

Appendix 2

Guidelines for ICF Archaeological Projects Draft August 2003¹

Introduction

The ICF is the national trade association for the quarry and concrete products industry in Ireland. The Federation represents over 100 members who operate out of more than 250 sites throughout the country and account for over 90% of the volume and value output of the industry. Federation members employ approximately 15,000 people and have annual revenues of over €2 billion.

The ICF mission is to identify and supply building materials in the most economical and environmentally friendly manner. The role of the industry is particularly important in relation to the national requirement for cost-effective infrastructure and affordable housing. The industry is a large indigenous employer and has strong connections with local communities throughout Ireland. The industry is also a supplier of traditional materials, such as lime, for architectural restoration

The emphasis on archaeological and environmental expertise within the ICF emphasises the industry's commitment to environmentally friendly production and to the principle that it is better to identify and avoid environmental problems through training, awareness and good on-site practice in accordance with the principles of the ICF Environmental Code.

To facilitate the orderly development of the industry the ICF agreed a Code of Practice with the Government in 2002. The purpose of this Code is to provide a framework within existing legislation and policies to enable ICF members to continue to supply building materials whilst carrying out appropriate archaeological mitigation.

These guidelines for ICF Archaeological Projects have been drafted in order to ensure that all archaeological work performed for the ICF is done to a uniform set of standards. Adherence to these standards will save both time and money. The guidelines are based on a series of documents including:

1999 *Policy and Guidelines on Archaeological Excavation*. Department of Arts, Heritage, Gaeltacht and the Islands.

1999 *Framework and Principles for the Protection of the Archaeological Heritage*. Department of Arts, Heritage, Gaeltacht and the Islands.

2002 *Code of Practice between the Irish Concrete Federation & the Minister for Arts, Heritage, Gaeltacht and the Islands*

Tendering

As a principle of best practice the ICF and its members will invite competitive tenders for projects whenever practical.

Contracts

All archaeological work carried out on behalf of the ICF and its members will be regulated by contract.

Project Management

Under the terms of the Code of Practice concluded between the Department of Arts, Heritage, Gaeltacht and the Islands and the ICF the role of the ICF Project Archaeologist will be to:

- Work with ICF members at site selection and project design stage.

¹ Note: these draft guidelines will be subject to change from time to time.

- To prepare the specification for the consultant archaeologist and ensure the AIA is of the highest standard and is in keeping with best practice and policies of the DoEHLG.
- Draw up the method statement in consultation with the consultant archaeologist.
- Check licence applications before submission.
- Oversee the conduct of excavations and ensure that all excavation is carried out satisfactorily. Ensuring that sites are being excavated to an acceptable standard.
- Alter the method statement as appropriate.
- Certify all costs and ensure the nature and quality of all excavation reports is of the highest standards. All reports will be submitted through the project archaeologist.
- Agree an appropriate programme for archaeological monitoring of topsoil stripping with DoEHLG.
- Agree a system with DoEHLG for excavations which will include maximum timescale for excavation.

Monitoring

Archaeological monitoring involves an archaeologist being present in the course of the carrying out of development works (which may include conservation works), so as to identify and protect archaeological deposits, features or objects which may be uncovered or otherwise affected by the works.

Section 23 of the National Monuments (Amendment) Act 1930 (as amended by Section 19 of the 1994 amending Act) lays down strict requirements in relation to finds of archaeological objects. A person finding an archaeological object must not remove it or otherwise interfere with it unless he or she has reasonable cause to believe that it is necessary to remove it so as to preserve it or keep it safe. Section 23 of the 1930 Act (as amended) also requires that finds of archaeological objects be reported to the Director of the NMI within, at the latest, ninety-six hours. The finder is obliged to complete a prescribed form in respect of *each* archaeological object found.

In all cases of archaeological monitoring (whether of large-scale development or otherwise) it is the policy of the DoEHLG that the conditions of authorisation or approval of development should provide for the stopping of development works in the event of archaeological deposits, features or objects being uncovered, followed by appropriate archaeological responses.

There are two types of Monitoring.

- Unlicensed, which precludes the archaeologist from investigating any features and requires a notification to the National Museum of Ireland in the event of uncovering artefacts.
- Licensed which: allows the archaeologist to investigate or preserve by record finds made in the course of development and removes the requirement to notify the national Museum.

Procedures

If any archaeological deposits, features or objects are exposed during stripping, the sod/topsoil can continue to be removed over the whole area. However, if archaeological deposits, features or objects are uncovered work will have to stop at this point, in the area of the deposits, features or objects and a report will have to be made to the NMS and or a report of the objects will have to be made to the NMI. It will usually be appropriate to carry out or commission an archaeological assessment at this stage to ascertain the nature of the deposits or features and determine an appropriate course of action. As archaeological deposits, features

or objects may be uncovered from time to time in the course of topsoil stripping it will usually be appropriate for the soil-stripping to commence well in advance of when it is intended to open the quarry extension. This will minimise any delay to the development. ICF Members should supply the ICF Project Archaeologist with information on the type of machine to be used and a toothless bucket is the preferred option.

A monitoring report structure and contents has been agreed as follows:

Page 1

Site name
RMP No. (if any)
Type of report
Planning reference number
Licence number
Name of author and consultancy
Commissioning company
Location and national Grid reference of site
Date(s) of monitoring
Date of report

Page 2

300 word non-technical summary

Page 3 and following

1 Background

- 1.1 Site location and grid reference
- 1.2 Topographical situation of site
- 1.3 Extent of area monitored
- 1.4 Map/plan of area monitored
- 1.5 Brief description of the development and reasons for the monitoring
- 1.6 Architects/Engineers plans of development

2 Paper survey

- 2.1 RMP information
- 2.2 Historical background and maps (if appropriate)
- 2.3 Any previous reports, excavations
- 2.4 Any previous finds from the site
- 2.5 Aerial photography (if appropriate)

3 Fieldwork

- 3.1 The number of staff employed
- 3.2 Type of Machine/bucket used and No. of machines
- 3.3 Description of site grid
- 3.4 Description of the archaeology (using numbered contexts) indicating extent of any deposits
- 3.5 Site plans of deposits or features uncovered
- 3.6 Photographs of significant deposits, features and objects
- 3.7 Description of any finds and finds catalogue
- 3.8 Description of any organic/environmental material retrieved

4 Conclusion and recommendations

- 4.1 Assessment of any archaeological deposits, features or objects uncovered, with information on their date, type and significance
- 4.2 The impact of the development on any archaeology should be assessed
- 4.3 Recommendations on how to mitigate the impact of the development on any archaeology should be included

4.4 Bibliography of references

Monitoring equipment

Providing the necessary level of information will require the provision of equipment to allow the accurate planning of any uncovered deposits or features onto a site plan. Deposits and features will have to be planned in outline at an appropriate scale and be located on a scale plan of the site. NMS have agreed that a handheld GPS would provide adequate accuracy to allow anyone carrying out a follow-up assessment to locate any deposits or features. Equipment for monitoring will consist as a minimum of:

- Handheld GPS receiver
- Camera
- Set of ranging rods
- 30m tape measure
- Surveying pegs
- Waterproof drawing film
- Small drawing board
- Mechanical pencil
- Scale ruler
- Safety equipment

Archaeological Impact Assessment

Archaeological assessment is investigation aimed at gaining a better understanding of a known or suspected site, locating previously unknown sites and considering the implications of a proposed development on that site or on sites not identified prior to the commencement of works. An archaeological assessment should provide enough information so that planners can make an informed decision and so that a specification can be drawn up for preservation by record, if appropriate. Therefore an assessment should provide information on the extent and significance of the archaeology. The assessment should provide information on the location, quality and quantity of archaeology, including, the horizontal and vertical extent of deposits, date range, finds quality and quantity, state of preservation, conditions for stratigraphy, structures and potential for the retrieval of organic material.

An assessment will therefore, as appropriate, include documentary research, field-walking, examination of upstanding or visible features and structures, examination of aerial photos, satellite or remote sensing imagery, geophysical survey, topographical assessment and general consideration of the affected area based on their environmental characteristics or archaeological testing. Assessment work should conform to appropriate standards of health and safety.

An archaeological assessment must always include an archaeological impact statement describing the possible direct or indirect effects of the proposed development on the archaeological heritage. The assessment should also recommend a mitigation proposal. The assessment report should be completed not later than four weeks after the expiry of the excavation licence (if a licence was taken out). The report will be required to be read by non-archaeologists (e.g. Planners, Engineers, etc) and therefore must be preceded by a non-technical summary or abstract not exceeding 300 words. This should summarise the archaeological impact statement: the nature and extent of the archaeology on the site, the impact of the development on the archaeology and the main recommendations. Reports should be non-repetitive.

An assessment report will usually be laid out in the following manner:

- Page 1
- Site name
- RMP No.
- Type of report
- Planning reference number
- Excavation (or geophysics) licence number
- Name of author and consultancy

Commissioning company
Location and national Grid defence of site
Date of project
Date of report

Page 2
300 word non-technical summary

Page 3 and following

1 Background

- 1.1 Site location and grid reference
- 1.2 Topographical situation of site
- 1.3 Extent of area investigated
- 1.4 Map/plan of area investigated
- 1.5 Brief description of the development and reasons for the assessment
- 1.6 Architects/Engineers plans of development

2 Paper survey

- 2.1 RMP information
- 2.2 Historical background and maps (if appropriate)
- 2.3 Any previous reports, excavations
- 2.4 Any previous finds from the site
- 2.5 Aerial photography

3 Fieldwork

- 3.1 Report on field inspection/ field walking
- 3.2 Report on geophysics, if carried out
- 3.3 Report on archaeological testing
 - i. The number of staff employed
 - ii. Type of Machine used for testing
 - iii. Description of site grid (and its relation to national grid) and Total Station used (note levels should be reduced to site or ordnance datum)
 - iv. Indication of which trenches were bottomed by machine or hand
 - v. Any use of shoring
 - vi. Description of the archaeology (using numbered contexts) indicating extent and depth of deposits
 - vii. Plans of trenches and features.
 - viii. Section drawings
 - ix. Photographs of significant features and finds
 - x. Information on the finds retrieval strategy should be included (i.e. sieving for finds)
 - xi. Description of finds and finds catalogue
 - xii Description of any organic/environmental material retrieved

4 Conclusion and recommendations

- 4.1 There should be a brief discussion of the archaeology and its significance
- 4.2 The impact of the development on any archaeology should be assessed
- 4.3 Recommendations on how to mitigate the impact of the development should be included
- 4.4 Bibliography of references

All reports will be assessed by the ICF Project Archaeologist before submission to the DoEHLG and the Planning Authority.

Geophysical investigations reports

A geophysical report will usually be laid out in the following manner:

Page 1

Site name
RMP No.
Type of report
Planning reference number
Geophysics licence number
Name of author and consultancy
Commissioning company
Location and national Grid reference of site
Date of project
Date of report

Page 2

300 word non-technical summary

Page 3 and following

1 Background

- 1.1 Site location and grid reference
- 1.2 Topographical situation of site, including soil and geology, etc
- 1.3 Extent of area investigated
- 1.4 Map/plan of area investigated
- 1.5 Brief description of the development and reasons for the assessment
- 1.6 Architects/Engineers plans of development

2 Fieldwork

- 2.1 The number of staff employed
- 2.2 The device(s) employed
- 2.3 Description of site grid (and its relation to national grid) and Total Station used (note levels should be reduced to site or ordnance datum)
- 2.3 The methodology employed (e.g. number and spacing of observations, depth of sensing, etc.)
- 2.4 The main results of the investigations
- 2.5 Data displays and interpretations as appropriate

3 Conclusion and recommendations

- 3.1. There should be a brief discussion of any anomalies and their significance
- 3.2 The impact of the development on any anomalies should be assessed
- 3.3 Bibliography of references as appropriate

Appendices detailing general introductions to geophysics will not be required. The original data set and report should be supplied in an appropriate digital format and should follow guidance set out in *Geophysical data: a guide for good practice*. Produced by the Archaeology Data Service.

Preservation by Record

The Code of Practice states that all previously known sites removed by development (if avoidance is not possible due to health and safety implications, costs, environmental or other impacts) will be preserved by record and that all sites identified during monitoring will also be preserved by record.

Preservation by record will normally be carried out under licence and will require a method statement. Normally the ICF Project Archaeologist will draw up a project specification. This will include information on the following:

1.1 Description of the area to be investigated

- i. Site location and grid reference
- ii. Map/location plan
- iii. Period and site type

iv. Site condition and anticipated state of preservation

1.2 Previous work

- i. Synopsis
- ii. Location of existing archives
- iii. Results of evaluation

1.3 Circumstances of project

- i. Planning background
- ii. Legal status of site
- iii. Project timing
- iv. Access arrangements
- v. Reinstatement

Consultants will respond to the specification by supplying information on:

- i. The general approach to preservation by record at the site.
- ii. Which site components will be investigated and which will not.
- iii. The methods of data gathering which will be used.
- iv. The recovery and recording strategies which it is intended to be used should be described and related to the types of data it is anticipated will be recovered.
- v. The methodology of data analysis and report preparation should be detailed.
- vi. The maximum length of time the work will take should be detailed
- vii. The method and form of project dissemination should be detailed.

Proposals should include information on the resources and programming of the work, as well as detailed information on Staffing and equipment, for example:

- i. The size and structure of the proposed team should be detailed along with the expertise represented by its members and names and CVs of the Director and supervisors.
- ii. A resource plan showing the breakdown of persons between tasks identified in the method statement over time should be supplied.
- iii. Information should be provided on the materials and equipment required to fulfil the tasks defined in the method statement.
- iv. Details should be provided of materials and equipment needed to ensure that the data collected are appropriately stored and curated according to guidelines provided by the National Museum of Ireland.
- v. Details should be provided of where the site archive will be permanently stored and how it will be security copied.
- vi. Details of premises hire security and health and safety provision should be provided.

Proposals should include detailed programming information, for example:

- i. Details should be provided of the projected programme of the project through to completion. This should include fieldwork, analysis and reporting.
- ii. The programme should be illustrated in the form of a Gant chart indicating
 - the sequence of all tasks
 - the inter-relatedness and interdependence of tasks
 - time critical elements
 - length of time allocated to each task
 - the personnel allocated to each task
 - agreed monitoring points.

Full details of the budget should be provided including:

- i. The costs of undertaking the work programme should be presented making clear the basis of calculation, e.g. salary scales, expenses, etc.

- ii. Cash flow and detailed cost projections should be shown in conjunction with the timetable shown on the Gant chart.
- iii. An outline estimate of post-excavation costs should also be provided. This estimate will be refined once the full significance and extent of the archaeology is established.

If a project proposal is accepted it will form the basis of the method statement accompanying the licence application.

Post-excavation

The licence-holder should take the opportunity, shortly after the completion of fieldwork, to assess the significance of the site using the criteria published in the Heritage Council's Unpublished Excavations in the Republic of Ireland 1930-97 (see WWW.HeritageCouncil.ie). This assessment will form the basis of subsequent decisions in relation to post-excavation work and publication assessment.

The Preliminary Excavation Report

A Preliminary Excavation Report should be completed not later than four weeks after the expiry of the archaeological excavation licence.

A preliminary excavation report will usually be laid out in the following manner:

Page 1

Site name
RMP No.
Type of report
Planning reference number
Excavation (or geophysics) licence number
Name of author and consultancy
Commissioning company
Location and national Grid reference of site
Date(s) of project
Date of report

Page 2

300 word non-technical summary

Page 3 and following

1 Background
1.1 Site location and grid reference
1.2 Topographical situation of site
1.3 Extent of area investigated
1.4 Map/plan of area investigated
1.5 Brief description of the development and reasons for the excavation
1.6 Architects/Engineers plans of development

2 Paper survey

2.1 RMP information
2.2 Historical background and maps (if appropriate)
2.3. Any previous reports, excavations
2.4 Any previous finds from the site
2.5 Aerial photography

3 Fieldwork

3.1 Report on field inspection/ field walking
3.2 Report on geophysics (if carried any)
3.3 Report on archaeological testing

- i. The number of staff employed
- ii. Type of Machine used for removing sod, overburden, etc.
- iii. Description of site grid (and its relation to national grid) and Total Station used (note levels should be reduced to site or ordnance datum)
- iv. Description of excavation layout, methodology and recording system
- v. Any use of shoring
- vi. Brief Description of the archaeology (using numbered contexts) indicating extent and depth of deposits
- vii. Plans of site layout and features.
- viii. Section drawings (if available)
- ix. Photographs of significant features and finds
- x. Information on the finds retrieval strategy should be included (i.e. sieving for finds)
- xi. There should be a brief overview of finds
- xii there should be a brief overview of any environmental material retrieved.

4 Conclusion and recommendations

- 4.1 There should be a brief discussion of the archaeology and its significance
- 4.2 The impact of the development on any archaeology should be assessed
- 4.3 Recommendations on how to mitigate the impact of the development should be included
- 4.4 Bibliography of references

Final Report

The Final Report should be completed not later than 12 months after the expiry of the archaeological excavation licence.

A Final Report will usually be laid out in the following manner:

Page 1

Site name
RMP No.
Type of report
Planning reference number
Excavation (or geophysics) licence number
Name of author and consultancy
Commissioning company
Location and national Grid reference of site
Date(s) of project
Date of report

Page 2

300 word non-technical summary

Page 3 and following

- 1 Background
 - 1.1 Site location and grid reference
 - 1.2 Topographical situation of site
 - 1.3 Extent of area investigated
 - 1.4 Map/plan of area investigated
 - 1.5 Brief description of the development and reasons for the excavation
 - 1.6 Architects/Engineers plans of development
 - 1.7 RMP information
 - 1.8 Historical background and maps (if appropriate)
 - 1.9 Any previous reports, excavations
 - 1.10 Any previous finds from the site
 - 1.11 Aerial photography

2 Fieldwork

- 2.1 Summary of previous field inspections/ field walking, geophysics and testing
- 2.2 Report on archaeological excavation
 - i. Summary of method statement
 - ii. The number of staff employed
 - iii. Type of Machine used for testing
 - iv. Description of site grid (and its relation to national grid) and Total Station used (note levels should be reduced to site or ordnance datum)
 - v. Full account of the archaeological stratigraphy and features (using numbered contexts)
 - vi. Plans of features.
 - vii. Section drawings
 - viii. Photographs of significant features and finds
 - ix. Information on the finds retrieval strategy should be included (i.e. sieving for finds)
 - x. Full account of finds and finds catalogue and drawings where appropriate
 - xi Description of any organic/environmental material retrieved
 - xii. Preparation of a full account of all the faunal and floral remains recovered from the site
 - xiii. A site interpretation must be prepared and the site must be placed within its archaeological and historical context

3 Conclusion

- 3.1 There should be a full discussion of the archaeology and its significance
- 3.2 Bibliography of references

4. Specialist reports

- 4.1 Finds conservation
- 4.2 Pottery
- 4.3 Stone artefacts
- 4.4 Metal artefacts, Etc.
- 4.5 Dating report

Copyright

All issues pertaining to copyright will be governed by the Copyright and Related Rights Act, 2000.

Publication

All licensees must submit a concise summary of results to the Excavations Bulletin in the appropriate manner.

The Project Archaeologist, the consultant and the DoEHLG will normally agree on the appropriate method of publication in relation to the significance of the site. It is the policy of the DoEHLG that where full publication is required licensees must submit the results of the excavation not later than four years from the end of the final on-site phase of the excavation; unless there are substantial grounds to show that this was not possible.

Archives

Once the consultants have completed work on the site archive it will be prepared for deposit into the appropriate state archive.

Artefacts

Once the consultants have completed work on the artefacts they will be packaged in the appropriate manner and will be deposited with the National Museum of Ireland.