

Exhibit 5.9: Excavation Pre-field Checklist

The list below works is intended to identify common pre-excavation tasks, and to provide an approximate schedule of the order in which they should be accomplished. Most projects will not require all of these tasks, but some projects may require additional tasks and the order of events may be substantially different than that shown below. See Chapter 5 Section 5.6.6 for additional information on pre-field preparations.

Check	Action	Minimum Lead Time (Weeks)
___	Obtain Assessor's parcel maps of the site vicinity	12
___	Determine the ownership of the parcel(s) that site lies on.	12
___	Initiate the federal or state permit process, if the site is on public land.	12
___	If the site is in coastal zone, contact the Regional Office of the California Coastal Commission to obtain a permit, if necessary.	12
___	Obtain a right of entry permit for the excavation, if the site is on private land.	12
___	If wet screening, develop a strategy to ensure that sediments do not enter a live stream. Identify the water source. Consult with a biologist, and request the biologist to coordinate the proposed work with the Department of Fish and Game area biologist, if necessary.	12
___	Obtain a biological review of site area to ensure that excavation will not affect rare or endangered species.	12
___	Request any necessary assistance from Surveys (e.g., datum placement, site mapping, staking)	10
___	Request a Native American Monitor.	8
___	Negotiate a monitoring agreement.	8
___	Disposition of materials; for Data Recovery excavations, arrange for disposition or curation of the materials recovered.	6
___	Prepare any necessary contracts for special studies (e.g. curation, obsidian hydration, obsidian sourcing).	6
___	Acquire encroachment permit from Caltrans for excavations within Caltrans right-of-way.	5
___	Obtain commitments for the field crew, including an individual qualified in first aid.	4
___	Field check the site for conditions which may require correction prior to fieldwork (e.g., vegetation, waterlogged site soils). More than one visit may be necessary.	4

Exhibit 5.9: Excavation Pre-field Checklist

___	Schedule the use of any necessary heavy equipment from Maintenance, or contract with a private operator.	4
___	Check the availability of lodging, and arrange for it if necessary.	4
___	Arrange for evening/weekend guards at the site, if necessary.	3
___	Coordinate with the District Public Information Officer. If requested, prepare a press statement.	3
___	Arrange for backfill material, should wet screening result in insufficient material to fill units.	3
___	Check the condition of field equipment. Repair, replace, or obtain what is needed. Organize forms, materials, and supplies.	2
___	Determine the need for any particular safety measures. Confer with the District Safety Officer, if necessary.	2
___	Prepare a study fact sheet for field crew discussing the study schedule, logistics, and work expectations.	2
___	Arrange for vehicles, including one with a radio, if available.	2
___	Arrange for any necessary toilet facilities.	2
___	Arrange Underground Service Alert (“USA”, or “DigAlert”) a few days prior to excavation to locate any existing utilities in excavation area.	1
___	Obtain “crew working” signs and orange cones if working near road.	1
___	Obtain safety covers for all open units and safety covers or effective barriers for all open trenches.	1
___	Arrange for shoring material to be available if needed.	1
___	Identify a secure location for equipment storage.	1
___	Arrange a report-in schedule with your Supervisor.	1