

GUIDANCE FOR COMPLETING THE PA CULTURAL RESOURCES REVIEW WORKSHEETS

Please note that listed item numbers correspond to red circled numbers on the sample CRRW, which follows these pages.

1. Fill in your contact information (address, phone number, and email address)
2. Fill in the Property Owner, with tract number
 - a. Include the county and township of the property
 - b. Include the date this is being filled out.
3. Please fill in the program the work is being done under (CTA, EQIP, CRP, WRE, etc.)
4. Undertakings Reviewed – list the name and practice code of each conservation project/system being evaluated
 - a. Only list Ground (G) or those Potentially Ground (PG) practices that are intrusive (such as a buried livestock pipeline)
 - b. One undertaking may be composed of multiple practices that occur on the same project footprint. If the items are necessary parts to the entire system and you cannot tell where the footprint of one stops and the next starts, that is one undertaking. In this case, it is more appropriate to list the size of each undertaking with each practice, instead of in the next column. For example:
 - i. A guttered, roofed stack pad may be considered (1) undertaking, listed as “313 (2400 s.f.), 367 (2400 s.f.), 558 (120 l.f.) – Roofed Stack Pad with Gutters”.
 - ii. A watering system composed of pipeline, water troughs and heavy use areas around the troughs could be listed together as “516 (800 l.f.), 614 (3), 561 (900 s.f. total) - Pipeline, Watering System and Heavy Use Area.”
 - iii. A grassed waterway with critical area seeding would be one undertaking. If the areas of each are the same, and in the same footprint, the area could be listed in the next column instead of with the practices. If not, it may be more appropriate to list them individually with the 412 and the 342.
 - iv. A manure storage tank with push-off from a heavy use area could be one undertaking and listed as such. It could be listed as: 313 (12 ft x 64 ft tank) and 634 (1 push-off).
 - c. You may have similar systems that still should be listed as multiple undertakings. For example:
 - i. A watering system with pipeline that heads west from the farmstead and a pipeline that heads east from the farmstead could be considered (2) undertakings for the same practice/system/project.
 - ii. A remote heavy use area, stack pad, and vegetated treatment area should be considered a separate undertaking from one done on the farmstead.
 - d. Fence and Critical Area Seeding are Non-Ground (NG) disturbing and do not need to be listed.
 - e. If you are only planning NG disturbing or a non-intrusive PG (such as above-ground livestock pipeline) that is not exceeding the depth of previous cultivation or earth disturbance, just record on the CPA-52.
 - i. Use wording like: “*NG practices require no further cultural resource consideration since they are determined to be non-intrusive.*”
 - f. Please indicate multiple undertakings with a bracketed number after the practice – for example: 600 – Terrace (3) or 578 – Stream Crossing (2)

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- b. Use "Avoidance" if sites were identified but the planned practices will not have an effect on them.
 - c. Use "Other" and write in "Photo documentation". This means that photographs were taken to record the condition and appearance of the barn roof line or other structure that may be impacted.
 - d. Do Not Use "None" – this indicates that there are cultural resources present but NRCS is not going to take any action to protect them. It can only be used by a Cultural Resources Coordinator or Cultural Resources Specialist.
14. Areas Investigated – for each area, please take a close look at if the soil is predominantly hydric. This helps to screen out an area for a potential archaeological site.
15. Cultural Resources
 - a. Please note the word '**near**'. The cultural resource could be outside of your APE.
 - b. Please indicate where the planned practices are in comparison to the cultural resource.
 - i. Example - "The manure pit will be 250 feet from barn, the HUA will be adjacent to barn."
 - c. If you're planning a roof adjacent to a barn, please make sure to say "adjacent" rather than "attached." While the roof will be very, very close to the barn, for safety and stability the roof will have its own foundation support system installed.
16. Rock Outcrops are singled out in the worksheet since they are a land feature that can accompany a prehistoric encampment site or material source for stone tools.
17. Previous Disturbance – please include the extent and depth of disturbance. Examples may be (but are not limited to):
 - a. Normal plowing and tilling activities to a depth of 18"
 - b. Previous construction activities for utility installation to a depth of 3'.
 - c. APE is a current brown lot and has had cattle access for many years. Entire area has been disturbed by cattle traffic and manure removal to a depth of 12".
18. Buildings and Other Structures – please mention all structures and state if each is over or under 50 years old.
 - a. If there is a structure over 50 years old, that *may be* affected (remember that changing the view scape is an effect) by the planned practices, you must send the following pictures, for each building:
 - i. Picture of the building
 - ii. Location of the planned practice
 - iii. Wide view of the area showing both the building and the practice area.
19. How did you acquire this information?
 - a. You are required to check the National Register of Historic Places and use visual clues from the site to check for cultural resources.
 - i. Please remember to ask the landowner/operator if they know of any history in the area.
 - b. Penn Pilot (<http://www.pennpilot.psu.edu/>) is a great resource for historical aerial imagery.
 - c. Use the PA Cultural Resources Geographic Information System (PA CRGIS) website for a map showing historic and archaeological sites and surveys in PA
 - i. <https://www.dot7.state.pa.us/ce/>

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20. Sign the document (even if it's digitally). Make sure you've completed Modules 7-8 to be able to sign. Please also indicate, above the signature, if you're a Partner/Conservation District or NRCS Field Office.

Other notes about the Cultural Resource Review Worksheet

1. Please only send one (1) CRRW per email
 - a. Please put the farm name or last name and tract number in the Subject Line of the email.
 - b. Example – CRRW – Dairy Aire Enterprises – t1320
2. Include an aerial map and/or conservation plan map and/or drawing to show the location of the planned undertakings.
3. Submit photos of the buildings and structures, as appropriate.
4. A listing of conservation practices categorized as PG, G, and NG plus other information can be found on the NRCS-PA website at: Home/Technical Resources/Ecological Science/Cultural Resources
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/pa/technical/ecoscience/cultural/?cid=nrcs142p2_018101
It can also be found in the electronic Field Office Technical Guide, Section II.
5. Do the best you can. Please contact the Cultural Resources Coordinator if you have any questions.