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ADMINISTRATIVE AND OPERATIONAL PROCEDURES  
FOR ARCHAEOLOGICAL AND PALEONTOLOGICAL SERVICES,  
METRO RAIL PROJECT



Prepared for:  
Southern California Rapid Transit District  
Metro Rail Project  
425 South Main Street  
Los Angeles, California 90013

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July 20, 1987a

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Southern California Rapid Transit District

METRO RAIL PROJECT

Mobilization Plan

Introduction

This report is submitted to the Southern California Rapid Transit District in partial fulfillment of Contract No. 4344, Work Order 400. Section 2.3.1.b. of the contract directed the preparation of a plan setting forth the administrative and operational procedures to be followed during the initial stages of construction of Metro Rail Project MOS-1. The following paragraphs identify the steps to be taken, methods of reporting, duties of personnel, and individuals responsible for various levels of response and coordination.

Reporting and Evaluation

As provided in work orders, qualified monitors will be assigned to watch earth moving activities in areas designated as likely to contain paleontological or archaeological resources, or both. These areas have been defined in the Identification Study (WESTEC 1985a), supplemented with respect to the new alignment for Metro Rail A130-A135-A141 Tunnel with additional research conducted under Work Order 401 (Frierman 1987). Depending upon the nature of anticipated or potential resources, the assigned monitor(s) may be primarily qualified in paleontology or archaeology, but will be thoroughly briefed in the other discipline. The frequency of the monitor's presence and the requirement for inspection by a supervisory paleontologist or archaeologist will

be defined in the work order authorizing each portion of the construction.

For routine observations, the monitor will keep daily notes and records, as described below, and will provide a written report to the supervisor and principal investigator at the end of each month. The logs, notes, and other documentation will become part of the project archives at the conclusion of services. The monitor will collect isolated or minor archaeological and paleontological occurrences with appropriate recording of provenience, as described below.

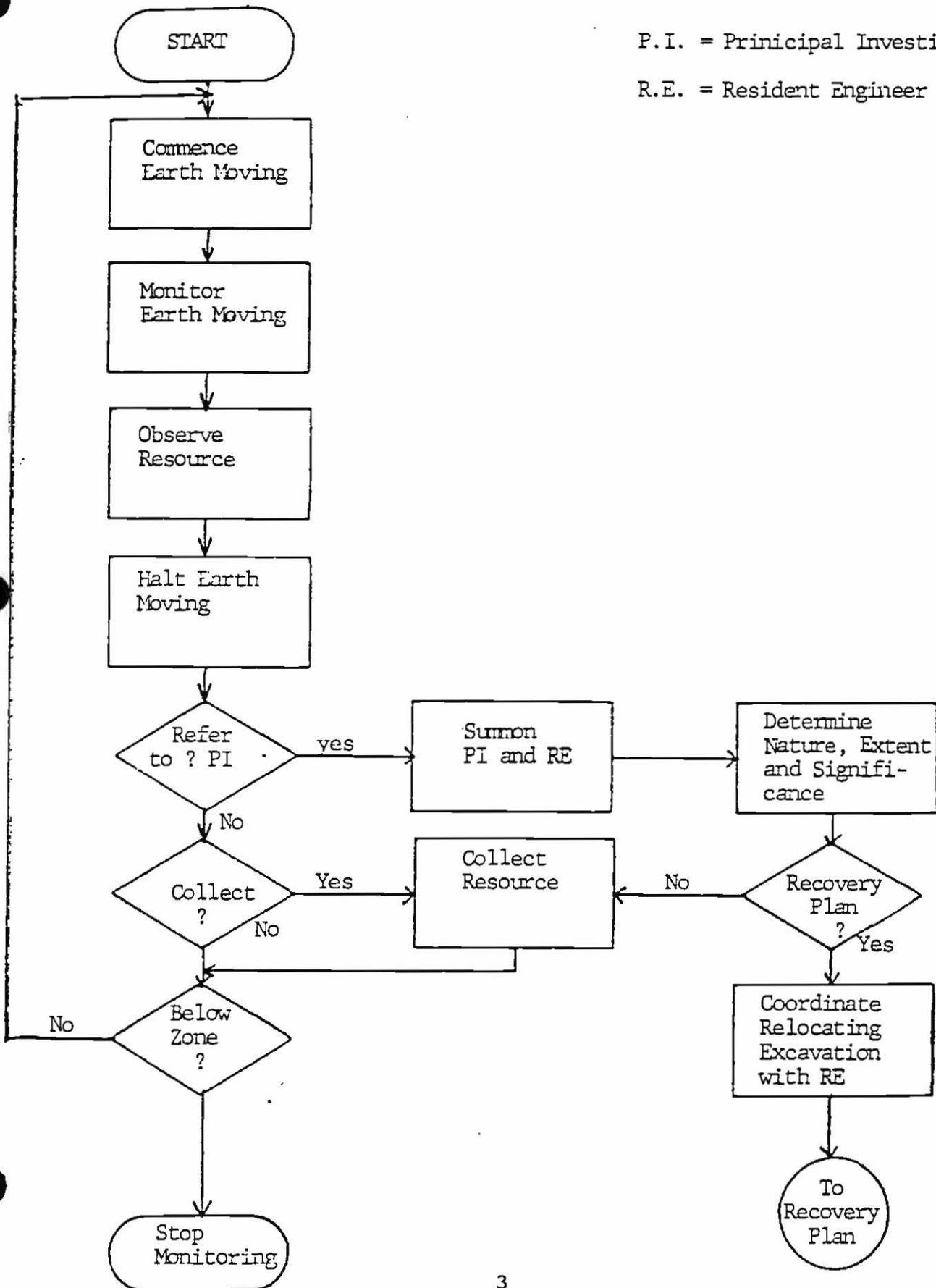
In the event of encountering potentially significant resources, a separate set of procedures will ensue immediately. As illustrated in Figure 1, when the monitor observes other than isolated or minor archaeological or paleontological resources which can be collected without halting earth moving more than momentarily, the following steps will be taken:

1. Monitor will request the foreman to halt earth moving in the immediate vicinity, which is defined as an area deemed large enough to encompass the deposit, feature, structure, or other resource which is observed.
2. Monitor will promptly inform the Resident Engineer (RE), the Paleontologist if the discovery relates to that discipline, and the Principal Investigator (PI). If the designated PI (Greenwood) is not immediately available, the monitor will inform the Supervising Archaeologist or Field Director, as named below. The PI or designated representative will report the discovery to the District. The RE, appropriate cultural resource supervisor, and the PI will arrange for a prompt inspection of the discovery.

FIGURE 1: Flow Chart for Archaeological and Paleontological Monitoring

P.I. = Principal Investigator

R.E. = Resident Engineer



3. The Supervisor(s) will make a preliminary assessment of the significance of the resource and recommend measures for the treatment of the discovery:

a. The cultural resource(s) may be found not significant and simply collected and/or recorded, after which earth moving will resume. - OR -

b. The resource may be deemed potentially significant at a level which warrants testing and, if then found justified, mitigation of adverse effects by data recovery or other alternative methods. In this event, the RE will temporarily relocate earth moving activities until a treatment plan is devised, approved, and implemented as set forth in WESTEC 1985b (31-34). The referenced Treatment Plan allows up to one work week to prepare a research design or work plan which specifies the categories of information which must be present if the discovery is to be assessed as significant, and the methods by which such data will be sought, recovered, and analyzed. The length of time which will be required to implement the plan depends upon the physical and cultural parameters of each discovery.

#### Mitigation Programs

If cultural resources encountered during monitoring, testing, or unanticipated discovery are found to warrant further effort beyond collecting, steps set forth in the Treatment Plan will be set in motion promptly. As summarized from WESTEC 1985b, these include preparation of a research design, if the resource is potentially eligible to the National Register of Historic Places (NRHP). The criteria for nomination apply equally, whether a resource may be approved at the national, state, or local level

In general, the guidelines and regulations of the ACHP (1986) will be followed, and the same procedures will be set into motion if there should be disagreement about resources at other locations. Mitigation of unavoidable impacts upon significant archaeological deposits usually takes the form of data recovery by controlled excavation, analysis of the cultural materials, and preparation of a technical report. For structures, documentation according to the standards of the Historic American Buildings Survey (HABS) or Historic American Engineering Record (HAER) may be an alternative or supplementary recommendation. Large or fragile fossil remains may require removal in jacketed blocks. If human remains are encountered, it is required that the County Coroner be notified, appropriate Native American representatives be consulted and their concurrence be sought in the proposed treatment plan. Each treatment plan will address the particular significance and scientific research potential of the resource.

Any procedures employed for testing, assessment, or mitigation will be fully documented. Forms which encourage comprehensive and consistent recording may include auger boring logs, unit level records, photographic logs, feature records, and others as appropriate. Samples of these and the three-part catalogue sheet to be used for all collected artifacts or ecofacts are provided in the appendix.

Earth moving may resume in the affected area after the field work is complete and the District has concurred in a preliminary report. The Archaeologist or Paleontologist will pursue laboratory or other studies necessary for the preparation of a final technical report. As a minimum procedure, paleontological or archaeological materials excavated as part of a data recovery program will be cleaned, catalogued, and identified. Beyond this, they will be subject to the types and levels of analysis needed to satisfy the scientific objectives which were set forth in the research design or work plan.

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The results and interpretations will be fully detailed in a professional technical report meeting the standards of 36 CFR 1210, the ACHP (1980), and the Society for American Archaeology (McGimsey and Davis 1977). The standards of professional practise and ethics will be those of the Society of Professional Archaeologists (SOFA). After analysis, the archaeological collections will be deposited for curation at El Pueblo de Los Angeles State Historic Park, and paleontological material will be curated at Los Angeles County Museum of Natural History.

#### Duties of the Monitors

Monitors will be informed prior to beginning field work of the nature of potential paleontological and archaeological resources; flow chart for reporting discoveries; names and telephone numbers of the RE and cultural resource supervisors; methods and policies for the collection of minor or isolated resources; and the requirements for recording their observations. Paleontological specialists will be instructed about the types of historical and prehistoric resources which may be encountered and which should be collected or promptly reported; archaeologists will be similarly informed about potential fossil remains. Their schedules, or frequency of attendance, will be specified under each work order.

Monitors will at all times observe routine safety procedures; wear orange vests, hard hats, and field boots when in a construction area; and follow any specific instructions or requests of the RE. The monitor will check in at the beginning of each inspection or work day with the RE or designated foreman. Any archaeological or paleontological material collected will be removed from the work area during the same day.

In general, the monitor will collect isolated, displaced, or disturbed artifacts which may be chronologically diagnostic, sensitive to national or ethnic origin, indicative of previous settlement or activity areas, or have value for display and public interpretation. Paleontological collection will be oriented primarily toward vertebrate fossils; invertebrates (mollusca) may be sampled. Such collections, short of discoveries which initiate the reporting and assessment procedures of Figure 1 and the mitigation discussion, are bagged with full provenience data, and removed daily from the construction area.

Each monitor will complete the "Metro Rail - Monitor Record" (Appendix) on each day worked. This is a daily log recording the area and activities observed and summarizing the observations; the form is keyed in the upper right corner to the Work Order controlling the services and will become part of the permanent documentation to be provided to the District. In addition, he or she will keep more detailed daily notes at a level appropriate to positive findings. These may include measured drawings of soil profiles, sketch maps depicting the location and context of cultural material, photographs, and other relevant information to assist in the preparation of final reports. The supplementary material will be prepared in 8 1/2 x 11 inch format, suitable for curating in a standard three-hole, loose leaf binder. If archaeological discoveries are of sufficient magnitude, or data recovery is implemented, a site record will be prepared on the State form DPR 422 (Appendix) and a trinomial designation obtained from the State Information Center.

Monitors will be responsible for having camera, bags and markers for collection, measuring tapes, and the appropriate hand tools and conservation supplies for each discipline. When more substantial tools and equipment are needed for collecting, testing, or data recovery, the monitor will so advise Greenwood

and Associates promptly, and obtain such supplies from John Foster, Supervisory Archaeologist. The daily Monitor Record, other notes, and a time sheet recording the days and hours worked will be submitted to the PI at the end of each month. The PI will prepare a brief summary report for the District each month.

The Paleontologist, Supervisory Archaeologist, and/or PI will make periodic inspections or spotchecks of the monitoring; the frequency of these visits will be specific in each work order. The Paleontologist will review the daily notes and logs of paleontological monitors, provide advice or guidance, and prepare a monthly summary. In the event of potentially significant discoveries, he will participate in the assessment procedure as set forth above, and will direct the salvage of important fossil material. When the monitoring is an archaeologically sensitive area, the same level of supervision will be provided by the PI, Supervising Archaeologist, and/or Field Director.

#### Responsible Individuals

The PI ultimately responsible for communications with the District, making assessments of significance, preparing research designs or work plans, implementing data recovery programs, and other tasks related to administration or management is Roberta S. Greenwood. Recommendations regarding the significance and treatment of paleontological resources will be based upon the expertise of the Paleontologist. The names, phone numbers, and responsibilities of key personnel are listed below.

Principal Investigator

Roberta S. Greenwood  
Greenwood and Associates  
(213) 454-3091

Assistant Investigator/  
Supervisory Archaeologist  
(logistics, staffing, direct  
data recovery, or other tasks  
in the absence of PI)

J:  
G:  
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*See  
Current  
update*

Supervisory Archaeologist/  
Historian  
(spot checks, archaeology;  
data recovery, analysis)

J:  
(:

Paleontologist

Dr. Bruce Lander  
(818) 440-6041

Head Monitor, paleontology

Antonia Tejada-Flores  
(213) 464-5902

Head Monitor, archaeology

Donna McDevitt  
(213) 670-8598

Laboratory Supervisor

Helle Girey  
(818) 886-1832

## References Cited

Advisory Council on Historic Preservation (ACHP)

1980 Treatment of Archeological Properties: A Handbook.  
Washington, D. C.

1986 36 CFR Part 800: Protection of Historic Properties.  
Regulations of the Advisory Council on Historic  
Preservation Governing the Section 106 Review Process.  
Washington, D. C.

Department of Transportation (DOT)

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McGimsey, Charles R., and Hester Davis

1977 The Management of Archaeological Resources: The Airlie  
House Report. Special publication, Society for American  
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WESTEC Services, Inc.

1985a Identification Study for Cultural Resources Within Proposed Metro Rail Subway Station Locations in Metropolitan Los Angeles, California. Submitted to Southern California Rapid Transit District.

1985b Treatment Plan for Potential Cultural Resources Within Proposed Metro Rail Subway Station Locations in Metropolitan Los Angeles, California. Submitted to Southern California Rapid Transit District.

METRO RAIL - DAILY MONITOR RECORD

1. Monitor \_\_\_\_\_ 2. Date \_\_\_\_\_

3. Location \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

4. Activity in progress \_\_\_\_\_

5. Crew/equipment \_\_\_\_\_

Observations:

6. Soil (color, texture, disturbance) \_\_\_\_\_

7. Paleontology \_\_\_\_\_

8. Archaeology \_\_\_\_\_

9. Estimated sensitivity/significance \_\_\_\_\_

Collections:

10. Paleontology \_\_\_\_\_

11. Archaeology \_\_\_\_\_

12. Contacts/supervisor \_\_\_\_\_

13. Comments/continuation \_\_\_\_\_