

**FLORIDA KEYS
NATIONAL MARINE SANCTUARY**

**SUBMERGED CULTURAL RESOURCES
Survey and Inventory Permit
Application and Report Guidelines**

Attach additional pages as needed. Please indicate any information that the applicant is asserting is confidential business information.

1. Title of Project:

a. Applicant's name, address, phone #, and affiliation:

b. Address:

c. Key personnel:

2. Description of the proposed survey activity:

a. Brief summary of survey objectives and its significance to the sanctuary and the public;

b. Detailed description of the area to be surveyed, including coordinates (e.g., Lat/Long, LORAN, GPS);

c. Description of the potential SCRs believed to be in this area and the basis for this belief. To the best of your knowledge this description should include, as applicable: name of vessel; size, type, age of vessel; date of wreck; relative integrity of the site; whether the SCRs are eligible for the National Register of Historic Places; whether the vessel is on the Florida State file; ownership of vessel (state, abandoned, etc.);

d. Brief description of the natural resources within the survey area, including coral, hardbottom habitat, and seagrass, and whether the SCRs are believed to be

buried or encrusted;

e. Description of the scientific survey methodology to be used (The survey should be conducted systematically, with sufficiently close lane spacing to provide accurate, detailed coverage of the survey area. Recommended spacing is 150 feet or less. Preference will be given to applications that propose superior scientific methodologies and techniques. No more than one Survey/Inventory permit will be issued for a particular site for a specified period of time.);

f. Identify the vessel(s) and equipment to be used; and

g. Identify the names, addresses, telephone numbers and affiliations of the applicant and all personnel to be employed.

3. Description of the qualifications and experience of all personnel with regards to the vessel(s), equipment and methodology demonstrating the ability of the applicant to collect necessary SCR data (including accurately finding and recording proposed survey area and anomalies), and to ground-truth anomalies.

4. Description of the professional skills and qualifications of the principal investigator or supervisor of survey operations: (a) graduate degree in anthropology or archaeology, or (b) equivalent training and experience in conducting surveys for SCRs.

5. Description of the financial ability of the applicant to conduct and complete the survey, as proposed in the application, in a diligent manner, including the source and amount of funding, or other data to substantiate the fiscal ability of completing the proposed survey.

6. Identify all other required licenses, permits, approvals or other authorizations, if any, and attach them to this application.

7. If limited test excavations including recovery and or displacement of artifacts, are required to identify anomaly targets, please include the following information:
 - a. Description (i.e., resume) of the professional skills and qualifications of the supervising archaeologist. At a minimum, the supervising archaeologist must have: (a) graduate degree in anthropology, archaeology, maritime history or equivalent training and experience; (b) at least one year of professional experience or equivalent specialized training in archaeological research, administration or management; (c) at least four months of supervised field and analytic experience in general North American archaeology and maritime history; (d) at least one year of full-time professional experience at a supervisory level in the study of historic marine archaeological resources (for a shipwreck study) or prehistoric marine archaeological resources (for a submerged prehistoric study).
 - b. A detailed operational plan including description of the proposed methods to be used for excavation, recovery, and storage of artifacts and related materials on site;
 - c. A signed agreement with an appropriate conservation facility detailing a plan for the conservation, curation and public display of artifacts consistent with federal law (36 CFR Part 79);

d. A signed agreement with a repository, i.e., museum, archaeological center, laboratory or storage facility managed by a university, college, museum, other educational or scientific institution, Federal, State or local government agency, to provide professional, systematic and accountable curatorial services on a long-term basis. Agreements shall, at a minimum, include:

i. A statement that identifies who owns and has jurisdiction over the collection;

ii. A statement of work to be performed by the repository, including how the artifacts will be stored, assessed, preserved, maintained, exhibited, and conserved; and

iii. A statement of the responsibility of the permittee.

e. A plan for the storage and public availability of records related to the research project and the artifacts.

8. Signature.

Signature of the applicant

Date

APPENDIX 1

Survey/Inventory Permit Conditions

1. Any Survey/Inventory permit issued will include, but not be limited to the following conditions:

- No recovery of objects is permitted, except those associated with limited exploratory excavation.
- The use of prop-wash deflectors and other excavating devices is expressly prohibited unless specifically allowed under the permit.
- Survey/Inventory permits must be carried aboard research vessels and made available on request for inspection by Sanctuary personnel or law enforcement officials.
- If the Survey/Inventory permit authorizes limited excavation or removal for identification and evaluation purposes only: such excavation or removal must be supervised by a fully qualified archeologist.
- Permittee must provide a report of the survey consistent with attached "Survey/Inventory Permits: Reporting Guidelines"

2. In deciding whether to issue a Survey/Inventory permit, the Sanctuary Program must find that:

- a. the applicant is professionally qualified to conduct and complete the proposed activity;
- b. the applicant has adequate financial resources available to conduct and complete the proposed activity;
- c. the duration of the proposed activity is no longer than necessary to achieve its stated purpose (Note: A Survey/Inventory permit will generally be issued for one season or one year, but in no case will a Survey/Inventory permit be issued for more than five years. A permittee may apply for a permit renewal before the expiration of an existing permit. If a permittee can demonstrate compliance with the terms and conditions of a permit, approval for a renewal of that permit will not be unreasonably denied);
- d. the methods and procedures proposed by the applicant are appropriate to achieve the proposed activity's goals in relation to the activity's impacts on Sanctuary resources and qualities (Preference will be given to applications that propose superior scientific methodologies and techniques.);
- e. the proposed activity will be conducted in a manner compatible with the primary objective of protection of Sanctuary resources and qualities, considering the extent to which the conduct of the activity may diminish or enhance Sanctuary

resources and qualities, any indirect, secondary or cumulative effects of the activity, and the duration of such effects;

f. it is necessary to conduct the proposed activity within the Sanctuary to achieve its purposes; and

g. the reasonably expected end value of the activity to the furtherance of Sanctuary goals and purposes outweighs any potential adverse impacts on Sanctuary resources and qualities from the conduct of the activity (Note: Since survey and inventory of SCRs is a management strategy in the FMP/EIS, and a responsibility of NOAA under section 110 of the NHPA, this finding has been made regarding all non-invasive surveys. For invasive surveys, this finding will be made on a case-by-case basis.).

3. No more than one Survey/Inventory permit will be issued for a particular site for a specified period of time.

APPENDIX 2

Survey and Inventory Permit Report Guidelines

Following the completion of the survey activities or the expiration of the Survey/Inventory permit, a report and map shall be submitted as described in the permit conditions. These guidelines describe what should be included. The report and map are necessary before a subsequent Research/Recovery permit can be issued.

A. The report should include:

1. Introduction - What were the dates of the survey? Indicate the general region and the parameters of the survey area in lat/long. How many days were spent conducting remote sensing survey, how many days diving to identify anomalies? Who was involved with the operation and in what capacity? Provide a brief statement outlining the highlights and results of the work.
2. What equipment was used:
 - a. For navigation and horizontal positioning?
 - b. For magnetometer and other types of remote sensing?
3. How equipment was used, calibrated and configured:
 - a. For navigation and horizontal positioning?
 - b. For magnetometer and other remote sensing equipment?
4. Recording of survey information:
 - a. How and when position fixes were recorded?
 - b. How was the magnetometer (and other remote sensing equipment) correlated to the horizontal position data?
 - c. How far apart were the parallel passes and in what direction(s) was the survey vessel navigated (recommended spacing is 150 feet or less)?
5. How much was accomplished, and how much is left to accomplish to complete the remote sensing phase of your survey work as proposed in the application?
6. Provide a general statement about what you found and how these findings shape your future plans. Discuss and interpret the anomaly patterns. What parts of the anomaly patterns appear to be significant and what parts do not? Are there any significant clusters? Were any anomalies identified? If suspected archaeological remains were found, provide a detailed description including:
 - a. the nature of remains (i.e., ship structural features, ballast, and artifacts);
 - b. the probable approximate date of site, explaining why you think so;
 - c. the distribution and extent of remains;
 - d. the integrity of the remains (i.e., does site appear to be disturbed and, if so, recently?); and
 - e. the natural environment in the vicinity of the wreck.

7. Report indexes

- a. Include as a first appendix a list which assigns each anomaly a unique designation. This index serves as a cross reference so anomalies identified in the report can be correlated to their plotted positions on the base map. This appendix should include the anomaly identification designation, its location (e.g., Loran-C coordinates, or Latitude and Longitude in degrees, minutes, and decimal minutes), and gamma intensity.
- b. Include as a second appendix examples of a dozen or so magnetometer chart sections showing some of the anomalies encountered in your contract area (label each example strip chart section with its corresponding designation as assigned in 6a above).

B. The map:

1. Encompass a large enough area to include all of your contract and show the contract boundaries. The map(s) should also depict the location of the shoreline and other prominent features such as buried cable, rock outcrops, islands, etc.
 - a. Show a grid or grid ticks on the outer border of the map in Loran C, Longitude and Latitude, or other recognized coordinate system including the system used in the anomaly table in the first appendix.
 - b. Use a bar scale, North arrow, and title block which identifies the map. The title block should include the contract number, contractor's name, and year of the contract.
2. Depict your work progress on the base map.
 - a. Show the distance and direction of each survey pass made by the survey vessel.
 - b. Identify each anomaly with a unique indexed number or letter which is to correspond with the appendix listing all anomalies and with all other references to anomalies in the report.

C. If survey included limited test excavations and/or limited removal of artifacts or other materials to identify anomalies, please include the following information:

1. A summary of the excavation process including:
 - a. equipment used;
 - b. number, type and provenience of recovered artifacts; and
 - c. method of recovery and on-site storage of artifacts.
2. A summary of the conservation process including:
 - a. information on the conservation facility and chief conservator; and
 - b. description of the conservation process including appendices containing artifact lists, lab conservation records, before and after conservation photographs of artifacts.
3. A description of post-conservation artifact storage consistent with 36 CFR

Part

79.

4. A plan-view map of the excavation or recovery area that includes:
 - a. significant bottom features;
 - b. at least two datum reference points;
 - c. significant SCR features; and
 - d. location of recovered material.