



Commonwealth of Pennsylvania  
Pennsylvania Historical and Museum Commission  
Bureau for Historic Preservation  
Commonwealth Keystone Building, 2nd Floor  
400 North Street  
Harrisburg, PA 17120-0093  
www.phmc.state.pa.us

## **Procedures for Seeking Inclusion on the Archaeological Consultants List maintained by the Pennsylvania Historical and Museum Commission**

### **Background**

Approximately two hundred projects involving some of our most significant archaeological resources are conducted in the Commonwealth each year. To help protect these resources, the Pennsylvania Historical and Museum Commission (PHMC), Bureau for Historic Preservation (BHP) reviews state and federal projects for possible effects on these resources. These reviews are conducted in compliance with the State History Code, and, as the State Historic Preservation Office (SHPO), the National Historic Preservation Act of 1966 and the regulations of the Advisory Council on Historic Preservation (36CFR800).

As a convenience to state and federal agencies conducting archeological surveys and investigations, the Bureau for Historic Preservation (BHP) maintains a list of archaeological consultants and cultural resource management firms. The list is for informational purposes only and not intended to be comprehensive.

### **Inclusion on the List**

To be included on the list, archaeological consultants and cultural resource management firms must meet or employ or contract with specialists who meet the *Secretary of the Interior's Professional Qualification Standards* and agree to comply with the *Secretary of the Interior's Standards for the Conduct of Archaeological Surveys* and current Guidelines for Archaeological Investigations in Pennsylvania (1991).

### **Qualifying for Inclusion on the List**

#### *A. For Individual Consultants*

Consultants must meet the *Secretary of the Interior's Professional Qualification Standards* with a specialty in prehistoric, historic and/or underwater archaeology or geomorphology, or related specialty as may be required. Consultants must also possess:

- a. A graduate **degree** in archeology, anthropology or a closely related field;

b. 12 months of full-time, **professional experience** as a principal investigator conducting historic, prehistoric or underwater archaeological research in the eastern United States or geomorphologic investigations associated with archaeological investigations in the eastern United States. A principal investigator is defined as an individual who has the responsibility to design project research, conduct research, analyze and interpret data, and author a final report; and

c. **Documentation**, such as research published in professional literature and /or SHPO-approved archeological compliance reports, demonstrating completed archeological investigations within the last five years.

#### *B. For Cultural Resource Management Firms*

Firms must employ at least one qualified specialist who meets the criteria set forth in Section A above. Firms must notify (BHP) of changes in employed qualified specialist(s).

#### **Procedures for Seeking Inclusion on the List**

Consultants and Cultural Resource Management Firms must submit to BHP:

1. Documentation illustrating that the consultant or the cultural resource management firm meets the criteria as outlined above;
2. A signed statement certifying that the consultant or cultural resource management firm agrees to adhere to accepted procedures for conducting survey and archaeological investigations as outlined in the *Secretary of the Interior's Standards for the Conduct of Archaeological Surveys* and BHP's 1991 Guidelines for Archaeological Investigations in Pennsylvania and any subsequent revisions thereto.

#### **Continuation on the List**

Continuation on the list is contingent upon maintaining a record of work that adheres to the Guidelines for Archaeological Investigations in Pennsylvania and the *Secretary of the Interior's Standards for the Conduct of Archaeological Surveys*.

#### **Removal**

Any significant non-compliance with Guidelines and/or *Standards* where the non-compliance has not been resolved to the BHP's satisfaction in its sole discretion will result in removal from the list for one year.

#### **Resolution of Non-Compliance**

Whenever the Bureau for Historic Preservation determines significant non-compliance, the BHP will send a letter to the consultant or cultural resource management firm identifying the areas of non-compliance and outline what further information or action is required. A copy of this letter will also be sent to the agency and/or engineer responsible for the project. The goal of the

correspondence is to resolve the issues of non-compliance and bring the project to a successful conclusion.

### **Maintenance and Publication of the List**

BHP will periodically update the list as new consultants and cultural resource management firms qualify for inclusion. BHP will post the list on its website at [www.phmc.state.pa.us](http://www.phmc.state.pa.us).

### **For Further Information**

Contact:

D. Noël Strattan  
CRGIS Coordinator  
Bureau for Historic Preservation  
Pennsylvania Historical and Museum Commission  
400 North Street  
Harrisburg, PA 17120  
717.214.6572  
dstrattan@state.pa.us  
www.phmc.state.pa.us

**PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION  
COMPANY LISTING AND ADHERENCE TO GUIDELINES STATEMENT**

**NOTE: This is how your company's information will appear on the Consultant's List**

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Postal Code \_\_\_\_\_

Work Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Contact \_\_\_\_\_

**Principal Investigators:**

**Field(s) of Expertice:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **(Company Name)** \_\_\_\_\_ hereby certifies that it will perform all archaeological surveys and investigations in accordance with the requirements set forth by the 1991 Pennsylvania Historical and Museum Commission in Cultural Resource Management in Pennsylvania: Guidelines for Archaeological Investigations (and subsequent revisions).

\_\_\_\_\_ **(Signature)** \_\_\_\_\_

\_\_\_\_\_ **(Date)** \_\_\_\_\_



**PENNSYLVANIA HISTORICAL & MUSEUM COMMISSION  
 ARCHAEOLOGICAL PRINCIPAL INVESTIGATOR  
 QUALIFICATION CHECKLIST**

**NOTE: This checklist and any proceeding pages need to be attached to the front of your resume or you will NOT BE considered for state listing.**

**Name** \_\_\_\_\_

**Organization/Firm** \_\_\_\_\_

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

**Reminder of Minimum Requirements :**

1. Must have a M.A. in archaeology, anthropology or a closely related field,
2. At least 4 months of supervised field and analytical experience in general North American archaeology,
3. At least 12 months of full-time professional experience or equivalent specialized training in archaeological research, administration or management,
4. At least 12 months of full-time professional experience at a supervisory level in the study of archaeology in either prehistoric or historic periods or in both periods, and
5. Demonstrated the ability to carry research to completion, i.e. completed final reports as principal author.

1. What is your highest degree attained? \_\_\_\_\_  
 University \_\_\_\_\_  
 Year of Graduation \_\_\_\_\_  
 Field(s) Degree Attained In \_\_\_\_\_  
 Title of Thesis/Dissertation \_\_\_\_\_

2. Area of qualifications (Check Only Those Where You Meet ALL Minimum Requirements):  
 \_\_\_ Prehistoric Archaeologist \_\_\_\_\_ Proceed to Page 2  
 \_\_\_ Historic Archaeologist \_\_\_\_\_ Proceed to Page 3  
 \_\_\_ Geomorphology/Industrial/Underwater (Please Circle) \_\_\_\_\_ Proceed to Page 4  
**Note:** Only these three apply!

**PREHISTORIC ARCHAEOLOGIST (Continue ONLY if Checked in Question 2)**

3. **Supervised Field & Analytic Experience:** At least 12 months of full-time professional experience at a supervisory level in the study of prehistoric archaeology is required (Please circle months or years as they apply).

**Prehistoric Supervisory Experience:**

____ months/years in PA	____ months/years in NE states other than PA (Specify states:_____)	____ months/years in other regions (Specify:_____)
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4. **Publications :** List your most recent and relevant publication(s) for the area of Prehistoric Archaeologist:

**Prehistoric Publications:**

<b>Date of Publication</b>	<b>Title of Publication</b>	<b>Project Role: i.e. P.I., Crew Chief, Lab Director, etc.</b>	<b>Primary Author (Y/N)</b>

**Note: All necessary sections on this form must be filled out in order for you to be considered for qualification!**

**HISTORIC ARCHAEOLOGIST (Continue ONLY if Checked in Question 2)**

**5. Supervised Field & Analytic Experience:** At least 12 months of full-time professional experience at a supervisory level in the study of historic archaeology is required (Please circle months or years as they apply).

**Historic Supervisory Experience:**

___ months/years in PA  	___ months/years in NE states other than PA (Specify states: _____) 	___ months/years in other regions (Specify: _____) 
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**6. Publications :** List your most recent and relevant publication(s) for the area of Historic Archaeologist:

**Historic Publications:**

Date of Publication	Title of Publication	Project Role, i.e. P.I., Crew Chief, Lab Director, etc.	Primary Author (Y/N)

**Note: All necessary sections on this form must be filled out in order for you to be considered for qualification!**

**GEOMORPHOLOGIST/INDUSTRIAL ARCHAEOLOGIST/UNDERWATER ARCHAEOLOGIST  
(Continue ONLY if Checked in Question 2)**

**7. Supervised Field & Analytic Experience:** At least 12 months of full-time professional experience at a supervisory level in the study of geomorphology/industrial archaeology/underwater archaeology is required (Please circle months or years as they apply).

**Other Supervisory Experience:**

___ months/years in PA  	___ months/years in NE states other than PA (Specify states: _____) 	___ months/years in other regions (Specify: _____) 
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**8. Publications :** List your most recent and relevant publication(s) for the area of Geomorphologist/Industrial Archaeologist/Underwater Archaeologist:

**Geomorphology, Industrial, Underwater Publications :**

Date of Publication	Title of Publication	Project Role, i.e. P.I., Crew Chief, Lab Director, etc.	Primary Author (Y/N)

**Note: All necessary sections on this form must be filled out in order for you to be considered for qualification!**