly autonomous to meet the widely differing situations and problems found from region to region. Each region has a Regional Coordinator (RC) who is responsible for working with the local land managers to agree on the monitoring commitments of the Region by site priority and frequency, establishing monitoring routes, commitments to include all sites accepted into the system and site acceptance and routing depending on priority, difficulty of access and availability of Site Stewards. The RC is responsible to recruit, with the advice and help of local civic leaders, citizens from the area who will volunteer to be trained and serve as Site Stewards.

Regions are dependent on the support of the local land managers (LM) for records security, site information, forms, printing, communications, training facilities and equipment. The extent and source of this support will depend on local agreements



## Arizona Site Steward Program Training Handbook

between the Coordinators and the local LM. The most crucial partnerships in the ASSP is the one between a RC and each agency for whom they provide volunteer services. Communications between these two parties are key in the smooth operations of the ASSP.

A Regional Coordinator presents a standardized training course on Site Steward Program concepts, operations and safety requirements to those volunteers agreeing to accept the Site Steward Code of Ethics, as a prerequisite for certification as a Site Steward. He/she must also follow through with assisting each Site Steward with their probationary requirements by assigning them to a site(s), working with the land manager if necessary to acquire a site if none of your existing sites need additional coverage. Many sites need more than two or three Stewards, but 15 or 20 could be too many and begin to impact the site by the simple act of monitoring. Remind them periodically that they must send in a minimum of two service reports a year.

The RC will coordinate field training with one or more land managers in the region. The emphasis is placed on field experience in the Region's area because the major outcome of the field training is to familiarize candidates with the geographic uniqueness of the cultural resources found in and peculiar to the local area. Being familiar with the cultural resources found in the Salt River Basin will in no way prepare one for identifying the cultural resources common to the Kingman, Yuma or Sierra Vista areas and vice versa.

A Regional Coordinator must strive to assure that all Region monitoring commitments are led by a confident, qualified Site Steward accompanied by at least one other Site Steward and exercise responsibility for region operations, recruiting, training, local liaison, administration and standards assurance. The Regional Coordinator is responsible to ensure the region operates smoothly, and to this end, may appoint a staff of Regional Assistants.



### Region Size and Boundaries

Originally, regions were seen as roughly following boundaries of political subdivisions or boundaries of the lands being served. As the monitoring network grows and the number of sites in the network increases, the tendency is to think less of county lines and/or District or Forest boundaries, and more of distance, assess to centers of support and where the present and potential Stewards live. In areas with many sites, few people and scarce support centers, regions are kept small and focused on what the local stewards can realistically cover driving reasonable distances. The difference in what they can cover



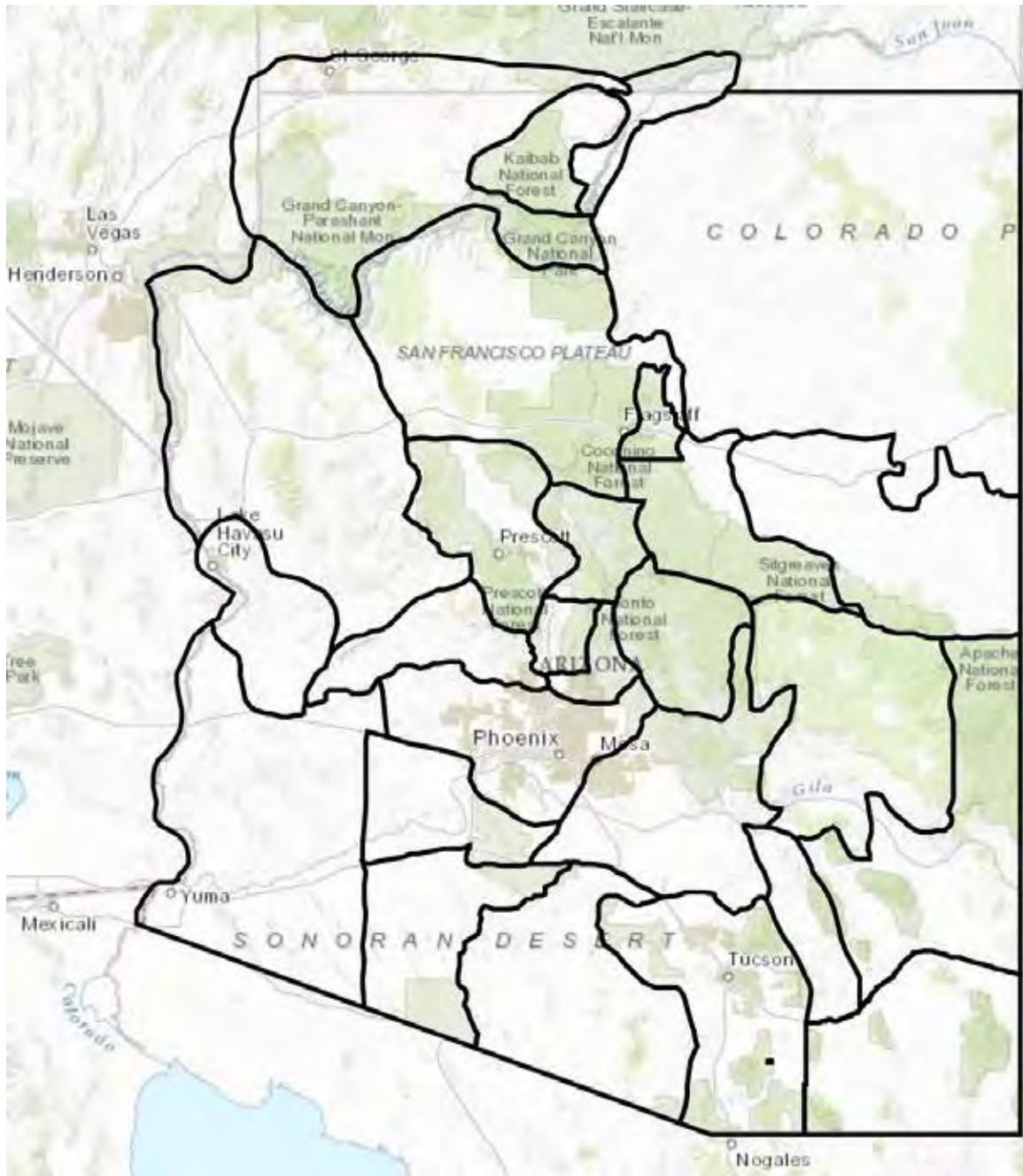
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and what needs to be covered should or will be met by establishing additional small regions to meet the unmet need. Inter-regional activities are coordinated and the solution about which region covers what is determined at the periodic area meetings of the Program Coordinator's Committee.

The Regions differ not only in size and geography. They vary also in property distribution between private and public lands. Some contain practically all State Lands Department lands and others practically all BLM, thus their missions and resources are different. Land Manager needs and preferences are going to vary from region to region and within regions, between local managers. This variance results primarily from a difference in local manager resources (usually manpower) and a Region's ability (through experience and advanced training) to meet the additional needs or requests.



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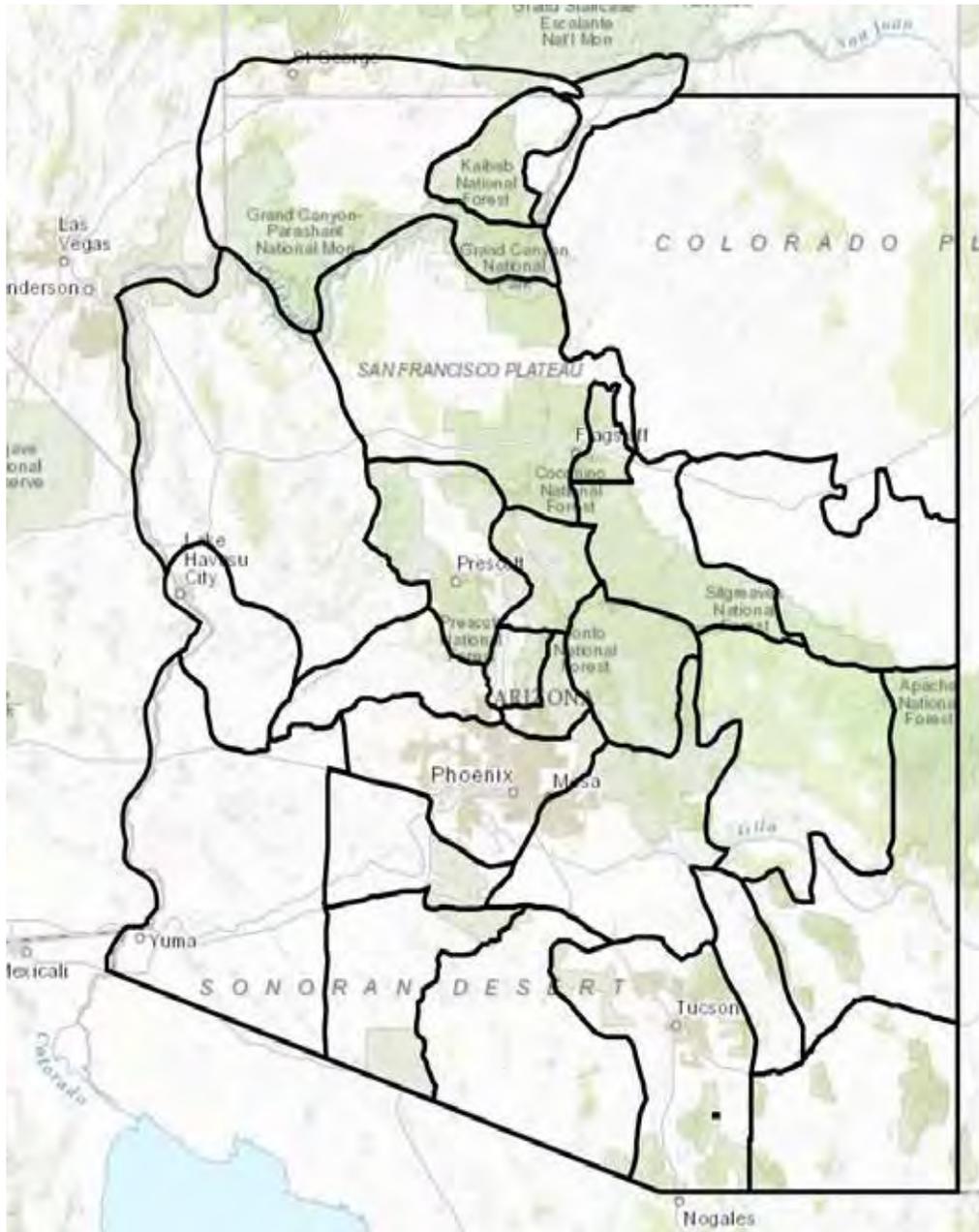


Most regions, except on the Arizona Strip, probably serve at least two land managers. Reporting is no problem if a Steward visits the sites of two or even three different land managers along its route. All reporting is done on-line, so please remember to put in your hours after each site visit. Details about each specific region follow.



**\*\*Region Specific**

**Regional Boundaries/Map**



**REGIONS**  
We are in  
the





## Arizona Site Steward Program Training Handbook

### Who's who

Regional Coordinator:

Asst, or Area Coordinator:

Partnering Land Managers:

Contacts:

Emergency Contact:

### Roles and Responsibilities

RC:

- Organize training
- Work with Land Managers to
- Establish site inventory
- Set monitoring priorities
- Recruit new stewards
- Ensure orientation of stewards
- Act as local liaison
- Ensure adherence to standards

Asst. or Area Coordinator:

Land Manager: Determines Sites  
Provides Site Kits  
Participates in training  
Volunteer Agreements  
Provides Insurance  
Supports Stewards

Steward:

- Follow Code of Ethics
- Conduct site visits
- Report vandalism
- Maintain contact with Regional Coordinators



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- Complete on line reporting
- Participate to remain active

### **Protocol**

### **What do we monitor**



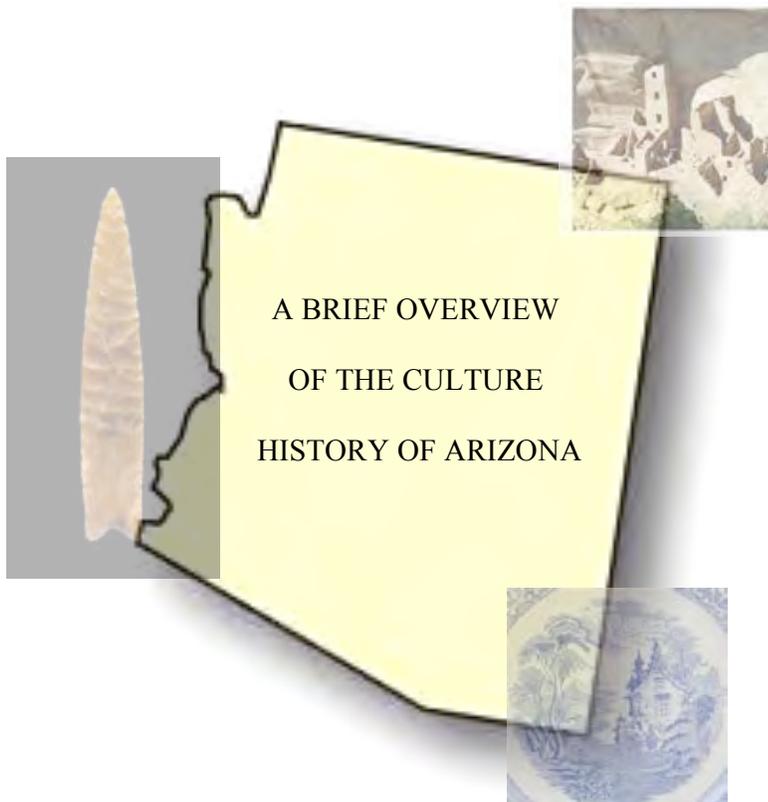
# **Arizona Site Steward Program Training Handbook**

## **Chapter Four: Resources**



**General State Prehistory/History**

**ARIZONA SITE STEWARD PROGRAM**



ARIZONA STATE PARKS  
2008



Geographic Zones of Arizona.

These zones are fundamental to the understanding of how the culture history of Arizona flourished. The Plateau, which after 10,000 years ago had few lakes and was dependent on a few major riverine systems, became what is known today as the Anasazi and was later influenced by the Mogollon. The Sinagua and Mogollon developed in the Transition Zone, which has greater eco-diversity than the other regions. The Hohokam and Patayatan cultures developed in the Basin and Range Desert Zone. At an earlier stage the Paleo Indians also developed in the Basin Range region when this was more of a Savannah/intermittent swamp ecosystem. All of these groups developed essentially different cultures in response to their diverse environments.



### PALEOINDIAN PERIOD

The Paleo-Indians sparsely occupied parts of the eastern half of what is now Arizona from the Colorado Plateau to the southern deserts approximately 12,000 to 10,500 years ago. The Paleo-Indians were primarily gatherers who supplemented their diet with mammoth, mastodon, and other now extinct species. While Paleo-Indians are found throughout North America, their material culture has regional variations.

In Arizona, their tool tradition includes a distinctive Clovis point (such as the one shown at left) and heavy-duty scrapers. While they are best known for these stone tools, evidence has been found for unusual faunal tools made out of mammoth and other bone. Some of their bone artifacts show decorative crosshatching elements.



At this time, Arizona was much damper and cooler with pinon, juniper, and oak woodlands existing in what is today desert (Mabry, Freeman & Faught 1997:14). They appear to have inhabited large areas of territory in small bands and actively hunted in marshlands. Evidence for textiles from this period is non-existent in Arizona although cordage has been found in other Paleo-Indian sites in North America. Paleo-Indians did not produce pottery nor did they have horticulture. Suggestions of social structure are based on parallels to contemporary band level societies and not on

actual empirical evidence. The Folsom point shown at left is part of a late Paleo-Indian Complex that is found primarily in the Colorado Plateau and Mogollon Rim areas of Arizona.

It immediately follows the Clovis. It appears to be an adaptation to the gradual warming trend that occurred throughout this period. The points themselves are more finely made than the earlier Clovis points and are often found in association with bison.

Presence of burnt human bones at one site in Arizona indicates that the Folsom may have cremated their dead (Hesse et al 1996). There is some suggestion that the few Folsom sites found in Arizona were the result of isolated, wetter, cooler biomes that were reminiscent of the earlier Clovis period environs. These “islands” allowed the PaleoIndian tradition to linger longer while the rest of Arizona transitioned into what is called the Early Archaic.

Folsom Point  
Photo courtesy ASP.



Figure 3. Clovis point

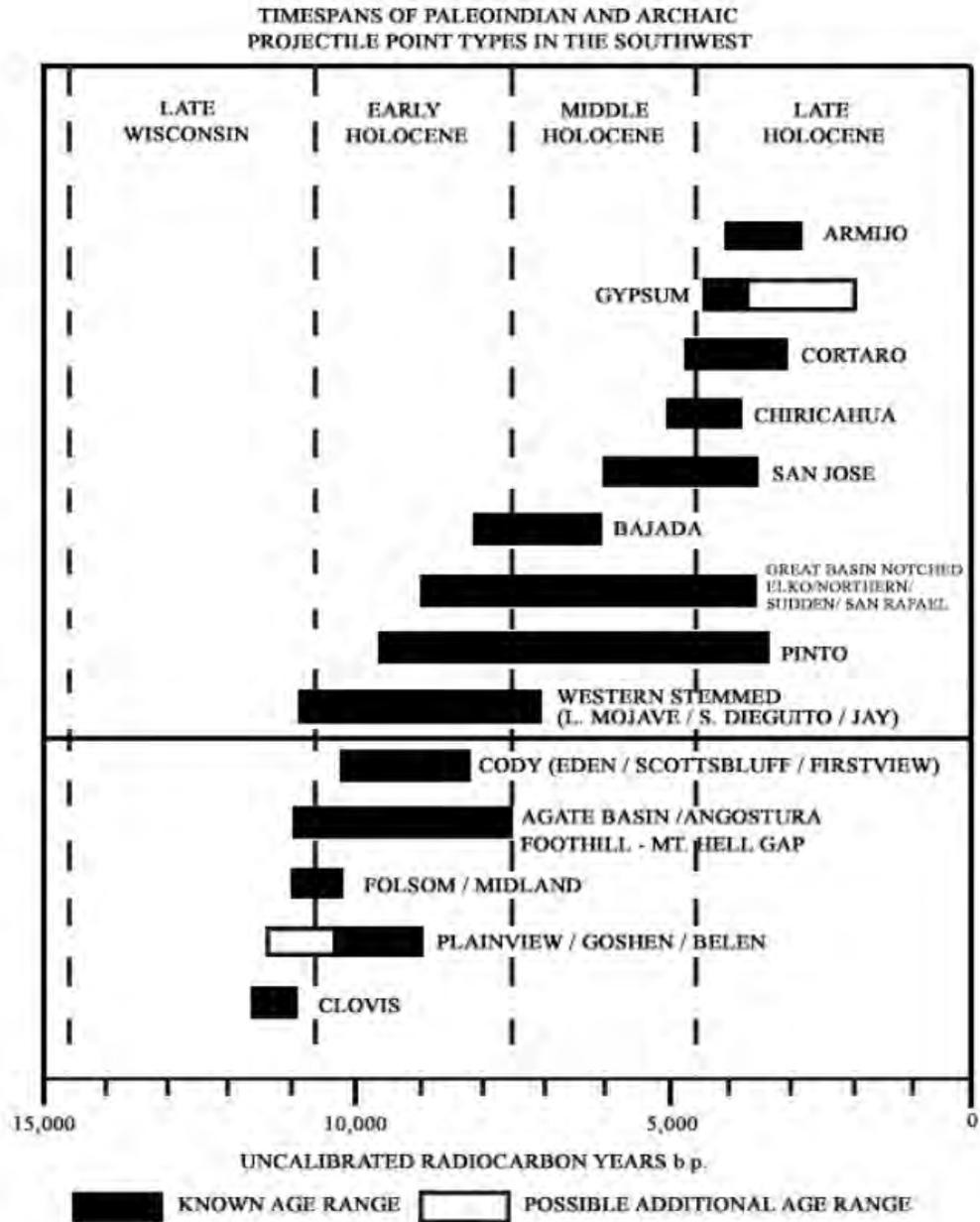


Figure 4. Radiocarbon Age Ranges of Paleo-Indian and Archaic Points. Courtesy of Jonathan B. Mabry, Desert Archaeology, Inc.



The Early Archaic (approx.12,000-10,500/ 9500-8000 years ago) is believed to have evolved out of the Clovis tradition in much, but not all, of the state. While much of what we know about this culture is based on projectile points, textiles such as sandals woven on the Colorado Plateau dating back to 8300 years ago provide greater insight into the technology of these people. The greatest density of the Early Archaic sites is found in the southwest region of the state between the Bill Williams and Gila Rivers. They were hunters and gatherers who covered less territory than their predecessors, but appear to have used a wider range of the available resources.



Figure 5. Early Archaic Cody point. Photo courtesy of NPS.



Figure 6. Pinto point from the Middle Archaic. Photo courtesy of NPS.

Middle Archaic (approx. 9,500-8,000/5,000-5,500 years ago) sites are rare in Arizona. The primary explanation for this is the Archaic Altithermal, a period of intense warming that caused desert-like conditions over large portions of the southern United States. Sites from this time period have been found primarily in the eastern mountain regions of the state. Middle Archaic points are smaller and notched (as seen in the photo at left); designed more for atlatl use than as the thrusting spears found during the Paleo-Indian Period.

The Late Archaic in Arizona shows a swift increase in population around 5,500 years ago in the Colorado Plateau and the eastern half of the state and spreads throughout all but the far north eastern part of the state. About 4,500 years ago maize is introduced but does not become a staple of the economy. Projectile point designs become more diverse as seen at right. Hafting changes from being tied with fibers to an adhesive. Split twig figurines develop in the Colorado Plateau and associated with religious ceremonies.



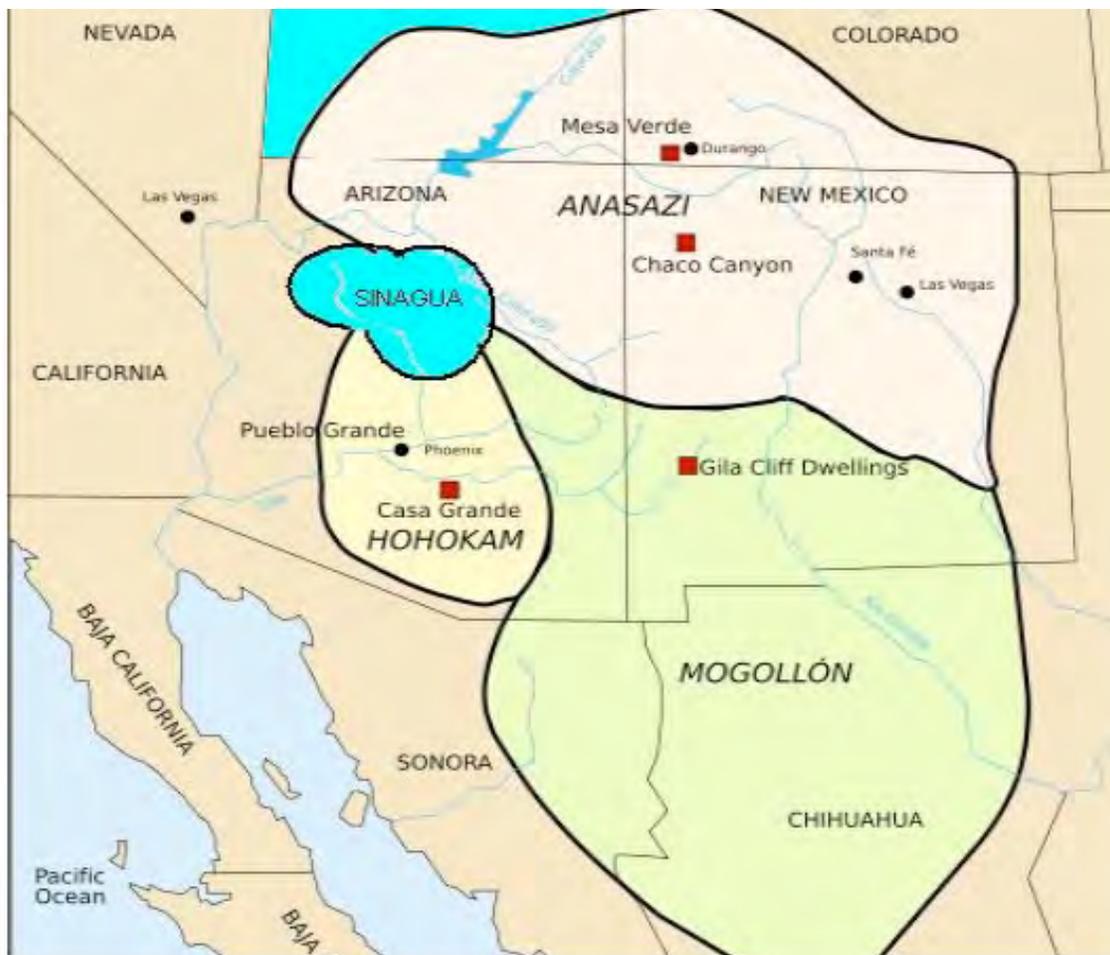
Figure 7. Examples of Archaic Points from the Tucson Basin. Photo courtesy of Mabry.



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Traditionally, the end of the Archaic is defined by the introduction of pottery, the bow and arrow, and agriculture, which allowed a sedentary, village-based society as opposed to the more nomadic groups of the Archaic and Paleo-Indian periods.

The fact that these attributes occurred at widely disparate times throughout the state means that there is often some quibbling among archaeologists over when Archaic Period actually transition into the more commonly known cultures. For example, the full array of corn, beans, and squash do not appear until between 1500-1000 BC on the Colorado plateau. Does this then introduce the break between the Anasazi Culture and the Late Archaic groups? Or does this transition occur when maize is first introduced a millennium earlier? Whatever the case, there are at least four (some authors say five distinctive cultural areas) in Arizona that adapted to their distinctive ecological niches: the Anasazi of the Colorado Plateau, The Hohokam of the Sonoran Desert region, the Mogollon of the southeastern mountain and the Chihuahua desert region, the Sinagua in the central transitional range, and the Patayan in the northwestern part of the Basin Range Region. Each of these cultures will be dealt with briefly in this overview. For a more detailed analysis of your region a bibliography and summary will be covered at a later date.



Major prehistoric culture regions of Arizona



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### ANASAZI

The Anasazi resided in the Four Corners region of the state. They entered what is now Arizona around two thousand years ago. The Arizona group of the Anasazi is known as the Kayenta. Traditionally, they are generally divided into two parts: the earlier Basket Makers and the later Pueblo. The Anasazi are best known for their elaborate cliff dwellings that were built during this later period.

Due to the dry climate of the region, many of the baskets from which the earlier period takes its name are well-preserved. They are woven of different grasses, some of which were dyed to create intricate patterns.

Most Anasazi pots were made with rounded bottoms. Pots were made from sandstone and shale clay and often decorated in black or red geometric designs.



Anasazi Pueblo II Pottery.

Points were made of obsidian and cherts and were smaller than earlier periods. The Anasazi discontinued the adhesive technology for attaching the point to the shaft that was used during the later part of the Archaic.

The cultural chronology is (with some argument) as follows:

Basketmaker I-III (1200 BC-AD 750) is a horticultural society that had increasing sedentism as it progressed from BM I-III.

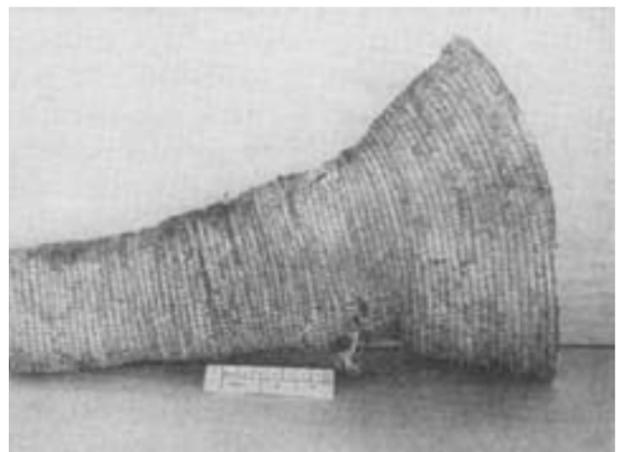
Pueblo I (AD 750-950) had large pit house villages.

Pueblo II (AD 950-1150) was the florescence of Chaco Canyon in NM and their elaborate pottery and complex religious/trade networks that extended into northern Arizona.

Pueblo III (AD 1150-1300) saw the rise and decline of the Mesa Verde cliff dwellings. They were noted for their trade with other regions of Arizona.



Mesa Verde Cliff Dwellings Examples of Anasazi basketry (Photos courtesy of NPS)



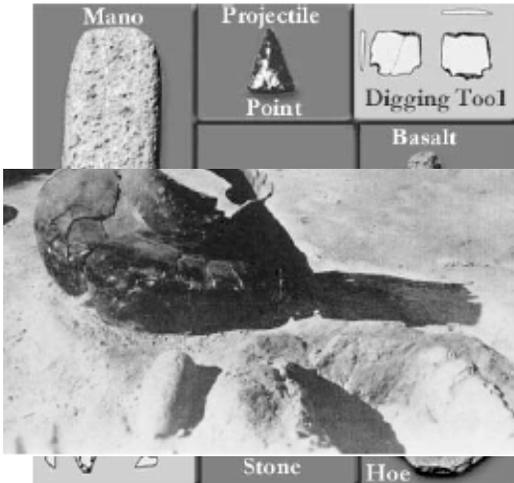


SINAGUA

Dates vary, but the Sinagua are believed to have inhabited the Verde Valley all the way north to Flagstaff from approximately AD 500 to 600 through AD 1300 to 1450.

The Sinagua were distinct from the better-known cultures to the north, east, and south of them much in the same way Baltic States in Europe had close trade and cultural traditions but remained separate entities.

Trade was important as they sat at the intersection of



aged decorated  
id many other  
later built large  
castle shown at  
nd. at least for  
d squash. They  
anals to aid in  
amples of their  
nd buff pottery  
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hnique.

Sinagua points were made out of local obsidian and cherts and tended to be small and triangular in shape.

By the mid A.D. 1400s, the Sinagua left the Verde Valley. They most likely migrated north to become some of the ancestors of the Hopi. Possible reasons include environmental degradation caused by volcanic activity and collapse of the surrounding societies with



Montezuma's Castle. Photo courtesy of MCNM.

Sinagua tools. Photo Courtesy of Coconino National Forest Service

Sinagua pottery. Photo courtesy of NPS



# Arizona Site Steward Program Training Handbook



## HOHOKAM

Traditionally, there are four general periods to the Hohokam. The Pioneer/Formative Period (AD 1-750) was characterized by some villages with wattle and daub (mud and sticks) architecture shaped much like a bee hive. They had some trade and began making pottery around AD 300.

The Colonial Phase in the Preclassic Period (AD 750-1050/1150) had larger villages houses centered around a common courtyard/work area. Ballcourts first appear during this time. The red on buff pottery has an iron stained slip, a liquid clay that was placed over the container to add a decorative element. Irrigation on a small scale was used.

The Sedentary Phase (AD 950-1050/1150): Irrigation canals and habitations became larger. (See photo a right.) House design changed into post reinforced pi houses, covered with adobe. Shell, stone, and bone jewelry is more evident. Cotton textile work flourished and spindle whorls are a common artifact from this period. Platform mounds similar to those in central Mexico appear. Trade items from the Mayan and Toltec regions are brought in by diffused trading.

The Classic Period (AD 1050/1150-1450) actually seems to show a decrease in influence of the Hohokam and increase in more defensible village sites such as Casa Grande. Trade decreased with Mexico but increased with the Pueblo communities to the north. Points are small and suitable for hunting small game.

Between AD 1350 and 1375, the Hohokam abandon many of their largest settlements. It appears that rapidly changing climatic conditions substantially impacted the Hohokam agricultural base. Additionally a population influx from both the north and south may have overburdened the Hohokam communities. Salinization of canals may also have played a part in the ability of the Hohokam to feed a large sedentary population at this time.

In the northwest region of the state the Patayan groups





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A Hohokam canal. Photo courtesy of Arizona State Museum. H. Teiwes photographer.



Hohokam Red-on-buff pottery. Photo courtesy of NPS  
A Hohokam projectile point. Photo courtesy of PGM.





### MOGOLLON

The Mogollon were the last of the four major pre historic cultures to develop in Arizona. Their origin is uncertain but they are probably directly descended from the regional desert archaic groups. They existed as a distinct culture from AD 150 to approximately 1400.

The Mogollon lived in pithouses such as the one modeled at left. They had fortified villages but did not live in cliffs as did the Anasazi with whom there seems to have been close trade and social interactions. Remains of a pit house site will frequently be only postmolds and burnt clay.

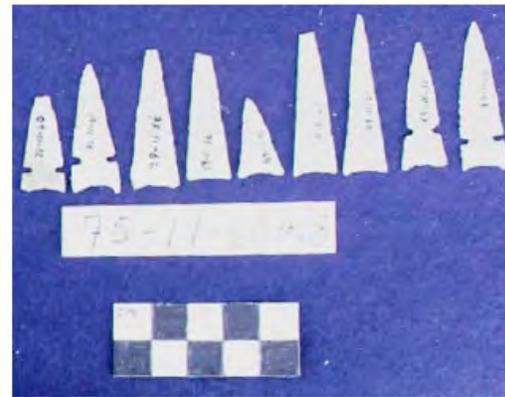
While the Mogollon did farm they are not characterized by their dependence on agriculture as are the other three major cultures in Arizona. Hunting and gathering continued to form an active component of their diet. Points were designed for mid-sized game such as deer and elk. Bison was also hunted. The points were made of local cherts.

The best known of the regional variants of the Mogollon is the Mimbres. They are known for their beautifully made and highly decorative polychromatic pottery. This variant existed between AD 825-1150. However, their plain brownware pottery is more commonly found on sites.

By the mid 1300s, more heavily Anasazi-



Model of a Mogollon pit house. Photo courtesy of Los Cruces Museum, New Mexico.



Mogollon projectile points, Photos courtesy of Dr. Jefferson Reid.  
Mimbres pottery. Photo courtesy of NPS.

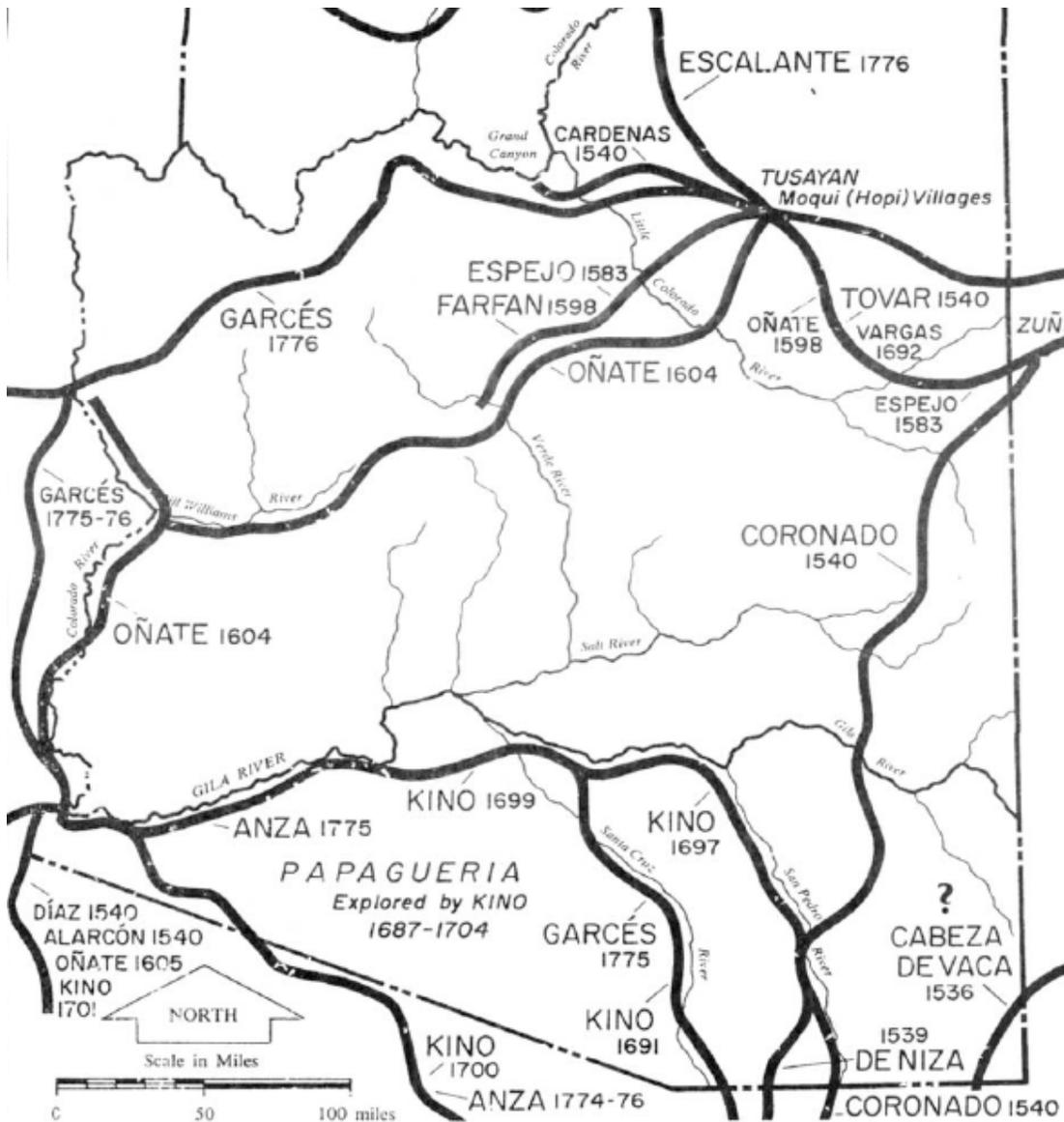


Figure at left: Mogollon plainware. Photo courtesy of Desert USA.



### PROTO-HISTORIC

For the purposes of this handbook the proto-historic falls into the beginning of the sixteenth century and extends into the mid-18<sup>th</sup> century. During this time period, there is little direct historic documentation of the groups living in Arizona. However, European influences are felt most notably through disease-forced migration from the south. Additionally, the introduction of non-native, Old World species occurs. These new variables greatly effected the development of native populations. Over a two hundred and fifty year period there was a score of explorers who left behind some evidence of their passage other than disease and their bones. Along these routes you might find bits of metal or European salt and tin glazed pottery.



Early Spanish Explorer Routes. Map courtesy of NPS.



HISTORIC—OLD WORLD

The historic period officially begins with the founding of Tubac in 1752 by the Spanish. At this time, the history of Arizona becomes increasingly documented. Important dates are highlighted in the Timeline that follows this section. But, this section will cover the types of artifacts and sites. The primary cultural influences in Arizona at this time are Spanish and American. To a lesser degree, one can find Chinese, British, Japanese, and French artifacts and sites.

Among the ceramic artifacts, hand-painted, salt and tin glazed earthenwares, such as majolicas, are found at 18<sup>th</sup> and early 19<sup>th</sup> century sites among the Spanish groups.

Among the American groups in the later part of the 19<sup>th</sup> century, transfer printed white-ware are most common ceramic; although, an occasional pearlware that may have been "china" can be



Tubac Presido. Photo courtesy of ASP.



Mexican Majolicas. Photo courtesy of ASP.



everyone might  
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nd hand-wrought  
r in the 18<sup>th</sup> and  
hile machine cut  
t later American



Blue on white transfer print whiteware.  
Photo courtesy of ASP.

18<sup>th</sup> century hand-wrought nails (above) 19<sup>th</sup> century machine cut nails (left). Photos courtesy of U of Iowa



### HISTORIC—THE NATIVE VIEW

Around AD 1400, massive environmental and cultural changes took place that are not yet fully understood. The result is that by the 1700s the Hopi and Navajo people occupied the Colorado Plateau. The various Pai culture/language affiliates were located in the western part of the state. In the south, the Tohon Chul (formerly known as the Pima) and the Tohono O'odham (formerly known as the Papago) supplanted the Hohokam people. While by the 16<sup>th</sup> century, the Apaches were intermittent inhabitants in the central and southern part of the eastern half of the state.

Throughout the 19<sup>th</sup> and early 20<sup>th</sup> century, these groups developed arts such as rug making, silver crafting, beadwork, and basketry that became popular throughout the world. Many of these artifacts can be found on late historic sites. From the 16<sup>th</sup> through the 19<sup>th</sup> century there were alternating periods of trade and warfare between the European and Native cultures. This culminated with the establishment of the reservation system and the Indian schools system that would hasten the acculturation of native groups with Europeans in Arizona. The map below





## TIMELINE

- 12,000 BC Paleo Indians using Clovis tools migrate into what is now Arizona
- 10,500 BC Folsom groups sporadically inhabit Colorado Plateau region of Arizona
- 10,500 BC-7,500 BC Early Archaic becomes prominent in the Basin & Range region and later expands throughout the state.
- 8,500-7,500 BC Early Archaic Ventana Complex from southwest Arizona defined.
- 8,500-7,000 BC Early Archaic Cochise Culture from southeastern Arizona defined.
- 7,500-3,500 BC Middle Archaic/Altithermal tends to be found only on the Colorado Plateau
- 3,000 BC Middle Archaic repopulation of Arizona from Mexico takes place at the end of the altithermal.
- 2,000 BC First evidence of farming.
- 300 BC The Hohokam settle in Arizona.
- 1276 AD A great drought began.
- 1539 Marcos de Niza, a Franciscan priest, was the first white person to enter the Arizona region. He was on his way to hunt for the Seven Cities of Cibola.
- 1540 Francisco Vazquez de Coronado entered the Arizona region in search of the cities. He visited Hopi and Zuni villages.
- 1687 First permanent mission established in Arizona.
- 1752 The first white settlement was established at Tubac by the Spanish.
- 1776 Tucson becomes a Spanish fort.
- 1821 Mexico wins independence from Spain. The Arizona region became a part of Mexico.
- 1846 Mexican-American War
- 1848 The United States took control of the Arizona region when the war ended in the Treaty of Guadalupe Hidalgo.



## Arizona Site Steward Program Training Handbook

1853 The United States made the Gadsden Purchase. It added the region south of the Gila River. It formed the present boundary between the United States and Mexico.

1861 A 25-year war with the Apache Indians began.

1862 During the Civil War the Confederacy sent troops to occupy the New Mexico and Arizona territory. Union troops defeated the confederates.

1863 The Confederate government created the Confederate territory of Arizona. Because of the previous defeat, this action meant little.

27 December 1863 John N. Goodwin became the territorial governor.

1864 Kit Carson led a campaign that defeated the Navajo.

1867 Farmers began irrigating their fields

1869 John Wesley Powell explored the Grand Canyon.

1870s Ranching became a large-scale business.

30 September 1877 The Southern Pacific Railroad entered Arizona.

4 September 1886 Geronimo, and Apache chief, surrendered after many years of attacks from both the Native Americans and the white settlers.

1911 The Theodore Roosevelt Dam was completed

14 February 1912 Arizona became a state.

As you can tell from this brief overview, each region may contain very different resources and affiliations. Pertinent information related to the cultural history, tribal affiliations and concerns, and historic themes of each region will be provided at each regions classroom and field training.



### Resource Definitions

- Any material remains of past human life or activities which are over 100 years of age (50 years under federal law), and are of archaeological interest: pottery, cordage, basketry, bottles, weapons, weapon projectiles, tools, old cans and bottles, structures, rock paintings, rock carvings, intaglios, items used as jewelry, grave items, human remains, rock shelters, etc.



Most people think that significant or important sites are something like this..

However, many archaeological sites are like this.

Could you recognize it without the surveyor's flags that mark the artifacts? This site could be eligible for listing in the Arizona or National Register of Historic Places, which means it merits as much concern as a property actually listed on the Registers.



The Site Stewards only monitor sites they have been assigned and designated by the Land Manager as requiring attention. The reasons for the designation are variable and may not be immediately apparent. This is why the LM provides a site kit, and participates in field training of Site Stewards to keep them updated on agency concerns and procedures.



Examples of Cultural Property



Petroglyphs



Prehistoric Structures



Shelter



Rock

Landscapes  
Historic Buildings and Places

Cemeteries





## Tribal Affiliation



- Native Perspectives
- Cultural Context
- Partnering with Tribes
- Understanding traditional spaces and landscapes
- Cooperation with tribal entities to preserve and respect places and spaces in a manner considerate of traditional uses
- For many tribes there may be significant aspects of the site that are non-physical.
- To them, the landscape may be sacred.
- There may be no definite visible border that defines the “site.”

Archaeological sites are often culturally significant to Tribes and traditional ceremonies are still conducted at some archaeological sites. Site Stewards need to be mindful of seasonal or traditional uses of the area they monitor. Conducting personal ceremonies or leaving objects at sites can be considered as offensive to native peoples. Tribes do not use the word “ruins” to describe sites.

The Arizona Site Steward Program actively seeks tribal perspectives and potential for partnering with tribes to better understand and protect the significance of cultural resource and ancestral areas. Cultural Sensitivity training will be provided to the ASSP through cooperation with tribes affiliated with each region. This is very regionally specific.

Ancestral villages and other archaeologically significant sites are being vandalized at an alarming rate in Arizona. Looters are running rip-shod over the remains of ancient people and the archaeological record. The offense may be metal detecting on a battlefield, defacing rock art, pilfering a shipwreck, or trafficking in artifacts. Archaeological sites often offer thieves everything they desire--isolation, difficulty in prosecution, and the possibility of financial gain. The illegal trade in antiquities ranks as the world’s fourth most lucrative illicit business after drugs, guns, and money laundering.

Data in the Report to Congress on the Federal Archeology Program illustrate the ongoing destruction of America's archeological heritage. Consistently high numbers of incidents of damaged sites reported by Federal agencies indicate that the problem of archeological looting of Federal lands has not been eradicated. The wide array of laws and regulations that are used to prosecute looters and vandals suggest that further education in archeological resource laws and regulations may enhance the frequency and success of prosecutions. At the same time, ongoing efforts to educate the public and foster a stewardship ethic will also work to reduce the overall incidence of looting.

Agencies are working cooperatively to pool important case information, such as in the LOOT clearinghouse so that there is a ready resource available for appropriate use by all. These data are available to prosecutors, archeologists, researchers, and other parties to help protect our national archeological resources. To learn more about the



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LOOT clearinghouse and to request access to records, contact the Departmental Consulting Archeologist at [dca@nps.gov](mailto:dca@nps.gov)



### Features:

A feature is a non-portable object /remnant that that was intentionally designed manufactured, modified and shaped through human efforts, or used by humans. Any physical structure or element, such as a wall, posthole, pit, or floor, that is made or altered by humans but (unlike an artifact) is not portable and cannot be removed from a site. Features may be aboveground or buried through various natural or human processes. Features vary based on the cultural affiliation, location, and type of site they

are found, therefore providing the opportunity to view past lifeway within the original setting.

**Prehistoric features** may include: rock art, foundations, pithouses, room blocks, walls, hearths, rock alignments, burials, middens (discard heaps or pits), mounds and more.

**Historic features** may include: foundations, walls, floors, equipment, structures, shafts, adits, trail, berm, roads or portions thereof. The RC and LM will aid in recognizing the features you may encounter at your assigned site(s).

### Artifacts:

An artifact is any portable object that was intentionally designed, manufactured, modified and shaped through human efforts or used by humans. Artifacts are simply one of the tools used by science in the search to interpret the past. Every artifact is a piece of a larger puzzle that, taken together, tells us the story of the life-ways of a culture that lived in the area in the past.

- Collecting even one artifact from the ground surface of an archaeology site can change what we can learn about the past, potentially altering or skewing our interpretations about that site.
- Collecting artifacts on state or federal lands is illegal, with various fines and penalties involved.

### Prehistoric Artifacts

May be of lithics (stone), clay, minerals, or other raw materials often tied to a particular regional source. Lithic tools are been found in a wide range of shapes and sizes (what was needed to kill a bird was different from what was needed to kill a bison), and they were made of a range of kinds of stone, depending on what was locally available. Artifacts also vary in appearance depending upon cultural affiliation.

Common terms for flaked lithic artifacts include: debitage, flakes, cores, and projectile points, choppers, axes, knives, blades, scrapers, and burins or drills.



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Ground stone tools are usually made of basalt, rhyolite, granite, or other metamorphic rocks, whose coarse structure makes them ideal for grinding other materials, including plants and other stones. Manos and Metatas are common examples of ground stone.

Thermally altered rock or fire-cracked rock is a commonly found artifact in some parts of the state. These include stones that may have been as hearths (fire pits), used to heat water (boiling stones), or heated in fire to improve the quality or appearance of a tool.

Ceramic artifacts come in as many variations as there are people. Generally, ceramic artifacts are made with clay, tempered or held together with other material, molded and fired (baked). Ceramics may be associated with a particular group or time period based on design, manufacturing type, appearance, or function. They may be painted, decorated, or plain; and are found in as many variations. There is a huge quantity of research conducted on prehistoric ceramics in Arizona. Broken pieces of ceramic (identified as sherds) are the most common artifact you are likely to encounter. The variety of ceramic types changes from region to region based on the cultural history and is too complex to address in a general training. You will learn to identify various artifacts in the region specific classroom and field training sessions.



**Other materials:** Many portable objects intentionally designed, manufactured, modified and shaped through human efforts or used by humans in the past were made of wood, bone, plant, minerals, or other raw materials that decompose more quickly and may not remain in the archaeological record.

**Ecofacts:** Includes archaeological objects that are of cultural significance, but were not manufactured by humans. These include bones and vegetal remains that can tell us about past diet or environments.

### **Historic Artifacts**

Any object that is 50 years old can contribute to the site/properties' eligibility for inclusion on the State or National Register of Historic Places. Historic artifacts are generally consistent with a site form or function. For example, a historic homestead may have a mix of household goods, equipment, tools, and trash. A mining district would contain features related to the mining industry. Some linear sites such as roads or trails may have few remaining related artifacts.



Historic artifact materials include glass, pottery, metal, cans, nails, wood, fibers, construction material, conduit, equipment, or anything that is portable (may be removed from the site).

Artifacts the Site Steward encounter will differ depending on the region and the type of site you are assigned. This is by no means an exhaustive list of artifact terms and characteristics, and is not intended to make an expert out of anyone. The purpose of the listing is to provide very generalized examples of the



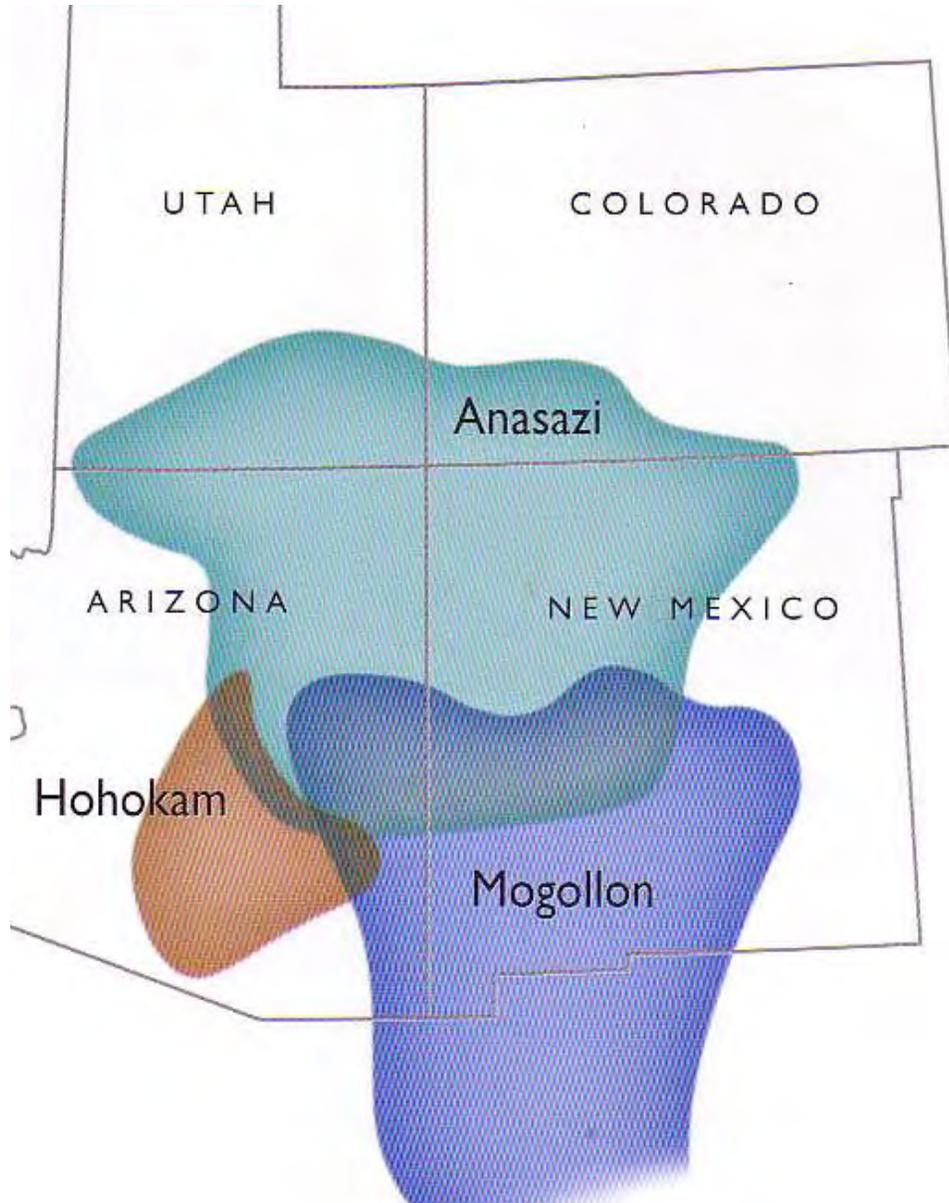
## Arizona Site Steward Program Training Handbook

types of materials and artifacts you may encounter. One purpose of the field portion of the Site Steward training is to “train your eyes” to recognize archaeological material on different types of sites. For a more detailed list of artifact types please review appendix



## Arizona Site Steward Program Training Handbook

### \*\*\* Region Specific Resources



### Prehistory and History



# Arizona Site Steward Program Training Handbook

**Sites, Features,**

**Artifacts**

**Cultural Sensitivity**



## Arizona Site Steward Program Training Handbook

### Chapter Five: Cultural Heritage Stewardship

We unite to accomplish a common goal: to put a stop to the senseless destruction of our fragile heritage resources and to preserve them for future generations to enjoy.

#### Arizona Site Steward Code of Ethics

- Compliance with Preservation and Antiquity Laws
- Respect for the Public -- Stewards serve as Representatives of the Land Managers
- Confidentiality of Information
- • Avoid Conflicts of Interest
- • Do not bring media or Internet attention to Site Locations
- No firearms allowed while conducting Site Steward Activities

Site Stewards (and others) can help protect our unique heritage resources by reporting vandalism to the appropriate land managers, by respecting the federal and state laws protecting cultural resources, and by adhering to site etiquette.

#### Requirements

Site Stewards must complete all Classroom Training and Field Training. There is no cost to join, only your commitment to abide by the Stewards Code of Ethics and to make a good faith effort be active. Site Stewards who have not reported activity in any given year will be contacted to determine the reason for inactivity. You will be inactivated on the database, and may be dropped from the Program. You must complete training again prior to reactivation.

#### Site Protocol

Site Stewards (and others) can help protect our unique heritage resources by reporting vandalism to the appropriate land managers, by respecting the federal and state laws protecting cultural resources, and adhering to site etiquette.

#### Treat the site and the area around the site with respect.

Ruins are sacred places today just as they were hundreds of years ago. Conducting personal ceremonies and leaving objects in the ruins can be offensive to other visitors and to contemporary tribal members who may still be using the places for their own traditional ceremonies

For many tribes there are some aspects of the site that are non-physical and may not contain artifacts or any type of features, the importance of the place goes beyond physical characteristics. To them, the landscape may be sacred. There may be no definite visible border that defines the "site."

- Speak quietly while at a site, do not shout at each other
- Do not use the site as a picnic area;
- Do not take an unleashed pet to the site;



## Arizona Site Steward Program Training Handbook

- Do not sit or walk on boulders near petroglyphs;
- Do not leave offerings or objects at places that are sacred places to Native Americans.
- Take any litter you have brought back home. “Pack it in, pack it out,” leave no trace
- Tread lightly, causing as little disturbance to the site as possible, especially in areas where the desert pavement could be disturbed.



- Walls of ruins are very fragile, your weight may be all it takes to bring the wall down. Please do not lean or disturb the rocks or masonry of structures.
  - Rock circles or alignments are trying to tell a story, moving them to build fire rings or for other purposes closes the book.
- If you spot an object of archaeological interest, please stop to examine it and photograph the item if you like, but please return it to the spot where you found it.

### Protecting Rock Carvings and Paintings

- Touching rock images leave oils from your fingers that speed the rock’s natural deterioration process.
- Paper rubbings, chalking, or tracings cause irreparable damage to the rock image.
- Graffiti is destructive (and illegal) and can destroy and deface rock images as well as deface historic buildings.
- Re-pecking or re-painting an image doesn’t restore it, but rather destroys the original rock figure.
- Taking rocks with images on them is illegal. Enjoy them as part of Arizona’s outdoor experience and allow others to do the same.
- Be courteous to others that are visiting these archaeological sites, remember you are acting as the representative of the land manager who owns the site.



**Be part of the solution, not part of the problem.**

### Protocol for group site visits

If you would like to take a group to a site you must first contact the land manager/owner and get permission.



## Arizona Site Steward Program Training Handbook

- You may take another certified Site Steward in your Region who has signed a volunteer agreement with the land manager in question, but you may not take non-ASSP friends and groups to sites without the explicit permission of the Land Manager.
- Although many of the sites are located on public lands, there is a reason sites are listed within the Site Steward Program.
- Your knowledge about a cultural property is held in trust, and much of the information may not be public (legally)
- Contacting the land manager before taking a group to a site is important because the size of the group may impact the site.
- The land manager may have a site under observation for looters and without prior knowledge of the situation; you could compromise the crime scene.
- Often, a release of liability must be signed before taking groups on field trips or visits to the site.
- You may NOT count a group site visit as a Site Steward activity unless it involve only a group of Site Stewards and is part of a recognized training
- Archaeological tourism is NOT a part of our mission or purpose

The Regional Coordinator and the Land Manager must approve all non-program observers, regardless of their relationship to the assigned Site Stewards, prior to site visit date. The names of the observers and their completed release of liability must be filed with the requesting land manager's office before departure of the site visits. This is especially important when visiting State Trust Lands.

State Trust Land is often, but not always, "posted" and closed to all but specifically designated persons. Anyone else, even Site Stewards not specifically assigned to sites on the land in question (and not previously granted temporary access), are considered trespassing. Regardless of the land ownership status, family members who are accompanying the Site Steward are doing so at their own personal risk. Site Steward will refrain from taking their friends and other groups of which they might be affiliated with to archaeological sites without the express permission of the appropriate land manager (see section on Group Visit Protocols). The **land manager** must give permission for a Site Steward to take unauthorized visitors to archaeological sites, it cannot be granted by the Regional Coordinator or by the State Coordinator

### **Monitoring**

The primary job of the Site Steward is to regularly monitor assigned sites. The more you get to "know" the site, the easier it will be to recognize changes, damages (either natural, animal, or human). Remember you are the "eyes" of the Land Manager, assisting the agency in identifying and protecting the cultural resource. Site Stewards provide an effective way of slowing illegal activity at archaeological sites. Looters are deterred by the thought that someone might be observing their activities and reporting them to law enforcement.

### **Confidentiality**

- The location of archaeological sites is CONFIDENTIAL and is NOT available to the general public



## Arizona Site Steward Program Training Handbook

- Site Stewards are provided with this information because of TRUST between the Program and our Partners
- DO NOT VIOLATE THIS TRUST
- Always ask the Land Manager or the Program Coordinator FIRST
- “It’s not your secret to tell.”

### **Before you leave home to monitor the site assigned to you**

- NEVER GO ALONE (if you do not have a partner, let your RC know and one will be assigned)
- Tell someone you know and can trust the general area of where you will be, off which main road or trail. Keep to your time schedule and check back with them when you return. “Joe and I are going to our sites 123”
- Keep to your time schedule and route,
- Check back with your contact when you return (A text or message to your RC or a fellow Site Steward to notify them of your planned visit is most helpful.) This also assists in on-line reporting so the RC and LM know when sites are being visited.
- Be prepared

### **List of equipment for Site Steward to have while monitoring:**

- Carry SS ID Card and volunteer agreement with the land managing agency.
- Site Kit (provided by RC)
- Map of area and compass, GPS unit optional.
- Field notes/ pen, First Aid Kit
- Dress appropriately for the weather, carry sunscreen, carry a hat and wear good hiking shoes.
- List of phone numbers for agency archaeologists and law enforcement (dispatch numbers).
- A tank full of gas & a vehicle with good tires and in good working condition.
- Carry a camera to record baseline data of site if changes occur.
- Binoculars
- Copies of the “Welcome to the Past” brochure (if available).
- Cell phone, CB or two-way radio if available. Know cell service availability in proximity to your site.
- Food and water to last for a couple of days if the site you are monitoring is in a remote area.
- Medicine you routinely take.





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- Snacks

### **Before visiting your site,**

- Have an alternate purpose in mind for your presence there (such as photographing wild flowers, hiking, or bird watching)
- Walk (don't drive) up to your site
- Do not drive over boulders or make tracks which will eventually lead others to sites

### **When you arrive at your assigned site**

- Scout out an observation point that you can use as cover before you approach the site. Ideally, each site has a remote observation point to use to check for possible intrusion by others.
- If the observation point reveals the presence of anyone on the site, or suspicious activity, collect what information you can, safely and quickly, and slip away to make your report.
- Not every site has an observation point. Look for footprints along the trail so you are not the one to be surprised. Listen for voices or the noise of heavy equipment before entering into the area of the site.



If there is no evidence of activity on the site, continue with monitoring. Make note of date, time, conditions, site stewards, and site characteristics. Compare to previously documented visits and note any changes. Take photos in the same general route and from designated photo spots, to assist in developing a timeline of site condition.

### **On your initial visit to the site, gather baseline data, document what you see**

- Familiarize yourself with the site, walk around in a grid or spiral pattern as you check for vandalism
- Photograph any "old" vandalism, using your scale or ruler to give the photograph a north alignment; (in your handbook)
- Photograph any rock writing/images, sherds, artifacts, and features found at the site.



### **Photographing (documenting) the Site:**

- Take photographs showing the context of the feature that you are documenting. Again, use a scale or ruler pointed to the north and keep a photo log;

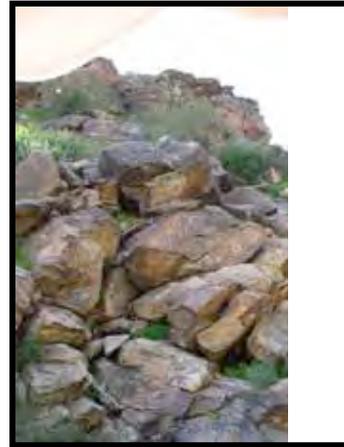


## Arizona Site Steward Program Training Handbook

- An archaeologist or law enforcement officer needs to be able to tell exactly where the petroglyph came from by seeing the outline of the background;
- Also, take a close up shot to show details of the rock writing so that if it is seen for sale on the Internet, it can be identified as coming from a particular place -- like a piece of a puzzle.

### Guidelines for using a digital camera:

- Take relatively high resolution images (1200 pixels at 300 ppi or larger)
- 8-bit color format is ideal
- Save back-ups of your digital files on your computer, flash drive, or external hard drive
- Label photographs with place and date



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### Keeping site locations safe with photographs

- Do not share photos with the public that disclose site location
- NOTE: Smart phone cameras and many cameras encode metadata on location with your photograph

might

digital

### Confidentiality in Action

- NO photographs that show site location
- NO photographs with geotags (all iphone photos, etc.)
- Do not interact directly with the media
- If someone asks you for your site location, give a vague response
- PLAY IT SAFE– Check FIRST



### Stewards identify potential problems and look for solutions.

- Impacts of off road traffic
- Vegetation theft
- Collectors' piles
- Abandoned vehicles
- Animal carcasses/Poaching
- Geo-caching and other games being played at sites
- Non-Native American ceremonies that would

- have the potential to impact sites
- When photographing artifacts, use the four-inch scale or ruler included in your handbook. If what you are photographing is a feature, such as a wall alignment, use something for scale that is larger than the provided scale or ruler, such as a backpack or walking stick.

**If there is no identified damage/vandalism** you are done with your site visit. Be sure to keep notes and photos handy, add to the site kit, and report your hours as soon as possible. Each time you visit a site with no reported vandalism adds in the timeline of that site.



### Identifying Damage and Vandalism

Natural events and human activities can impact the integrity of archaeological sites. When sites are damaged, important information about past lifeways is lost because the people of the past will never be here again to live their lives as they once did. The evidence they left in archaeological sites is finite and cannot renew itself once it has been disturbed.

Activities that cause ground disturbance might break, chip, crush, or move artifacts. Features such as ancient campfires or hearths may be destroyed. People traveling off trail by bike, horse, or foot, and vehicles traveling off road can damage sites, often without being aware they are causing permanent harm. Flooding and erosion can cause some of the same harm to sites. Campfires outside of designated campsites can contaminate archaeological sites and cause smoke damage to rock art. Fires, both wild and intentional, can cause bedrock to spall, crumble or flake off into pieces. Rock art and milling elements can be damaged or destroyed by fire. Damage can also be done by impacts of too many people visiting a site or by developers who are not required to set-aside open space where a site may exist.

Sometimes visitors gather artifacts and place them on a rock or a spot on the ground for others to find and enjoy (Collector's piles). Sometimes they give the artifacts to rangers in an attempt to protect the artifacts. However, at many archaeological sites, the artifacts were placed where they are by the last people who lived there. Visitors do not realize that moving artifacts compromises the landscape and setting and removes artifacts from their archaeological context. The relationships among artifacts and features provide information about how, when, and where these items were used. That information is lost when artifacts are moved from their original location.



Vandalism is a source of loss and damage to archaeological sites that is caused intentionally. Harmful activities caused by vandals include defacing rock art or bedrock milling features, digging holes to look for artifacts, and collecting artifacts from the surface. Vandals deprive us, and future generations of the opportunity to experience our various histories in these special places. Looting and thief of antiquities is a not a Crime against "property", it is a crime against a people, a "culture."

### Causes of Site Damage: Natural

- Bioturbation: rodent or insect burrowing
- Wind and water erosion
- Wild fires
- Freezing and thawing
- Sun blistering and drying



### **Causes of Site Damage: Unintentional**

- Leaning, sitting, climbing over walls
- Picnicking within or near a site
- Driving vehicles or bikes over a site
- Walking paths through sites
- Collector's piles

### **Collecting Artifacts: The most common crime**

- Every artifact is a piece of a larger puzzle that, taken together, tells us the story of the life-ways of a culture that lived in the area in the past.
- Collecting artifacts removes them from their context
- Affects the distribution of artifacts on a site

**Collectors Piles** are the most commonly occurring type of site damage, and is frequently based on a visitor's desire to share a "special find". These piles are constantly changing, as various visitors add to, or remove items.

- Artifact piles are already out of context, but getting rid of these "attractive nuisances" by dispersal across the site changes the surface distribution of artifacts.
- These changes hinder the accuracy of archaeological interpretation of activity areas and other spatial patterns at the site that archaeologists can obtain through studying the surface artifact assemblages.
- It is the land managers decision to decide whether a pile needs to be removed from the site in order to deter further piling activity



**Unintentional Site Damage: artifact removal and collector's pile.**

### **Documentation Procedures Phase I**

- Leave the pile in place and conduct baseline documentation prior to notifying the respective land manager;
- Plot the location of the pile on the site map;
- In your field notes and on a vandalism report, note the size and density of the pile by counting the number of different types of artifacts;
- Photograph the visitors' pile;
- Note the date the pile was first identified;
- Notify the appropriate land manager (send photos and a vandalism report) of the presence of the pile.

### **Documentation Procedures Phase II**

- At subsequent visits to the site, determine if the pile is still present. If the pile is absent, this should be noted;
- If the pile is still present, make the following observations:
- Has the density and/or content of the pile changed?



## Arizona Site Steward Program Training Handbook

- If the pile has changed in density or content, then the pile should be photographed again;
- Notify the land manager if any changes have occurred, or if you see new visitors' piles not observed at your last visit.

### Causes of Site Damage: Intentional

- Archaeological excavations
- Looting
- Vandalism

To some people, cultural materials are thought of in terms of commodities to exploit or commercialized for personal gain. These people are called looters. In cases where it is not being done for commercial gain, they are referred to as “collectors,” but whether on a large scale or just a pocket full of artifacts taken from a site, their actions destroy the context in which the artifacts occur and the ancestral villages of Native Peoples

- Site destruction occurs in many ways:
- Both archaeologists and looters destroy a site. Archaeologists destroy it under controlled conditions, keeping a provenience to the artifacts. They try to piece together information about the sites use.
- Looters destroy for personal gain.

**THE MISSION:** To preserve Arizona's cultural resources for scientific study and for their sacredness to Native Peoples.



- Stewards reported two small petroglyph boulders dug from their “home” and awaiting removal by some unknown individual(s). State Land determined they were candidates for removal to a safer location.

### Vandalism Reported by Site Stewards

In 2003-2004, Arizona Site Stewards reported 95 situations of site vandalism. Of these, 72 cases were reported in the first six months of 2004.

2006 showed 217 situations and 176 in 2007. In 2013-2014, Site Stewards reported 26,500 hours of site monitoring, making over 9,000 site visits, reporting 169 situations of site vandalism/looting.

### Hot vs Cold Cases

This section is concerned with the Site Steward's basic task of finding, inventorying and reporting new or recent acts of vandalism. Far more common than discovering a crime in progress, would be arriving at your site to find it had been looted since your last visit (This is cold). Remember that vandalism of sites is a crime under both federal and state statute. A few common examples of what may encounter are illustrated below. Hot Cases: This is an active crime in progress and must be treated as such. See chapter 6 Managing the Archaeological Crime Scene. A complete list of damage and vandalism codes is included in Appendix.



# Arizona Site Steward Program Training Handbook

## Common Examples





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### Chapter Six: Managing an Archaeological Crime Scene

A brief overview Detailed training on this and the following chapter on court procedures is provided at different times throughout the year.

#### On Site

You will need to become so familiar with your site that if vandalism or looting occurs, you will quickly and easily detect it. This means visiting the site as frequently as possible. Frequent site visits will help pinpoint the time span during which damage occurred.

One of the best deterrents to vandalism is the presence of other people. If they know a site is often visited by the public or is regularly patrolled by Site Stewards, they are less likely to stay long enough to vandalize the site. But stagger your visits. If your pattern becomes too predictable, criminals will schedule their activities for times they know you won't be around.

Our aim is to deter vandalism primarily through efforts of increasing the general public's awareness that concerned people are watching archaeological sites. But by early detection of vandalism and safeguarding evidence, we may pave the way for a greater incidence of apprehension and conviction of those responsible for vandalism.

Ideally each site will have one or more designated overview points that will permit a visual overview for evidence of recent disturbance (not already marked on the Site Map). The RC, mentor, land manager, site kit or your own initial visit will inform you where to park, how to find the trail to the site, walking hazards, etc., everything to make access easier for you. Use binoculars whenever possible to maintain a safe distance from any suspicion



us activity. If vandalism has recently occurred and evidence is intact, it is better to leave it to skilled investigators.

Move cautiously and quietly because in some instances you are within hearing distance of the site before you can actually see it. If someone is already there, you want *them* to be the surprised ones. In the parking area, on the access trail, and as you approach the designated observation point, look for signs of recent use or activity. Avoid these areas. If the site has been recently vandalized, these signs may prove to be footprints or tread marks and be the only linking evidence. Stay away from them – protect them.

Walking through the vandalized area will add your footprints to the situation that will confront the investigators when they do arrive to look for evidence. If possible, leave one Steward behind to watch the evidence (to keep the chain of evidence established) while the other Steward goes to report it. If the land manager, however, is not able to respond in a timely manner, then after reporting it, leave it, your job is finished.

**Cold Case** If vandalism is not obvious from the observation point(s), enter the site and observe, room-by-room, area-by-area, until the entire site is checked for new damage. If vandalism is found, the precautions below apply:



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- Stay out of the disturbed area
- Photograph the damaged areas
- Stay out of the disturbed area
- Sketch what you can on the Site Map
- Make detailed notes in your field notebook
- Avoid tracks, footprints or other signs of surface disturbance
- Depart from the site area the same way you entered

### REMEMBER YOU ARE NOT LAW ENFORCEMENT!

Take photographs of the damage using a scale whenever possible, however if a Steward has not been trained to take photos for court evidence, they should only take photos from a distance, being careful not to leave their footprints in the crime scene area. It is better not to take photos at all, if by doing, you disturb the ground surface in any way. While one of a Steward's greatest responsibilities is to find and report recent damage to Arizona's heritage resources, we have an equally strong responsibility not to endanger evidence nor impair the investigation that may follow – by our own unintentional or misguided activities.

If the rest of the site can be inventoried without further destroying or disturbing evidence, do so. Update the Site Map as you find additional damage. If, however, to complete the inventory, you have to risk disrupting possible evidence, you should cease and desist. Go out the same way you came in to keep your disruption of the surface to a minimum. Going in or coming out, if new vandalism is present, do not disturb or move any object or pick up any form of trash. It's all possible evidence.

The Steward shall report obvious vandalism or deterioration occurring since the last visit, without disturbing potential evidence (the obvious act itself). Evaluating further at the risk of destroying or losing evidence is inexcusable. The instructions for reporting and means of reporting are included on each Site Summary.

It takes months, sometimes years of study and experience to train a skilled criminal investigator and to collect and maintain an unbreakable chain of evidence that can be used in court. A Site Steward, without a similar background, who moves, touches, covers or in any way alters evidence around a focus of recent vandalism is acting irresponsibly and against the best interests of this Program.

Vandalism or deterioration found at any site should be updated on the site map. Document the damage/vandalism on-line as soon as possible. The RC and LM will be automatically notified as soon as a vandalism report is complete. Do not return to the site until you have been given the go-ahead by either your RC or the LM.

Keep in mind that your notes may be used as evidence in court.

- Don't put unrelated items in the same notebook, such as a grocery list or a note reminding you of the date of your sister's birthday.
- The entire notebook will be subject to review by the lawyers and judge trying the case.
- If you must make a correction in your notes, do not erase or black out the original entry. Instead, draw a single line through the incorrect portion, write in the correction, and initial and date it.



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- Write your full name on the first page of your notes and at least your initials on all following pages, which should be numbered. It may be many months before the case goes to trial, so your notes are vital for refreshing your memory when you are called in as a witness.
- If you have taken a couple of photos of the initial sighting, taken from the distance you were when detected, locate the photo points and direction of each shot on your site map, using the same photo number as in your photo log marking the locations of damage seen from your vantage point.
- Again, be extremely careful not to walk within the perimeter of damage or to mix your own tracks with the prints of the vandal. This point cannot be stressed enough.
- Resist the urge to clean up the site. As we have already pointed out, trash left by the suspects may contain valuable clues as to his or her identity. On public lands where no vandalism is detected, but visitors have left trash, it is permissible to clean up the site. But, as a Site Steward, that is NOT your primary responsibility.

**Hot Case:** If the initial observation reveals the presence of anyone on the site, or suspicious activity (digging, probing, back-hoeing, etc.), collect what information you can, safely and quickly, then slip away to make the reports indicated by the sites OPS-form (Site Summary).

If you are on foot, try to remain discrete in your actions. Always remember to record the most important information first; license numbers, vehicle description, suspect description, clothing description and time and date of day you saw something suspicious.

Do not alert subjects to the fact that you are observing them. Never place yourself or your vehicle on a hilltop or on the skyline (this makes you very easy to spot). If there does not appear to any safe way to conduct observations of suspicious activity – don't. Leave the area and report. Do not place yourself in any danger to observe activity. The most important thing is your safety.

Stewards must not confront or openly observe persons involved in suspicious activities. Any actions that might provoke confrontation or pursuit must be avoided. Suspicious activity or vandalism should be reported to the land manager, as is appropriate to the situation. Call 1-800-VANDALS, and ask the operators to connect you with the proper law enforcement agency or land managing agent or call the number on your OPS form in your Site Kit.

### **If you observe or encounter vandalism occurring on a site:**

- Write down what you see or hear in your notebook.
- Identify the location of the site in your notes.
- Identify exactly what the illegal activity consists of: digging, collecting, etc.
- Identify WHO is doing it: record descriptions of the people you see (height, weight, hair color, clothing, etc.)
- Identify the TOOLS that are being used. If you hear heavy equipment (maybe a back-hoe) when approaching your site, beware!
- If you are unobserved, take PHOTOGRAPHS or VIDEO TAPE IT. DO NOT take photographs if the intruders on the site have seen you or can hear the click or noise



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of your phone/camera/camcorder, or if dogs they may have nearby may be able to hear you.

- NOTIFY THE AUTHORITIES.

### **Potential dangers to avoid:**

- DO NOT attempt to confront any kind of vandalism; vandals are usually armed and dangerous.
- DO NOT pick up or disturb any artifacts, trash, tools or anything else left on the site. This material is evidence and must be treated like any other crime scene.
- DO NOT call attention to yourself; if accidentally encountered” have a “cover” story made up of why you are there.
- DO NOT play cops & robbers; you do not enforce the laws.
- NO Firearms allowed on site visits
- ALWAYS call for help when needed, and know the appropriate number to call.

### **Once you have reported the vandalism, your job in the process is complete.**

Remember that not every situation of vandalism has enough evidence to make a case in the court of law. Not every case will even be investigated. Some of the land managers are dealing with 100's of situations. They may only be able to address the worse cases, but want all cases reported.

By documenting your notes to the online system, you can show that you made every effort to report the vandalism. You also have the contact person for your own reference, if some six months later, you wish to contact the agency to follow up on the incident you reported. Your field notes can also be used in a court of law to refresh your memory for a case that could take up to two years to get through the court system.

### **Procedures During an Agency (LM) Law-Enforcement Response:**

Be sure to identify yourself to the responding local LM agent or agent by showing your driver's license, your Site Steward ID CARD, deduced copy of your SHPO Agreement, and a signed copy of the land managers volunteer agreement. A Steward must heed all instructions given by the agents, this is for your own safety; conduct yourself in a professional manner. It is very important to record the time and circumstances of the incident, the names of all parties involved, and the time you or the group left the scene in your notes. These notes may be used to refresh your memory in case you are called to testify.



## Court Procedures

# Arizona Site Steward Training



## Courtroom Demeanor Instructions for the Witness

You, as a witness in a court case have a very important job to do, since, in order for a jury to make a correct and wise decision, it must have all of the evidence put before it truthfully. You already know you take an oath in court to tell nothing but the truth. There are two ways to tell the truth: one is in a halting, stumbling, hesitant manner, which makes the jury doubt you are telling all of the facts in a truthful way; the other is confident and straight forward, which makes the jury have more faith in what you are saying. You help yourself, the party you are testifying for, the judge, and jury by giving your testimony in this last way. To assist you, here is a list of time proven hints and aids, which, if followed, will make your testimony much more effective.

### **SUGGESTIONS TO A WITNESS:**

- Before you testify, visit a court and listen to other witnesses. This can make you familiar with a court, and help you to understand what will happen when you give testimony.
- Your testimony begins at the scene. Your field notes will help refresh your memory when you testify months or even years later.
- Before you testify, try to picture the scene, the objects there, the distances and just what happen, so you can recall more accurately when you are questioned.



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- Be serious at all times. Avoid laughing and talking about the case in the presence of the jury or anywhere in the courthouse where you may be observed. Jurors who are or will be sitting on the case may be present in the same public areas where you will be. For that reason, you should not discuss the case with anyone. Remember, too, that jurors may have an opportunity to observe how you act outside of the courtroom during a break.
- A neat appearance and proper dress in court are very important. The minute you walk to the stand, the jury has made a judgment of you. The trouble with an appearance that seems very casual or very dressy is that it will distract the jury during the brief time you are on the stand, and they won't concentrate on your testimony. It is not advisable to wear clothing or jewelry that could be interpreted as being Native American. This may give the impression you are as guilty as the defendant.
- Stand upright when taking the oath. Pay attention and say, "I do" clearly. Carry field notes (purse) in your left hand so your right hand is free to lift to take the oath without having to shuffle your papers and/or purse.
- You are sworn to tell the truth, so tell it!!! Every material truth should be readily admitted, even if not to the advantage of the part for whom you testify. DO NOT stop to figure out whether your answer will help or hurt your side. Just answer the questions to the best of your memory. In other words – DO NOT LIE!!!
- DON'T memorize what you are going to say. This is unnecessary, but do try to go over those matters, upon which you will be examined, in your own mind prior to the trial.
- The court and jury only wants facts, not hearsay, or your conclusions, or opinions. You usually cannot testify about what someone else told you.
- Listen carefully to the questions asked of you. No matter how nice the other attorney may seem on cross-examination, he may be trying to hurt you as a witness. Understand the question. Have it repeated if necessary; then give a thoughtful, considered answer. DO NOT GIVE A SNAP ANSWER WITHOUT THINKING! DO NOT rush into answering, although, of course, it would look bad to take so much time on each question the jury would think you were making the answer up.
- Give positive, definite answers when possible. Avoid saying "I think", "I believe", "In my opinion". If you DO NOT know, say so. DO NOT make up an answer. You can be positive about the important things that you would naturally remember. If asked about little details a person would not naturally remember, and you don't



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remember, it is best to just say you do not remember. Do not let the cross examination get you in the trap of answering a question after you have answered a question with an “I don’t know”!

- When being questioned by defense counsel, do not look at your attorney or the judge for help in answering a question. **YOU ARE ON YOUR OWN.** If the question is improper, your attorney will object. If a question is asked and there is no objection, answer it. Never substitute your ideas of what you believe the rules of evidence are.
- Avoid distracting mannerisms, such as chewing gum, tapping your fingers, biting your nails, picking lint off your clothes, nervously wiping your mouth, etc. while testifying.
- Don't act nervous. Avoid mannerisms which will make the jury think you are **NOT** telling the truth, like repeatedly blinking your eyes.
- Don't be a smart aleck or a cocky witness! This will lose you the respect of the judge and jury.
- When a witness gives testimony, he is first asked some questions by the lawyer calling him to the stand, in your case, this is an Assistant United States or State appointed attorney. This is called the “direct examination.” Then the witness is questioned by the opposing lawyer (the defense counsel) in “cross examination.” The basic purpose of direct examination is for you to tell the judge and jury what you know about the case. The basic purpose of cross-examination is to raise doubts about the accuracy of your testimony. Don't get mad if you feel you are being doubted in cross-examination—that is the defense counsel's job. **DO NOT LOSE YOUR TEMPER.**
- Always be polite, even to the other attorney. A witness who is angry may exaggerate or appear to be less than objective, or emotionally unstable. **DO NOT** hedge or argue with the other attorney.
- Do not exaggerate.
- Talk to the members of the jury while testifying. Look at them most of the time and speak to them frankly and openly as you would to any friend. **DO NOT** cover your mouth with your hand. Speak clearly and loudly enough so the farthest juror can easily hear you.
- **DO NOT** nod your head for a “yes” or “no” answer. Speak so the court reporter (or recording device) can hear the answer.



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- If the question is about distances or time and your answer is only an estimate, be sure you say it is only an estimate. Be sure to think about speeds, distances, and intervals of time before testifying, and discuss the matter with your attorney so your memory is reasonable.
- Answer, directly and simply, on the question asked, and then stop. DO NOT volunteer information not actually asked.
- Stop instantly when the judge interrupts you, or when the other attorney objects to what you are saying. DO NOT try to sneak your answer in.
- If your answer was not clear, clarify it immediately or if your answer was wrong, correct it immediately!!! Sometimes, witnesses give inconsistent testimony – something they said before does not agree with something they said later. If this happens to you, don't get flustered. Just explain honestly why you were mistaken. The jury, like the rest of us, understands that people make honest mistakes.
- Explain your answers if necessary. This is better than a simple "yes" or "no". Give the answer in your own words. If a question cannot be truthfully answered with a "yes" or "no", you have the right to explain the answer.
- DO NOT try to think back to what was said in an earlier statement, either by you or someone else. When a question is asked, visualize what you actually saw or heard and answer from that. The jury will think a witness is lying if his/her story seems too pat or memorized, or if he/she answers several questions in the same language.
- DO NOT say, "That's all of the conversation," or "Nothing else happened". Instead say, "That's all I remember happening." It may be that after more thought or another question you will remember something important.
- Testifying for a length of time is tiring and causes fatigue. The following are symptoms of fatigue: tiredness, crossness, and nervousness. Testifying will wear you out until you say things that are incorrect or will hurt you or your testimony. Do not let this happen. Keep your "cool"!
- There are several questions known as "trick questions". If you answer them the way the other attorney hopes you will, he can make your answer sound bad to the jury. **Here are two of them:**



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- “Have you talked to anybody about this case?” If you say “No”, the jury knows it’s not right because good lawyers always talk to a witness before they testify. If you say “Yes”, the lawyer may try to infer you were told what to say. The best thing to do is to say very frankly that you talked to whomever you have (lawyer, party to suit, police, etc.) and you were just asked what the facts were. All you do is tell the truth as clearly as possible.
- “Are you getting paid to testify in this case?” The lawyer asking, hopes your answer will be “Yes”, thereby inferring you are being paid to say what your attorney wants. Your answer should be something like this “No, I am not getting paid to testify. I am only getting compensation for my time off from work, and the expense (if any) it is costing me.” OR, “No, I am testifying as a part of my duties as an officer.”
- When coming from the witness stand after testifying, wear a confident expression, but do not smile or appear downcast.
- After a witness has testified in court, he or she should not tell other witnesses what was said during the testimony until after the case is over. Thus, do not ask other witnesses about their testimony and do not volunteer information about your own.

Now, go back and reread these suggestions so you will have them firmly in your mind. We hope this will only serve to help and not to confuse you. If you ask your attorney about anything you do not understand, you will find there is really no reason to be nervous while testifying. If you relax and remember you are just talking to some neighbors on the jury, you will do just fine.



## Ultimate Goal.....

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- To support law enforcement and public archaeologists in stopping the “Thieves of Time.”





## Arizona Site Steward Program Training Handbook

### Chapter Seven: Personal Safety

#### Safety #1

Perhaps the two most important topics you'll learn about during your Site Steward training are crime scene management and personal safety. Being prepared is the best way to ensure a safe trip. The safety of all Site Stewards is the number one priority of the Arizona Site Steward Program. Anything is possible and preparation and common sense are crucial. Nearly every Steward has a story of close calls and near misses. We understand the dedication to preservation of cultural sites; however, no site is worth risk. Be mindful of your surroundings at all times.

By now, you should have completed the on-line first aid training. If not, please do so as soon as possible. It is free. <http://www.firstaidforfree.com/free-first-aid-course>

#### Signing Out and In:

Any Region that does not have an established and tested "sign out/sign in" procedure is doomed to experience an eventual calamity of having Stewards stranded in inhospitable environments with no one aware that they are in trouble.

Any Steward who leaves the safety of his/her home or neighborhood as a Site Steward without some responsible person being aware of their route and destination, the expected time of their return, and who to contact if they do not return by that expected time, is too incautious to be trusted with the responsibilities of stewardship.

Depending on Region policy, local or personal circumstances, this "signing out and in" may be with a spouse, friend, the local LM law enforcement agent, the Forest or BLM district dispatcher, U.S. Border Patrol, or even a county sheriff's substation, BUT, some reliable agent or agency must know you are out on Site Steward business, so they can sound the alarm and marshal resources to come looking for you if you should ever fail to return as expected.

*Never be guilty of going out on Site Steward business without the assurance of this protection.*

All Stewards will be properly clothed, provisioned and equipped for the trip and have in their possession: a personal Site Steward identification card, a copy of their SHPO/Arizona State Park Volunteer Agreement and a copy of their volunteer agreement with each Land Manager whose sites they will visit during the trip.

Stewards monitoring sites will familiarize themselves with the route, site maps, known hazards, current history, contact personnel and requirements before departing for site visits. All of this should be included in a trip orientation. If not, it does not excuse the accompanying Site Stewards from their need to know. They would be negligent to depart on the patrol without this requirement being met.

Stewards must assure themselves that they can take charge of the trip and insure their return in the event that their partner is injured or incapacitated. The Steward will review the weather-related aspects of the trip before departing. If there is more than a slight danger of trouble/access due to the weather, the trip will be rescheduled. If at a site and a storm approaches, Stewards should leave the area before road are washed out or lightening becomes an issue.



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All Site Stewards will conduct themselves as the personal representative of all Site Stewards and of the land manager whose land they are monitoring while in the field.

### **General First Aid Review\*\*\* pre-training on-line**

Be aware of general first aid procedures for common injuries. You may need to assist your partner in case of emergency or need their help. Carry a first aid kit in your vehicle and on your person (backpack) when you are hiking.

### **Partnering/Buddy System \* Do NOT Monitor Alone**

Unless exceptions are established at the time of agreeing on the commitments, all site visits will be made by at least two Site Stewards. Exceptions to this “buddy system” may be granted ONLY if the site is in a highly visited public area or park and there is little danger that someone wouldn’t be around to assist with an injured Steward. One of the partners will act as the designated “leader” for site visits. This is the steward who will be responsible for reporting any vandalism on-line. The leader is responsible for the orientation, safety, conduct, outcome and reports of the site visits.

### **Common Hazards**

**Weather:** Rain, cold, snow, heat, extreme temp changes, wind, monsoons, lightening, sandstorms, flash floods,

**Access:** broken tree limbs on the road or path, wash outs, muddy roads, poor clearance,

**Dehydration:** Adults need at least 1 gallon of water per person daily, and possibly as much as 2 gallons depending upon the level of physical activity. A hydration pack is a handy water source, and the hose will serve to remind you to drink often. There are two easy ways to tell if you’re dehydrated. In normal situations, if your **urine** is a light to dark yellow color, it usually means you need to drink more water. As you become hydrated, your urine will turn a clear color, meaning that your body has plenty of fluids and is dumping the excess out. The second way to tell if you are dehydrated is if you stop sweating in hot weather. **Sweating** is the body’s natural way to cool you down, and it requires water to do so. If it’s not, you may be running dangerously low on vital fluids.

**Heat Exhaustion:** More likely to affect people with high blood pressure, the elderly, or those working or exercising in the heat, heat exhaustion has a plethora of symptoms. The illness will show symptoms within days or even hours, depending on the person’s intake of fluids and body type. Such symptoms include muscle fatigue, dizziness, headache, nausea, and heavy sweating.

**Personal Injury:** Slips, Trips, and Falls: Watch your step, use a walking stick, check the stability of rocks, wear appropriate shoes,

**Natural Resources:** rattlesnakes, venomous spiders, cacti, jumping cholla, Most if not all hazardous encounters with venomous wildlife can be avoided by using common sense and keeping a constantly wary eye out. Always wear shoes or boots and watch where you’re walking to make sure you know what you’re about to step on. Those cacti needles are sharp, aggressive, painful, and may be difficult to remove.

**Vehicular Trouble:** vehicle accidents or breakdowns. Use a vehicle with the necessary clearance. Keep your vehicle in good condition and carry a spare tire (most common problem is a flat).



**Illegal activity** other than vandalism: border issues, smuggling, etc.

### Common Sense Advice

Know the **road conditions** ahead of time to make sure you have the proper vehicle. Know trail conditions as well such as how far is the hike to the site, how difficult the terrain is to travel on, and what hazards might be along the way. One of the most important things to check before you head out is **your vehicle**. Be sure it is in top condition and has plenty of gas especially if you'll be driving in remote areas. If you'll be driving on snow or ice take a big bag of cat litter or sand to pour on the icy surface to give you traction. If it is hot take extra water for the radiator in case your engine overheats.

Proper clothing for the anticipated **weather** and even the unanticipated is a must. During certain times of the year the weather can change quickly without warning. Layer your clothing for maximum benefit. As a Site Steward working in different parts of the state you could experience both hypothermia and heat exhaustion. What are these conditions, how can they affect you and how can you prevent them from happening?

**Hypothermia** occurs when your body loses heat faster than you can produce it. Despite common opinion frigid temperatures are not necessary to suffer hypothermia. Hypothermia most commonly develops when the air temperature is between 30 and 50 degrees. Your ability to maintain your normal body temperature is affected by external factors, air temperature, wind and moisture. It is also affected by internal factors such as a lack of nourishment and fatigue. Never venture out of your car without at least a snack to provide energy quickly. The best rule of thumb when going to remote sites is to have enough food in your vehicle to sustain you for two days in case you should break down.

Symptoms of hypothermia include:

- Uncontrollable shivering
- Slow, slurred speech - denial that you are in trouble
- Loss of memory - especially for common things such as your name, address or age
  - Loss of control of your hands
  - A drunken appearance when you walk
  - Drowsiness, or the inability to get up after resting.

Because hypothermia is life threatening something must be done quickly to reverse the process of heat loss in your body. Your partner will need to get you out of the elements and into dry clothing and encourage you to drink warm liquids. You should carry blankets or a sleeping bag in your vehicle to crawl into to retain body heat. The best treatment is to get in the vehicle with the heater turned on or to build a fire to warm you. Forcing yourself to walk will help to produce inner heat. If you have reached a semi-conscious state your buddy should never try to force liquids down you. Medical help should be obtained as soon as possible. Hypothermia is the number one killer of outdoor recreationists. Check the weather before venturing out to your site. If the weather is cool, windy and wet it would be best to postpone your trip to another time.

Equally as serious as the other extreme are **heat exhaustion and heat stroke**. This occurs when your body has lost its ability to keep cool. Your body keeps cool by perspiring. If you don't keep yourself hydrated with plenty of water, you'll lose your



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capability to sweat. Your skin will become flushed and your pulse rate will increase. Your body temperature will increase and you may feel a tingling sensation in your extremities.

Signs of heat exhaustion include:

- Cessation of sweating; skin will be hot and dry
- Drowsiness
- Slurred speech
- Headache

Drinking water at this point should reverse the effects of heat exhaustion. If you ignore the symptoms of heat exhaustion your body core temperature will continue to rise. You will develop the life threatening condition called heat stroke. Signs of heat stroke include:

- The body is hot to the touch
- Skin is flushed and red
- Disorientation and memory loss occurs
- There will be a loss of coordination
- Difficulty in breathing
- And the possible loss of consciousness

The only way to treat this condition is to cool down. You'll need to be moved to a shady spot and your partner should pour cool water over your skin. If you are conscious you need to drink lots of lukewarm, not cold, water. Carry foods or tablets with trace minerals to take to prevent leg or foot cramps. If the weather prediction is for extreme heat, postpone your trip; it is not worth the risk to you.

Wearing a hat and sunscreen and covering your body with lightweight, light-colored, breathable clothing is advisable anytime you monitor a site during the summer. Sunburn impairs the ability of your sweat glands to function properly.

In addition to Arizona's changing weather Arizona is also full of **critters**, which could cause you problems. Snake encounters are most easily avoided by taking the following precautions:

- Always wear enclosed shoes or boots never sandals
- Never place a hand or foot on a ledge or rock above eye sight level
- Be wary of rocks bushes or objects beneath which a snake may have crawled for shade
- Avoid hiking in tall grass or heavy underbrush
- If you hear a rattlesnake try to locate its position and move away slowly. Do not corner, handle, tease, or injure a snake. Try to stay calm. Remember that the snake will remain hidden or get out of the way of an intruder. Snakes are not normally aggressive. They are no more anxious to make your acquaintance than you are there's. However if you or your partner is bitten seek medical attention immediately.

Tarantulas are occasionally seen walking across a desert path. Tarantulas are harmless, just leave them alone and go about your business.



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Secretive and rarely seen are the coral snakes, which are found in the southern deserts. Usually they won't cause you a problem unless you cause them one. Again just leave them alone.

Scorpions live all across Arizona. If you are stung the best treatment is to wrap a rag full of ice around the sting area. However the bark scorpion sting can be life threatening. With any sting it's always best to see a doctor as soon as you can.

Black widow and brown recluse spiders are frequently found around historic buildings. Like the scorpion they usually do not pose a serious problem but their bites can make you sick and can be painful. Again see a doctor.

Africanized honeybees often referred to as the killer bees, have been documented in Arizona since 1992. To the naked eye they appear no different than the more common European honeybee but Africanized bees are more aggressive and more likely to sting in masses. Bees frequently nest in cool crevices in rock shelters just where many prehistoric ruins and rock art panels are found. They also can be found around old buildings and bridges. If you find a colony or see a swarm move slowly so that you don't agitate them. Studies have shown that bees are attracted to perfumes and hair spray. They are also attracted to bright colors and flower patterns in clothing. Keep this in mind when you're dressing for your site visit.

Two large mammals in Arizona can be dangerous even if they're not carrying a disease: Bears and Mountain Lions. The black bear though seldom seen is found in all mountainous and timbered areas in the state. Mountain lions lie in rocky areas such as canyons and are found throughout the state. As with the bear they're not likely to bother you unless they feel the need to protect their young or if you happen to stumble on their kill cache. Other desert critters like the coyote or javalina, while they have gained notorious reputations, are no threat to Site Stewards. Their normal defensive response on seeing or smelling humans is to run away.

There are other things which Stewards must be aware of that might cause problems in the field. Moist riparian areas or creek bottoms throughout Arizona are havens for **poison ivy**. Most people are allergic to the plant though some, more than others.

Arizona has also been called the lightning capital of the United States. Our thunderstorms, called **monsoons**, are a potential hazard of which stewards should be aware. Check the sky before leaving to monitor your site. If the weather looks brooding change your plans and stay home. **Lightning** tends to strike high objects so don't stand by the tallest object in the area. Avoid metal objects or a single tree or cactus or a small grove of trees in an otherwise barren plane. And stay away from power lines. If you're surrounded by nothing but flat land and low brush or grasses don't stand up. You need to be low but you also want to avoid being a conductor of electricity if lightning hits the ground nearby.

Also

Please note local hunting seasons and laws. Dress appropriately if you are monitoring during any hunting season. Wear bright colors! Keep a whistle!



## Arizona Site Steward Program Training Handbook

Remember you are the most important and irreplaceable resource so please, keep yourself safe.



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### Chapter Eight: Additional Activities

The primary mission of the Site Steward Program is to periodically monitor land manager nominated-and region-accepted archaeological resources for evidence of new vandalism or damage by nature.

#### Public Outreach

Every region differs in geography, cultural resources, the number of land managers served, the land managers' needs, etc. Tasks may present themselves that hardly seem related to the primary mission. Regions may participate in any preservation-related activity requested by a participating sponsor's Site Steward Coordinator and accepted by the region as a commitment. Not every Steward in the region may want to participate in a particular project or activity, nor be interested in being trained to do so, but the activity has to be accepted by the Region whether one or all of the Stewards will become involved. These activities may include but are not limited to:

- Acting as liaison between local communities and the SHPO in support of SHPO sponsored education efforts, Archaeology Awareness Month events, etc.;
- Promoting information exchange and cooperation between government, archaeologists, collectors and the public;
- Documenting/photographing private artifact collections;
- Assisting in activities such as surveys, mapping and rock art recording;
- Collecting, cataloging and recording oral histories regarding local historic persons, families, activities or places;
- Providing information to communities through talks and slide shows on Steward activities, antiquity laws and preservation;
- Establishing contact and serving community liaison for archaeologists working in the community;
- Serving as the local resource person on such preservation matters as nominations for the Arizona or National Register of Historic Places;
- Staffing booths in community events,
- Serving as docents
- Making classroom presentations to students

#### Special Projects

There could be many other activities. However, as a review, there are three prerequisites that must always be met for an activity to be accepted into the Site Steward Program

- The project or activity must have been accepted or requested by the Site Steward Coordinator of one of the program sponsors.
- The region must accept the project or activity whether it is to be met as a region commitment or accepted by an individual Steward or team of Stewards in the name of the accepting region.



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- If the activity is controlled under existing laws and regulations, the activity must be authorized and performed according to the applicable laws and regulations.

Unless the above prerequisites are met, activity time cannot be credited to the program.

### **Continuing Education/Training**

Although site monitoring and doing preservation work that directly benefits the land managers is the primary responsibility of the Site Steward, Stewards are encouraged to, participate in activities that will increase their knowledge of and experience in archaeology. Any activity if done to increase the steward's skill and/or awareness of archaeology can be reported for Site Steward Credit under "Other" on the database. These hours are not reported to the Land manager. For the land manager to receive credit, it should be an activity that directly benefits the land managing agency (i.e., monitoring, surveying, or mapping).

A person may receive academic credit or some other type of compensation from sources other than a program sponsor. If a sponsor is not paying for the work that is being done the person can be considered a volunteer. Off duty employees of the various sponsors and their families and individuals from the private sector whose employers are donating their services to the program, or to a sponsor in the name of the program, can be volunteers, unless the agency itself has a policy against such activity for their employees. Sponsor's employees however, shall not be accepted as volunteers for duties that are a continuation or extension of their official duties (what they are being paid to do). Individuals over the age of 16 years may be volunteers providing they have the written consent of their parent or guardian. If a region develops a project requiring a considerable commitment of hours, especially over a prolonged period of time, individuals convicted of minor crimes and participating in court-approved probation without sentencing, work release, or alternate sentencing programs, can serve as volunteers at the discretion of Regional Coordinator and responsible Site Steward Coordinator (land manager) to complete the project. However, no person, referred from a court-approved program, who has been convicted of a violent crime, crime against a person, crime involving the use of a weapon, an archaeological crime, or any other felony, shall be utilized as a volunteer in any aspect of the program.

### **Activities Acceptable for Educational Inclusion:**

Non-professional activities acceptable for credit include classes, seminars, fieldtrips/tours taken in the State of Arizona that are sponsored, guided or presented by reputable museums, organizations or educational institutions. Activities sponsored by Arizona Archaeological Society, Arizona Archaeological and Historical Society, American Rock Art Research Association, Pueblo Grande Museum, Heard Museum, Southwest Archaeology Team, Mesa Southwest Museum, Museum of Northern Arizona and Arizona State Museum may be credited. Activities from other organizations will be subject to approval by the Program Coordinator. Travel hours are not creditable for Personal Education activities. Put personal education hours under "Other."

### **Activities Not Eligible for Credit:**

Regular monthly/quarterly or annual membership meetings of organizations, field school excavations or professional or paraprofessional excavation or activities of any



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organization not approved by the Program Coordinator are not eligible for credit. Trips taken by the Steward on their own to visit sites (i.e., vacations or weekend getaways, are not creditable). In order to claim hours for a “site visit”, the Site Steward must have a signed volunteer agreement with the land manager on whose land (sites) they are visiting.

### How To Report:

Time should be reported under “Other” on the database. Give the name of the sponsor, archaeologist/guide or instructor, date of activity or title of the class, and designate the time as spent (disallow travel time). If in doubt about whether an activity is acceptable for credit, contact the Program Coordinator.

### Annual Meetings

- Annual conference: The ASSP annual conference is usually held in the spring, March or April to accommodate the large number of site stewards who leave the area during summer. The conference provides one-two days of presentations, workshops, hands-on training, continuing education, social networking, field trips, and the annual awards banquet. We recognize outstanding program participants in several categories. The conference is free to all site stewards. This is one opportunity to meet site stewards and land managers from across the state
- Regional meetings: Each region typically holds one or two meetings throughout the year. These may be potlucks, or field trips geared to introducing new site stewards to the regions and communicating regional updates and needs.
- Workshops / Refreshers: The ASSP sponsors workshops throughout the year addressing various topics of interest to Site Stewards. These workshops may include crime scene management, mapping and GPS, artifact identification, cultural sensitivity, and more. Your regional coordinator will inform you of upcoming workshops.

These are not mandatory however they provide opportunities meet other Site Stewards, members of the SHPO, tribal members, and archaeologists.



The Arizona Site Steward Program publishes a newsletter, the Arizona WATCH, 3 times a year, with a distribution to every program participant in the database with an email. The WATCH educates Site Stewards on preservation issues and is a way for the Site Stewards and land managers to keep in touch with what is happening in the Program



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### Chapter Nine NEXT Steps/ What to Expect

#### **Field Training:**

You are required to participate in at least one field training session in the region you are assigned. The RC will inform you of the field-training schedule. This training will be provided by at least one professional archaeologist/land manager representative in the region. The purpose of the field training is to learn to identify the kinds of sites and materials you may be encountering as a Site Steward. You will have the opportunity to identify artifacts and recognize damage/vandalism on sites. The field training includes a site visit, and may include more than one type of site. These field-training sessions are frequently remote, and may take 2-6 hours, depending on the region, the land manager, the RC, and the number of people in training. They are held infrequently. If you are unable to attend the scheduled session please let your RC know well in advance. You will not be certified as a Site Steward until the RC/trainer notifies the SPC that your training is complete.

In the case a Site Steward or regional coordinator is not satisfied that the field training was sufficient you will have other opportunities for mentoring and training before you are assigned a site.

#### **Certification Process:**

After a candidate's Classroom and Field Training are completed, the SHPO Volunteer Agreement (A-6 Form) must be signed, and sent to the State Program Coordinator. If a photo of the new Steward has been taken, please send or e-mail the photo with the A-6 form. When the A-6 is received by the State Program Coordinator's Office, the certification process includes the printing of the new Steward's training certificate, and a letter of congratulations from the SHPO and GAAC. At this time, the Steward receives their Steward Identification Card (ID Card). These two items, the ID Card along with a copy of the land managers' volunteer agreement, for whichever land manager they will be providing a service for, should be carried whenever monitoring the assigned site(s).

#### **Code of Ethics Statement of Adoption:**

To comply with the requirements for certification, the Regional Coordinator must not endorse a new Steward's Training Record for certification until he/she has possession of the Steward's signed SHPO Agreement.

#### **Volunteer Agreements and Volunteer Insurance:**

After being certified as a Site Steward and upon accepting a site assignment, the volunteer must sign a separate Volunteer Agreement with each local Land Manager for which they volunteer. The duties, access and equipment use, etc., defined on the Land Manager's Volunteer Agreement will serve as your permit to do these things while working for the land manager. This volunteer agreement must be signed and sent in to the LM for execution. The Regional Coordinator provides Land Manager Agreement(s) to the Steward



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at the training session. The Steward or Regional Coordinator must send Land Manager Volunteer Agreement (s) to the appropriate land manager for signing. The land manager should send a copy to the accepting Site Steward in a timely manner after it has been signed by their agency. If the Site Steward hasn't received a copy in 15 working days, he/she should call the appropriate land manager listed in the handbook to remind them that the agreement hasn't been returned to them.

You must have a copy of the agreement in your possession any time you are working as a volunteer; this includes traveling to and from your volunteer duties. Some field offices want these agreements to be updated annually and it is the responsibility of the accepting Site Steward to make sure their agreement is current and valid. Any new forms should be provided by the agency overseeing the volunteer. Some may be available from the Regional Coordinator or State Program Coordinator at the Steward's request. Other land managers have stated that once signed, the volunteer does not need to renew every year. And some agencies have a single volunteer form with a single list of approved stewards updated regularly.

While working as a volunteer for a federal agency, you are covered by federal workman compensation laws – if your volunteer agreement is valid and you are occupied in your defined duties. Federal compensation laws do not apply to volunteers on State Trust Lands, thus you must sign an agreement to define your duties under State Lands that enters you into the State Lands Volunteer Insurance Program. Needless to say, all documents are very valuable to you and care should be given to their protection while they are on your person.

A copy of your SHPO/State Parks agreement is on file in the State Program Coordinator's office and the original agreement with the Land Manager is on file with the Site Steward Coordinator of that particular land manager. Copies of these are easily made if you need a replacement; contact the LM Site Steward Coordinator if you misplace your agreement with them. All agreements are closed automatically without action on your part when you leave the Site Steward Program.

### **Group Site Visits:**

You will likely be invited to participate in site visits conducted by a group of certified Stewards. These group visits aid in developing relationships with other site stewards while continuing to learn about Program responsibilities. These mini training sessions are very helpful in increasing your knowledge base and comfort level with conducting site monitoring before you are assigned an individual site. You may go out with the RC and other site stewards on these group visits as part of your training before you are certified. These Program led group visits are the **ONLY** group visits allowed on sites.

### **On-going mentoring:**

There are a number of activities, educational workshops, lectures, and other events that you may attend as part of becoming a Site Steward. It is very important that each Site Steward is confident of their understanding of the Program, the roles and responsibilities, and their fellow Site Stewards. Each new Site Steward will likely be assigned to a more seasoned mentor who will show them the ropes. Many candidates come to the Program



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with a built-in partner whom they will be monitoring with. If these are both new to the Program, a mentor will be very helpful.

### **Partner and Site assignments:**

Once you have been certified and received your ID card and signed volunteer agreements you may be assigned a site(s) to monitor. Site assignments are determined by the regions needs and capacity. An individual site assignment is based on need, interest and ability. Talk with your RC and others in the Program to determine the types, locations, and number of site assignments appropriate to your capability. If you do not have a partner to monitor sites, one will be assigned.

### **On-line reporting**

Reporting activity is the primary responsibility of a Site Steward and a prerequisite for continued service in the program. Please be sure to keep your on-line reports current. The State Program Coordinator's office uses this information for preparing administrative reports to the Commission, SHPO and LMs and Program partners. These reports must accurately reflect the hours of service, sites visited, and vandalism. The volunteer hour reports are very important in determining the dollar equivalents this program is contributing to the historic preservation effort and are vital in securing the Arizona SHPO and land managers' proportionate share of the National Historic Preservation Fund. It helps to document the value of the Program to the LM, who contributes towards support of the program.

#### **REMEMBER:**

- If you don't report it, It didn't occur
- Use on-line reporting system
- Report activity in a timely fashion
- Include travel time
- If no hours are reported within a year, you will be required to repeat training



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### **APPENDIX FORMS AND HANDOUTS**



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### Stewards Responsibilities

1. Abide by your agreement to follow the Code of Ethics of the Site Steward Program.
2. Maintain frequent contact with your team leader, project leader or Regional Coordinator (whichever is most appropriate), preferably each month, and at a minimum of every quarter.
3. Your responsibility is to be active and participate in the program by seeking commitments commensurate with the time and other resources you can devote. If you should lose contact with your region's coordinator, contact the State Program Coordinator. The State Program Coordinator will let you know who the Regional Coordinators and/or Site Steward Coordinators are in your new area. It is the responsibility of the Regional Coordinator (and/or Operations Assistant) and the concerned Site Steward Coordinators to develop a meaningful "menu" of Steward commitments available for the region's Stewards. It is your responsibility to seek out, accept and complete the commitments you choose.
4. Complete the on-line activity log regularly to report hours for monitoring a site, attending a Regional Stewards Workshop or annual conference (travel time going to workshops and the annual conference are not to be included), attending an official training or participating in an educational activity relating to archaeology or paleontology.
5. Try to serve the equivalent of a half-day each month. No minimum limit of service has been established, but it is generally felt that a Steward should visit the site(s) assigned to them at least twice during each quarter to maintain an acceptable standard of performance.
6. The Site Steward Program has no, and claims no, association or affiliation with any other organization, political or tribal party, club or movement, nor does it support or align itself with any programs or causes not supporting the Program's Statement of Purpose. It is not required for an individual to belong to any other association, organization or club to become a Site Steward.
7. Do not serve nor create the impression of having the authority to serve in any law enforcement capacity while performing any Site Steward activity.
8. Assist the Regional Coordinator by introducing new Stewards to sites if asked (when convenient to do so).
9. If for any reason, the Steward wishes to terminate their commitment to monitor their assigned site, the Site Kit must be returned to the Land Manager and your I.D.



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Card sent back to the State Program Coordinator or surrendered to the Regional Coordinator.

Arizona Site Steward Program Cultural Resource Vandalism Report

Date the incident was noted: Time: Site Name or Primary Number: (If known, on this form use the primary agency number, not the SSID number. On your Activity Log, turned into SHPO, use the SSID number). Site Owner: USGS Map: UTM or GPS# Northing: Easting Zone Datum Recorded by: Phone Number: E-Mail:

NATURE OF VANDALISM

Please check the type of disturbance observed (check all applicable): (Please place the appropriate codes checked below on your Activity Log report to SHPO under the vandalism column).

- Code # Code# 01\_\_ New roads/trails/ATV vehicular tracks 11\_\_ Petroglyph thief (or attempted removal) 02\_\_ Potholes/looting 12\_\_ Spray paint/paintball damage 03\_\_ Backhoe or bulldozer trenches 13\_\_ Petroglyphs used for target practice 04\_\_ Signs removed or used for targets 14\_\_ Shrines or cairns built 05\_\_ Rearranging of rock features 15\_\_ Erosion/Flood damage to site 06\_\_ Sherds or other artifacts placed in piles 16\_\_ Human tracks found 07\_\_ Fires made at sites or fire rings 17\_\_ Damaged/removed vegetation 08\_\_ Unauthorized visitors 18\_\_ Boulders moved or removed 09\_\_ Artifacts removed (surface collecting) 19\_\_ Probe holes 10\_\_ Human remains uncovered 20\_\_ Trash/debris 21\_\_ Fences down 22\_\_ Other (Please describe)

Attach a site map showing location and extent of damage; identify with code numbers above.

Photographs taken: Yes No ( b & w color slides) Photo log kept: Yes No Sketches made: Yes No

WITNESSED VANDALISM

Suspect(s) at site? Yes No Tire or foot tracks observed at site? Yes No Physical description of suspect(s): 1) 2) 3) Equipment noted being used in the crime: Length of time spent in observing the suspect at the site: Vehicle make: Color: Model: Year: License Number and State: Decals: Additional information/comments:

SITE DAMAGE OR VANDALISM NOT WITNESSED

Estimated age of damage/vandalism (refer to field notes of your previous visit): Date of your last visit to site: Was evidence noted at the site (tools, cans, tracks, etc):



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Write comments and additional information on the back of this form. Mention contacts and conversations with suspects (if any). Attach copies of photos, photo logs, and/or sketches of site damage or suspects and mail this form to the land manager with jurisdiction over this site

---

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Treatment of Visitor's Artifact Piles

Site Stewards will sometimes find visitors' artifact piles at a site. Although the behavior behind visitors' piling up artifacts is usually well meaning, Site Stewards need to consider artifact piling as a type of site vandalism, as it adversely affects the information potential of a site.



#### Documentation Procedure:

1. If a Site Steward (SS) notices visitors' pile of artifacts at a site, the SS needs to leave the pile in place and conduct baseline documentation prior to notifying the respective land manager. This documentation should consist of the following information:

- plot the location of the pile on the site map (note dimensions of pile),
- note the density of the pile by counting the number of different types of artifacts in the pile (i.e., # of sherds, # of lithics, # of shell pieces, etc.),
- photograph the visitors' pile,
- note the date the pile was first identified, and
- notify the appropriate land manager of the presence of the pile (include the descriptive information noted above in your vandalism report).

2. At subsequent visits to the subject site, the SS should determine if the pile is still present. If the pile is absent, this should be noted. If the pile is still present, then the following observations should be made:

- has the density and/or content of the pile changed? (Have the numbers of artifacts in the pile increased? If so, note the # of sherds, # of lithics, etc.
- Have the artifacts decreased in quantity? If so, note the changes.
- Has the character of the pile has changed (e.g., decorated sherds once present are now gone)? If so, note the changes,
- if the artifact pile has changed in density or content, then the pile should be photographed again,
- note the date of your observations, and make a vandalism report to the land manager if any of the following conditions have occurred: the pile is gone, the density or content of the pile has changed in anyway, or if you notice additional, new visitors' piles of artifacts.



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It is the land manager's decision as to whether or not a visitor pile(s) needs to be removed from a site in order to deter further piling activity or artifact removal. SHPO believes that dispersion of the artifacts across a site adversely impacts the spatial distribution and context of surface artifacts, and should not be conducted.

### Personal Safety

The safety of all Site Stewards is the number one priority of the Arizona Site Steward Program. Anything is possible and preparation and common sense are crucial. Many of our sites are located in very remote areas with difficult access. The roads are often primitive and unmaintained. There are both natural and human risk factors to keep in mind. Each region has a unique set of challenges and the regional coordinator is there to be sure you are aware of best routes, procedures, and practices.

When exploring in desert conditions, common sense dictates that you should anticipate triple-digit heat and the probable absence of fresh water sources. Advance preparation and acute awareness of your surroundings will keep you safe from other naturally occurring perils of trekking rugged and unforgiving desert terrain.

We often hear of visitors who do not return from an outing, or people who climbed a cliff and could not get back down. Stories abound about people caught in flooded washes during monsoon season. Even the experienced hiker can get into a dire situation. People simply underestimate the severity of a desert environment. There is no such thing as being too prepared when you are in an environment that can pose danger.

**Am I safe in doing this?** If there's any question, don't do it. Plan to visit your site at a later date. Do not go into any situation you believe is risky. **Use common sense!** Never undertake something for which you are not fully prepared.

### Plan ahead

Be aware of the weather both current and potential. Storms can come up quickly. Know your route, and potential hazards. Have an appropriate vehicle.

Whether you are engaged in a recreational activity or in coping with a survival problem, a simple, well-planned homemade survival kit can determine the outcome of your time in the wilderness. Emergency survival kits are not one-size-fits-all. Different locales require different items. A desert excursion requires different items than one in a cold area.

<http://www.desertusa.com/desert-activity/desert-survival-tips.html>

<http://www.seeker.com/desert-survival-8-simple-tips-that-could-save-your-life-1765446737.html>

<https://play.google.com/store/apps/details?id=com.cube.arc.fa&hl=en>

Handouts include tips on recognizing common hazards, survival kits, first aid, and personal safety.



## **Archaeological Site Etiquette Guide**

Arizona State Historic Preservation Office

Welcome to the past! Arizona contains some of the nation's -- and indeed the world's -- greatest archaeological sites. Please take a few minutes to familiarize yourself with this site etiquette guide which will facilitate an enjoyable visit for you, AND for others who follow you!

Archaeological sites in Arizona are the remains of a long occupation of prehistoric, protohistoric, and historic cultures. They are a fragile and non-renewable resource. You are responsible for the stewardship of these ruins, both for public enjoyment and education, and for preserving their scientific values. The following guidelines will help you minimize impacts to archaeological sites:

1. Walls are fragile and continually deteriorating. That is why they are called "ruins." Climbing, sitting or standing on walls can damage them. Also, picking up or moving rocks alters the walls forever.
2. Artifacts, where they lay, tell a story. Once they are moved, a piece of the past is destroyed forever.  
Digging, removing artifacts, or piling them up changes what can be learned from these pieces of the past.
3. Cultural deposits, including the soil on an archaeological site, are important for scientific tests and are used in reconstructing past environments. For instance, from such information we can learn what kinds of plants were be used by the past inhabitants.  
Please carry out any trash (especially organic remains) you may have while visiting a site.
4. Fragile desert plants and soils that are part of archaeological sites are destroyed when you stray from the trail. Also, snakes and other small desert animals make their homes in the bushes and under rocks and in burrows . . . you may disturb them.  
Please stay on trails . . . they are there for your protection.
5. Fire destroys prehistoric organic materials, ruins the dating potential of artifacts, and damages or even destroys rock art.  
Absolutely no fires, candles, or smoking should occur at archaeological sites.
6. Please refrain from touching rock art. Oils from even the cleanest hands can cause deterioration of prehistoric drawings and ruin the dating potential for future scientists trying to unravel the meaning of symbols painted and pecked on stone.



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7. Graffiti (drawing/painting, scratching, and carving) is destructive and can destroy rock art, as well as deface wooden/stone buildings. Mindless graffiti destroys rock art as well as other values.

8. Pets damage sites by digging, urinating and defecating in them. They can destroy fragile cultural deposits and frighten other visitors and native animals. Please do not bring pets onto archaeological sites.

Finally, be aware of your surroundings when you are outdoors. Avoid driving or riding your bicycle through sites; pitching your camp in a site; dismantling historic buildings for firewood or any other use; and, camping, or making campfires, in historic buildings.

All archaeological sites on public (federal and state) land in Arizona are protected by the Archaeological Resources Protection Act and state laws that prohibit digging, removing artifacts, damaging and/or defacing archaeological resources; these laws provide for both felony and misdemeanor charges with jail time, confiscation of property, and large fines. Graves and grave goods located on private land are also protected by Arizona state law.

If you see people vandalizing sites, please report it as soon as possible to the public land manager (i.e., the Forest Service, the Arizona State Land Department, etc.) or their law enforcement entity.

By following these simple guidelines, YOU can help preserve these unique and fragile remains of OUR American heritage. Remember, THE FUTURE OF THE PAST DEPENDS ON YOU! Thanks for your cooperation, and we hope that you enjoy visiting archaeological sites in Arizona!

### Vandalism Alert: Rock Image/Thief Contact:

Bureau of Land Management Special Agent Rob Vaitkus is seeking any information that may identify cultural resources that were taken from private, state or Federal lands in Arizona in the past. As an example, if you have photographs, or other records, of rock art that is now missing from an archaeological site, please contact Agent Vaitkus by telephone or email. Your documentation may assist ongoing investigations, and lead to the recovery of stolen artifacts or rock art. Contact information: Rob Vaitkus, Bureau of Land Management, Arizona State Office, One N. Central Avenue, Suite 800, Phoenix, AZ 85004, (602) 679-8119, or e-mail the photo with a description of where it was located and on whose land, to [Robert\\_vaitkus@blm.gov](mailto:Robert_vaitkus@blm.gov).



### **What To Do IF You Witness Pothunting**

WRITE DOWN WHAT YOU SEE (or hear)

- Identify the **LOCATION** of the site.
- Identify exactly what the **ACTIVITY** consists of (digging, collecting, or other).
- Identify **WHO** is doing it: record descriptions of the people you see (height, weight, race, hair color, clothing, etc.).
- Identify any **VEHICLES** associated with the activity (make, model, type, color, distinctive modifications, and **LICENSE PLATE NUMBERS**).
- Identify the **TOOLS** that are being used. If you hear heavy equipment (maybe a backhoe) ahead when approaching your site, beware!
- If you are unobserved, take **PHOTOGRAPHS**. **DO NOT** take them if the intruders on the site, or dogs they may have nearby, have seen you or can hear the click of your camera.
- **NOTIFY THE AUTHORITIES** as soon as possible. Call 1-800-VANDALS, and ask the operators to connect you with the proper law enforcement agency or land managing agent or call the number on your OPS form in your Site Kit.

### **POTENTIAL DANGERS TO AVOID**

- **DO NOT** attempt to confront pothunters; they are usually armed and dangerous.
- **DO NOT** pick up or disturb any artifacts, trash, tools, or anything else left on the site. This material is evidence and must be treated like any other crime scene.
- **DO NOT** call attention to yourself; do not let them see you taking notes or photographs.
- **DO NOT** play cops & robbers; you do not enforce laws.  
**DO NOT** carry a firearms with you while on duty.
- **ALWAYS** call for help when needed.
- Lawsuits from suspected pothunters or injured Stewards if you are not acting according to the guidelines of the Program and the Land Manager you are representing.

**REMEMBER-SAFETY FIRST ALWAYS**



**Steward Preferences**

**VEHICLE INFORMATION and SITE PREFERENCE**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

ZIP CODE: \_\_\_\_\_

**VEHICLE:**

4 Wheel drive?    Y  
High Clearance    Y            N

**AREA:**

I prefer to monitor sites near my house. Circle one:    Y            N  
Don't Care

I am interested in specific site:  
(name) \_\_\_\_\_

I am interested in specific area. **Circle one:** North    South    East  
West

**HIKING:**

I can hike: \_\_\_\_\_ miles  
I can do rough terrain:    Y            N  
I prefer a site where I can stroll:    Y            N

**PARTNER:**

I need a partner            Y  
I have a partner (name) \_\_\_\_\_

I understand that I may not get my preference immediately and may need to be assigned to a site that needs me the most.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Arizona Site Steward Program Training Handbook

## A6 Form

**NOTE: THIS FORM IS ONLY TO BE COMPLETED ON A COMPUTER AS A FILLABLE FORM. CONTACT THE STATE COORDINATOR FOR THE COMPUTER VERSION. PLEASE DO NOT PRINT THIS FORM AND HAND IT OUT TO STEWARDS TO COMPLETE.**



### Arizona Site Steward Program (A6 Form)



Volunteer Name: \_\_\_\_\_ Region: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Training: Classroom: \_\_\_\_\_ Field: \_\_\_\_\_

**Are you are planning to use your vehicle for Site Steward Program responsibilities? Yes  No**   
**If yes, do have your own vehicle insurance Yes  No**

#### SITE STEWARD ACTIVITIES

The scope of work of a volunteer Arizona Site Steward (Steward/Volunteer) as part of the Arizona State Parks & Trails' (ASPT) Site Steward Program (SSP) is to:

1. Visit/monitor archaeological/historical sites & resources in Arizona.
2. Report on site conditions.
3. Other activities, such as those suggested in the Site Steward Handbook, include: inventory, stabilization and recordation, if requested by the land manager, can be performed by Arizona Site Stewards. These additional activities for Site Stewards must be directly supervised by a professionally qualified archaeologist in the field.
4. Participate in education and outreach activities if interested.
5. Attend trainings/workshops/conferences to develop and/or maintain skills necessary to perform the duties of a Steward.

#### CONDITIONS OF AGREEMENT

ASPT has agreed that the Volunteer signing this agreement may perform the duties of Site Steward upon the following conditions (Please add your initials to each statement):

- 1. The Volunteer must complete all training required by the ASPT SSP.
- 2. The Volunteer agrees to comply with pertinent information(policies, laws, rules, regulations) provided by ASPT.
- 3. Site Stewards cannot conduct any Steward activity on any land until a volunteer agreement is signed with the manager of that land. Most land managers will require Stewards to complete an annual agreement. Stewards will sign separate volunteer agreements with all land managers appropriate to their volunteer service to that landowner or manager. **Example:** If you conduct activities with two (2) different land managers you must sign two (2) separate agreements.
- 4. The Volunteer understands that he/she is working at all times on a voluntary basis without compensation and not as a State employee. The Volunteer also understands that he/she is not covered under workman's compensation under this agreement by the ASPT Board.

***Stewards must have a signed agreement with each participating land manager for whom the Steward is providing a volunteer service in order to receive any medical compensation resulting from injuries sustained during the course of duties as a Steward; however, this is not a guarantee.***

- 5. All risks associated with the services to be provided are assumed by the Volunteer whether foreseeable or not, and whether arising from the negligence of the State of Arizona, other volunteers, or unforeseeable others.
- 6. **The Volunteer understands that he/she will not act in any law enforcement capacity.** The use or carrying of firearms is not authorized as part of any function of the duties under the SSP. The Volunteer agrees that any use or possession of a firearm is outside the scope of his/her duties and agrees to hold the Site Steward Program, the ASPT Board, the State of Arizona and participating agencies, free from any responsibility, claim, or other indemnity arising from use or possession of a firearm. The Volunteer understands that the use of firearms may invalidate certain volunteer agreements with land managing agencies and the SSP, and therefore agrees to abide by whatever prohibitions or stipulations are attached to or enforced by those agreements, and to abide by all State and Federal laws regarding the possession and use of firearms.
- 7. This agreement can be cancelled at any time by either the Volunteer or by ASPT. Termination of a Site Steward from the SSP can be made under the following circumstances: lack of activity, violation of the Code of Ethics, misconduct of crime

**UPDATED OCTOBER 2018**



# Arizona Site Steward Program Training Handbook



**Arizona Site Steward Program Site Data Form**

REGION#

**CONFIDENTIAL INFORMATION**

THIS IS THE FORM TO USE TO ENTER A NEW SITE INTO THE SITE STEWARD DATABASE. THE LAND MANAGER OR REGIONAL COORDINATOR SHOULD FILL IT OUT AND SUBMIT IT TO THE STATE PROGRAM COORDINATOR OR THE RECORDS COORDINATOR FOR INCLUSION IN THE ARIZONA SITE STEWARD PROGRAMS INVENTORY OF SITES TO BE MONITORED BY STEWARDS.

SITE NAME OR PRIMARY NUMBER: List all site numbers if this is a route that includes several sites.

Land Owner/Agency

Name of USGA Map Site is On

Latitude and Longitude or GPS Coordinates

Description of Site

Priority (Priority has to do with how often a site should be visited, which depends on visitor or vandal impacts):

Urgent

High

Standard

As resource permits

Access Instructions:

Vehicle Needed:  Sedan

4x4

High Clearance

Contact Information: Land Manager

Coordinator: \_\_\_\_\_

Phone and e-mail \_\_\_\_\_

Coordination/Liaison:

To Report Recent Damage;

To Report Vandalism in Progress:

For help in Emergencies: 911

This site listed above has been requested by the land manager/owner and has been deemed eligible for the National Register of Historic Places by \_\_\_\_\_, who is a professional archaeologist, and had been accepted into the Region by the Regional Coordinator.



## Arizona Site Steward Program Training Handbook

Signature of the Regional Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of the Agency(land manager).\_\_\_\_\_ Date: \_\_\_\_\_

### Site Kits:

Site Kits are high security items. The original kit contains information on location, access and on law enforcement coverage for the area and site, its past history, its importance, and often includes the initial survey report by the land- manager. Each would be valuable to anyone involved in looting or other archaeological crimes. All archaeological data, including site location information, site descriptions, vandalism reports, maps, and photographs are the property of the agency administering the site,

There should be a master Site Kit for each site in a region. The master Site Kit is completed by the local LM, and is permanently filed/secured by the Region RC in order to provide a paper trail for future Regional Coordinators of a Region. One copy should be made and kept in the State Program Coordinator's office site files and one copy of Site Kit should be made to give to a new Site Steward on their initial site visit to the site. For security reasons, the accepting Site Steward should not make additional copies of the Site Kit.

A site sketch and copies of former photos showing the sites condition should be given to the newly accepting Site Steward. This way, Site Stewards can maintain baseline data of the site, noting damage or changes to the sites condition on the sketch and with photographs they take to keep the site information updated.

All site sketches and photos should be returned to the local Regional Coordinator at the time a Site Steward resigns or is terminated from the Arizona Site Steward Program. While the Steward may have incurred costs for film developing, all photos and other site information and field records gathered during the time they are assigned to monitoring that site(s) is the property of the land manager and the Site Steward Program and must be surrendered in good form and in a timely manner at the time the Steward is no longer active. All site location information and field records are confidential (see Code of Ethics).

### The Field Site Kit contains:

- A copy of the portion of the 7 1/2 minute USGS map that shows access to the site, including if indicated: preferred parking area; screened, pre-visit, remote observation point; best/safest access route from the parking area; preferred on site observation point and orientation information;
- A larger scale map of access route if necessary;
- A 1:400 cm-scale Site Map or equivalent for damage inventory recording;
- An abbreviated Site Summary containing:
- A brief printed introduction to the site, including a short history, its importance and known vandalism history before entering the program; Special access instructions, if appropriate (key locations, contact instructions to cross private land, etc); and
- Routine and emergency reporting instructions (how, when, etc.).



## Arizona Site Steward Program Training Handbook

- The abbreviated Site Summary does not contain the legal description of the site, its UTM grid coordinates or any other information that might help locate the site if it fell into unauthorized hands.



Site Kit Example

# SITE KITS

- ⊙ LEGAL DESCRIPTION & REPORTING/ACCESS INFORMATION (OPS)
- ⊙ COPY OF USGS MAP
- ⊙ SITE MAP/STETCH
- ⊙ SITE HISTORY





# Arizona Site Steward Program Training Handbook

Inventory #

## ARIZONA SITE STEWARD PROGRAM

**CONFIDENTIAL**

SITE DATA FORM, Region #

This is a print out of the information on this site in the Site Steward "Site Inventory" file. If it does not coincide with local popular names, etc., or the owner/land manager information, the program coordinator should be advised. Use this form to document other requested and accepted activities.

Site, area or group name  Primary number  Includes site numbers

Owner/land agency requesting monitoring or project:

Nominated

Visits since

USGS  UTM Zone 12, N  , E

Legal description  Includes sites named

Description of site or activity /project :

Priority  Urgent  High  Standard  As resources permit

Access  Sedan  4X4  Hi clearance  Key  Check in

Difficulty of access (0 to 5)

**CONTACT INFORMATION:** If the numbers listed below are outside your toll free dialing area have your call patched through the Arizona Fish and Game Dispatcher by dialing 1-800-826-3257 (VANDALS). When the dispatcher answers, identify yourself as a Site Steward and ask for the person below you need to talk to by title, name and phone number. The dispatcher will dial the number for you.

LMSSC:

Coordination and liasion:

To report recent damage:

Vandalism in progress:

For help in emergencies:

Special access instructions or Names of Stewards who will be engaged in this activity/project:

The site(s) for monitoring or activity/project listed above has been requested by the land manager and accepted by the  Region:  
Name of Region

Signature and Date of Land Manager Requesting Activity

Signature and date of Regional Coordinator Accepting

**THIS IS CONFIDENTIAL INFORMATION TO BE PROTECTED IN A SAFE PLACE OR IN THE PERSONAL POSSESSION OF THE ACCEPTING SITE STEWARD. IT MUST NOT BE COPIED FOR ANY REASON. ITS CONTENTS MUST NOT BE REVEALED TO ANYONE THAT HAS NOT SIGNED THE AGREEMENT TO ABIDE BY THE SITE STEWARD PROGRAM CODE OF ETHICS.**

SSP OPS-1. 4/93



# Arizona Site Steward Program Training Handbook

## SITE STEWARD HERITAGE INVENTORY RECORD

Property Type: Prehistoric \_\_\_\_\_ Historic \_\_\_\_\_ Site Number: \_\_\_\_\_  
 Eligibility: \_\_\_\_\_ Management Area: \_\_\_\_\_ GSA: \_\_\_\_\_ Project Number: \_\_\_\_\_ Field No.: \_\_\_\_\_

Recorder(s): \_\_\_\_\_ Date Recorded: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Recording Institution: \_\_\_\_\_

Project Name: \_\_\_\_\_ Site Name: \_\_\_\_\_

Other Site Numbers: \_\_\_\_\_

Ownership: USFS \_\_\_\_\_ PVT \_\_\_\_\_ OTHER: \_\_\_\_\_ Collections: Y / N - Repository: \_\_\_\_\_

Traditional Cultural Property: Y / N Tribal Affiliation (if permitted): \_\_\_\_\_

USGS Map: \_\_\_\_\_ Scale: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Elev: \_\_\_\_\_ ft.  
(name and number)

Center UTM Z \_\_\_\_\_ E \_\_\_\_\_ N \_\_\_\_\_ Landlines: Y / N Baseline: G&SRBM  
 Perimeter Z \_\_\_\_\_ E \_\_\_\_\_ N \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_ S \_\_\_\_\_ 1/4Sec \_\_\_\_\_  
 Perimeter Z \_\_\_\_\_ E \_\_\_\_\_ N \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_ S \_\_\_\_\_ 1/4Sec \_\_\_\_\_  
 Perimeter Z \_\_\_\_\_ E \_\_\_\_\_ N \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_ S \_\_\_\_\_ 1/4Sec \_\_\_\_\_  
 Perimeter Z \_\_\_\_\_ E \_\_\_\_\_ N \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_ S \_\_\_\_\_ 1/4Sec \_\_\_\_\_

Condition (archeological): Preserved \_\_\_\_\_ Tested \_\_\_\_\_ Sampled \_\_\_\_\_ Full Excav. \_\_\_\_\_ Removed \_\_\_\_\_ Vandalized \_\_\_\_\_ Stabilized \_\_\_\_\_ Interp. Devel.

Condition (architectural): In Use \_\_\_\_\_ Intact \_\_\_\_\_ Modified \_\_\_\_\_ Collapsed \_\_\_\_\_ Vandalized \_\_\_\_\_ Stabilized \_\_\_\_\_ Reconstructed \_\_\_\_\_ Interp. Devel.

Disturbance: Erosion \_\_\_\_\_ Roads \_\_\_\_\_ Other Const \_\_\_\_\_ Logging \_\_\_\_\_ Mining \_\_\_\_\_ Fire Suppression \_\_\_\_\_ Grazing \_\_\_\_\_ ORV \_\_\_\_\_ Potholing/Vandalism

Damage Assessment: Y / N Date Assessed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Report Number: \_\_\_\_\_

Deposition: \_\_\_\_\_ Size: long axis: \_\_\_\_\_ M short axis: \_\_\_\_\_ M Area: \_\_\_\_\_ M<sup>2</sup>  
(use entries on back of form)

Artifacts (indicate quantity or ✓ for "present")  
 \_\_\_\_\_ plain pottery \_\_\_\_\_ fire cracked rock \_\_\_\_\_ cans \_\_\_\_\_ glass  
 \_\_\_\_\_ decorated pottery \_\_\_\_\_ shell \_\_\_\_\_ other metal \_\_\_\_\_ wood  
 \_\_\_\_\_ flaked stone \_\_\_\_\_ ground stone \_\_\_\_\_ historic ceramics \_\_\_\_\_ bone  
 other: \_\_\_\_\_

Diagnostics (indicate quantity or ✓ for "present")  
 \_\_\_\_\_ Redware pottery \_\_\_\_\_ Polychrome pottery \_\_\_\_\_ Obsidian \_\_\_\_\_  
 \_\_\_\_\_ Corrugated pottery \_\_\_\_\_ B/R pottery \_\_\_\_\_ Projectile points \_\_\_\_\_  
 \_\_\_\_\_ B/W pottery \_\_\_\_\_ B/Y pottery \_\_\_\_\_ Manos \_\_\_\_\_  
 \_\_\_\_\_ R/B pottery \_\_\_\_\_ W/R pottery \_\_\_\_\_ Metates \_\_\_\_\_

Features (Indicate quantity, add from list on back of form; or ✓ if no surface features were observed)  
 \_\_\_\_\_ None \_\_\_\_\_ Trash mound \_\_\_\_\_  
 \_\_\_\_\_ 1 m surf. structure \_\_\_\_\_ Roasting pit \_\_\_\_\_  
 \_\_\_\_\_ 2-5 m surf. struct. \_\_\_\_\_  
 \_\_\_\_\_ 6+ m surf. struct. \_\_\_\_\_  
 Total number rooms \_\_\_\_\_

Time Period	Component(s)	Culture(s)/Tradition(s)	Period(s)	Phase(s)/Date(s)
late	_____	_____	_____	_____
early	_____	_____	_____	_____

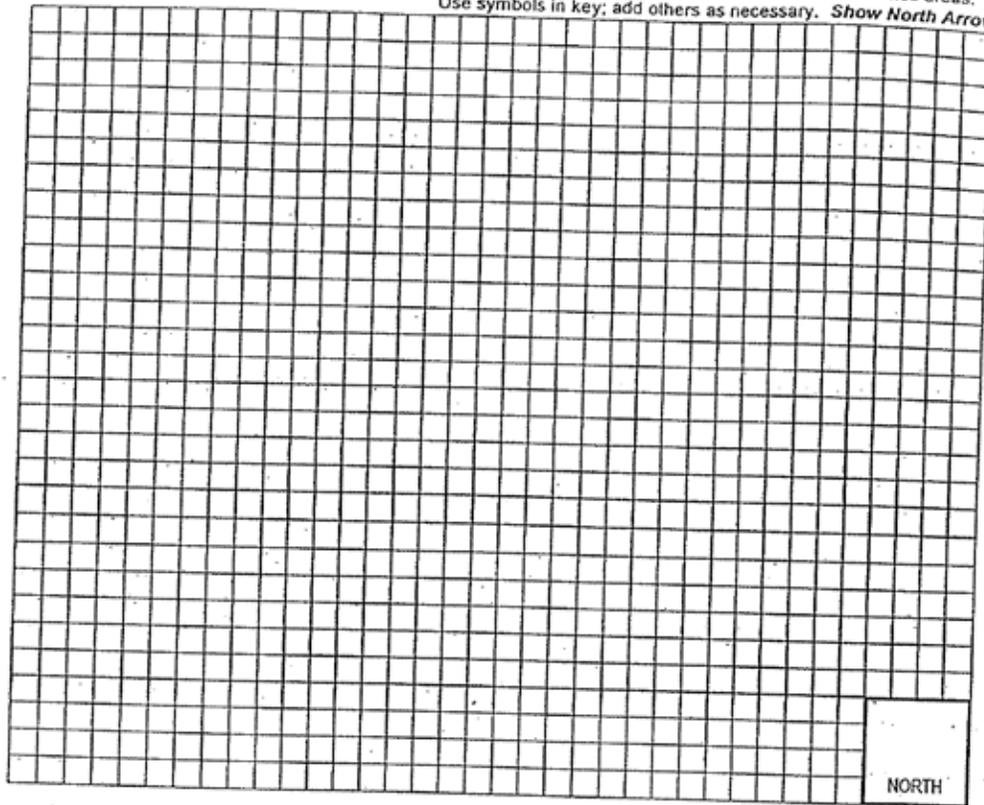
(use entries on back of form)

Pottery Types and other Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# Arizona Site Steward Program Training Handbook

Sketch Map Scale: 1 sq. = \_\_\_\_\_ Show topography, roads, trees, etc. Show all disturbance areas. Use symbols in key; add others as necessary. Show North Arrow!



Key: site boundary drainage fence road artifact concentration  
 disturbance other: \_\_\_\_\_ Photos Y / N

Vegetation:      Pine Type      P/J Woodland      Juniper Savannah      Grassland      Chaparral      Desertscrub      Riparian      Other

**Deposition**  
 open, surface  
 open, with depth  
 shelter, surface  
 shelter, with depth

**Component**  
 Preceramic  
 Ceramic  
 Historic  
 Unknown

**Periods**  
 Paleo-Indian  
 Archaic  
 Formative or  
 Preclassic  
 Classic  
 Postclassic  
 Early Historic  
 Middle Historic  
 Late Historic  
 Unknown

**Culture**  
 Paleo-Indian  
 Archaic  
 Hohokam  
 Salado  
 Verde  
 Anchan  
 Perry Mesa  
 CAT  
 Mogollon  
 Apache  
 Yavapai  
 Piman  
 Asian  
 Basque  
 Mexican  
 Spanish  
 Anglo  
 Unknown  
 aboriginal  
 Unknown  
 non-aboriginal

**Other Features (prehistoric)**  
 platform mound  
 pit house  
 firepit  
 bedrock grinding  
 ballcourt  
 kiva  
**Other Features (historic)**  
 corral  
 railroad  
 tent platform  
 log structure  
 sweat lodge  
 trash dump  
 rock pile  
 terrace  
 canal  
 depression  
 rock art (pecked)  
 check dam  
 quarry/mine  
 shrine  
 ash/charcoal stain

**Other Features (prehistoric or historic)**  
 compound  
 house mound  
 midden  
 storage pit/struct  
 wall  
 fence  
 trestle/bridge  
 dugout  
 lean to  
 masonry struct  
 adobe struct  
 adit(s)/shaft(s)

**FS Historic**  
 1 trash dump  
 2 ranch  
 3 homestead  
 4 cabin  
 5 quarry/mine  
 6 mining camp  
 7 military  
 8 stock feed.  
 9 const. camp  
 10 industrial  
 14 water control  
 15 communication  
 16 aborig. hab.  
 17 aborig. non-hab.  
 18 CCC/WPA  
 19 grave(s)  
 27 transportation  
 34 USFS site

**FS Prehistoric**  
 1 residence/habitation  
 2 procure/process  
 3 quarry/mine  
 4 agricultural  
 5 ceremonial  
 6 trail  
 7 defensive site  
 8 rock art  
 9 storage  
 10 water control  
 11 temp. residence  
 13 trenches  
 14 other  
 15 indeterminate  
 16 multiple  
 17 grave(s)  
 18 probable habitation

(see overview for additional property types)

R3-12-2300-12 (9/93)



# Arizona Site Steward Program Training Handbook

## ARIZONA SITE STEWARD PROGRAM CULTURAL RESOURCE VANDALISM REPORT

Date of Incident \_\_\_\_\_ Time \_\_\_\_\_ Recorded by \_\_\_\_\_

Site No. \_\_\_\_\_ Land Owner: \_\_\_\_\_

USGS Map: \_\_\_\_\_

(If the site has not been previously recorded, attach site form, map, and other locational information as available)

Types of Vandalism Observed (check all applicable)

- |                         |                                |  |
|-------------------------|--------------------------------|--|
| 0 ___ None              | 6 ___ Bullet Holes             | Attach site map showing location and extent of damage; identify with code numbers at left. |
| 1 ___ Potholes          | 7 ___ Rock Art Removal         |  |
| 2 ___ Postholes         | 8 ___ Spray Paint              |  |
| 3 ___ Probeholes        | 9 ___ Misc. Graffiti           |  |
| 4 ___ Backhoe Trench(s) | 10 ___ Other (describe): _____ |  |
- 5 \_\_\_ Bulldozing

Type(s) of Remains/Artifacts Uncovered: \_\_\_\_\_

Photographs taken: \_\_\_ no \_\_\_ yes ( \_\_\_ b&w \_\_\_ color)      Sketches made: \_\_\_ yes \_\_\_ no

Suspect(s) Name and Address (if known) \_\_\_\_\_

Physical Description(s) \_\_\_\_\_

Activities Conducted (use codes above) \_\_\_\_\_

Length of Time at Site \_\_\_\_\_ No. in Party \_\_\_\_\_

Equipment Used \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Color \_\_\_\_\_ License No. and State \_\_\_\_\_

Witnesses \_\_\_\_\_

Comments/Additional Description(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attach copies of any photos and/or sketches of a site, damage, or suspects. Also, on back side of form provide a brief narrative account of how you came upon the incident, what contacts and conversations with suspects (if any) were made, etc.



## Arizona Site Steward Program Training Handbook

### Instructions for Use

**When to Use:** This form is used to report any new evidence of vandalism or other damage you observe on any site assigned to your patrol, AND - any other site, not on your patrol roster that you happen upon along the route of your patrol.

A review of the Site Kit's Visit Summary (PR-2) and the Site Map will indicate whether the damage has been previously reported. If it has been noted on the Visit Summary and drawn on the site map you might check for accuracy of the entry but do not fill out another Vandalism Report unless change is noted.

**Types of Vandalism:** Check the appropriate choice(s), "Potholes" are of a size that appear to have been dug to gather artifacts. "Postholes" and "Probeholes" are very small holes which appear to have been made for exploratory purposes, using a posthole digger, probe, or shovel. Often a vandalized site will exhibit a number of scattered, small exploratory holes, then a number of large potholes concentrated in areas presumed to contain the most artifacts.

**Type(s) of Remains/Artifacts Uncovered:** Briefly identify the cultural materials that have been exposed as a result of the vandalism (e.g., sherds, lithics, bone, charcoal, exposed walls, etc.).

**Photographs:** Check the appropriate response. If you have the equipment, and especially if the owning land manager wants photos of new damage, they should be made of the vandalized areas and exposed materials. Photographs should not be made at the risk of damaging evidence such as tracks, footprints, etc., especially in good weather and a law enforcement response can be expected on the same or following day.

**Sketches:** Check to appropriate response. Draw a rough sketch of the area if it will add to the information you must draw on the Site Map, i.e., graffiti, bullet holes, etc., or detail the would be too confusing to squeeze on to the Site Map.

**Suspect(s) Name and Address:** You should not approach suspected vandals to determine their identity. However, there may be instances in which observed suspects are known to you or are identified to you by others. In such instances, a name and/or address should be entered.

**Physical Description(s):** Note height, hair color, build, clothing, and any other characteristics which can be observed safely from a distance. You should not linger to observe suspected vandals, but if such information can be noted without exposing yourself to risk, it should be recorded here.

**Activities Conducted:** Use the codes provided in the "Types of Vandalism Observed" section above.

**Length of Time at Site:** In most cases, you will not know how long suspected vandals have been working at a site unless you are informed by local people or others. However, there may be instances in which you can safely observe suspects for a period of time. In such a case, the length of time the suspects were observed should be recorded here as well as the number of persons involved.

**Equipment and Vehicle Information:** Note such equipment as backhoes, tractors, shovels, screens, probes, tents, trailers, motorcycles, and other vehicles being used to vandalize the site. If possible, record information on make, model, year, color, license number, and State for vehicles.

**Witnesses:** Record the names of persons who observed the act of vandalism with you or who claim to have witnessed it as it was taking place.

**Comments:** Provide any additional information you feel would be helpful to the land manager or law enforcement officials.



## Recommended Survival Items

### PERSONAL

#### Essential:

Metal signal mirror  
Whistle  
Pocket knife  
Flint & Steel  
Candles  
Small pencil  
Small magnet compass  
Waterproofed matches in airtight case  
Dental floss (100 yards)  
Walking shoes, hat, appropriate dress for the weather  
Pad or two of fine Steel Wool  
Toilet paper/extra in vehicle

#### Desirable:

Small Pocket First Aid Kit  
1 qt. Canteen with water  
Bright colored balloons  
Map of area  
Iodine tablets  
Canteen cup  
Waterproofed match case  
Sunscreen and long-sleeve shirt  
Tape  
Bandanna  
Comb & tweezers  
Spare medicine/prescription  
Spare eyeglasses/sunglasses

#### Useful:

1 sq. yd of brightly colored material  
Hard candy  
Heavy duty aluminum foil  
Small fish hooks  
Salt  
Poncho or sheets of plastic  
Light picture cord (snare wire)

### VEHICLE

#### Essential:

Roll of electric tape  
Tool Kit  
Large First Aid Kit  
Two flashlights w/batteries  
Extra batteries  
Shovel  
Car jack  
Emergency flares  
Jumper cables - 12' long  
Sleeping bags/pillows  
Tent or tarpaulin for shade  
Ice Chest with food for 1 day

#### Desirable:

Water - 1 gallon p.p. per day  
Gas - 50 miles extra supply  
5 Gallon container w/extra water  
  
Gloves  
Strips of carpet/burlap bags  
Extra fan belt & radiator hose

Large bar of soap  
Mole skin  
Tow cable - 15' for more  
Hammer  
Extra radiator coolant/engine oil

#### Useful:

Car repair manual  
Block and tackle  
50' of 5/8 rope  
Axe or hatchet  
Dehydrated food  
Cooking pots/utensils  
Woodman's saw

If hiking in the desert, equip each person, especially children, with a police-type whistle. Three blasts denote "Help needed."



### Desert Survival Safety Tips

- Never leave home if your vehicle isn't in good condition with a good battery, hoses, & spare tire.
- When planning a trip into the desert, always inform someone as to where you are going, your route of travel and when you expect to return. Stick to your plan.
- If you have water, drink it. Do not ration it.
- If water is limited, keep your mouth shut. Do not talk, do not eat, do not smoke, do not drink alcohol, do not take salt.
- If stalled or lost set signal fires. Set smokey fires in the daytime and bright fires at night. Three fires in a triangle denote "Help Needed."
- Keep an eye on the sky. Flash floods may occur any time thunderheads are in sight, even though it may not rain a drop where you are, it might be raining upstream of a arroyo.
- If caught in a dust storm while driving, get off the road. Turn off driving lights, turn on emergency flashers. Back into the wind to reduce windshield pitting by sand particles.
- If your vehicle breaks down, stay near it. Your emergency supplies are in your vehicle. A vehicle can be seen for miles, but a person on foot is very difficult to find. Your vehicle offers shade and an safe area to sleep or rest while waiting for help.
- Try to stay out of the direct rays of the sun.
- Keep clothing on. It helps to keep the body temperature down and reduces the dehydration rate. Cover your head. If you haven't remembered a hat, improvise a head covering.
- Do not sit or lie directly on the ground. It may be 30 degrees or more hotter than the air.
- If you must walk, rest for at least 10 minutes of each hour. If you aren't normally physically active, rest up to 30 minutes out of each hour. Do not remove shoes. You may not be able to get them back on swollen feet.



### **Africanized Bees Submitted by Doug Newton**

Everyone knows that Africanized bees are here to stay and that most of our "native" honeybees have hybridized with their Africanized relatives. Also, the Africanized variety are very protective of their hives and can be very aggressive in the vicinity of their hive, though, foraging bees do not seem to be a problem. I have not been stung by any bees while doing Site Steward work, and I sure do not want that to happen to anyone else, so I want to pass on some observations made by myself and others in dealing with these animals.

The first honeybees were not native to the Southwest and were introduced originally by the Spanish in the 1500s, so when the Hohokam and other people were creating their rock designs they did not need to worry about these bees. Also, honeybees like to make their nests on the north faces of cliffs in areas where there is water, the same places where petroglyphs are usually found. To avoid being stung I try to take the following actions:

1) Stop, look and listen, if you hear bees or see bees that are concentrated in an area then make a detour around them. Any glyphs in the area can be seen with binoculars. This is the best defense as the worst thing that can happen is that you suddenly find yourself confronted by bees in an area that you can't vacate quickly.

2) Bees are attracted to the color blue and to strong, sweet odors so be aware of what you wear to a site.

3) If you do attract the attention of bees, the best action to take is to move as fast as you can in a straight line away from the bees and try not to swat at them. Eventually, they will leave you. This is advice from an experienced outdoor person, not me.

4) Please alert other Site Stewards of active bees in your area. I received a report of bees that stung someone, not a Site Steward, in the area around Humming Bird point.

### **If you are Stung Remember these important steps:**

1) RUN away quickly. Do not stop running until you reach shelter, such as a vehicle or building. A few bees may follow you indoors. However, if you run to a well-lit area, the bees will tend to become confused and fly to windows. Do not jump into water! The bees will wait for you to come up for air. If you are trapped for some reason, cover up with blankets, sleeping bags, clothes, or whatever else is immediately available.

2) As you are running, pull your shirt up over your head to protect your face, but make sure it does not slow your progress. This will help keep the bees from targeting the sensitive areas around your head and eyes.

3) Do not swat at the bees or flail your arms. Bees are attracted to movement and crushed bees emit a smell that will attract more bees.

4) Once you have reached shelter or have outrun the bees, remove all stingers. When a honeybee stings, it leaves its stinger in the skin. This kills the honeybee so it can't sting again, but it also means that venom continues to enter into the wound for a short time.

Like rattlesnakes, bees are just a part of the environment that we need to be aware of when doing our work. If you have any other observations regarding these bees please let your Regional Coordinator know so the information can be shared with other Site Stewards



## Safety Cultivating Awareness

### CULTIVATING AWARENESS



One of the most important techniques in self defense is awareness.

Awareness is the first step in preventing danger. You can't avoid danger if you aren't aware of it. Awareness can alert you to growing dangers, escape routes and common objects that can be used as weapons should the need arise.

It's easy to understand how awareness can take away the element of surprise that is relied on by many criminals. Avoid distractions such as talking on you cell phone or looking through a bag while traveling in an unsafe area. Awareness can be broken down into three parts: Environmental Awareness; Situational Awareness; Self Awareness.



## ENVIRONMENTAL AWARENESS

Environmental awareness refers to what is in your physical environment. Being conscious of your environment is critical to your safety. You should use sounds, shadows and reflections in windows to enhance your environmental awareness.

Four methods you can use to increase your environmental awareness.

### 1) Radar

Pretend you have radar that “pings” potential danger. As you are walking, your radar should ping dark places where someone may be hiding, strange looking people watching you, and even broken glass or debris on the ground. You may also choose to color code the danger levels. As you pass the danger, your radar still tracks that area in case your other senses pick up something new. To expand this technique, you can mentally track everything you pass and then turn around to see if its reality matches your mental image.

### 2) Be the Bad Guy

Pretend to be the criminal. Think about where you would choose to park your car or put your equipment. Think about how someone could sneak up on you if you were pot hunting. How would you view an intruder finding you doing something criminal.

### 3) Find Friends

If you are discovered, pretend you are looking for a friend. This gives you time to look things over, make mental notes and leave ASAP.

### 4) Silent Commentary

Silent commentary is a technique in which you mentally record everything you see, hear and perceive when you are in a situation. As you practice silent commentary, it will become easier and will soon become second nature.



## SITUATIONAL AWARENESS

Situational awareness refers to being conscious of interpersonal relationships. This means that you should be able to detect people who are acting inappropriate for the social situation and understand the precursors to violence. Most people go through life with blinders on, never seeing danger until it's too late. Your situational awareness will alert you when people are getting closer to you than called for or behaving in a strange manner, perhaps under the influence of drugs or alcohol. If you encounter a dangerous person, it is important to be alert, but calm. Failure to remain calm can overload your system and reduce the effectiveness of your senses.

To develop your situational awareness, you should understand techniques that criminals use.

To stay safe, you must be able to recognize the warning signs that an attack is about to take place. These warning signs describe the way an aggressor's body language will change immediately before an attack to what we see in animals. Your awareness will allow you to detect hostility before it becomes physical.

### Signs that someone may attack.

- 1) Aggressor's face changes color (turns red or white)
- 2) Beads of sweat may appear on aggressor's face.
- 3) Aggressor's breathing becomes fast and deep.
- 4) Aggressor may have exaggerated movements.
- 5) Aggressor's hands may be closed into fists.
- 6) Aggressor may change stance.

People who show one or more of the above signs may be building up to an attack. It is important to be ready for this. Move away to one of the escape routes you developed with your environmental awareness. Watch for more aggressive behavior.



## SELF AWARENESS

While awareness is knowledge of what's around you, self awareness means listening to your instincts and perceiving your own feelings. Your brain has the ability to pick up on things and draw conclusions even at a subconscious level. Some people may refer to this as your sixth sense. While we all have this ability in varying degrees, we often dismiss feelings of fear as irrational. We must pay special attention to that little voice inside us that tells us something isn't quite right.

Since our subconscious mind is able to pick up on clues that may not be consciously perceived, it can quickly send us a warning signal that we are in danger. If we fail to listen to this warning, we may be putting ourselves in jeopardy. Self awareness will allow you to perceive danger before the situation becomes critical. Remaining calm will help you to distinguish between real threats and made up ones.



Know Your Poison

**KNOW YOUR POISON**

	Distinguishing Features	When and Where Found	Signs of Envenomization	Self-Treatment	Medical Treatment	Prevention
<b>Black widow spider</b>	Coal or jet-black body with a yellow, red, or orange hourglass on the abdomen or elsewhere.	Year-round; nationwide.	Small puncture wounds, slightly red, warm. Within 60-120 minutes severe muscular pain.	Keep victim calm and transport to hospital.	Muscle relaxants for minor envenomizations; antivenin for more severe ones.	Don't disturb spider webs in dark places. Be careful when getting firewood or using outhouses.
<b>Brown recluse spider</b>	Nickel-size, brown, gold, or reddish color with a darker colored fiddle marking on its back.	Year-round; from Virginia south, and west to California.	After several hours, wound swells and appears like a bruise in the center. May cause itching, pain, nausea, headache, or rash.	Cold compresses limit the spread of the venom and relieve pain. Use an antihistamine for swelling.	Dapsone, corticosteroids, antibiotics. Hyperbaric oxygen for severe cases.	Shake out boxes of stored clothing, linens, and towels before use.
<b>Hobo spider</b>	Dime-size brown spider.	Year-round; Washington, Idaho, and Oregon.	Similar to brown recluse but not as severe.	See brown recluse.	None usually needed unless an allergic reaction occurs.	See brown recluse and black widow.
<b>Tarantula</b>	Palm-size, hairy spider colored reddish-orange, black, and brown.	Year-round; desert Southwest.	Bite swollen and red like a bee sting. Spider hairs may produce rash.	Apply a paste of meat tenderizer for pain; antihistamine for swelling.	None usually needed unless an allergic reaction occurs.	Shake out boots, sleeping bags, and backpacks before use.
<b>Copperhead</b>	Compact snake colored in a rich gold, copper, or brown pattern.	Warmer months. New England south to Florida, and west to Texas, Kansas, Oklahoma, and Nebraska.	See rattlesnake.	See rattlesnake.	Antivenin available but not usually needed.	See rattlesnake.
<b>Coral snake</b>	Thin, worm-like snake with wide bands of black and red separated by narrower bands of yellow.	Year-round; desert Southwest and warmer months in the Deep South.	Wound leads to respiratory paralysis and death.	Assure victim venom takes time to work and transport to hospital.	Immediate administration of antivenin.	Stay clear of any brightly colored snakes.
<b>Cottonmouth</b>	Thick, black snake as long as six feet with a pinkish-white colored mouth.	Warmer months; Southern states and as far north as Kansas and southern Illinois.	See rattlesnake.	See rattlesnake.	Antivenin available but not usually needed.	Be careful near Southern swamps and waterways. Avoid waterskiing in these areas.
<b>Rattlesnakes</b>	Dull, brownish-gray snake as long as seven feet with diamond-shaped markings and a rattle.	Year-round in the desert; warmer months elsewhere continental United States.	Fang marks may end in a laceration or scratch. Immediate pain, discoloration and swelling. Numbness or pain at a site distant from bite may indicate a severe envenomization.	Lower bite area to just below heart. Keep victim warm and still. Use Sawyer Extractor to remove venom. No ice or tourniquets. Rush to hospital.	Antivenin for severe envenomizations.	Avoid hiking at night in desert or mountain areas. Collect firewood in daylight. Stay on marked trails. Avoid stepping on pine boughs, piles of leaves, or brush. Wear strong hiking boots.
<b>Fire ants</b>	Small, reddish-colored ants.	Warmer months; mainly Southern states.	Red, itchy, burning rash.	Meat tenderizer and a water soak may help.	None usually needed unless an allergic reaction occurs.	Avoid large, loose piles of dirt, especially when found in open fields.
<b>Gila monster</b>	Squat, fat lizard some 20 inches long and colored black and either orange or pink.	Year-round; Utah south through Arizona.	Open bleeding gash, with lizard's teeth sometimes imbedded in the flesh.	Remove lizard with pliers if needed. Apply a pressure dressing to wound; take victim to hospital.	Debridement of wound, removal of teeth, tetanus, antibiotics, and analgesic as needed.	In desert areas, avoid reaching into shady crevices of rock.
<b>Saddleback caterpillar</b>	Squat, green caterpillar with purple blotch on its back and two hairy horns jutting from each end.	Late summer and early fall; Southern states.	Swollen, itchy, burning rash.	Use tape to remove small hairs. Use hydrocortisone cream or antihistamine for swelling.	None usually needed unless an allergic reaction occurs.	Don't grab leaves or branches without looking for caterpillars.
<b>Scorpions</b>	Lobster-like appearance; varying sizes.	Year-round in the desert; warmer months in the Southeast.	Centruroids: slightly painful, red sting may lead to hypertension, shortness of breath, or death. Others: effect similar to a bee sting.	Centruroids: an ice pack may limit the spread of venom. Transport to hospital immediately. Others: meat tenderizer paste for pain; antihistamine for swelling.	Centruroids: propranolol, other cardiac drugs; in Arizona an experimental antivenin is sometimes used. Others: not usually needed unless an allergic reaction occurs.	Desert campers should check all equipment before use. Avoid reaching under lumber piles. Brush off scorpions; do not sweat them.



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### Resources for further information

#### State and Federal Regulations

<http://azstateparks.com/SHPO/nationalregister.html>  
[http://azstateparks.com/SHPO/downloads/SHPO\\_Guidelines\\_SHPA.pdf](http://azstateparks.com/SHPO/downloads/SHPO_Guidelines_SHPA.pdf)  
<http://www.usbr.gov/cultural/legismandates.html>  
<https://www.nps.gov/subjects/culturallandscapes/index.htm>  
<https://www.fws.gov/historicpreservation/crp/authorities.html>  
<http://www.southwestlearning.org/topics/important-laws>  
[www.statemuseum.arizona.edu/.../download\\_init.php?f=ua](http://www.statemuseum.arizona.edu/.../download_init.php?f=ua)  
[http://www.statemuseum.arizona.edu/crservices/rules\\_41\\_841\\_et\\_seq.pdf](http://www.statemuseum.arizona.edu/crservices/rules_41_841_et_seq.pdf)  
<http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/41/00841.htm>

#### Archaeological Vandalism

Nickens et al 1981 A Survey of Vandalism to Archaeological Resources  
<http://popular-archaeology.com/issue/december-2012/article/study-reveals-looting-of-archaeological-sites-as-massive-global-problem>  
<http://terrestrialresearch.org/blog/2014/05/destruction-archaeological-sites-stop/>  
[http://www.blm.gov/style/medialib/blm/wo/Law\\_Enforcement/law\\_enforcement.Par.22482.File.dat/BLM\\_LE\\_PreserveOurPastBrochure.pdf](http://www.blm.gov/style/medialib/blm/wo/Law_Enforcement/law_enforcement.Par.22482.File.dat/BLM_LE_PreserveOurPastBrochure.pdf)  
<https://www.nps.gov/archeology/sites/protect.htm>  
[http://www.blm.gov/wy/st/en/programs/Cultural\\_Resources/protection.print.html](http://www.blm.gov/wy/st/en/programs/Cultural_Resources/protection.print.html)  
California Department of Parks and Recreation: Impacts to Archaeological Sites  
[https://www.parks.ca.gov/?page\\_id=24533](https://www.parks.ca.gov/?page_id=24533)

#### General Archaeology for Public Education

<https://www.archaeological.org/education/archaeology>  
<https://www.archaeological.org/education/glossary>  
<https://www.archaeologysouthwest.org>  
[http://www.saa.org/publicftp/public/forArchaeologists/outreach\\_PAis.html](http://www.saa.org/publicftp/public/forArchaeologists/outreach_PAis.html)  
<http://pages.ucsd.edu/~dkjordan/arch/swchron.html>  
<http://www.metal-detecting-ghost-towns-of-the-east.com/metal-detecting-in-arizona.html>  
<http://www.wvculture.org/shpo/glossary.html>  
<https://www.archaeological.org/education/glossary>  
<http://www.azarchsoc.org>

#### Site Stewardship Organizations

Alaska: <https://alutiiqmuseum.org/research/archeology/site-stewardship>  
Arizona: [http://azstateparks.com/volunteer/v\\_sitestewards.html](http://azstateparks.com/volunteer/v_sitestewards.html)  
California: <http://www.cassp.org>  
CA CDD [https://www.parks.ca.gov/?page\\_id=24530](https://www.parks.ca.gov/?page_id=24530)  
Colorado: <http://www.puebloarchhistsoc.org/home/activities>  
Florida: <http://dos.myflorida.com/historical/archaeology/cultural-resource-protection/site-stewardship>  
Nevada: <http://www.nevadasitestewards.org>  
New Mexico: <http://www.nmhistoricpreservation.org/programs/sitewatch.html>  
NM Santa Fe National Forest: <http://www.sfnfsitestewards.org>  
NM NW: <http://www.salmonruins.com/site-stewards.html>  
Montana: <http://projectarchaeology.org/montana-site-stewardship-program>  
Tennessee Valley: <https://www.tva.gov/About-TVA/Volunteering-at-TVA/TVA-Archaeological-Site-Stewardship-Volunteer:-Northwest-Alabama>  
Texas: <http://www.thc.texas.gov/preserve/projects-and-programs/texas-archeological-stewards>



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Utah SE: <http://suncdf.com/site-stewardship-program/>

UT Vernal: <http://bestevents.us/vernal-archaeology-site-stewardship-volunteer-project/1138653>

UT Arches and Canyonlands: <http://www.salmonruins.com/site-stewards.html>

Washington: <http://www.dahp.wa.gov/site-stewardship>

Wyoming: <http://wyoshpo.state.wy.us/Steward/>

### Terminology Guide

— A —

**Adobe.** When used by archaeologists who study the Hohokam, this term means the thick layers of mud used for walls. Unlike Spanish or Mexican adobe, which has straw and is formed into bricks, Hohokam adobe is built up in long layers and has no added straw or grass. After A.D. 1200, the Anasazi made adobe bricks that did not contain straw or grass. See Rammed earth.

**Anasazi.** (pronounced An-ah-sáh-zee). A Navajo word meaning "Enemy Ancestors." Archaeologists use the term Anasazi to describe the prehistoric people of northern Arizona, northern New Mexico, southwestern Colorado, and southern Utah.

**Apache.** The word probably comes from a Zuni word meaning "Enemy." The Apache are made of several different tribes — Chiricahua, Jicarilla, Mescalero, and so on. These groups may have entered southern Arizona in the late 1500s or early 1600s. Apaches lived in wickiups, and farmed, hunted, and raided other groups of people.

**Archaic culture.** Archaeological name for the people who came before the Hohokam, Anasazi, and Mogollon. The culture dates from about 10,000 to 1,600 years ago (8,000 B.C. to A.D. 300).

**Archaeomagnetic dating.** By studying the alignment of magnetic particles found in burned soil (often clays) of a feature such as a hearth, can determine when a feature was used. This works because the earth's magnetic poles change position over time, and if heated, the magnetic particles align with the pole's position at a particular time.

**Argillite.** A dense, red, easily carved stone used for jewelry and carvings.

**Artifacts.** Anything made or used by people.

**Assemblage.** A group of artifacts or features. Assemblages are used to interpret activities and time periods at sites.

**Athapaskans.** People who speak an Athapaskan language. Most Athapaskans today live in Canada and Alaska. The Navajo and Apache are Athapaskans who migrated south. Athapaskans may have been the last group of people (except for the Eskimos) to cross over the Bering Strait.

**Atl-atl.** A spear throwing device, usually made of wood.

**Awls.** Sharp, pointed tools, often made of bone, that were used to punch holes in leather and other objects.

**Ax.** Stone axes were made from very dense, heavy rock and were made by pecking, grinding, and polishing the stone into shape.



# Arizona Site Steward Program Training Handbook



— B —

**Biface.** A stone tool that has had flakes removed from two sides. Stone knives are often bifaces. Projectile points are also bifaces. (See the definition for uniface for contrast.)

**Black-on-white pottery.** Pottery, from northern Arizona or New Mexico, or from southwestern New Mexico. It has a white slip or clay with black paint.

— C —

**Caliche.** A hard, chalky substance made of calcium carbonate. It occurs naturally in many places in southern Arizona.

**Charcoal.** Burned, woody plant material.

**Ceramic.** Another word for pottery.

**C-14.** See Radiocarbon dating.

**Chipped stone.** Stone artifacts and waste material that are made by hitting a rock in a certain way to make chips, or flakes come off. Projectile points, knives, and scrapers are chipped stone artifacts.

**Chopper.** A simple tool, made from a cobble with a few flakes removed. It was used for chopping or hacking at things.

**Conifers.** Cone-bearing trees such as pine, Douglas fir, and juniper. Usually evergreen and often good for dendrochronology.

**Context.** The association of artifacts with features.

**Copper bells.** These bells look like small sleigh bells and were made in Mexico and traded to the Hohokam.

**Cordage.** A term used to describe plant fiber twisted into cord, rope, or yarn.

**Core.** A lump of stone from which flakes have been removed.

**Corrugated pottery.** Corrugated pottery is made by layering coils of clay on top of one another and only smoothing the inside of the coils together. The outside is left in flattened ridges or layers. These ridges can be patterned in many different ways. Corrugated pottery was made predominately by the Anasazi and the Mogollon.

**Cremation.** The burning of a body.

**Culture.** The material, social organization, and customs of a particular group of people. Archaeologists define cultures on the basis of material remains--artifacts and features--that are distinct from other groups.



— D —

**Datum.** Archaeologically, the point of reference for measurements on a site.

**Daub.** Pieces of clay or mud that contain fragments of grass or sticks. Pieces of daub are from eroded house walls and roofs.

**Dendrochronology.** Also known as tree-ring dating. By matching growth ring patterns of certain types of trees (usually conifers), can determine the age at which the tree died.

**Drill.** A wooden shaft with a sharp stone tip used to drill holes in objects. Drill tips could also have been made of bone, shell, or for very delicate work, cactus needles.

— E —

**Ethnic.** Relating to people who are grouped according to common racial, tribal, religious, or other backgrounds.

**Ethnobiology.** The study of plants and animals used by particular ethnic groups.

**Ethnographic analogy.** The comparison of the artifacts, features, and activities of modern or historic peoples with prehistoric cultures. Often used by archaeologists to interpret sites.

**Ethnohistory.** The written study of people who cannot themselves write.

— F —

**Fire-cracked rock.** A natural (not shaped by humans) stone that has cracked because it was exposed to heat. Often these are found in hearths or roasting pits.

**Flake.** A piece of stone, with one or more sharp edges, that is struck from a core by a blow with a hammerstone or by applying pressure from an antler tine or similar tool. Most flakes are thrown away as the waste product of making a stone tool. Some flakes, however, are used as knives or scrapers. "Flaked stone" is another, commonly used term for "chipped stone."

**Formation processes.** The natural and cultural events that occur after a site (or part of a site) is abandoned that affect the remains that archaeologists study.



— G —

**Ground stone.** Stone tools that are used primarily for grinding different materials. A mano is an example of a tool used for grinding material. Ground stone tools also include artifacts that are formed by grinding the sharp surfaces off of a rock. A stone ax is an example of a tool made by grinding.

**Guayule.** (Why-oo-leh). A plant native to northern Mexico that has latex, the material from which rubber is made. Used prehistorically by Indians in Mexico for rubber, companies in the United States also have experimented with the plant to see if it can be grown commercially.

— H —

**Hakatayan.** (Hah-kah-tie-on). Archaeological term for peoples who lived in the western deserts of Arizona and along the Colorado River during prehistoric times.

**Hammerstone.** A rock used to remove flakes from cores to make stone tools. Hammerstones could also have been used for other jobs, including pounding stakes into the ground or roughening the surface of metates.

**Hand stone.** A hand-held stone used for grinding. Hand stones, which have a variety of shapes, were used for many tasks from grinding nuts and paints to smoothing walls and floors.

**History.** The record of human events after writing was developed.

**Hohokam.** (pronounced Ho-ho-káhm) A Piman word meaning "those who have gone" or "all used up" that is used by archaeologists to describe the Indians that lived in the Sonoran Desert of central southern Arizona.

**Human osteology.** The study of the human skeleton.

— I —

**Inhumation.** Burial of a human or animal body. Inhumations are often buried with "grave goods" — pottery, jewelry, and stone tools.

**Isolated find.** A single artifact or small number of artifacts not associated with any other artifact or feature. A feature such as a single hearth may also be considered an isolated find.

— K —

**Knife.** A tool used for cutting.



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**Paleontology.** The study of past life forms (animals and plants). The field overlaps with archaeology when extinct life forms (like mammoths) and people are found together in a site.

**Palette.** Usually a rectangular flat stone, often made of slate or schist. Palettes often have designs carved on them. Palettes may have been used to hold and mix mineral paints or other substances.

**Palynology.** The study of pollen.

**Papago.** Refers to the Tohono O'odham who live in the desert areas west of the Santa Cruz River, south of the Gila River (into northern Mexico). Means "bean eater" in Piman, referring to their reliance on tepary beans, a desert-adapted bean plant.

**Paste.** The material that pottery is made from, the mixture of clay and temper.

**Patayan.** (Pah-tie-on). Archaeological term for people who lived in western Arizona and along the Colorado River during prehistoric times.

**Pestle.** A rod-shaped stone tool used with a mortar to pound and grind materials.

**Petroglyph.** A symbol or figure pecked or carved into rock.

**Pictograph.** A symbol or figure painted on a rock.

**Pima.** The common term for the Akimel O'odham (River People), who live along the Gila and Salt Rivers. The term Pima also includes speakers of the Piman language, including many Indians in northwestern Mexico. Arizona is considered the home of the "upper Pima", and Mexico the home of the "Lower Pima".

**Pimeria Alta.** "Land of the upper Pima" in Spanish, this is a Spanish colonial term for southern Arizona and parts of northern Sonora.

**Plain Ware.** Pottery that does not have any kind of decoration.

**Plaza.** An open area on a site where people gather to work, talk, or otherwise pass the time. It usually lies between groups of houses or other features.

**Polychrome.** Any piece of pottery with more than two colors used for decoration.

**Potsherds.** (Sherd rhymes with Bird.) Broken pieces of pottery.

**Prehistory.** The period of time before written history.

**Presidio.** A Spanish colonial or Mexican period fort.

**Projectile points.** A biface of special shape used for the tip of an arrow or spear.



**Pronghorn.** Often called "antelope," or "pronghorn antelope," these animals are small ungulates that are native to North America. Their populations were once fairly extensive in grassland areas of Arizona. One subgroup of pronghorn, the Sonoran pronghorn, lives in the Sonoran Desert.

**Provenience.** Specific location of something.

— R —

**Radiocarbon dating.** Measures the ratios of radioactive carbon (C14) to nitrogen in organic (plant or animal) materials.

**Ramada.** A human-built shaded area, often rectangular.

**Rammed earth.** A type of construction used extensively by the Hohokam after about A.D. 1200. Adobe-like layers are produced by putting mud into forms, allowing the mud to dry, then building another layer on top of it. Casa Grande National Monument is an example of rammed earth construction.

**Rancherias.** A settlement of scattered houses, characteristic of Tohono O'odham and Hohokam villages.

**Red-on-brown pottery.** The type of pottery made by the Hohokam in the Tucson area. This pottery has designs in red mineral paint applied to a pot, the clay color of which is tan, brown, or black.

**Red-on-buff pottery.** The type of pottery made by the Hohokam in the Phoenix area and along the Gila River. This pottery is similar to Red-on-brown pottery, but is often lighter in color, and is more porous (has tiny holes in the paste).

**Red Ware.** Pottery with a red or reddish-brown slip.

**Replicas.** Modern copies of artifacts.

**Roasting pit.** A hole in the ground that is filled with rock, ash, and charcoal. Such pits were used to cook agave hearts, meat, or other foods.

**Rock art.** Figures and symbols pecked into or painted onto rock outcrops.



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### — S —

**Salado.** (Sah-lah-doh). Archaeological term (taken from the Spanish name for the Salt River) for the people who lived in central eastern Arizona from about A.D. 1200-1450). The Salado built platform mounds and pueblos and produced distinctive polychrome pottery that was widely manufactured and traded. They had a strong influence on the Hohokam. Archaeologists are not sure if the Salado were migrants to the area or if they developed out of the local Mogollon and/or Hohokam populations.

**Scraper.** A wedge-shaped tool used like a wood plane. The thick, blunt end is the end used to scrape against other objects.

**Serpentine.** A green, translucent stone that is easy to carve. It was used primarily for jewelry.

**Sherd.** (Rhymes with bird) A broken piece of pottery.

**Sherd disk.** A potsherd that has been made into a circular shape by chipping or grinding.

**Sinagua.** (See-nah-wah). Means "without water" in Spanish. Archaeological term for peoples who lived in central-northern part of Arizona during prehistoric times. Montezuma's Castle, Tuzigoot, and Wupatki were all built by the Sinagua.

**Site.** A place where people have done something and left evidence of their activities behind.

**Slip.** A soupy, thin mixture of clay and water applied to the surface of a clay pot. Slip creates a smooth, even finish on the pot's surface and often is a different color than the clay used in making the pot.

**Sobaipuri.** (Soh-bay-poo-ree). Name of the Piman (O'odham) people who lived along the San Pedro and Santa Cruz rivers in the late 1600s, when Father Kino came into southern Arizona. The Sobaipuri were run out of the San Pedro by the Apache. They moved to San Xavier. The Sobaipuri were absorbed into the Tohono O'odham population and there are now no O'odham who recognize themselves as Sobaipuri.

**Spindle whorl.** A circular artifact with a hole in the center made of clay or stone. It was used to aid the spinning of cotton or other plant fibers (such as agave) into thread.

**Stratigraphy.** The layers of cultural and natural material found at a site.

**Stratum.** Archaeologically, a distinctive layer of dirt or cultural material in a site. Plural is strata.



## Arizona Site Steward Program Training Handbook

### — T —

**Tabular knife.** A thin, tablet-shaped tool made of slate or schist that was probably used to cut agave. One edge has been chipped to make it sharp for cutting or sewing.

**Temper.** The rock, mineral, or organic material that is put into clay to make the clay easier to work and allow it to resist shrinkage and avoid cracking.

**Teosinte** (tay-o-sin-tay).<sup>10</sup> A wild grass which some botanists and archaeologists think is the ancestor of corn. Today, Tarahumara Indians and other groups in northern Mexico allow teosinte to cross-pollinate their corn, because they think it strengthens the plants.

**Tohono O'odham.** Means "Desert People" in Piman. Refers to the Indian people who live west of the Santa Cruz River Valley and south of the Gila River (into northern Mexico). Known also as the Papago, the people have officially changed their name to Tohono O'odham.

**Tree-ring dating.** See Dendrochronology.

**Turquoise.** A blue to green stone used extensively by Indians in the Southwest for jewelry.

### — U —

**Uniface.** A stone tool flaked on one side. (See the definition for biface for contrast.) Scrapers are often unifacially worked.

### — W —

**Ware.** This term is used to describe pottery with common characteristics, for example, red ware or plain ware.

**Wickiup.** Usually dome-shaped, a circular structure built of grass and brush covering bent branches. Used by the Apaches and Utes. Some wickiups, built of straight branches, were cone-shaped.

### — Z -

**Zooarchaeology.** The study of animal remains found in archaeological sites.



## Quiz

### Law Lingo Quiz Game

(Open-book using the Site Steward Handbook)

#### I. MATCHING:

1. Match the name of each law listed in Part A with an appropriate definition(s) or description(s) from Part B. There may be more than one correct answer.

##### A. Names of Federal and State Laws

- \_\_\_\_\_ (1) The Northwest Ordinance of 1787
- \_\_\_\_\_ (2) The Antiquities Act of 1906
- \_\_\_\_\_ (3) The Archaeological Resources Protection Act (1979)
- \_\_\_\_\_ (4) The Arizona Antiquities Act, Arizona Revised Statutes Title 41
- \_\_\_\_\_ (5) The Amendment to the ARPA (1988)
- \_\_\_\_\_ (6) The Native American Graves Protection and Repatriation Act (1990)
- \_\_\_\_\_ (7) Burial Act (1990)
- \_\_\_\_\_ (8) Code of Federal Regulations

##### B. Definitions, Descriptions

- a. The Amendment that provided stiffer penalties for destruction of archaeological resources and set a lower threshold for felony charges.
- b. The first law enacted by the First Congress of the United States of America, which says: "The utmost good faith shall always be observed toward the Indians; their land and property shall never be taken from them without their consent..."
- c. The law(s) that lists what items are considered to be "archaeological resources," and prohibits the excavation, removal, and the defacement of any archaeological resource located on public land.
- d. The law(s) that establishes a permitting requirement for the excavation or removal of archaeological sites and artifacts on Federal or State lands.
- e. The law passed by Teddy Roosevelt that set aside significant archaeological sites for National Parks and Monuments and established the precedent that archaeological sites and artifacts on federal lands were the property of the US. Government.
- g. The regulations that include provisions for "theft of government property".
- h. The law that requires museums and other institutions of academic study to return artifacts to tribes.
- i. The law that requires private land owners to report evidence of human remains to the Arizona State Museum; the museum must consult with any groups that might be culturally related to the remains.



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2. Match the Name of the organization from Part A below that you think might best fit the description in Part B, of its responsibilities to protect archaeological artifacts. This is a hard one, but we will go over the answers to correct any you are not familiar with.

### A. Organizations

1. Archaeological Advisory Commission
2. U.S. Border Patrol
3. U.S. Department of Agriculture: Forest Service
4. U.S. Department of the Interior
5. Arizona Department of Agriculture
6. U.S. Bureau of Land Management (BLM)
7. Arizona Historical Society
8. National Park Service
9. State Trust Land Department
10. Arizona State Museum
11. State Historic Preservation Office (SHPO)

### B. Roles

- \_\_\_\_\_ a. Takes care of forest land and the heritage resources on that land.
- \_\_\_\_\_ b. An agency of the U.S. Department of the Interior that maintains places for Historical study and recreation for the U.S. public.
- \_\_\_\_\_ c. A non-governmental organization that maintains museums in the Southwest and serve as a repository for many historical records and relics.
- \_\_\_\_\_ d. A state agency that serves as a repository for Indian artifacts and is the permitting agent to archaeologists wanting to excavate on State Lands.
- \_\_\_\_\_ e. The agency of the federal government that is responsible for public land and services to tribes living on Indian Trust Lands.
- \_\_\_\_\_ f. A state agency which manages public lands to generate funds for Arizona's school systems.
- \_\_\_\_\_ g. The advisory body for the State Historic Preservation Office and the Arizona Site Steward Program.
- \_\_\_\_\_ h. The agency of the U.S. which patrols our borders for illegal trespass, drug trafficking, and artifact smuggling.
- \_\_\_\_\_ i. The federal bureau which is responsible for managing public lands to serve the best needs of the American people.
- \_\_\_\_\_ j. A section of Arizona State Parks which manages the state's federally mandated programs for the National Register of Historic Places, archaeological compliance, and grants program; sponsors the Arizona Site Steward Program.
- \_\_\_\_\_ k. The agency which manage the agriculture, native plant and antiquities enforcement programs for the state.



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3. Which of the following are classified as an "archaeological resource" to be protected under Federal and State Antiquity Laws. Put "Yes" if the item is protected by law and/or regulations; "No" if the item is of too recent a time period to be covered under the law or if the law does not cover it at all.
- \_\_\_\_\_ a. soldiers button from a Civil War site on federal land
  - \_\_\_\_\_ b. Bakelite sunglasses found on the shore of a State Park
  - \_\_\_\_\_ c. ball point pen found along the road in a US forest
  - \_\_\_\_\_ d. Ruby Cola bottle with 1901 printed on the bottom
  - \_\_\_\_\_ e. arrowhead found in the wash of a Maricopa County Park
  - \_\_\_\_\_ f. old yucca fiber paintbrush from the Hopi Third Mesa
  - \_\_\_\_\_ g. grave of a Pima Indian found with funerary bowls in your back yard
  - \_\_\_\_\_ h. pewter bowl from the colonial period in a National Park
  - \_\_\_\_\_ i. petroglyph found on a boulder in the City Park
  - \_\_\_\_\_ j. prehistoric pot turned up behind the plow on your farm