

- **Ohio Archaeological Inventory**

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Introduction

IForm provides users the ability to complete either the Ohio Historic Inventory or Ohio Archaeological Inventory forms via the Internet. Inventory information entered by users is stored on a server at the Ohio Historic Preservation Office and can be accessed anytime by logging into the system with your user name and password. The focus of this user guide is to provide instruction on using the IForm application to complete the Ohio Archaeological Inventory form.

First-time users must download the IForm application (available @ <http://www.ohiohistory.org/state-historic-preservation-office//survey-and-inventory/i-form>), register online, and obtain email confirmation of an active account prior to accessing IForm. Please allow five days for verification of registration information.

Key Features of IForm:

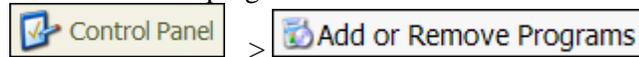
- Ability to reach a wide user group
- Secure data exchange between trusted server and users
- Application updates are automatically transferred to users each time they access the application
- Uses a series of drop down lists to standardize data entry and expedite form completion
- Coordinate parameters ensure UTM accuracy to quadrangle level
- Accepts digital images
- Users can export IForm inventory form directly to a variety of file formats, including PDF.

Database Features

- Data is stored on a centralized server and available for use with OHPO GIS applications.
- Uses existing National Archeological Database (NADB) architecture to collect bibliographic information for NADB submission

Getting started with IForm

1. If you have a previous version of IForm/eform on your machine, please remove it prior to this install using the Control Panel>Add/Remove programs function.



2. If -- after the uninstall -- the C:\OHPO\OhioIForm folder still exists on your computer, please delete that as well.
3. After you have uninstalled any previous versions of IForm or Eform, restart your computer before proceeding.
4. Go to the web page: <http://www.ohiohistory.org/state-historic-preservation-office/survey-and-inventory/i-form>. Click on **Download OHPO IForm**. You will see a pop-up window titled File Download—Security Warning. You will be asked whether you want to save or run the file. Select 'save' and save the file to your hard drive (usually the C: drive).
5. When the download is complete, you will see a window titled '**Download Complete**'. Select '**run**' and you will see a pop-up window titled '**Ohio IForm Setup**'. Click '**next**' twice and '**finish**' when that option appears.
6. This installation will place two folders on the C: drive of your computer:
 - a. Business Objects (Runs reporting software for the inventory forms)
 - b. OHPO (IForm browser files)

It will also install a shortcut on your computer desktop.



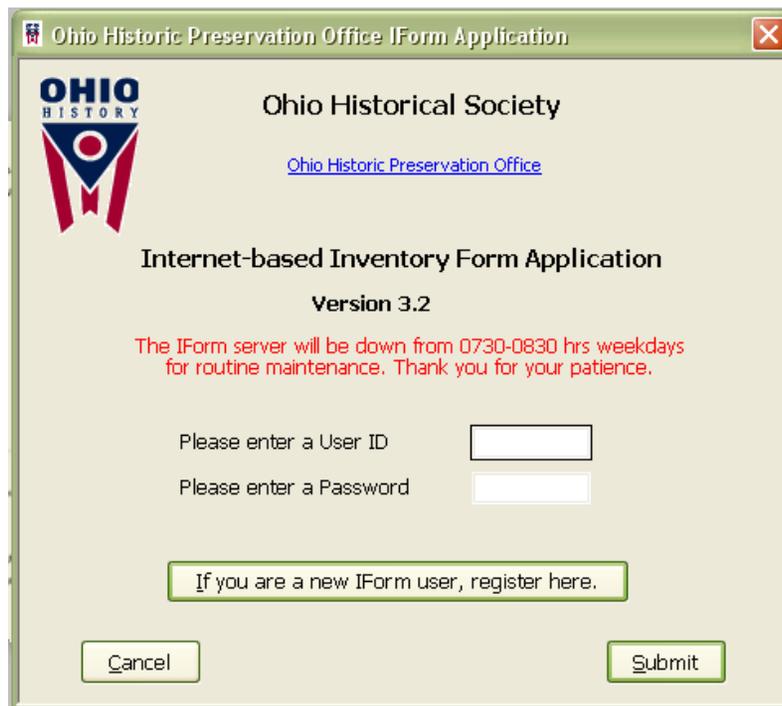
(Please do not alter the name of the shortcut!)

7. Double click the IForm icon on your desktop. The IForm server at the Ohio Historic Preservation Office will complete the installation process by downloading the most up-to-date version of the browser to your computer. The process may take a while, depending on your Internet connection speed. Browser updates will be an infrequent occurrence, happening only when updates are made to the IForm application. Once the browser update is complete, you will see the IForm Login Window.

Navigating Within IForm

IForm Log In Window

The first window that appears is the IForm Login Window. For your convenience, two links are embedded in the Login Window. Selecting the Ohio Historical Society logo will connect you directly to the front page of the Ohio Historical Society website (ohiohistory.org), clicking on or selecting the URL under the Ohio Historic Preservation Office will connect you to the Ohio Historic Preservation Office front page within ohiohistory.org.



Example of IForm Login Window

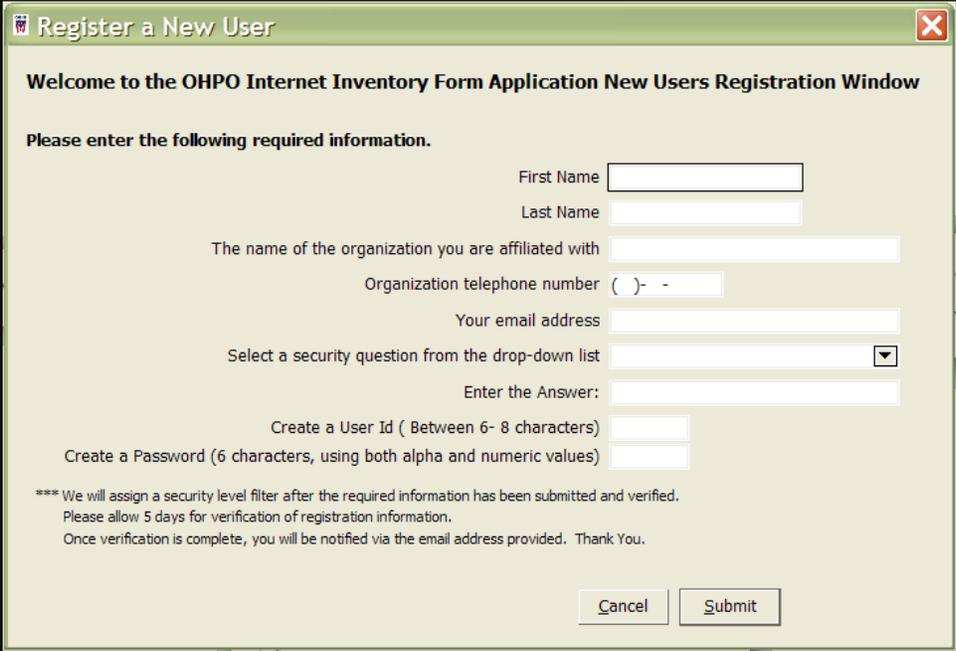
Current IForm User

If you are a current IForm user your previous ID and Password will still allow you to access this version of IForm.

New IForm User Registration

Initially you will need to register to use the application. Select the, “**If you are a New User, Register here**”, button to begin the process.

Register a New User Window



Register a New User

Welcome to the OHPO Internet Inventory Form Application New Users Registration Window

Please enter the following required information.

First Name

Last Name

The name of the organization you are affiliated with

Organization telephone number () - -

Your email address

Select a security question from the drop-down list

Enter the Answer:

Create a User Id (Between 6- 8 characters)

Create a Password (6 characters, using both alpha and numeric values)

*** We will assign a security level filter after the required information has been submitted and verified.
Please allow 5 days for verification of registration information.
Once verification is complete, you will be notified via the email address provided. Thank You.

Please complete every field in the **Register a New User Window**. Incomplete information will result in processing delays and prolong the initial wait to access the IForm application.

When you are finished, select the **'Submit'** button to submit your request to OHPO. Once the IForm Administrator has verified your registration information, you will receive a 'Registration Complete' email, sent to the address submitted during the registration process. Once you receive this email, you are free to access the IForm site at anytime. However, it is strongly recommended that you thoroughly read the entire User Guide before you access the application.

Security filters

IForm uses the information you enter in the New User Registration Window to establish a security filter. Key components of the filter are based on the information you enter in the First Name, Last Name, and Organization name fields of the registration window. The first time you save an initial entry of inventory records, IForm will automatically populate the corresponding fields on the inventory form using the values you entered during the registration process. There are two primary filters available to IForm users:

1. *Individual Preparer*

Having a security filter set at this level will allow an individual preparer to see all records he/she has created, regardless of the company the individual is associated with. This is a particularly useful feature for individuals who are sub-contracted by numerous firms to do survey work. If the primary company name is listed in the Organization/Institution field of the inventory form and the individual preparer is listed under the first and last name fields, the individual preparer will be able to see all records they are working on, regardless of the number of companies they are sub-contracted to work for. These records will also be available to the primary company (as long as the company is registered to use IForm), even though their security filter is set at an organizational level.

2. *Organizational*

Having a security filter set at this level will allow an organization or institution to see all inventory records created by every individual who records their company name in the organization (OHI Form) or institution (OAI Form) field(s). This also includes individuals who are sub-contracted to work on projects for the company.

Edits to any of these fields after the initial record save are allowed, but keep in mind the security filter associated with your information. For example:

If your filter has been set at an individual preparer level and the first name and last name fields are changed to another preparer -- perhaps someone who ended up completing most of the information -- you will not be able to see this record the next time you log in. However, if you were both employed by the same company and your security filter was set at an organizational level, you would still be able to see this record, even though the preparer information had changed.

IForm Navigation Window

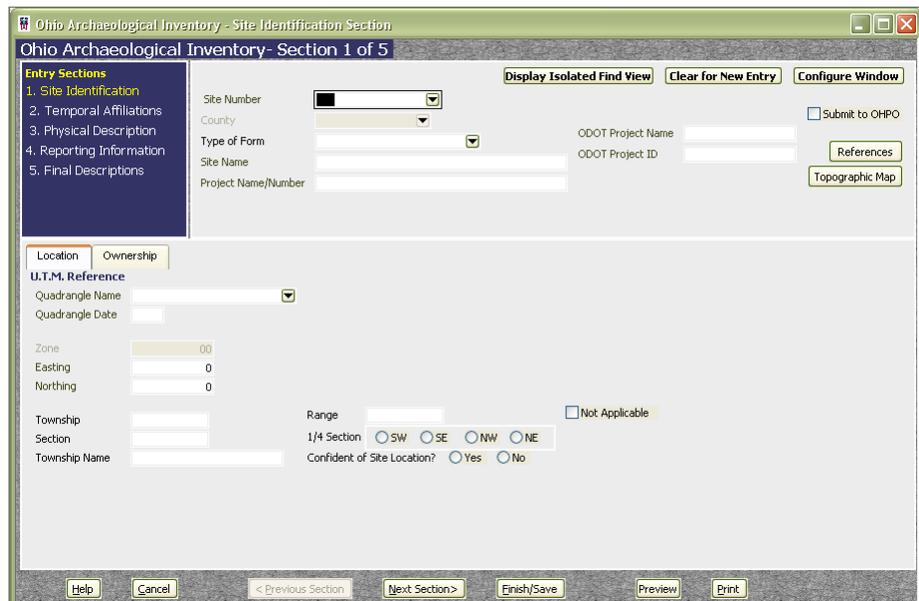
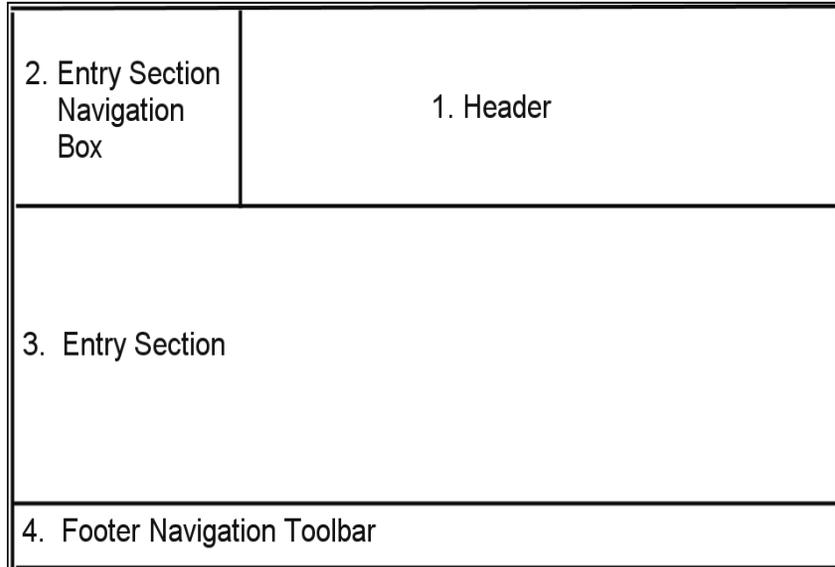


After the Login authentication procedure completes, the IForm Navigation Window will appear.

Ohio Archaeological Inventory Interface

There are two icons within the window, one for each inventory interface in the IForm application. Double-click on the Inventory interface you would like to use (this user guide pertains only to the Ohio Archaeological Inventory Interface).

The Ohio Archaeological Inventory Interface is divided into four sections:



Header

The **Header Section** is a static portion of the Ohio Archaeological Inventory Interface and remains visible regardless of which entry section is in view.

Note for previous users of the paper Ohio Archaeological Inventory form: The fields listed on the Ohio Archaeological Inventory Interface do not follow the numeric order of the fields on the paper inventory form. One way to determine which fields correspond to the paper form is to hover your cursor over the field name on the Ohio Archaeological Inventory Interface until the field number appears.

Header Section Fields

Site Number:

Enter only the 2 county code and 4-digit site number designation. For example: AB0004. Contact OHPO Archaeology Inventory Survey Manager to receive Site Numbers.

Type Of Form:

NEW FORM should be selected when inventorying new Archaeological sites, sites for which an OAI form has never been completed, either from recent or old field work, notes, non- OHPO/OAC Inventory forms, master's theses, doctoral dissertations, journal articles, etc.

REVISED FORM only should be selected if you know that an OAI form already exists for the site and you are submitting a new OAI form because of major revisions to the data on the existing OAI form.

TRANSCRIBED is checked if information is being transcribed from primary or secondary documentary evidence (i.e., field notes, non-OHPO/OAC Inventory forms, master's theses, doctoral dissertations, journal articles, etc.), usually evidence with which the OAI form preparer is not familiar with.

Site Name:

Indicate the name(s) generally applied to the site either locally or in the literature (**up to 50 characters**). Usually this is the name of the property owner either at the present time or when the site became well known. The accepted professional, scientific, technical and/or traditional name for the site; do not end site name with the word "site".

Examples: Seip Mound; Joseph A. Smith; Fred Porter A; Mary Cord 2.

County:

If the site number has been correctly entered, the county selector box will automatically populate.

Project Name/Number:

Enter the project name or number (**up to 15 characters**). If the site has an alphabetic or numerical designation specifically for a given project, indicate it here. Example: WSU 33-Gr-116.

ODOT Project Name and ID:

These fields are only required for ODOT-Related projects.

Submit to OHPO:

Select this checkbox when the form is complete and you are ready to submit the results to OHPO for review. See the *IForm Submission Procedures on page 80* for further information.

Format Buttons



Display Isolated Find View



Selecting this button switches between the '**Display Full View**' and '**Display Isolated Find View**'. The Display Isolated Find View provides users the option of completing only the Isolated Find Level of Documentation.

This is an especially useful feature, which controls the visibility of the fields present in the Archaeological interface, as it only displays required fields for completion of the Isolated Find Form.

This would also be the correct view to record sites for Ohio Department of Transportation (ODOT) related projects, as you will also be able to enter ODOT-required information and use the **Preview** or **Print** buttons to print out the Agency's **Phase I Archaeology Resources Table** in a format designed for use with ODOT-related projects/reports. Selecting the '**Display Full View**' button will switch back to the Full View and allow the same information used for the ODOT tables to be printed on individual OAI or Isolated Find Forms for submission to OHPO.

Note: Please contact the OHPO Archaeology Inventory Survey Manager for number assignment.

Display Full View



Selecting this button switches between the '**Display Full View**' and '**Display Isolated Find View**'. The display full view is the default view of the Archaeological Window and displays all fields required for the completion of a full 10-page OAI form.

Clear For New Entry

Clear for New Entry

Selecting the "**Clear For New Entry**" button allows previous Inventory information to be cleared from view and new Inventory information to be entered in IForm.

Note: Be certain to "**Save**" the previous Inventory information PRIOR to selecting the Clear For New Entry button.

Configure Archaeological Window

Configure Window

The Configure Window allows users to select a previously entered record from the **Site Number** drop down and retain some or all of the field values listed for direct use in the next record to be entered. This is especially time saving for fields which are traditionally used repeatedly throughout a project.

To Clear Field Values:

Leave the check mark in the **Clear Field Values** check box.

To Retain Field Values:

Remove the check mark from the **Clear Field Values** check box and select the **Retain Field Values** check box to place a check mark there instead.

Note: If both the Clear and Retain boxes are checked, you will not get the results you expect.

Ohio Department of Transportation Projects

If you are conducting work on the behalf of the **Ohio Department of Transportation (ODOT)**, additional fields will also be also visible in the header and entry sections of the Ohio Archaeological Inventory Interface, once the **“Display Isolated Find View”** has been selected.

Using the Isolated Find view is useful for ODOT-related projects, as you will also be able to enter ODOT-required information and use the **Preview** or **Print** buttons to print out the Agency's **Phase I Archaeology Resources Table** in a format designed for use with ODOT-related projects/reports.

Example:

PHASE I ARCHAEOLOGY RESOURCES TABLE									
PID: 77339		Date Invented: 07/16/2008		Page 2 of 5					
Project: FRA 18276-21.03		Date Collector's Name: John Pickett		Northwest Column					
County: Franklin		City or Township: Shares		7.9 Quadrangle Name					
OAI Number Zone Existing Numbering	Prehistoric Periods Historic Periods	Description	Cultural Materials		Resource Type	Landform and Soil Phase	Site Dimensions	Potential to Yield Important Information Resource/Artifact Level of Impact	
			Count	Description				Count	
FR2600 17	Early Archaic, Late Archaic	Shaves	8	Mattanos Side Notched proj. sx	1	Bluff Edge	3,300 sq		
		ClM Shovel Core Debitage Flint Cracked Rock	1 1 862 233	St Alberta Side Notched proj. sx	1				
327826 4442016	1795-1820, 1820-1840, 1840-1870, 1870-1890, 1900-1920	Rock	2	Glass bead	1	Cardington Alexandria Beechmont Alexandria	10,824.00R		
		Ceramic, door knob Ceramic, vessel soil drop Flint/material	1 2 1 20	Glass, flint Historic Ceramics Metal, Stage Metal, stove part	20 54 2 1				
Depositional Context: Materials recovered from A horizon					Surface Visibility and Investigation Type: 0-10% Surface Collection, Shovel Tests				
FR2601 17	Unassigned Prehistoric	Debitage	2		Unknown, Unknown	T-1	28 sq	No	
		327784 4442050				Cardington Alexandria Beechmont Alexandria	82.00R		
Depositional Context: Materials recovered from A horizon					Surface Visibility and Investigation Type: 0-10% Shovel Tests				
FR2602 17	Unassigned Prehistoric	Debitage	13		Unknown, Unknown	Hill or Ridge	400 sq	No	
		327470 4442011	Flint Cracked Rock	10	Whiteware	1	Cardington Alexandria Beechmont Alexandria	1,312.00R	
Depositional Context: Artifacts were recovered from both the A and B soil horizons at this site.					Surface Visibility and Investigation Type: 0-10% Shovel Tests				
FR2603 17	Unassigned Prehistoric	Carbon	1		Unknown, Unknown	Bluff Edge	3,328 sq	No	
		327388 4442021	Debitage Flint Cracked Rock	50 21	Golf Ball	1	Cardington Alexandria Beechmont Alexandria	10,866.00R	
Depositional Context: Artifacts were recovered from both the A and B horizons, however, this may be due to slope wash activities in the site.					Surface Visibility and Investigation Type: 0-10% Shovel Tests				

Selecting the **Display Full View** button will switch back to the Full View and allow the same information used for the ODOT tables to be printed on individual OAI Forms for submission to OHPO.

Example:

The image displays several overlapping screenshots of the Ohio Archaeological Inventory (OAI) software interface. The primary form shown is the 'Ohio Archaeological Inventory' form, which includes sections for:

- Site Information:** Fields for Site Name, Location, Date, and various site characteristics.
- Site Characteristics:** A table with columns for Name, Unpublished Location, and other site details.
- Site Location:** A map showing the site's location on a road network.
- Site Details:** Sections for Site Description, Site Characteristics, and Site Location.

The screenshots are arranged in a way that shows the flow of information from a general site overview to more detailed site characteristics and location information. The forms are titled 'Ohio Archaeological Inventory' and 'Ohio Archaeological Inventory - Page 1', 'Page 2', and 'Page 3'.

References Button

References

If the property recorded in the IForm application is included in a survey report, select the **References** button to open the **Archaeological Project References** window to enter survey report information. In the past, references to survey reports were only requested for Archaeological resources, now IForm collects this information for both inventories.

The **Archaeological Project References** window is designed to allow survey report information to be entered once and then be made available as a selection from the Primary Author field as a drop-down choice for all additional inventory forms, regardless of which interface you are using. So--for example--a reference entered in the Ohio Archaeological Inventory Interface will also be available for selection from the Ohio Historic Inventory Interface and vice versa. No more retyping the same report information for each inventory form!

Enter the reference information in the following format:

Primary Author and Contributing Author: (60 Characters)

Enter last name, first name, middle initial (one author per field).

Year (4 Digits)

Enter four numeric values (e.g. 1982).

Report Title (255 Characters):

Enter full title of report in title format.

Lead Agency:

Use the drop-down list to select the primary agency the survey report is being prepared for.

Acres Surveyed (12 Characters):

Enter the total number of acres surveyed for the project.

Once the required information has been entered, select the “Save” button to add the reference to the form and the drop-down list.

Historical Project References

Primary Author Contributing Author

Year

Report Title

Lead Agency

Author 1	Author 2	Year	Title	Agency
DALBEY, TIMOTHY E			AN ANALYSIS OF THE GEO	
STINE, SANDRA E.			AN ANALYSIS OF THE FAU	
DALBEY, TIMOTHY!			SALVAGE LOGISTICS AT T	
DALBEY, TIMOTHY!			MOLLUSCAN (NAIADS) UT	
THELER, JAMES L.			A PRELIMINARY REPORT C	
BROSE, DAVID S.			A CULTURAL RESOURCE R	
BROSE, DAVID S.			ARCHAEOLOGICAL RECON	
LEE, ALFRED M.				
KINGSLEY, RONALD				

Clear Save

Historical Project References

Primary Author Contributing Author

Year

Report Title

Lead Agency Acres Surveyed

Historical Project References

Primary Author Contributing Author

Year

Report Title

Lead Agency Acres Surveyed

Author 1	Author 2	Year	Title	Agency	Acres
BROSE, DAVI		1977	ARCHAEOLOGICAL RECON	UNK	
LEE, ALFRED	MELAMIE ME	1993	PHASE I LITERATURE REV	UNK	

Clear Save Delete Close

Enter reference information in these fields.

Select "Save" and the information drops to the list view.

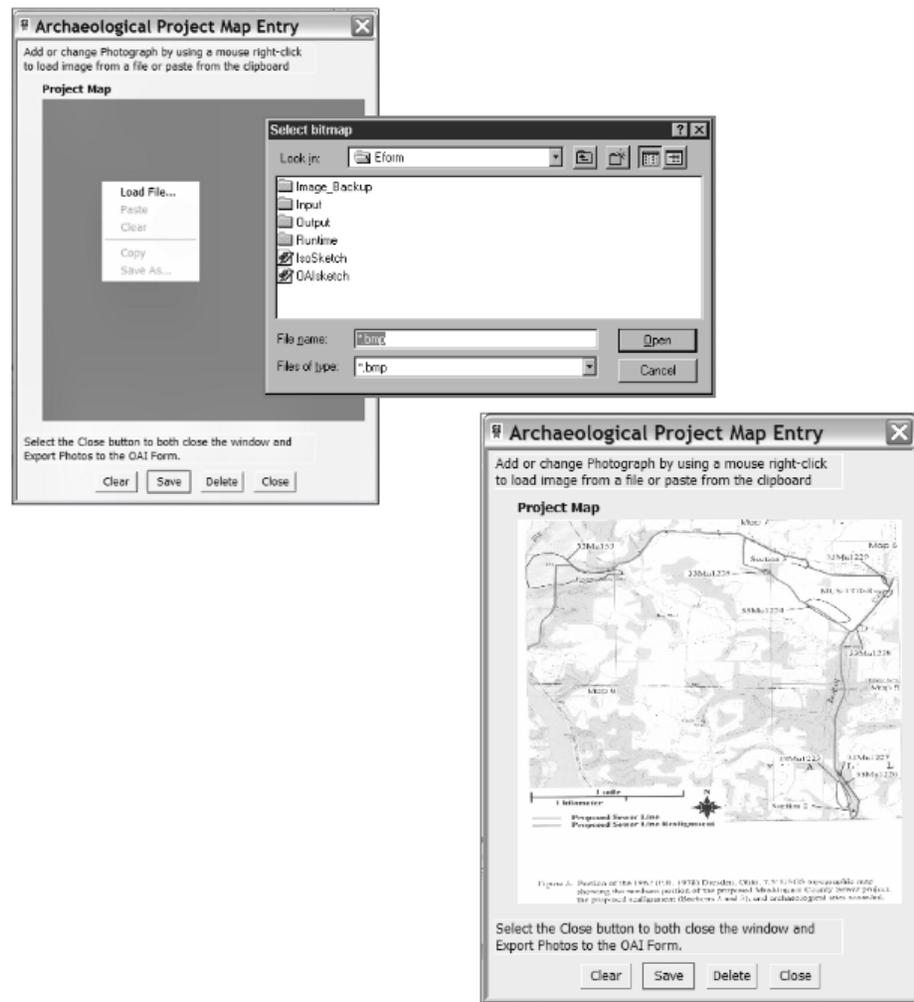
Topographic Map Button

Topographic Map

The IForm application has the ability to store digital images as data. As data, they need to fit within the parameters of the respective field in order to be incorporated into the database. If the recommended sizes are not followed, there will be unfavorable results on the printed version of the inventory form. Images exceeding the size requirements will also cause the IForm browser to run extremely slow. For more information on images, see the *IForm Digital Imagery Standards* section on page 71.

IMPORTANT!: Maps and photographs are the largest portion of data transferred between your machine and the IForm server; therefore, we recommend that maps and photographs be incorporated as the last step in your work flow process.

Attaching Digital Images Within The Archaeological Interface

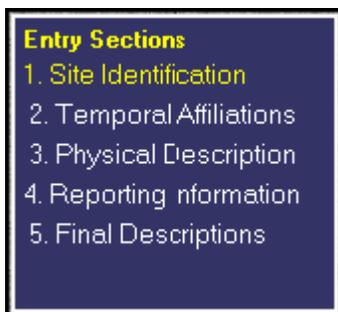


Example of Project Map entered into Map Entry Window.

To load Plans or Photographs

- 1 Create the site or project plan bitmap image and save on your hard drive.
- 2 Right-click on the gray IForm image container; this will bring up the menu selection dialog.
- 3 Select the '**Load File**' option from the menu. This will open the '**Select Bitmap**' window. From here, you can load a bitmap image directly by navigating to your hard drive and selecting the appropriate bitmap image and clicking '**Open**'.
- 4 Select the '**Save**' button at the bottom of the **Archaeological Project Map Entry** window to add the map to the Inventory form.
- 5 Select '**Close**' to return to the Ohio **Archaeological** Inventory Interface.

Entry Section Navigation Box



Entry Sections

IForm divides the entry of the Archaeological Inventory Form into five general sections. You can jump to any of the five sections by moving your cursor over the section name and clicking on it. You can also navigate section-by-section using the "Next Section" and "Previous Section" buttons located within the Footer Navigation Toolbar portion of the window.

1. Site Identification

Location Tab

The screenshot shows the 'Ohio Archaeological Inventory - Site Identification Section' window. The interface includes a navigation pane on the left with the following sections:

- Entry Sections
 - 1. Site Identification
 - 2. Temporal Affiliations
 - 3. Physical Description
 - 4. Reporting Information
 - 5. Final Descriptions

The main content area is titled 'Ohio Archaeological Inventory - Section 1 of 5' and contains the following fields and controls:

- Buttons: Display Isolated Find View, Clear for New Entry, Configure Window
- Form Fields: Site Number (dropdown), County (dropdown), Type of Form (dropdown), Site Name (text), Project Name/Number (text)
- Buttons: References, Photographs
- Tabs: Location (selected), Ownership
- Section: U.T.M. Reference
 - Quadrangle Name (dropdown)
 - Quadrangle Date (text)
 - Zone (text: 00)
 - Easting (text: 0)
 - Northing (text: 0)
- Section: Township
 - Township (text)
 - Section (text)
 - Township Name (text)
- Section: Range
 - Range (text)
 - 1/4 Section: SW, SE, NW, NE (radio buttons)
 - Confident of Site Location? Yes, No (radio buttons)
 - Not Applicable (checkbox)

The footer navigation toolbar contains the following buttons: Help, Cancel, < Previous Section, Next Section >, Finish/Save, Preview, Print.

Quadrangle Name

From the drop-down menu, select the appropriate Quadrangle Name*. After selecting the quadrangle, the acceptable ranges for UTM coordinates will appear to the right of the UTM Easting and Northing fields.

*The QUADRANGLE MAP NAME is found on lower right corner of the 7.5 USGS quadrangle map. If site overlaps quadrangle maps, indicate QUADRANGLE MAP NAME where majority of site is located.

Quadrangle Date

Enter the Quadrangle date/year (e.g. 1967), in the text box*.

The DATE OF PUBLICATION is listed below the USGS QUADRANGLE MAP NAME. Use the latest revised date given. If the site overlaps quadrangle maps, indicate the date of the quadrangle map where the majority of the site is located.

UTM Coordinates

Enter the appropriate UTM coordinates in the Easting and Northing text boxes utilizing the methods outlined below. The Correct zone will automatically populate the Zone text box after the *Quadrangle Name* has been selected from the drop-down box.

How to Determine UTM Coordinates

The Universal Transverse Mercator (UTM) Grid System provides a simple and accurate method for recording the geographic location of a site. A straightedge, coordinate counter and sharp pencil are required to determine UTM coordinates on United States Geological Survey (USGS) quadrangle maps, the base maps for recording OAI data.

The UTM location (reference) of a point may be found if the point can be located on a USGS quadrangle map that has blue UTM grid tick marks along its edges. Most USGS quadrangle maps published since 1950, and all published since 1959, regardless of scale, have these ticks. If no USGS quadrangle map with UTM ticks exists for a location, its coordinates in terms of LATITUDE and LONGITUDE must be used instead.

Three numbers make up the complete UTM reference. The first is the ZONE. This number is found in the information provided on the lower left corner of the map (for Ohio the ZONE will be either 16 or 17). The next number is the EASTING - the distance a site is from the first reference line west of the site. The last number is the NORTHING - the distance a site is from the equator, as measured from the first reference line south of the site.

Using a pencil with a very fine point and a professional quality straightedge, first locate the site in a small circle on the USGS quadrangle map. Next connect the UTM (blue) ticks, from margin to margin, which are closest to, but west of the site. Be sure that the UTM ticks which you connect have the same number (three digits). This is the EASTING reference line. Now connect the UTM (blue) ticks, from margin to margin, which are closest to, but south of the site. This is the NORTHING reference line. These lines will intersect to the southwest of the site. The lines you draw may or may not be parallel to the edges of the quadrangle map.

Select the appropriate ZONE number on the OAI form. Copy the portions of the EASTING (three digits) and NORTHING (four digits) coordinates given on the quadrangle map, on to the OAI form. Locate the scale on the coordinate counter which matches that of the quadrangle map (1:24000 on 7.5' quadrangle maps) and align the counter so that the horizontal scale, which is read from right to left, is placed along the east-west, or NORTHING reference line. The vertical scale should be aligned to pass directly through the center of the site being located. Read the scales: right to left for the EASTING and upward for the NORTHING. Round these values (three digits for each) to the nearest 10 meters, and enter the first two coordinates for each on to the OAI form (the final coordinate will always be 0, as indicated on the OAI form). Check the figures for accuracy by re-measuring. The completed UTM reference will read: ZONE (two digits), EASTING (six digits) and NORTHING (seven digits).

If the area of a site is less than 10 acres, only one UTM reference, the center point, has to be completed. If the site is more than 10 acres, it should be enclosed in a three-or-more-sided figure, labeled clockwise starting with "A" at the north-easternmost point and continuing with "B", "C", etc. Additional UTM references must be listed in the CONTINUATION SECTION. Coordinate counters may be purchased from, among others, Forestry Suppliers, Inc., 205 West Rank in St., P.O. Box 8397, Jackson, MS 39204-9987, 1-800-647-5368 (\$3.85 each-1985 price list). Quadrangle maps may be purchased from the Ohio Department of Natural Resources, Publications Office, Fountain Square, Columbus, Ohio 43224, (614)265-6608 (\$2.50 each-1985 price list).

There are a number of free, online resources available to assist you in determining the UTM references as well.

One example is: <http://www.topozone.com>

Township, Range, Section

The numerical designations for TOWNSHIP and RANGE are located on the edges of the USGS quadrangle map and are indicated in red. TOWNSHIP designations run north-south and RANGE designations run east-west.

Example: Township 11 N., Range 21 W.

If the TOWNSHIPS are divided into SECTIONS, record the site according to the SECTION NUMBER in which it occurs.

Indicate in which QUARTER (sw, nw, ne or se) of the SECTION the site is located.

If the site is located in an area of Ohio that is not divided into TOWNSHIPS and RANGES, and/or SECTIONS, select NOT APPLICABLE.

Indicate the TOWNSHIP NAME (bold black letters on the quadrangle map) in the space provided.

If the site overlaps other TOWNSHIP, RANGE, or SECTIONS, indicate the designation where the majority of the site is located.

Confident of Site Location

Select only one, as appropriate.

Confident of Location? Yes No

Ownership Tab

The screenshot shows the 'Ohio Archaeological Inventory - Site Identification Section' window. The title bar reads 'Ohio Archaeological Inventory - Site Identification Section'. The main window title is 'Ohio Archaeological Inventory - Section 1 of 5'. On the left, there is a 'Entry Sections' menu with five items: 1. Site Identification (highlighted), 2. Temporal Affiliations, 3. Physical Description, 4. Reporting Information, and 5. Final Descriptions. The main area is divided into two tabs: 'Location' and 'Ownership' (selected). The 'Ownership' tab contains the following fields:

- Owner Name: [Text Input]
- Owner Address: [Text Input]
- City, State, Zip: [Text Input]
- Owner Phone: () - [Text Input]
- Ownership Status: [Dropdown Menu]
- Tenant Name: [Text Input]
- Tenant Address: [Text Input]
- City: [Text Input]
- Tenant Phone: () - [Text Input]

At the top right of the main area, there are buttons for 'Display Isolated Find View', 'Clear for New Entry', and 'Configure Window'. Below the 'Ownership' tab, there are buttons for 'References' and 'Photographs'. At the bottom of the window, there are buttons for 'Help', 'Cancel', '< Previous Section', 'Next Section >', 'Finish/Save', 'Preview', and 'Print'.

Ownership

1. NAME(S)/ADDRESS/PHONE

Indicate property owner's name, complete address and telephone number (up to 50 characters each).

2. TENANT

If applicable, list the tenant's name, complete address and telephone number (up to 60 characters each).

3. OWNERSHIP STATUS

Select from the drop-down menu, as appropriate. Use the PRIVATE (MULTI) category if the site extends over one or more property lines or there are two or more owners to a single property. Use the MULTI. GOVT. category if the site extends over one or more government property lines, regardless of levels of government. Use the MIXED-GOVT./PRIVATE category if the site exists on government and private property.

2. Temporal Affiliations

Prehistoric Tab

Prehistoric Temporal Periods

Select as many as appropriate. Only select UNASSIGNED PREHISTORIC when no PREHISTORIC TEMPORAL PERIOD can be reasonably assigned and demonstrated.

Basis for Assignment of Prehistoric Temporal Periods Represented

Select as many as appropriate.

If 'Other Basis' is selected you must specify (50 Character Limit) how the 'OTHER' prehistoric temporal period(s) was/were determined.

Prehistoric Cultural Components and Description Button

Prehistoric Cultural Components and Description

1. Select Cultural Component for artifact (if known). If component is not available for selection, enter it in the Prehistoric Description field.

2. Enter the diagnostic artifact or feature associated with cultural component.

3. Enter the number of artifacts or features listed above.

4. Provide a brief description of how Cultural Components were determined.

5. Select 'Save' and the material will be added to the list view of the window. Continue until all diagnostic artifacts are entered.

6. Select 'Close' to return to the main interface window.

Cultural Component	Diagnostic Artifact	Count	Prehistoric Description
Adena Culture	Adena Stemmed Point	1	Found on surf

Clear

When you hit "Clear", you are only clearing the field so you can add something different in its place.

Save

Select the "Save" button to retain the cultural material entered in the Cultural Material window

Delete

To delete an individual row, highlight the row in the list view with the information to be deleted. Select the "Delete" button.

Close

Select the "Close" button to return to the main interface window.

Prehistoric Cultural Material Button

1. Select the Prehistoric Material Category from the Drop-down list.

2. Enter the material collected.

3. Enter the material count.

4. Select 'Save' and the material will be added to the list view of the window. Continue until all artifacts are entered.

5. Select 'Close' to return to the main interface window.

Prehistoric Material Category	Material	Count
Lithics	Adena Stemmed Point	1

Select as many categories as appropriate.

Note: FAUNAL and FLORAL REMAINS includes animal and plant remains recovered through surface collection, excavation and/or flotation, and may include basketry, cordage, maize, wood, charred nut shells, fish scales, otoliths, gastropod shells, rodent teeth, FCR, etc.

If 'Other Material Category' is selected there are 50 characters available.

Clear

When you hit "Clear", you are only clearing the field so you can add something different in its place.

Save

Select the "Save" button to retain the cultural material entered in the Cultural Material window

Delete

To delete an individual row, highlight the row in the list view with the information to be deleted. Select the "Delete" button.

Close

Select the "Close" button to return to the main interface window.

Historic Tab

Historic Affiliation Present

Select only one, as appropriate from the drop-down list of choices. ABORIGINAL means Native American (Indian).

Historic Temporal Periods

Select as many as appropriate. HISTORIC only should be selected when the site cannot be placed in one of the other categories. 18th, 19th or 20th century should be selected when the site can not be placed in an appropriate HISTORIC TEMPORAL PERIOD, but can be placed in a more specific category than HISTORIC.

Number of Historic Periods

Enter the total number of historic periods represented.

Basis for Assignment of Historic Temporal Periods

Select as many as appropriate. If 'Other Basis' is selected, you must specify the BASIS FOR ASSIGNMENT OF HISTORIC TEMPORAL PERIOD(S) (50 character limit).

DOCUMENTARY EVIDENCE includes maps, county histories, census records, diaries, etc.

ORAL TRADITION includes statements from landowners, descendants of former occupants, etc., either on tape or spoken without recordation.

Identification of a FUNCTIONAL CATEGORY assumes its original intended function, unless clearly modified for a new function. For example, a Civil War saber should be classified as MILITARY, although it may have been used for ceremonial purposes. However, brass ammunition casings, which have been fashioned into a toy truck, should be classified under TOYS & GAMES rather than WEAPONS.

The following are brief descriptions of materials which occur in the FUNCTIONAL CATEGORIES. No attempt has been made to be inclusive.

This list is derived from South's METHOD AND THEORY IN HISTORICAL ARCHEOLOGY (1977).

KITCHEN: food and beverage containers (including beer, wine and spirits), tablewares, food preparation vessels, cleavers, sausage stuffers, canning jar rings, bottle openers, etc.

FURNITURE: tables, chairs, chests, beds, etc., including component parts such as drawer pulls, cabinet hinges, upholstery tacks, chair rungs, claw feet, etc.

PERSONAL: miscellaneous items generally held or used by a single person including coins, keys, tobacco pipes, eyeglasses, watches, rings, tweezers, combs, pens, matches, bric-a-brac, dentures, piggy banks, etc.

CLOTHING: clothes, footgear, belts, hats, etc., including component parts such as boot nails, clasps, buttons, etc.

TOYS & GAMES: dolls, playing cards, dice, dominoes, marbles, etc.

PRINTED MATTER: books, newspaper, handbills, maps, letters, etc.

RELIGIOUS/CEREMONIAL: ideographic symbols such as crosses, crucifixes and menorahs. Items with specific symbolic or ceremonial functions such as non-functional ceremonial swords, statuary from Christmas nativity scenes, flags and flag poles, trophies, honorific medallions, etc.

MILITARY: items made expressly for use within a military context including ammunition, uniforms, firearms, insignia, etc. These articles are often mirrored in personal or other categories, but are recognizably distinct in form and their ownership and use within a corporate context (national army or state militia).

WEAPONS: firearms, swords, daggers, blackjacks, etc. They are distinct from military materials in that they are associated with a private context of hunting, recreation, personal protection or crime. **TRANSPORTATION:** wagon wheels, horse tack, spark plugs, oar locks, canoe paddles, automobile headlights, gasoline pumps, railroad spikes, road signs, etc.

ARCHITECTURAL: bricks, window glass, door knobs, foundation stones, terra cotta detailings, nails, roofing slates, down spouts, sash weights, ceiling light fixtures, etc.

MISCELLANEOUS HARDWARE: bolts, nuts, washers, andirons, pulley wheels, cleats, chain, turnbuckles, rivets, coat hooks, etc. These are normally items for which a specific function can be determined, such as a fastener, but whose larger context is unknown. Thus a small bolt which may have been used in a toy truck, a rifle or a cabinet would be classified in this category unless it were found incorporated in one of these items. This should be utilized as a residual category for items, which are generally components of other items and are thus multifunctional in a broad sense.

CONSTRUCTION/MANUFACTURING TOOLS: hammers, saws, screwdrivers, trowels, drills, anvils, spinning wheels, millstones, wheelbarrows, hods, die stamps, pottery molds, etc.

AGRICULTURAL: sickles, hoes, plow parts, stock watering troughs, tractor parts, bailing wire, seed grain, tobacco knives, barbed wire, oxen yokes, milk cans, etc.

FUEL/ENERGY: coal and coal clinkers, kerosene jugs, propane gas tanks, electrical insulators, fuses, coal scuttles, etc.

FOOD REMAINS: food bone, cherry pits, coprolites, corncobs, etc.

UNRECORDED: this response is intended for the transcription of data from old OAI forms, file cards or other documentary evidence, such as masters' theses, doctoral dissertations, technical reports, etc.

UNKNOWN: unidentifiable rusted iron lumps, metal scraps, etc. Any item for which the function cannot be determined.

OTHER: Only use when the artifact(s) cannot be reasonably included in one of the above functional categories (**50 characters**).

Description of How Historic Temporal Periods were determined

List all historically diagnostic artifacts, features and structural remains in the text field (e.g., 1843 coin, hand molded brick, pearlware, mill race, etc.).

Historic Cultural Material Button

Historic Cultural Material

1. Select the functional category from the drop-down list.

2. Enter the material collected.

3. Enter the artifact quantity.

4. Select 'Save' to add the material to the list view. Continue process until all material has been entered.

5. Select 'Close' to return to the main interface window.

Clear

When you hit "Clear", you are only clearing the field so you can add something different in its place.

Save

Select the "Save" button to retain the cultural material entered in the Cultural Material window

Delete

To delete an individual row, highlight the row in the list view with the information to be deleted. Select the "Delete" button.

Close

Select the "Close" button to return to the main interface window.

General Tab

Describe Materials Observed but not collected

STATE THE REASON(S) FOR NOT COLLECTING certain classes and/or types of PREHISTORIC AND/OR HISTORIC CULTURAL MATERIALS present on site and describe these materials as best as possible. **(String)**

Affiliated Ohio Historic Inventory Site Number

If the historical Archaeological site is associated with a building or structure, which has been given an OHIO HISTORIC INVENTORY (OHI) SITE NUMBER, indicate that number in the text field provided (10-character limit).

Affiliated Ohio Historic Inventory Site Name

Enter the name of the OHI property (e.g. Summers Farmstead) in the text field (up to 60 characters).

OHI SITE NUMBERS have a three-letter prefix for counties, i.e., Ada for Adams County. The tenth OHI for Adams County in Area 1 would be indicated as ADA0001001 in the text field provided. **DO NOT INCLUDE DASHES WHEN ENTERING OHI NUMBER. (e.g. ASD-00010-01).**

3. Physical Description

Site Type Tab

Archaeological Setting

Click on drop-down menu and select as appropriate. Archaeological setting applies to prehistoric and historical Archaeological resources.

ROCKSHELTER/CAVE: A shelter formed by a ledge of overhanging rock. Typically, such shelters are the result of undercutting erosion of sandstone, conglomerate, shale or limestone cliff or bluff face. If only a single artifact is recovered from such a shelter, **ROCKSHELTER/CAVE** is the appropriate response.

OPEN: An OPEN site lacks the natural “roof” which provides protection from the elements frequently found in ROCKSHELTERS/CAVES.

UNRECORDED: This response is intended for the transcription of data from old OAI forms, file cards or other documentary evidence, such as theses, doctoral dissertations, technical reports, etc.

UNKNOWN: Only appropriate for sites that are only known from local information, oral or historical tradition.

SUBMERGED: This response is intended for sites that are partially or totally underwater.

OTHER: Please specify in "Setting - Other" field beneath the drop-down menu (up to 50 characters).

Prehistoric Site Type

Select as many as appropriate.

Habitation:

CAMP: A geographical area utilized as a short-term and/or seasonal domicile, may be associated with a special purpose activity - such as hunting, specific gathering and/or collecting, and which may or may not have been utilized repeatedly.

VILLAGE: A geographical area utilized by a large group (>five households) for year-round primary domicile, frequently for longer than one year, containing evidence of “permanent” structures.

HAMLET: A geographical area utilized by a small group (one to four households) for year-round primary domicile, frequently for longer than one year.

UNSPECIFIED HABITATION: A geographical area with evidence of structural remains, but without information concerning size and/or duration of occupation.

Evidence of structural remains (i.e. post molds) is still the preferred deciding factor. However, we will also consider checking Unspecified Habitation if there is a substantial combination of the following:

- Fairly large site size.
- Numerous artifacts
- A variety of tools and lithic source materials
- Large amount of fire-cracked rock
- Prehistoric ceramics
- Food remains.
- Features (storage pits, fire features, etc.)
- Evidence for the full range of production sequences of tool manufacturing.

Obviously, sites with most of these factors can be considered to be habitation sites of some sort with fairly high confidence. Those with only three or four of these factors may inspire less confidence. In the latter cases, you should check BOTH “Unspecified Habitation” AND “Unknown” for the Prehistoric Site Type.

Extractive:

QUARRY: An area from which raw material (flint, clay, pipestone, etc.) has been removed or extracted from the earth. A QUARRY may be excavated down into a nearby level surface or horizontally into a hillside.

WORKSHOP: An area where raw material is modified into artifacts (either preforms or finished artifacts). WORKSHOPS are frequently in close proximity to QUARRIES as a result of the weight of the raw materials transported.

Ceremonial:

UNSPECIFIED MOUND: A mound of unknown construction materials (earth or stone) or shape (effigy).

EARTH MOUND: A deposit of earth and other soil materials frequently placed over one or more human burials (skeletons).

STONE MOUND: A deposit primarily consisting of rock frequently placed over one or more human burials (skeletons).

EFFIGY MOUND: An EARTHEN MOUND constructed in the shape or outline of a natural object - frequently an animal (i.e., Serpent Mound).

MOUND GROUP: Two or more MOUNDS whose spatial relationship indicates they are (probably) relatively contemporaneous and, therefore, culturally related. This determination is usually made without the benefit of subsurface exploration. If subsurface exploration has occurred and the MOUNDS are determined to be unrelated, except for their close spatial relationship, they should be treated as separate Archaeological sites. If subsurface exploration indicates a temporal-cultural relationship exists between the MOUNDS, they should be treated as a single Archaeological site.

HILLTOP ENCLOSURE: A hilltop that has been modified by the construction of an enclosing wall (earth or earth/stone construction).

GEOMETRICAL EARTHWORK: A single or series of earthen walls arranged into a geometrical pattern, frequently including circles, squares, octagons, parallel lines, etc.

CEMETERY: A geographical area containing the remains of deceased humans, frequently evidenced by the location of graves containing skeletal remains.

ISOLATED BURIAL(S): The location of a single human BURIAL or skeletal remain, opposed to a CEMETERY containing more than one BURIAL. An isolated BURIAL may be reclassified as a CEMETERY based upon subsequent information.

PETROGLYPH/PICTOGRAPH: A rock carving and/or painting representing an object, animal or idea.

Other:

UNKNOWN: Only should be utilized if insufficient information exists to place the site into any of the established categories. Please specify.

Historic Site Type

Select as many as appropriate.

RESIDENTIAL: Single, multiple or secondary dwelling; hotel, motel or inn; institutional housing; orphanage; county home, etc.

COMMERCIAL: Office, professional, organization or association, financial institution, retail store or shop, department store (general store), restaurant or bar, warehouse, arcade, market, etc.

SOCIAL: Meeting hall, fraternal or patriotic organization, club, social or civic (Salvation Army, Community Center), grange hall, YMCA or YWCA, Masonic hall, etc.

GOVERNMENT: Town or city hall, correctional facility, fire station, government office, customs house, post office, public works (excluding transportation), courthouse, land office, sewage plant, water works, etc.

RELIGIOUS: Church or religious structure, ceremonial site, church school, church related residence, shrine, chautauqua, convent or monastery, rectory, etc.

EDUCATIONAL: School, college or university, library, research facility (laboratory, observatory, etc.), educational related housing (dormitory, sorority/fraternity house), etc.

MORTUARY: Cemetery, graves or burials, funeral home, mausoleum, etc.

RECREATION: Theatre or opera hall, auditorium, museum or exhibition hall, music facility, amusement park, zoo, fairground, sport facility, etc.

SUBSISTENCE: Food processing and storage facilities, animal facilities, agricultural outbuildings, etc.

INDUSTRIAL: Mill, processing or manufacturing facilities, extractive facilities, energy facilities, communications facilities, worker's housing, etc.

HEALTH CARE: Hospital, clinic, nursing home, medical business or office, resort or spa, etc.

MILITARY: Arms storage, fortification, post or military base, battle site, coast guard, naval or air facilities, barracks, etc.

TRANSPORTATION: rail, air, water, road, pedestrian or canal related.

UNRECORDED: This response is intended for the transcription of data from old OAI forms, file cards or other documentary evidence, such as masters' theses, doctoral dissertations, technical reports, etc.

OTHER: Please specify in the text field provided. **(50 characters)**.

Basis of Site Type Assignment

Enter your discussion of the rationale and the data used in making decisions to assign site(s) to specific categories in the text field provided. **(String)**

Site Condition Tab

The screenshot shows the 'Ohio Archaeological Inventory - Physical Description Section' window, specifically 'Section 3 of 5'. The 'Entry Sections' list on the left includes: 1. Site Identification, 2. Temporal Affiliations, 3. Physical Description (highlighted), 4. Reporting Information, and 5. Final Descriptions. The main form area is titled 'Site Condition' and contains several fields and checkboxes. At the top right of the form are buttons for 'Display Isolated Find View', 'Clear for New Entry', and 'Configure Window'. Below these are input fields for 'Site Number', 'County', 'Type of Form', 'Site Name', and 'Project Name/Number'. To the right of these fields are buttons for 'References' and 'Photographs'. The 'Site Condition' dropdown menu is currently set to 'None Apparent'. Below this are checkboxes for 'Agent(s) of Disturbance': 'None Apparent', 'Transportation', 'Unrecorded', 'Agriculture', 'Excavation', 'Historic Construction', 'Mining', 'Water', and 'Vandalism'. There is also an 'Other:' text input field. At the bottom of the form is a large text area labeled 'Nature of Disturbance' with a small icon to its right. The bottom of the window features a navigation bar with buttons for 'Help', 'Cancel', '< Previous Section', 'Next Section >', 'Finish/Save', 'Preview', and 'Print'.

Site Condition Selection

Select from drop-down menu, as appropriate.

DESTROYED: This response is appropriate when sufficient field investigations have occurred to indicate that no surviving cultural resources (either in situ or disturbed) remain at the site.

DISTURBED-EXTENT UNKNOWN: This response is appropriate when sufficient field investigations have occurred to indicate that either horizontal and/or vertical disturbance has occurred, but the extent of which is unknown (Note: This response is also appropriate for agriculturally disturbed sites which have not been test excavated).

FULLY DISTURBED: This response is appropriate when sufficient field investigations have occurred to indicate that horizontal and vertical disturbance (other than test excavations) has fully altered the association between cultural remains in the site, however, the material cultural items remain.

UNDISTURBED: This response is appropriate when sufficient fieldwork has occurred to indicate that neither horizontal nor vertical destruction (other than Archaeological test excavations) has significantly impacted the site.

UNKNOWN: This response is appropriate when the site was not visited by the reporting archaeologist or when sufficient subsurface exploration has not occurred to allow assessment of disturbance.

UNRECORDED: This response is Intended for the transcription of data from old OAI forms, file cards or other documentary evidence, such as masters' theses, doctoral dissertations, technical reports, etc.

Agent(s) of Disturbance

Select as many as appropriate.

NONE APPARENT: This response should be utilized for a site that has been classified as UNDISTURBED.

AGRICULTURAL: This category includes all activities associated with agriculture and includes plowing, disking, pasturing, operation of feedlots, forest clearing, etc.

HISTORIC CONSTRUCTION: The construction of structures including houses, garages, barns, commercial, warehouse and factory buildings, and all other structures which are placed upon subsurface footers or foundations. A house trailer placed on concrete footers would result in disturbance classed as HISTORIC CONSTRUCTION, while an adjacent house trailer placed on cinder blocks on the original ground surface would not be so classified, since human action has not extended below the ground surface.

WATER: The results of water action including slope wash, lacustrine wave action, hydraulic compaction, and the action of flowing water within a natural stream/river or human-made drainage (canal or drainage ditch).

TRANSPORTATION: This category includes the construction of roads, railroads, canals, airports, bridges, etc.

ARCHAEOLOGICAL EXCAVATION: Excavation by either professional or amateur archaeologists.

MINING: This category includes strip or open pit mining (such as gravel pits, sandstone or limestone quarries, strip mines), shaft mining, and the deposition of raw materials and or tailings from mining activity.

VANDALISM: The unrecorded disturbance or destruction of an Archaeological site.

UNRECORDED: This response is intended for the transcription of data from old OAI forms, file cards or other documentary evidence, such as masters' theses, doctoral dissertations, technical reports, etc.

OTHER: Please specify. **(50 characters)**

Nature of Disturbance

Describe in detail the nature of disturbance noted.

Environment

Ohio Archaeological Inventory - Physical Description Section

Ohio Archaeological Inventory - Section 3 of 5

Entry Sections
 1. Site Identification
 2. Temporal Affiliations
 3. Physical Description
 4. Reporting Information
 5. Final Descriptions

Site Number
 County
 Type of Form
 Site Name
 Project Name/Number

Site Type Site Cond **Env Setting**

Current Land Use
 Land Use History
 Site Elevation(m)
 Physiographic Setting
 Glacial Geomorphology
 Glacial/Morph Other
 Reg. Geomorph.
 Local Setting
 Local Setting Other
 Soil Association
 Soil Series

Slope Direction
 Slope Gradient
 Unrecorded
 Drainage Major
 Drainage Minor
 Water Source Name
 Water Source Type
 Water Source Distance(m)
 Water Source Elevation(m)

Current Land Use

Select from drop-down menu, as appropriate. Please be as specific as possible in determining the CURRENT DOMINANT LAND USE, using the categories listed below.

The terms and definitions listed below are those used for Levels 1 and 2 land use/land cover as provided in LAND USE/LAND COVER CLASSIFICATION SYSTEM, Ohio Department of Natural Resources Miscellaneous Report No. 17 (1977, revised 1981).

URBAN OR BUILT-UP LAND: URBAN OR BUILT-UP LAND is comprised of areas of intensive use with much of the land covered by structures. Included in this category are cities, towns, villages, strip developments along highways, transportation, power and communications facilities, and areas such as those occupied by mills, shopping centers, industrial and commercial complexes, and institutions that may, in some instances, be isolated from urban areas.

As development progresses, land having less intensive or nonconforming use may be located in the midst of URBAN OR BUILT-UP areas and will generally be included in this category. Agricultural land, forest, wetland or water areas on the fringe of URBAN OR BUILT-UP areas will not be included, except where they are surrounded and dominated by urban development. The URBAN OR BUILT-UP category takes precedence over others when the criteria for more than one category are met. For example, residential areas that have sufficient tree cover to meet FOREST LAND criteria will be placed in the RESIDENTIAL category.

RESIDENTIAL: RESIDENTIAL land uses range from high density, represented by the multiple-unit structures of urban cores, to low density, where houses are on lots of more than one acre, on the periphery of urban expansion.

Areas of sparse RESIDENTIAL land use, such as farmsteads, will be included in categories to which they are related. Rural residential and recreational subdivisions, however, are included in this category, since the land is almost totally committed to RESIDENTIAL use, even though it may have forest or range types of cover.

Residential sections, which are integral parts of other uses, may be difficult to identify. Housing situations such as those existing on military bases, at colleges and universities, living quarters for laborers near a work base or lodging for employees of agricultural field operations or resorts should be placed within the INDUSTRIAL, AGRICULTURAL or COMMERCIAL and SERVICES categories, respectively.

COMMERCIAL and SERVICES: COMMERCIAL areas are those used predominantly for the sale of products and services. They are often abutted by residential, agricultural or other contrasting uses that help to define them. Components of the COMMERCIAL and SERVICES category are urban central business districts; shopping centers, usually in suburban and outlying areas, commercial strip developments along major highways and access routes to cities; junkyards; resorts; and so forth. The main buildings, secondary structures and areas supporting the basic use are all included - including office buildings, warehouses, driveways, sheds, parking lots, landscaped areas and waste disposal areas.

Commercial areas may include some noncommercial uses. Central business districts commonly include some institutions, such as churches and schools, and commercial strip developments may include some residential units. Recreational facilities that form an integral part of an institution should be included in this category. Intensively developed sections of recreational areas should be included in the COMMERCIAL and SERVICES category, but extensive parts of golf courses, riding areas, ski areas and so forth would be included in the OTHER URBAN BUILT-UP category.

Institutional land uses, such as various educational, religious, health, correctional and military facilities are also components of this category. All buildings, grounds, and parking lots that compose the facility are included in the institutional unit, but areas not specifically related to the purpose of the institution should be placed in the appropriate category. Auxiliary land uses, particularly residential, commercial and services, and other supporting land uses on a military base would be included in this category, but agricultural areas not specifically associated with correctional, educational or religious institutions are placed in the appropriate agricultural category.

INDUSTRIAL: INDUSTRIAL areas include a wide array of land uses from light manufacturing to heavy manufacturing plants. Light industrial areas may be, but are not necessarily, directly in contact with urban areas; many are now found at airports or in relatively open country. Heavy industries use raw materials such as iron ore, timber or coal. Included are steel mills, pulp and lumber mills, electric-power generating stations, oil refineries and tank farms, chemical plants and brick making plants. Stockpiles of raw materials and waste-product disposal areas are usually visible, along with transportation facilities capable of handling heavy materials.

Surface structures associated with mining operations are included in this category. Surface structures and equipment may range from a minimum of a loading device and trucks to extended areas with access roads, processing facilities, stockpiles, storage sheds and numerous vehicles. Spoil material and slag heaps usually are found within a short trucking distance of the major mine areas. Areas of future reserves are included in the appropriate present-use category, such as AGRICULTURAL LAND or FOREST LAND, regardless of the expected future use.

TRANSPORTATION, COMMUNICATIONS, and UTILITIES: The land uses included in this category occur to some degree within all of the other URBAN or BUILT-UP categories.

Highways Include rights-of-way, areas used for interchanges and service and terminal facilities. Rail facilities include stations, parking lots, roundhouses, repair and switching yards and related areas, as well as overland track and spur connections.

Airports, seaports and major lake ports are isolated areas of high utilization, usually with no well-defined Intervening connections. Airport facilities include the runways, intervening land, terminals, service buildings, navigation aids, fuel storage, parking lots and a limited buffer zone. Terminal facilities generally include the associated freight and warehousing functions. Port areas include the docks, shipyards, dry-docks, locks and waterway control structures.

COMMUNICATIONS and UTILITIES areas such as those Involved in processing, treatment and transportation of water, gas, oil and electricity, and areas used for airwave communications, are also included in this category. Pumping stations, electric substations and areas used for radio, radar or television antennas are the major types. Small facilities or those associated with an industrial or commercial land use are Included within the larger category with which they are associated. Long-distance gas, oil, electric, telephone, water or other transmission facilities rarely constitute the dominant use of the lands with which they are associated.

INDUSTRIAL and COMMERCIAL COMPLEXES: The INDUSTRIAL and COMMERCIAL COMPLEXES category includes those industrial and commercial land uses that typically occur together or in close functional proximity. Such areas commonly are labeled with terminology such as "industrial park," but since functions such as warehousing, wholesaling and occasional retailing may be found in the same structures or nearby, the more inclusive category title has been adopted.

MIXED URBAN or BUILT-UP LAND: This category typically includes developments along transportation routes and in cities, towns and built-up areas. RESIDENTIAL, COMMERCIAL, INDUSTRIAL, and occasionally other land uses may be included. A mixture of industrial and commercial uses in INDUSTRIAL and COMMERCIAL COMPLEXES as defined in MIXED URBAN or BUILT-UP LAND are not included in this category. Farmsteads intermixed with strip or cluster settlements will be included within the BUILT-UP LAND, but other agricultural land uses should be excluded.

OTHER URBAN or BUILT-UP LAND: OTHER URBAN or BUILT-UP LAND typically consists of uses such as golf driving ranges, zoos, urban parks, cemeteries, waste dumps, water-control structures and spillways, the extensive parts of such uses as golf courses and ski areas, and undeveloped land within an urban setting. Open land may be in very intensive use, but as a use that does not require structures, such as urban playgrounds, botanical gardens or arboreta.

AGRICULTURAL LAND: AGRICULTURAL LAND may be defined broadly as land used primarily for production of food and fiber. When lands produce economic commodities as a function of their wild state, such as wild rice, cattails or certain forest products commonly associated with wetland, however, they should be included in the WETLAND category. Similarly, when wetlands are drained for agricultural purposes, they should be included in the AGRICULTURAL LAND category. When such drainage enterprises fall into disuse and if wetland vegetation is reestablished, the land reverts to the WETLAND category.

CROPLAND and PASTURE: The several components of CROPLAND and PASTURE now used for agricultural statistics include: cropland harvested, including bush fruits; cultivated summer-fallow and idle cropland; land on which crop failure occurs; cropland in soil-improvement grasses and legumes; cropland used only for pasture in rotation with crops; and pasture on land more or less permanently used for that purpose.

Brushland in the Eastern States, typically used to some extent for pasturing cattle, is included in the SHRUB-BRUSHLAND RANGELAND category. Such grazing activities generally occur on land where crop production or intensive pasturing has ceased, for any variety of reasons, and which has grown up in brush. Such brushlands often are used for grazing, somewhat analogous to the extensive use of rangelands in the West.

ORCHARDS, GROVES, VINEYARDS, NURSERIES, and ORNAMENTAL HORTICULTURAL AREAS: Orchards, groves and vineyards produce the various fruit and nut crops. Nurseries and horticultural areas, which include floricultural and seed-and-sod areas and some greenhouses, are used perennially for those purposes. Tree nurseries, which provide seedlings for plantation forestry, also are included here. Isolated small orchards, such as the fruit trees on the family farm, are not included.

CONFINED FEEDING OPERATIONS: CONFINED FEEDING OPERATIONS are large, specialized livestock production enterprises, chiefly cattle feedlots, dairy operations with confined feeding and large poultry farms, but also including hog feedlots. These operations have large animal populations restricted to relatively small areas. The result is a concentration of waste material that is an environmental concern. The waste-disposal problems justify a separate category for these relatively small areas. Excluded are shipping corrals and other temporary holding facilities. Such occurrences as thoroughbred horse farms generally do not have the animal population densities that would place them in this category.

OTHER AGRICULTURAL LAND: Other land uses typically associated with the first three categories of AGRICULTURAL LAND are the principal components of the OTHER AGRICULTURAL LAND category. They include farmsteads, holding areas for livestock such as corrals, breeding and training facilities on horse farms, farm lanes and roads, ditches and canals, small farm ponds and similar uses.

RANGELAND: RANGELAND historically has been defined as land where the potential natural vegetation is predominantly grasses, grasslike plants, forbs or shrubs where natural herbivory was an important influence in its pre-modern state. The historical connotation of RANGELAND is expanded in this classification to include those areas in the Eastern States that commonly are called brushlands.

HERBACEOUS RANGELAND: The HERBACEOUS RANGELAND category encompasses lands dominated by naturally occurring grasses and forbs as well as those areas of actual rangeland which have been modified to include grasses and forbs as their principal cover, when the land is managed for rangeland purposes and not managed using practices typical of pastureland. It includes the tall grasses (or true prairie), short grass, bunch grass or palouse grass and desert grass regions. Respectively, these grass regions represent a sequence of declining amounts of available moisture. Most of the tall grass region has been plowed for agriculture. Typical occurrences of grasslands include such species as the various bluestems (Andropogon), grama grasses (Bouteloua), wheatgrasses (Agropyron), needlegrasses (Stipa), and fescues (Festuca).

SHRUB and BRUSH RANGELAND: The eastern brushlands are typically former croplands or pasturelands (cleared from original forest land) which now have grown up in brush, in transition back to forest land, to the extent that they are no longer identifiable as cropland or pasture. Many of these brushlands are grazed in an extensive manner by livestock and provide wildlife habitat. These areas usually remain as part of the farm enterprise, even though not being used at their former levels of intensity. Eastern brushland areas traditionally have not been included in the rangeland concept because of their original forested state prior to clearing for cropland or pasture, and generally have been summarized statistically with pastureland. Because they function now primarily as extensive grazing land, they are included here as part of the RANGELAND category. After sufficient forest growth has occurred, they should be classified as either DECIDUOUS, EVERGREEN, or MIXED FOREST LAND.

FOREST LAND: FOREST LANDS have a tree-crown areal density (crown closure percentage) of 10% or more, are stocked with trees capable of producing timber or other wood products and exert an influence on the climate or water regime.

Lands from which trees have been removed to less than 10% crown closure, but which have not been developed for other uses, also are included. For example, lands on which there are rotation cycles of clearcutting and blockplanting are part of FOREST LAND. On such lands, when trees reach marketable size, which for pulpwood in the Southeastern United States may occur in two to three decades, there will be large areas that have little or no visible forest growth. The pattern can sometimes be identified by the presence of cutting operations in the midst of a large expanse of forest. Unless there is evidence of other use, such areas of little or no forest growth should be included in the FOREST LAND category. Forestland which is grazed extensively would be included in this category because the dominant activities are forest related. Lands that meet the requirements for FOREST LAND and also for an URBAN or BUILT-UP category should be placed in the latter category. The only exceptions in classifying FOREST LAND are those areas that would otherwise be classified as WETLAND if not for the forest cover. Since the wet condition is of much interest to land managers and planning groups, and is so important as an environmental surrogate and control, such lands are classified as FOREST WETLAND.

DECIDUOUS FOREST LAND: DECIDUOUS FOREST LAND includes all forested areas having a predominance of trees that lose their leaves at the end of the frost-free season or the beginning of a dry season. In most parts of the United States these would be the hardwoods such as oak (*Quercus*), maple (*Acer*) or hickory (*Carya*) and the "soft" hardwoods, such as aspen (*Populus tremuloides*). Tropical hardwoods are included in the EVERGREEN FOREST LAND category. Deciduous forest types characteristic of WETLAND, such as tupelo (*Nyssa*) or cottonwood (*Populus deltoides*), also are not included in this category.

EVERGREEN FOREST LAND: EVERGREEN FOREST LAND includes all forested areas in which the trees are predominantly those which remain green throughout the year. Both coniferous and broad-leaved evergreens are included in this category. In most areas the coniferous evergreens predominate. The coniferous evergreens are commonly referred to or classified as softwoods. They include such eastern species as the longleaf pine (*Pinus palustris*), slash pine (*Pinus ellioti*), shortleaf pine (*Pinus echinata*), loblolly pine (*Pinus taeda*), and other southern yellow pines; various spruces (*Picea*) and balsam fir (*Abies balsamae*); white pine (*Pinus palustris*), red pine (*Pinus resinosa*), and jack pine (*Pinus banksiana*); and hemlock (*Tsuga canadensis*). Evergreen species commonly associated with WETLAND, such as tamarack (*Larix laricina*) or black spruce (*Picea mariana*), are not included in this category.

MIXED FOREST LAND: MIXED FOREST LAND includes all forested areas where both evergreen and deciduous trees are growing and neither predominates. When more than one-third intermixture of either evergreen or deciduous species occurs in a specific area, it is classified as MIXED FOREST LAND. Where the intermixture land use or uses total less than one-third of the specified area, the category appropriate to the dominant type of FOREST LAND is applied, whether DECIDUOUS or EVERGREEN.

WATER: Water as defined by the Bureau of the Census includes all areas within the landmass of the United States that persistently are water covered.

STREAMS and CANALS: The STREAMS and CANALS category includes rivers, creeks, canals and other linear water bodies. Where the watercourse is interrupted by a control structure, the impounded area will be placed in the RESERVOIRS category.

The boundary between streams and other bodies of water is the straight line across the mouth of the stream up to one nautical mile (1.85km). Beyond that limit, the classification of the water body changes to the appropriate category, whether it is LAKES, RESERVOIRS or BAYS and ESTUARIES. These latter categories are only used if the water body is considered to be "Inland water" and, therefore, included in the total area of the United States. No category is applied to waters classified as "other than inland water" or offshore marine waters beyond the mouths of rivers (U.S. Bureau of the Census 1970).

LAKES: LAKES are non-flowing, naturally enclosed bodies of water, including regulated natural lakes, but excluding reservoirs.

RESERVOIRS: RESERVOIRS are artificial impoundments of water used for irrigation, flood control, municipal water supplies, recreation, hydroelectric power generation and so forth. Dams, levees, other water-control structures or the excavation itself usually will be evident to aid in the identification, although the water-control structures themselves and spillways are included in the OTHER URBAN or BUILT-UP LAND category.

In most cases reservoirs serve multiple purposes and may include all of the land use functions just mentioned. In certain cases like the Tennessee River, the entire length of the trunk stream is impounded. In such a situation the stream exists as a stair step series of impoundments with waterway, flood-control, recreation and power-generation functions, but is still considered a reservoir, since the additional functions are the result of Impoundment.

WETLAND: WETLANDS are those areas where the water table is at, near or above the land surface for a significant part of most years. The hydrologic regime is such that aquatic or hydrophytic vegetation usually is established, although alluvial and tidal flats may be nonvegetated. Wetlands frequently are associated with topographic lows, even in mountainous regions. Examples of wetlands include marshes, mudflats and swamps situated on the shallow margins of bays, lakes, ponds, streams and human-made impoundments such as reservoirs. Shallow water areas where aquatic vegetation is submerged are classed as open water and are not included in the WETLAND category.

Extensive parts of some river flood plains qualify as wetlands, as do regularly flooded irrigation overflow areas. These do not include agricultural land where seasonal wetness or short-term flooding may provide an important component of the total annual soil moisture necessary for crop production. Areas in which soil wetness or flooding is so short-lived that no typical wetlands vegetation is developed properly belong in other categories.

Cultivated wetlands such as the flooded fields associated with rice production and developed cranberry bogs are classified as AGRICULTURAL LAND. Uncultivated wetlands from which wild rice, cattails, wood products and so forth are harvested, or wetlands grazed by livestock, are retained in the WETLAND category.

Wetland areas drained for any purpose belong to other land use and land cover categories, such as AGRICULTURAL LAND, RANGELAND, FOREST LAND or URBAN BUILT-UP LAND. When the drainage is discontinued and such use ceases, classification may revert to WETLAND. Wetlands management for wildlife purposes may show short-term changes in land use as different management practices are used, but are properly classified as WETLAND.

FORESTED WETLAND: FORESTED WETLANDS are wetlands dominated by woody vegetation. FORESTED WETLAND includes seasonally flooded bottomland hardwoods and wooded swamps, including those around bogs.

NONFORESTED WETLAND: NONFORESTED WETLANDS are dominated by wetland herbaceous vegetation or are nonvegetated. These wetlands include tidal and nontidal fresh, brackish, and salt marshes and nonvegetated flats, and also freshwater meadows, wet prairies and open bogs.

The following are examples of vegetation associated with NONFORESTED WETLANDS: narrow-leaved emergents such as cattail (*Typha*), bulrush (*Scirpus*), sedges (*Carex*), sawgrass (*Cladium*) and other grasses (for example, *Panicum* and *Zizaniopsis miliacea*), and broad-leaved emergents such as waterlily (*Nuphar*, *Nymphaea*), pickerelweed (*Pontederia*), arrow arum (*Peltandra*), arrowhead (*Sagittaria*), water hyacinth (*Eichhornia crassipes*), and alligatorweed (*Alternanthera philoxeroides*) are typical of brackish to freshwater locations. Mosses (*Sphagnum*) and sedges (*Carex*) grow in wet meadows and bogs.

BARREN LAND: BARREN LAND Is land of limited ability to support life and in which less than one-third of the area has vegetation or other cover. In general, it is an area of thin soil, sand or rocks. Vegetation, if present, is more widely spaced and scrubby than that in the SHRUB and BRUSH category of RANGELAND. Unusual conditions, such as heavy rainfall, occasionally result in growth of short-lived, more luxuriant plant cover. Wet, nonvegetated barren lands are included in the NONFORESTED WETLAND category.

Land may appear barren because of human activities. When it may reasonably be inferred from the data source that the land will be returned to its former use, it is not included in the BARREN LAND category, but classified on the basis of its site and situation. Agricultural land, for example, may be temporarily without vegetative cover because of cropping season or tillage practices. Similarly, Industrial land may have waste and tailing dumps, and areas of intensively managed forestland may have clear-cut blocks evident.

When neither the former nor the future use can be discerned and the area is obviously in a state of land use transition, It is considered to be BARREN LAND, in order to avoid Inferential errors.

BEACHES: BEACHES are the smooth sloping accumulations of sand and gravel along shorelines. The surface is stable inland, but the shoreward part is subject to erosion by the wind and water and to deposition in protected areas.

SANDY AREAS OTHER THAN BEACHES: SANDY AREAS OTHER THAN BEACHES are composed primarily of dunes - accumulations of sand transported by the wind. Sand accumulations most commonly are found in deserts, although they also occur on coastal plains, river flood plains and deltas and in periglacial environments.

BARE EXPOSED ROCK: The BARE EXPOSED ROCK category Includes areas of bedrock exposure, desert pavement, scarps, talus, slides, volcanic material, rock glaciers and other accumulations of rock without vegetation cover.

STRIP MINES, QUARRIES and GRAVEL PITS: Those extractive mining activities that have significant surface expression are included in this category. Vegetative cover and overburden are removed to expose such deposits as coal, Iron ore, limestone, etc. Quarrying of building and decorative stone and recovery of sand and gravel deposits also result in large open surface pits. Current mining activity is not always distinguishable, and inactive, unreclaimed and active strip mines, quarries, borrow pits and gravel pits are included in this category until other cover or use has been established, after which the land would be classified in accordance with the resulting use or cover. Unused pits or quarries that have been flooded, however, are placed in the appropriate WATER category.

TRANSITIONAL AREAS: The TRANSITIONAL AREAS category is intended for those areas which are in transition from one land use activity to another. All that actually can be determined in these situations is that a transition is in progress, and inference about past or future use should be avoided. This transitional phase occurs when, for example, forest lands are cleared for agriculture, wetlands are drained for development or when any type of land use ceases, as areas become temporarily bare as construction is planned for such future uses as residences, shopping centers, industrial sites or suburban and rural residential subdivisions. Land being altered by filling, such as occurs in spoil dumps or sanitary landfills also is indicative of this transitional phase.

MIXED BARREN LAND: The MIXED BARREN LAND category is used when a mixture of BARREN LAND features occurs and the dominant land use occupies less than two-thirds of the area. Where more than one-third intermixture of another use or uses occurs in a specific area, it is classified as MIXED BARREN LAND. Where the intermixed land use or uses total less than one-third of the specific area, the category appropriate to the dominant type of BARREN LAND is applied.

UNRECORDED: This response is Intended for the transcription of data from old OAI forms, file cards or other documentary evidence, such as masters' theses, doctoral dissertations, technical reports, etc.

OTHER: Please specify. Includes all activities that do not fit into the categories established above. **(50 characters)**

UNKNOWN: Only should be utilized if insufficient information exists to place the site into any of the above categories.

Land Use History

Describe the pattern of HISTORIC LAND USE (as far as is known) in relationship to the preservation/destruction of cultural remains and/or resources, using the *current land use* (see "Current Land Use" on page 40) categories (whenever possible).

Site Elevation

Record elevation of the point from which the UTM coordinate was taken (in meters above mean sea level). This information can frequently be approximated or interpolated from the USGS quadrangle maps. Data obtained by the use of a calibrated surveying altimeter will provide a higher degree of accuracy. **(50 characters)**

Physiographic Setting

Select from drop-down menu, as appropriate.

The physiographic classification of Ohio has been adopted from the Ohio Geological Survey classification used in preparing County Soil Surveys and which has been reproduced as [GlacialMapOhio.pdf](#). If the County Soil Survey is unavailable, please use [GlacialMapOhio.pdf](#) to determine the proper response. Proper responses are listed below.

GLACIATED PLATEAU

LAKE PLAIN: This is also the appropriate response for sites submerged in Lake Erie.

LEXINGTON PENEPLAIN

UNGLACIATED PLATEAU

TILL PLAIN

UNRECORDED: This response is intended for the transcription of data from old OAI forms, file cards or other documentary evidence, such as masters' theses, doctoral dissertations, technical reports, etc.

Glacial Geomorphology

Select from drop-down menu, as appropriate.

GLACIAL GEOMORPHOLOGY is described in all County Soil Surveys published since 1964. Soil surveys are the preferred source for Information on GLACIAL GEOMORPHOLOGY as a result of the detailed scale of soil maps that allows for precise delineation of the boundaries of glacial features.

If recent soil surveys are not available, the following sources should be used:

White's GLACIAL GEOLOGY OF NORTHEASTERN OHIO (1982) is the appropriate source for the northeastern portion of the state.

Goldthwait, White, and Forsyth's GLACIAL MAP OF OHIO (1961) is the appropriate source for the remainder of the state. Use GlacialMapOhio.pdf, which has been adapted from this map.

The GLACIAL GEOMORPHOLOGY categories listed below follow the Ohio Geological Survey standard and are used in soil surveys and in the keys to the maps listed above.

NOT APPLICABLE: Only use when the site has not been affected by Pleistocene glaciation, i.e., in the UNGLACIATED PLATEAU

WISCONSIN END/LATERAL MORAINE

KANSAN GROUND MORAINE

WISCONSIN KAME/KETTLE/ESKER/DRUMLIN

ILLINOIAN GROUND MORAINE

WISCONSIN LACUSTRINE DEPOSIT

ILLINOIAN OUTWASH

POST WISCONSIN LACUSTRINE DEPOSIT

WISCONSIN GROUND MORAINE

WISCONSIN OUTWASH

UNRECORDED: This response is intended for the transcription of data from old OAI forms, file cards or other documentary evidence, such as masters' theses, doctoral dissertations, technical reports, etc.

OTHER: Please specify. **(50 characters)**

Regional Geomorphology

Select from drop-down menu, as appropriate.

The category of REGIONAL GEOMORPHOLOGICAL SETTING is utilized to denote the dominant geomorphological process or agency in the development of the local land surface. Definitions utilized are derived from Thornbury's REGIONAL GEOMORPHOLOGY OF THE UNITED STATES (1965), Wiley, New York.

STREAM VALLEY: The geographical area composed of lowlands and the surrounding area, the form of which is the result of the flow of water.

UPLAND HILL SLOPE: The upland area, sloping towards the stream, which is located at an elevation above the floodplain or terraces. The boundary between adjacent stream valleys lies along the crest of the UPLAND HILL SLOPE between the two valleys.

BEACH RIDGE: A gently sloping zone, typically with a concave profile of unconsolidated materials (generally sands and gravels) which extends inland from a modern or abandoned low water line of a body of water. The BEACH RIDGE generally extends from the water line to a place where there is a definite change of materials or physiography. Beaches are associated with bodies of water large enough to have waves and/or tides.

HILL OR RIDGE TOP: The upland area, usually relatively flat, or variable size, which lies between stream valleys.

LAKE PLAINS INTERFLUVIAL ZONE: Broad area of the till plains section situated between deeply incised postglacial stream valleys.

UNRECORDED: This response is intended for the transcription of data from old OAI forms, file cards or other documentary evidence, such as masters' theses, doctoral dissertations, technical reports, etc.

Local Setting

Select from drop-down menu, as appropriate.

Accurate information on LOCAL ENVIRONMENTAL SETTING is contained in County Soil Surveys. Past experience has shown that the U.S. Soil Conservation Service will often provide additional information concerning the local environment. Contact the resident soil scientist at the County Soil Conservation Service Office.

TERRACE:

UNKNOWN: A surface of higher elevation, paralleling the floodplain. Stream terraces usually form a local sequence, as indicated below.

T-1 (First or lowest terrace): The first level surface above (if existent) the floodplain and more or less parallel to the stream channel. The first terrace may extend into tributary stream channels. The first terrace may represent the only terrace or may be the lowest (In elevation) of a series of terraces in the stream valley.

T-2 (Second terrace): Terrace, as described above, which exists above the first (lowest) terrace and below the third terrace (if existent).

T-3 (Third terrace): Terrace, as described above, which exists above the second terrace and below the fourth terrace (if existent).

T-4 (Fourth terrace): Terrace, as described above, which exists above the third terrace. Fourth terraces are rare In Ohio and are found only in major stream valleys such as the Ohio, Great Miami and Scioto Rivers. If higher terraces (5th, 6th, etc.) are thought to be locally important, they should be coded as fourth terraces.

BEACH RIDGE: A local manifestation of the definition to beach ridge

TERRACE REMNANT: A section of an ancient terrace.

NATURAL LEVEE: A long, broad, low ridge or embankment of sand and coarse silt, built up by a stream on its floodplain primarily along both banks of its channel. A typical cross section would include a steep face or bank on the streamside of the levee with a gently sloping backs lobe which grades into the floodplain.

FLOODPLAIN: A surface (expanse) or strip of relatively level land adjacent to a stream or river which may (or may not) be subject to contemporary flooding.

LOW RISE ON FLOODPLAIN: Any major projection on a floodplain which is not a terrace, terrace remnant, or natural levee.

ALLUVIUM: A general term for deposits resulting from the activity of water, including sediments laid down by modern or past rivers and streams, lakes and ponds, and estuaries.

ISLAND: A land mass surrounded by water.

KAME: A conical hill of stratified sands and gravels deposited in contact with glacial ice.

DRUMLIN: A long, oval shaped hill or ridge formed by glacial drift.

ESKER: A winding narrow ridge of sand and/or gravel deposited by a stream flowing within or under glacial ice.

MORAINE: Drift, composed of gravel, sand, clay, etc. carried and deposited by a glacier along its sides (a lateral moraine), at its lower end (a terminal moraine), or beneath the ice (a ground moraine).

GLACIAL HUMMOCK: A low hill composed of unsorted sands and gravels deposited by a glacier.

WETLAND HUMMOCK: A fertile area of deep humus - rich soil - rising slightly above a plain, swamp or bog, frequently covered with hardwood vegetation.

BLUFF: A high, steep, broad-faced bank or cliff.

BLUFF BASE: Lowest portion of a bluff where it approaches the valley floor, where slopes become more gentle.

BLUFF EDGE: The upper portion of a bluff and the adjacent upland area.

SADDLE: A saddle usually occurs between ridges or hilltops and is a flattish ridge connecting summits of two higher elevations. A saddle typically is a small flat area with two upslopes in opposite directions and two downslopes at right angles to the upslopes.

HILL OR RIDGETOP: A **HILL** is a natural elevation of the land rising rather prominently above the surrounding land, usually of limited extent and having a well defined outline and is generally less than 300 meters from base to summit. A **RIDGETOP** refers to the top of a long narrow elevation of the earth's surface usually with steep sides, occurring either as an independent hill or as part of a larger mountain or hill or divide between drainage systems. The steep-sided upland between valleys or a valley and a hill is also defined as a ridge.

CLOSED DEPRESSION: A depression or area with no external surface drainage, as indicated by closed contour lines. Sinkholes and kettles are typical examples.

UNRECORDED: This response is intended for the transcription of data from old OAI forms, file cards or other documentary evidence, such as masters' theses, doctoral dissertations, technical reports, etc.

OTHER: Please specify. **(50 characters)**

Soils

SOIL ASSOCIATION: A group of soils displaying similar physical properties. **SOIL ASSOCIATION** can be determined from the General Soil Map that has been prepared by U.S. Soil Conservation Service for all counties in Ohio. For example: the Cardington - Alexandria

- Bennington Association, composed of the three named **SOIL SERIES**, occurs In Franklin County.

SOIL SERIES-PHASE/COMPLEX: **SOIL SERIES-PHASE/COMPLEX** includes soils which have profiles that are almost alike. Except for differences in the texture of the surface layer or of the underlying material, all the soils of one **SERIES** have major horizons that are similar in composition, thickness, arrangement and other important characteristics. Soils of one **SERIES** can differ in texture of the surface layer, in slope, stoniness or some other characteristic that affects use of soils by humans. On the basis of such differences, a **SOIL SERIES** can be divided into **PHASES**. A **COMPLEX** is a mapping unit made up of soils of a different **SERIES** or of different **PHASES** within one **SERIES**. A **COMPLEX** consists of areas of two or more soils, so intricately mixed or so small in size that they cannot be shown separately on soil maps produced for County Soil Surveys. Each area of a **COMPLEX** contains some of each of the two or more dominant soils, and the pattern and relative proportion are about the same in all areas. Generally, the name of a **SOIL COMPLEX** consists of the names of the dominant **SOIL SERIES**, joined by a hyphen. **SOIL SERIES-PHASE/COMPLEX** Information can be obtained from County Soil Survey Reports, which may be obtained from the U.S. Department of Agriculture Soil Conservation Service for the county in question. An example of the response sought would be Miamian-Casco complex, 12-18% slopes, moderately eroded.

Slope Direction

Select from the drop-down menu, as appropriate.

The **DOWNSLOPE DIRECTION** is the direction in which water would drain. The direction can usually be determined from USGS quadrangle maps or field observations.

N = NORTH

NW = NORTHWEST

NE = NORTHEAST

E = EAST

ALL = ALL DIRECTIONS (as from the top of a knoll or hummock)

FLAT = NO DRAINAGE (water loss only through evaporation or percolation into the soil)

S = SOUTH

SW = SOUTHWEST

SE = SOUTHEAST

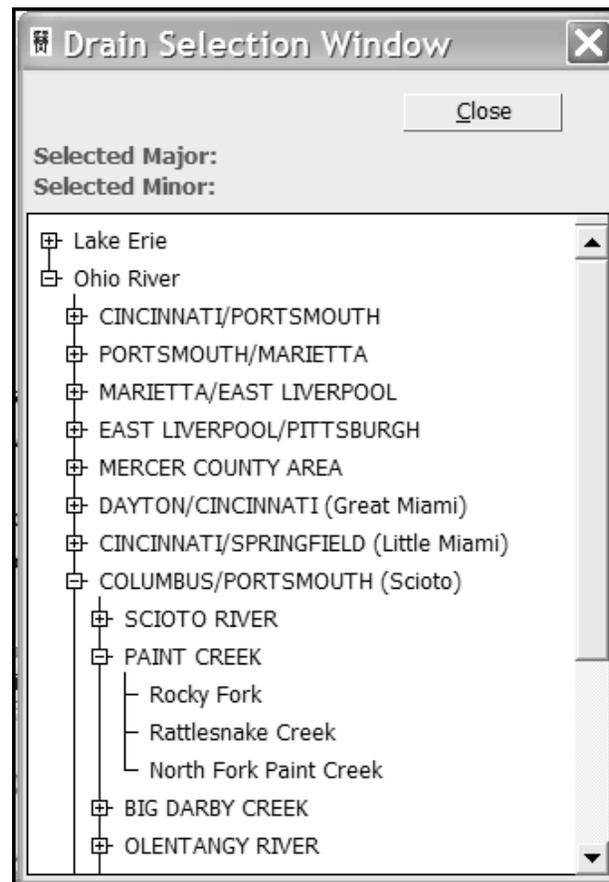
W = WEST

UNRECORDED: This response is intended for the transcription of data from old OAI forms, file cards or other documentary evidence, such as masters' theses, doctoral dissertations, technical reports, etc.

Slope Gradient:

Enter the slope of the locality as determined from the indication on county soil survey maps or reports.

Drainages



Click on the arrow to the right of the Drainages field. Click on the '+' sign to expand available options. Single-click on the **minor drainage** and the fields will automatically be populated with the correct major and minor drainages. Only select from the list provided here. DRAINAGE SYSTEM allows delineation of the master stream for drainage from the locality of the site. Not all streams are utilized in this classification, only those with drainages over 100 square miles. DRAINAGE SYSTEM information may be found in Soil Conservation Service County Soil Survey Bulletins, on USGS quadrangle maps, from the map PRINCIPAL STREAMS AND THEIR DRAINAGE AREAS (1982), and from DRAINAGE AREAS OF OHIO STREAMS, Cross (1967), both published by the Ohio Department of Natural Resources, and from which this list has been produced.

OHIO RIVER and LAKE ERIE only can be selected as major (not minor) drainages. All other streams listed can be minor drainages in the scheme. However, only those streams indicated in boldface can be major drainages in this scheme. For example, if the site is located on the bank of the OHIO RIVER or LAKE ERIE, or the CLOSEST WATER SOURCE drains directly into the OHIO RIVER or LAKE ERIE, and is not on the list provided here, it would have a major drainage (OHIO RIVER or LAKE ERIE), but no minor drainage. If the site is located on the bank of the Wabash River, or the CLOSEST WATER SOURCE drains into a tributary other than Beaver Creek or the Mississinewa River, the major drainage would be OHIO RIVER and the minor drainage would be Wabash River. If the site is located on the bank of Beaver Creek or the Mississinewa River, or the CLOSEST WATER SOURCE drains into either Beaver Creek or the Mississinewa River, the major drainage would be WABASH RIVER and the minor drainage would be either Beaver Creek or Mississinewa River.

Water Source Name:

Indicate the CLOSEST WATER SOURCE by name in the space provided (up to 60 characters).

Water Source Type:

Select from the drop-down menu, the following types of water sources:

- **PERMANENT STREAM:** A stream (run, creek, river, etc.) which contains water throughout the normal year. Permanent streams are shown as solid blue lines on USGS quadrangle maps and are named.
- **LAKE/POND:** A natural body of standing water formed in a depression. Large bodies are normally designated as lakes while small bodies are designated as ponds, although size of lakes and ponds differs with local usage. Lakes are typically shown and named on USGS quadrangle maps.
- **EPHEMERAL STREAM:** A stream (tributary, run, or portion of a creek or river) which contains water on an intermittent basis (usually after rain). Ephemeral streams are shown as broken blue lines on USGS quadrangle maps.
- **PERMANENT SPRING:** A source of water that discharges from below ground on a year-round basis. Springs are usually located at low elevations on hillsides.
- **SWAMP/BOG:** An area of permanently wet, spongy land, which may or may not contain open water. Swamps and bogs are normally indicated on USGS quadrangle maps as a marsh symbol, which somewhat resemble an underscored “w” (w).
- **INTERMITTENT SPRING/SEEP:** A source of water which discharges from below ground on an intermittent basis, usually in the spring of the year or after extensive rains.
- **SLOUGH/OXBOW LAKE:** Lakes occurring on the flood plain of a stream as a result of the cutting off of an old stream meander.
- **ARTIFICIAL LAKE/POND (historic sites only):** A lake or pond formed by human activity which may include the construction of a dam across a stream valley or by the excavation of a depression into the earth’s surface. This category may be utilized only if the construction of the lake/pond predates or is contemporaneous with the construction of the historic site.
- **ARTIFICIAL STREAM/DITCH (historic sites only):** Canals, millraces, etc.
- **UNRECORDED:** This response is intended for the transcription of data from old OAI forms, file cards or other documentary evidence, such as masters’ theses, doctoral dissertations, technical reports, etc.
- **OTHER**

Water Source Distance:

Measure the minimum horizontal distance (in meters) from the CLOSEST WATER SOURCE to the point where the UTM coordinates were measured. Enter the numeric value.

Water Source Elevation:

Measure the minimum vertical distance (in meters) from the CLOSEST WATER SOURCE to the point where the UTM coordinates were measured. Enter the numeric value.

4. Reporting Information

Field Methods Tab

Ohio Archaeological Inventory - Reporting Information Section

Ohio Archaeological Inventory - Section 4 of 5

Entry Sections

1. Site Identification
2. Temporal Affiliations
3. Physical Description
4. Reporting Information
5. Final Descriptions

Display Isolated Find View Clear for New Entry Configure Window

Site Number Submit to OHPO

County

Type of Form ODOT Project Name

Site Name ODOT Project ID

Project Name/Number

References

Topographic Map

Field Methods Preparer Information

Investigation Reported Collection Examination Surface Collection Remote Sensing (specify)

Type Auger/Soil Corer Shovel Test(s) Test Trench(es) Chemical Analysis (specify)

Deep Test(s) Humus Removal Testing/Excav. Other (specify)

Block Excavation Aerial Photo Test Pit(s) Visual Inspection

Surface Collection Grab Sample Controlled-Total N/A

Strategy Diagnostics Controlled-Sample Unknown

Controlled-Unknown Other (specify)

Collection Methods Unrecorded

Surface Visibility

Surface Conditions

Area Basis Other

Percentage Excavated

Confident of Site Boundaries Yes No

Help Cancel < Previous Section Next Section > Save Preview Print

Investigation Type

Select as many as appropriate, and specify if necessary.

- **REPORTED:** Sites initially or only identified through published references or informant contact and which have not been reported in the Ohio Archaeological Site Card File or on OAI forms. Informant contact includes both the identification and location of sites and the analysis of collections.
- **EXAMINATION OF COLLECTION:** Personal visual examination of an artifact collection.
- **SURFACE COLLECTION:** Site was surface collected
- **AUGER/SOIL CORER:** Testing of a site with an auger/soil corer.
- **SHOVEL TEST(S):** Use shovel testing requirements set forth by the *Archaeology Guidelines* publication.
- **TEST PIT(S):** The excavation of square or rectangular units in arbitrary levels which are coordinated with natural strata. The walls of test pits are sufficiently broad to enable visual observations of natural strata, and their floors are large enough to detect outlines of cultural features.
- **TEST TRENCH(ES):** The excavation of long rectangular units which results in the exposure of a large area in order to determine if any undisturbed cultural deposits are extant. Vertical stratigraphic information is the same as produced by the excavation of test pits.

- **DEEP TEST(S):** The excavation of test trenches to a depth which will encounter at least the B Horizon. Deep testing is usually performed in floodplain situations in order to locate buried sites.
- **PZ OR HUMUS REMOVAL:** Manual or mechanical stripping of the plow zone and/or humus from an area larger than a shovel test, test pit or test trench in order to expose undisturbed cultural remains.
- **TESTING/EXCAVATION (strategy unknown):** When the testing/excavation strategy is unknown, this is the appropriate response.
- **MITIGATION/BLOCK EXCAVATION:** Systematic excavation of Archaeological sites for research or mitigation. Does not imply total excavation of site.
- **AERIAL PHOTOGRAPH:** The use of aerial photography to locate and/or interpret Archaeological manifestations. Includes the use of archival photographs and photographs taken for the study.
- **REMOTE SENSING:** Specify in the text field, the type of remote sensing technique employed **(up to 50 characters)**.
- **CHEMICAL ANALYSIS:** Specify in the text field, the type of chemical analysis employed **(up to 50 characters)**.
- **OTHER:** Please specify in the text field provided. **(Up to 50 characters)**

Surface Collection Strategy

Select as many as appropriate (see Charles L. Redman, *Archaeological Sampling Strategies*, 1974, for a concise overview of Archaeological sampling procedures).

- **GRAB SAMPLE:** Surface collection in a haphazard manner.
- **DIAGNOSTICS:** Collection of only temporally, culturally and/or functionally diagnostic artifacts from the surface of the site.
- **CONTROLLED-TOTAL:** Systematic collection of all cultural material from the surface of the site.
- **CONTROLLED-SAMPLE:** Systematic collection of a sample of cultural materials from the surface of the site.
- **CONTROLLED-UNKNOWN:** Systematic surface collection of the site is known to have been made, but the collection strategy is unknown.
- **NOT APPLICABLE:** No surface collection made.
- **UNKNOWN:**
- **OTHER:** Specify surface collection strategy if different from the above choices. **(50 characters)**

Collection Methods

Discuss sampling methods in the text field provided. Briefly explain the reasoning behind your choices.

Surface Visibility

Select from the drop-down menu, as appropriate. This is an estimate of the percentage of surface visible.

Surface Conditions

List ground cover, distinguish between plowed or disked field, and denote soil conditions.

Percentage Excavated

Enter the numeric value of the estimated percentage of horizontal area of site excavated.

Note: Please do not complete this item if the only subsurface investigation was the excavation of shovel tests in the reconnaissance phase.

Site Area in M2

Enter a numeric value in square meters and round off to nearest integer (e.g. 50).

The UNRECORDED response is intended for the transcription of data from old OAI forms, file cards or other documentary evidence, such as masters' theses, doctoral dissertations, technical reports, etc.

Site Area Basis

Select from the drop-down menu, as appropriate.

Site Area Basis Other

Describe other basis for site area (up to 50 Characters).

Confident of Site Boundaries

Select only one, as appropriate.

Preparer Tab

The screenshot shows a software window titled "Ohio Archaeological Inventory - Reporting Information Section" with a sub-header "Ohio Archaeological Inventory- Section 4 of 5". On the left is a sidebar with "Entry Sections" (1. Site Identification, 2. Temporal Affiliations, 3. Physical Description, 4. Reporting Information, 5. Final Descriptions) and "Field Methods". The main area is titled "Preparer Information" and contains the following fields:

- Site Number (dropdown menu)
- County (dropdown menu)
- Type of Form (dropdown menu)
- Site Name (text input)
- Project Name/Number (text input)
- Local Informants (text input with a small icon)
- Artifact Repository (text input)
- Artifact Repository 2 (text input)
- Collection Owners (text input with a small icon)
- Special Status (dropdown menu)
- Special Status Other (text input)
- Date (//)
- Field Date (//)
- Time Spent (text input)
- Weather (text input)
- Potential Significance (text input with a small icon)

Buttons at the top right include "Display Isolated Find View", "Clear for New Entry", and "Configure Window". A "Final Version" checkbox is also present. Buttons at the bottom include "Help", "Cancel", "< Previous Section", "Next Section >", "Finish/Save", "Preview", and "Print".

Preparer Information

This information will be automatically populated on the form the first time you save a record. Any changes to this information there after will need to be done manually (see page 7 of User Guide).

Provide the month and year when the property was surveyed in the field. The format for entering a date is (mm/dd/yyyy). Example 01/01/2001.

Note: You must enter a 2 digit month and day.

Date/Field Date

DATE OF FORM: Month/day/year form completed in MM/DD/YYYY format (e.g. 05/02/2002)

FIELD DATE: Month/day/year site investigated in MM/DD/YYYY format (e.g. 05/02/2002)

Time Spent

Indicate the time spent in the field.

Weather

State general weather conditions at time of field inspection.

Local Informants

List names, etc., of all local informants who have information regarding the site.

Artifact Repository

List location of all artifact repositories. Use Artifact Repository 2 if artifacts are housed at more than two institutions (up to 50 characters).

Collection Owners

List names, etc., of owners of private collections from the site.

Potential Significance

SIGNIFICANCE DISCUSSION: Discuss your opinion as to the potential significance of the site in terms of National Register (36 CFR 60.15) and/or State Registry [Ohio Administrative Code 149-1-02, Section C(I)] criteria.

Special Status

Select from the drop-down menu, as appropriate. 'Special Status' refers to the management of Archaeological sites owned by federal, state, local governments, etc.

5. Final Descriptions

The screenshot shows a software window titled "Ohio Archaeological Inventory - Final Descriptions Section". The window has a menu bar with "Ohio Archaeological Inventory - Section 5 of 5". Below the menu bar is a navigation pane on the left with "Entry Sections" listed: 1. Site Identification, 2. Temporal Affiliations, 3. Physical Description, 4. Reporting Information, and 5. Final Descriptions (highlighted). To the right of the navigation pane are input fields for "Site Number", "County", "Type of Form", "Site Name", and "Project Name/Number". There are also buttons for "Display Isolated Find View", "Clear for New Entry", "Configure Window", "References", and "Photographs". Below the input fields are two large text areas: "Description of Site" and "Relationship between site and other known sites". At the bottom of the window are buttons for "Help", "Cancel", "< Previous Section", "Next Section >", "Finish/Save", "Preview", and "Print".

Site Description

This is a general remarks section for any information which has not been specifically solicited within the main body of the OAI form. The following guidelines are presented to aid with the description of the site.

Discuss the physical description and setting of the site. Site dimensions (cardinal directions included) and configuration of debris scatters should be included. The relationship of the site to topographic features also should be addressed. Where applicable, list feature types and placement (feature dimensions should also be Included). When recognized, debris patterning and artifact clustering should be discussed. Disturbances to site areas also should be detailed as well as the impact of disturbance upon the database.

Relationship

Relationship between site and other known sites:

On the basis of site setting, debris assemblage, site size and configuration, discuss the relationship between this site and other sites on a local or regional scale. Where applicable, specific temporal periods, traditions, cultures and phases should be discussed in this light.

Radiometric Dates Button

Radiometric Dates

Radiometric Dates

Selecting the Radiometric Dates button will open the Entry Window.

The screenshot shows a window titled "Entry Window For Radiometric Dates". It contains the following fields and controls:

- Type of Material Dated:** A text input field.
- Laboratory:** A text input field.
- Sample Number:** A text input field.
- Date (uncorrected C14 years):** A text input field.
- References:** A large text area for entering reference information.
- Table:** A table with the following columns: Material, Date, Lab., Sample#, and References. The table is currently empty.
- Buttons:** Clear, Save, Delete, and Close.

List separately each RADIOMETRIC ASSAY/DATE for the site.

For each assay include:

TYPE OF MATERIAL DATED

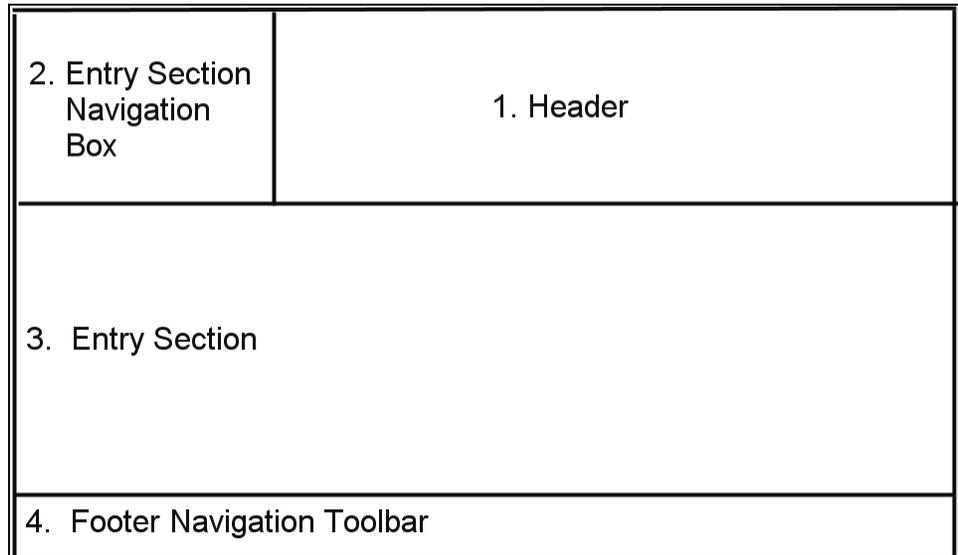
UNCORRECTED DATE, in years B.P., and the sigma

LABORATORY designation

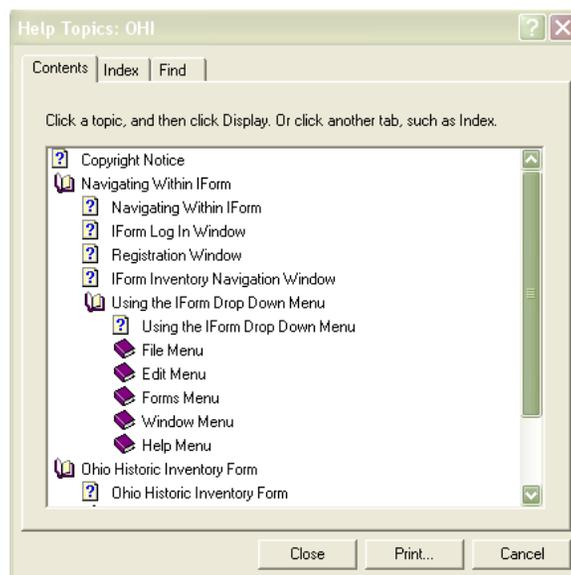
SAMPLE NUMBER

REFERENCE(S) where this date has been listed. Associated materials may be listed and discussed In SECTION I, DESCRIPTION OF SITE.

Footer Navigation Toolbar



Select this button to launch the Help file system.



Example of Help Topics Window



Select **Cancel** to close the Ohio Archaeological Inventory Interface **without** saving your work. Select 'Save' PRIOR to cancel to save work completed since last save.



Select to return to the previous entry section.



Select to advance to the next entry section.



Select to retain the information entered in IForm. You are encouraged to save frequently.



Select this button to preview current form prior to printing. Once selected, a series of export processes begin, which call a blank **Preview of Inventory Form** window into view. Select the **Load Inventory Form** button in the extreme upper-left corner of the blank window to load a preview of the form.



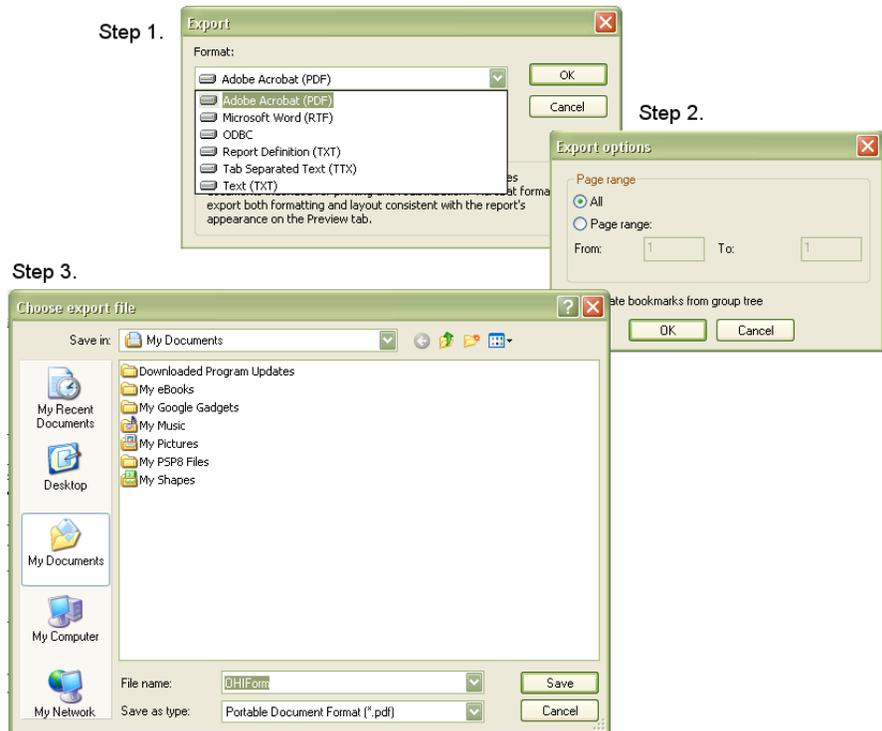
Once the form has been loaded, a **Preview Toolbar** will appear directly below the 'Load Inventory Form' button.

Preview Toolbar



The icons on the Preview Toolbar from left to right are:

-  **Export Report**



If you would like a electronic copy of the inventory form:

- Step 1:** Clicking on the **Export Report** icon brings up the **Export** window and a drop-down list of the format choices available to you. Your export choices are dependent upon the existing software IForm recognizes on your computer. For example, if your machine has a professional copy of Adobe Acrobat installed, then PDF format would appear in the export drop-down list.

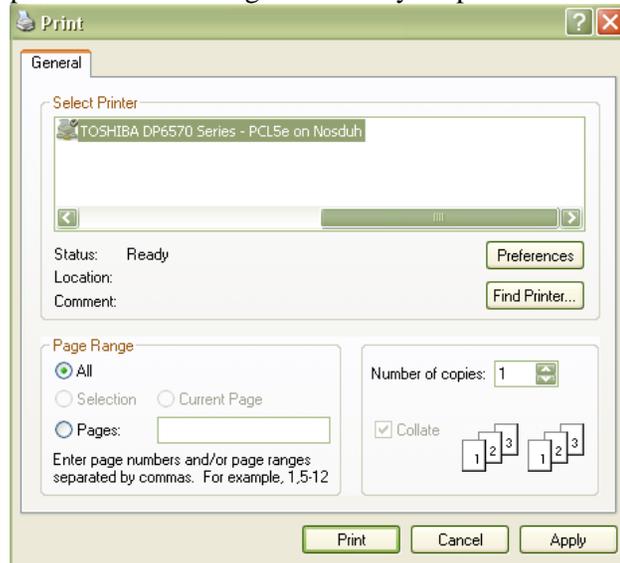
Note: If you would like to save a copy of the form, but do not have a professional version of Adobe acrobat on your machine, select Microsoft (RTF) from the export drop-down list. This will save the file as a Rich Text Format (RTF) document and retain the format in your current preview.

- Step 2:** Once the Export format is selected, the **Export Options** window appears. Select **All** or enter the range of inventory form pages to be exported.

Step 3: The **Choose Export File** Window opens with the default file name of “OAIForm” and the format type selected in Step 1, listed beneath the file name. The default file name can be changed to your preference, for example, the OAI number.

-  **Print Report**

Selecting this icon brings up the **Print** window. Select the desired printer from the list generated in your print window.



-  **Go to Next/Last Page**

This series of icons will advance or return the form preview, page by page.

-  **Refresh**

Use this icon to refresh the form preview.

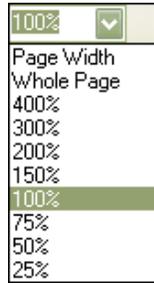
-  **Search**

Use this icon to bring up the **Search** window. Enter text for the search in the **Find What:** field.

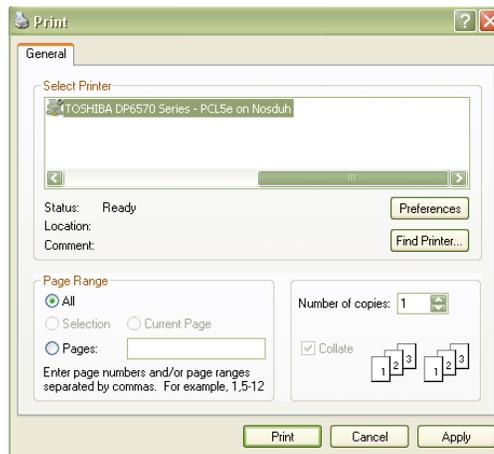


- **Zoom**

Select the zoom level for the report preview from the drop down list.



Selecting this button from the Footer Navigation Toolbar will also bring up the **Print** window. Select the desired printer from the list generated in your print window.



IForm Digital Imagery Standards

The Ohio Historic Preservation Office has compiled a set of standards for submission of digital imagery within the IForm application. Following these standards will result in an acceptable level of image quality. Submissions that do not meet these standards will be returned. Keep in mind that submission of digital imagery to OHPO does not replace any client and/or agency imposed photographic requirements.

Create digital master images

It is recommended that the image be captured initially at the highest resolution available and archived at 600 to 800 dots per square inch (dpi) as a digital master in Tagged Image File (TIFF) or Bitmap (BMP) formats. Digital master image files can be very large, so create appropriate backup files on a CD or other removable storage and store media in an appropriate environment.

Do not compress a digital master, unless a lossless compression is used. Programs that compress images do it in two different ways -- by preserving the image perfectly, so that it can be uncompressed and restored to exactly the same appearance, or imperfectly, by removing parts of the image to achieve greater compression. Perfect image compression is called "lossless" compression. The most common form of lossless compression is BMP. Imperfect compression is known as "lossy compression." In lossy compression, parts of the image (especially areas where there is a lot of detail) are removed or simplified. The most common form of lossy compression is JPG.

Additional copies of the image can then be derived from the archived digital master in a variety of sizes and formats for different purposes; however, images submitted in the IForm application must be at the recommended size and in bitmap format (see Table 1).

Use original source material for Scans

The quality of the original source material is the primary factor in determining the success of any attempts to enhance a digital image.

We suggest you start with digital master images stored on disk or CD. Then create a copy of the digital image derived from the digital master image and format the copy image for use in IForm. Keep in mind that higher resolution images will be more successfully enhanced and will produce sharper images than will lower resolution images.

You cannot scan an out-of-focus, grainy photograph or secondary scan of a photograph and transform it into an acceptable digital image. Consider scanning original, good-quality images at higher-level resolutions to assure maximum application in the future. We recommend 600 to 800 pixels.

Convert to grayscale

Grayscale images are required for all IForm submissions.

Create appropriate image size from digital masters

Image	Pixel Dimensions (H) X (W)	Dimensions in Inches (H) x (W)	PPI	Approximate Image Size (KB)*
OHI Sketch Map	250 x 250	2.6 x 2.6	96	62
OHI Farmstead	250 x 250	2.6 x 2.6	96	62
OHI Photo	450 x 750	3 x 5	150	332
OHI Photo2	450 x 750	3 x 5	150	332
OAI/ISO Map	1088 x 1088	7.25 x 7.25	150	1,200
				*8/256 color depth

Table 1. Recommended attributes for digital imagery submitted into IForm.

Conduct quality control throughout all phases of the digital conversion process.

Inspection of final digital image files should be incorporated into your project workflow. Quality is evaluated both subjectively by project staff through visual inspection and objectively by double checking image size, density, clarity and color in the imaging software.

Things to look for during visual inspection may include:

- Image not the correct size or resolution (see **Table 1**)
- File format incorrect (we require bitmap images for IForm submissions)
- Image in incorrect mode (i.e., color images should be changed to grayscale for IForm submission)
- Loss of detail in highlight or shadows
- Excessive noise (small, randomly scattered, defects) especially in dark areas or shadows
- Overall too light or too dark
- Uneven tonal values or flare
- Lack of sharpness/excessive sharpening
- Pixilated (resolution too low)
- Presence of digital artifacts (such as very regular, straight lines across picture)
- Moiré patterns (wavy lines or swirls, found in areas where there are repeated patterns, such as vinyl siding)
- Image not cropped appropriately
- Image backwards or not rotated
- Incorrect color balance
- Clipping black and white values (in histogram)

Enhance digital images using imaging software

Once your copy image has been formatted to the correct size, try the following enhancement suggestions using imaging software on your computer. For best results, follow the suggestions in the order provided.

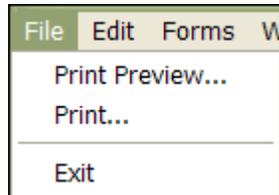
1. Try to make general image adjustments to color balance and contrast.
2. Correct any defects caused by the image source (scanner).
3. Correct defects on the actual image, such as small scratches, red-eye removal, noise and blur.
4. Adjust for clarity. Use enhancement features, such as 'clarify', 'sharpen' and 'edge'.

If you do not possess the digital imaging software capable of performing these tasks, attach quad maps, contact prints, or black and white photographic images to the appropriate sections of the hard copy of the inventory form and submit to OHPO.

Use high quality photo printers for better output

Although OHPO no longer requires hard copy print-outs of inventory forms completed in IForm, we recommend that you choose a printer for your own needs that is capable of printing digital images. Digital images are most commonly printed on dye sublimation, laser, or inkjet printers. A dye sublimation printer creates color on the printed page by vaporizing inks, which then solidify (or "sublimate") on the page. The ink combines into a smoothly mixed color dot, allowing the printer to accurately reproduce the color of the original image. By comparison, other printer technologies use small dots of fixed colors to fool the eye into seeing smooth color ("dithering"). Because each of these printers uses a different printing technology and offers different print resolutions, your final output can vary considerably.

File Menu



Print Preview

Shows a preview of the document before printing. This option is also available as a **Preview** button in the **Footer Navigation Toolbar** (see page 66).

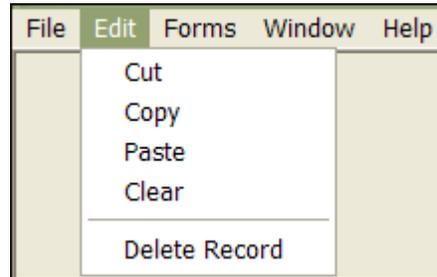
Print

Prints the entire active record or form. This option is also available as a **Print** button in the **Footer Navigation Toolbar** (see page 66).

Exit

This option closes the IForm application.

Edit Menu



Cut

Cut removes selected information from the original location for placement in a new location.

Keyboard Command: Ctrl-X

Copy

This command copies selected information for use at another location or application. It does not remove information like the cut command. You can paste information multiple times.

Keyboard Command: Ctrl-C

Paste

Paste retrieves data from the **Copy** or **Cut** operation. Paste can be done multiple times.

Keyboard Command: Ctrl-V

Clear

Clear removes selected data from the Ohio Archaeological Inventory Interface. Once the clear operation has been performed, data cannot be retrieved if the record has not been saved.

Delete Record

Deletes the active record from the database.

WARNING: DELETED RECORDS CANNOT BE RETRIEVED ONCE THIS OPERATION HAS BEEN COMPLETED!

Forms Menu



Ohio Historic Inventory

The Ohio Historic Inventory Interface can be launched from two locations: the Ohio Historic Inventory icon in the Navigation Window, or the **Ohio Historic Inventory** option from the Forms drop-down menu.

Ohio Archaeological Inventory

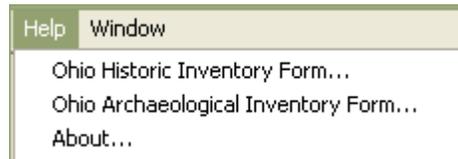
The Ohio Archaeological Inventory Form interface can be launched from two locations: the Ohio Archaeological Inventory icon in the Navigation Window, or the **Ohio Archaeological Inventory** option from the Forms drop-down menu.

Navigation

The Navigation Window contains icons to launch the either the Historic or Archaeological Inventory interfaces.

Selecting the Forms>Navigation option from the Forms drop-down menu brings the Navigation screen to the front of all other windows.

Help Menu



Ohio Historic inventory Form

Opens the Ohio Historic Inventory Form Help window. For the most current Help information, download the IForm Historic User Guide from the IForm Web Page at: <http://www.ohiohistory.org/state-historic-preservation-office/survey-and-inventory/i-form>

Ohio Archaeological Inventory Form

Opens the Ohio Archaeological Inventory Form Help window. For the most current Help information, download the IForm Archaeological User Guide from the IForm Web Page at: <http://www.ohiohistory.org/state-historic-preservation-office/survey-and-inventory/i-form>

About

Provides information about the current version of the application installed on the machine and the name of the company that assisted in the development of the application.

Data Entry Guidelines

Notepad Icon

Options available to enter or copy and paste text in the text fields.

- 1 You can begin typing by placing your cursor in the appropriate field and clicking within it to make that text box active.
- 2 Click on the Notepad icon located to the right of larger narrative text fields to bring up a larger window view for editing.

Fields associated with the notepad icon will accept up to 64K of information. This amounts to about 16 pages of text in an ASCII text document. However, because this is an inventory form and not the report, only relevant information about the site should be provided. We would recommend anywhere from 1-5 paragraphs.

If you are working in another application, you can copy that text and use the **CTRL-V** key to paste into either the appropriate field or the Notepad entry screen.

When you are finished entering text, click on 'Ok' in the dialog window, this will enter the text into the IForm field.

Other Text Entry Conventions.

Do not use double quotes (") within the body of the text, single quotes are acceptable. Using double quotes will truncate the remaining text in the field. This error will be visible as a "\" in the print out of the inventory form and may cause additional errors within the inventory form, such as blank inventory forms or fields appearing in either the print or preview functions.

Do not use the carriage return (enter key) to start a new line of text, as the window will wrap the text to the next line automatically. Using the carriage return key will result in a "\n" in your text print out and may cause additional errors within the inventory form, such as blank inventory forms or fields appearing in either the print or preview functions.

IForm Submission Procedures

1. Once the Ohio Archaeological Inventory IForm is complete and ready to be submitted to the Ohio Historic Preservation Office, Select the “**Submit to OHPO**” checkbox.
2. Send an email to the Archaeology Survey Manager and indicate which inventory forms (by [OAI number](#)) are ready for review.
3. The Archaeology Survey Manager will review your information for accuracy and completeness. You will be notified when the review has been completed or of any inventory form changes requiring your attention.
4. Print off any copies of completed forms for your needs (see Export Report option on page 68).

Once the Ohio Historic Preservation Office considers the [records](#) accurate and complete, forms will be printed [by the Ohio Historic Preservation Office](#) and filed [in the inventory files](#). The [electronic](#) records will be removed from the IForm application and transferred to the master OHPO data server. **Once the transfer is complete, those records will no longer be accessible via IForm.**

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