



HMS Florida Site Assessment Instructions  
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Florida Department of State, Division of Historical Resources  
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## ACKNOWLEDGMENTS

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# HMS Introduction and Site Visit Guidelines

## Welcome to HMS Florida!

The Heritage Monitoring Scouts (HMS Florida) program is a statewide, citizen-science site monitoring initiative started by the Florida Public Archaeology Network (FPAN) in 2016. The program focuses on tracking changes to archaeological sites at risk, particularly those impacted by climate change in the form of erosion and sea level rise. The HMS Florida program offers unique opportunities to both Florida residents and our state's many visitors to learn about archaeology, preservation, and emergency planning. After attending HMS training citizens become contributing site stewards by documenting Florida's important cultural resources.

Florida ranks second in the nation in total coastline miles. Approximately 35,000 Florida cultural resources across more than 8,000 coastal zone miles are at risk due to erosion from storm surge and rising sea levels, (Birdsong 2012 published in Miller and Murray 2018). In addition to the known risks, sea levels in Florida rose six times higher than the global average from 2011 to 2015 (Valle-Levinson et al. 2017: 7878), thus increasing the urgency to address this looming threat. Cultural resources impacted in this century include National Register listed sites, historic structures, archaeological sites, historic cemeteries, and shipwrecks. An estimated 6,820 archaeological sites are predicted to be impacted by a 2-meter rise in sea level (Anderson et al. 2017). Predictions aside, Hine (2016: 32) said it best when pointing out that we "already have a stressed coastal situation" and thus there is a clear need to address the threat to our shared cultural resources.

Since the launch of the HMS Florida program, 629 registered volunteer scouts from 59 different Florida counties have participated and 1,362 HMS monitoring forms have been submitted. These contributions will help assure that threatened sites are documented before they are irreparably damaged or even lost.

To sign up to become an HMS scout, access the HMS Florida website: (<https://www.fpan.us/projects/HMSflorida.php>), where you will provide contact information, let us know the type of resources you are interested in monitoring, and sign a code of ethics and program agreement. This agreement is essential and ensures that you understand the confidential nature of archaeological site location information in Florida.

# Archaeological Ethics

## Ethics Statement

This is what you signed at <https://hms.fpan.us/#scout-signup>

1. I have read, comprehend, and affirm that I will abide by the code of ethics outlined by the Florida Anthropological Society. ([http://fasweb.org/wp-content/uploads/2016/04/FAS\\_Ethics.pdf](http://fasweb.org/wp-content/uploads/2016/04/FAS_Ethics.pdf))
2. I understand the potentially confidential nature of assisting in providing archaeological site updates. I will keep archaeological site information confidential and will not disclose or discuss the location of these sites with the general public.
3. I deem it my responsibility to practice and demonstrate excellent stewardship of these archaeological sites. I will not willfully cause harm or loss to these sites.
4. I understand that information I generate belongs to the State of Florida and the managers of the HMS Florida program, the Florida Public Archaeology Network.
5. I agree to take on all risk associated with site stewardship and hold only myself accountable for my well-being and safety.
6. I understand that failure to comply with this agreement or the referenced code of ethics at any time will result in a discontinuation of my involvement with the HMS Florida program.

*This agreement adopts the code of ethics outlined by the Florida Anthropological Society (see Appendix A)*

## Site Stewardship and Why it Matters

Archaeological sites represent non-renewable cultural resources. Once they are gone, they are gone forever. These sites allow us to better understand our past and to use those insights to inform our understanding of ourselves and others. But today, many of these important cultural resources are threatened by vandalism, looting, erosion, and climate change.

In Florida, the threat faced by ongoing climate change is intensified by the fact that we are second in the nation in total coastline miles. Without documentation the information found in these sites will be lost forever as erosion takes its toll.



## Preparing to Monitor Your Site

### Safety First!

We are thrilled that you have taken this step to become an HMS Scout. As important as our cultural resources are, you are our most valuable asset. Please keep in mind that you will be volunteering outdoors in Florida's often unpredictable environment. Although FPAN personnel will always be on location when you are monitoring, it is important that you also take steps to ensure your safety. Some suggestions to help make your monitoring activities safer and more enjoyable are:

- Never venture off alone. Stay within sight of another trained HMS scout or FPAN staff so there is someone available should you need assistance.
- Bring a phone. You may not always be in cell phone range, but it is better to have it with you than to need it and not have it.
- Stay hydrated! It is easy to forget to drink enough fluid, especially when you are outside engaged in a task you enjoy.
- Be mindful of the sun's effects on your body, even on an overcast day. Wear appropriate protection such as a hat, shirt, and sunscreen. Bring and use sunglasses, especially if you are going to experience the sun's glare on the water.
- It isn't always sunny in Florida. Be prepared with light foul weather gear for those sudden shifts in weather.
- Wear sturdy closed toe shoes. You may be hiking for a while. You want to keep your feet comfortable and safe.
- Nature can bite back. Learn to recognize the "poison" plants; poison ivy, oak, and sumac along with a host of other unfriendly foliage. Remember that we are visitors in the outdoor environment and be aware of your surroundings. Our wildlife is beautiful and nine times out of ten will leave you alone as long as you don't provoke it. Be prepared for those times when you might startle an animal as much as it startles you.
- FPAN staff will have a first aid kit available, but it is good practice to carry a first aid kit in your pack and be sure it is stocked after each excursion.

These are only guidelines. Before beginning your monitoring activities, you may wish to enroll in a Red Cross or similar safety program for more complete first aid training.

### Before You Arrive at Your Site

Background research will make your site visit proceed smoothly and make it more enjoyable. FPAN staff will be on hand to share information with you, but as citizen scientists, you will be most effective having first conducted some background research on your site.

- Look up your site on Arches. This will help you understand the type of site you will be monitoring.

- Check to see if there are previous scout reports and make note of what the scouts found.
- Gather your equipment.
  - Items you should always have on hand include:
    - Camera (a phone camera is fine)
    - Scale and north arrow
    - Photo log
    - Site monitoring forms (see Appendix B)
    - First aid kit
    - Water
  - Items that might make monitoring easier or more enjoyable:
    - Compass
    - Solocator app
    - Snacks

### When You Arrive at Your Site

Most importantly, the ethics statement you signed will guide all of your actions while you are monitoring and after you return home.

With FPAN staff, let the land manager or other site stewards know that you are there to conduct monitoring and see if they have any special instructions.

### Assessing Your Site

Check your surroundings and be aware of any dangers you may encounter. Never proceed if there is any risk to you or the site.

### Archaeological, Cemetery, and Submerged Sites

#### **Basic Information**

Fill in your scout ID, the site name, and Florida Master Site File (FMSF) number if known. You will have located all of this information when you completed your “Before You Arrive at Your Site” planning.

The FMSF number is used to track all data related to archaeological sites in the state. Contact an FPAN staff member if you are not sure of the site number and we can provide it to you.

Note the time, date and if this is the initial visit or a follow-up (which you found through your Arches pre-planning review of the site). If you are monitoring a site you visit often, you can monitor it each time you go. Make sure you fill out a new monitoring form each and every time, even if there is no change noted at the site between visits. This allows us to confirm that the site is stable.

## Verify the Site Location

*This is one of the most important steps of the whole process. If we are not sure where a site is located, we are not able to track change over time or help land managers protect the site.*

Select one of the following location options:

**Location verified** – you found the site and are confident you are in the correct location.

**Site found, but in different location** – the site was not where you expected it to be, but you are confident you have located the site.

**Site could not be found.**

Although FPAN staff will be on hand, this is a great time to start working with maps and coordinates. In addition, there are many other tools to help guide you to the site. From orienteering with a compass to navigation with a geocaching app, such as GCTools, you will soon become comfortable navigating Florida’s landscape.

## Overall Site Condition

Select the condition that best describes your site from the three options listed below. These descriptions are based on the state’s definitions for the condition of state-owned lands. Consider the overall site as you make your assessment. One area may be more threatened than the rest of the site, but you are making a general assessment of how the site appears to you based on your training and the references provided.

**Good = Stable:** The site should be considered good to stable if it falls anywhere in the range of the images below. Sites that are in good to stable condition are structurally stable and do not show any obvious deterioration, nor do they appear to be in danger of predictable deterioration.



Figure 1. Good => Stable (a) San Marcos de Apalache Historic State Park



Figure 2. Good => Stable (b) Fort Pickens



Figure 3. Good => Stable (c) Viking Cemetery

**Fair = Declining:** The site should be considered fair to declining if it falls anywhere in the range of the images below. Sites that are in fair to declining condition exhibit discernible decline, their wholeness or physical integrity is threatened by normal wear.



Figure 4. Fair => Declining (a): Addison Block House



Figure 5. Fair => Declining (b): McCrae Sugar Mill



Figure 6. Fair => Declining (c): Shell Bluff Landing

**Poor = Unstable:** The site should be considered poor to unstable if it falls anywhere in the range of the images below. Sites that are in poor to unstable condition exhibit palpable, accelerating decline. Their physical integrity is being compromised quickly.



Figure 7. Poor => Unstable (a): Caraway Cemetery



Figure 8. Poor => Unstable (b): Jones Cemetery



Figure 9. Poor => Unstable (c): Big Pine Island Midden

### Threats Observed

Select the condition that best describes your site from the threats listed below. HMS Florida is a public engagement program designed to track heritage at risk. Therefore, climate change impacts are listed first. In addition to what you observe during your visit, it is also important to look for previous stabilization strategies. These may either be successful or failed attempts such as rip-rap or fencing. Your observations will help provide clues to threats that have occurred at your site over time.

## Examples of Impacts to Sites from Different Threats:



Figure 10. Active Erosion (Big Pine Island)



Figure 11. Storm Surge (New Smyrna Beach Old Stone Wharf)



Figure 12. Wind (Mt. Royal)



Figure 13. Flooding (Maximo Park)



Figure 14. Wave Action (Old St. Augustine Watchtower)



Figure 15. Vegetation Growth (Big Pine Island)



Figure 16. Animal Disturb. Gopher Tortoise (Canaveral Seashore)



Figure 17. Visitor Traffic (Ross Island)



Figure 18. Vehicle Damage (Pineland, Lee County)

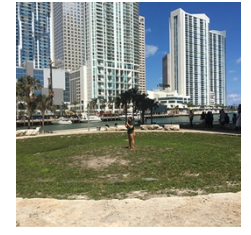


Figure 19. Development (Miami Circle)



Figure 20. Other: Looting Pit



Figure 21. Other: Looting Pit and Infill



Figure 22. Other: Hog Damage (Myakka State Forest)



Figure 23. Other: Armadillo Holes



Figure 24. Other: Mitigation Strategy, Shoreline Revetment (Emerson Point Stable)

## Priority

Select the priority that best describes your site from the three options listed below. This question will inform how soon the next visit should occur. In general, medium priority sites should be visited once a year.

**High:** High priority sites are in immediate danger or may be in danger of changing based on a specific threat (you may notice that continued recreational activity is impacting the site, etc.).

**Medium:** Many of the sites you visit will fall into this category. These sites have a moderate risk of impact and should be monitored annually or after storm events.

**Low:** Low priority sites are at minimal risk and should be monitored after storm events or every five years.

## Comments on Site Impacts

Please use this area liberally. This will help staff and future scouts better understand what you observed during your monitoring visit and how you arrived at your assessment. Comments will vary from site to site but may include a short narrative of the threats you chose to describe the site impacts you observed or other relevant observations.

### Visible Artifacts

Artifacts are the things made and used by people and are often visible on the ground surface or eroding from the site. First – ***Do not move the artifact, leave it in place.*** Removing artifacts in most instances requires a permit and requires adhering to ethical processing/conservation in perpetuity.

Our goal is to record site conditions on the day you monitor, not to recover objects. Document the artifact by photographing it with a scale in the picture (see the Site Photography section below) and leave it *in situ*, where it was found.

### Examples of Artifacts that Might be Visible at Your Site



Figure 25. Prehistoric Pottery: (Hemming Point)



Figure 26. Prehistoric Pottery



Figure 27. Lithics: Stemmed Archaic Point (Shell Bluff Landing)



Figure 28. Lithics: (Shell Bluff Landing)



Figure 29. Shell Tool: (CH00044)



Figure 30. Shell Tool: (Shell Bluff Landing)



Figure 31. Historic Ceramics: White Salt Glaze (Shell Bluff Landing)



Figure 32. Historic Ceramics: Feather Edge Pearlware (Fish Island)



Figure 33. Glass (Hemming Point)



Figure 34. Architectural: Nail (Shell Bluff Landing)



Figure 35. Other: Architectural, Iron Railroad Fastener



Figure 36. Other: Glass, Historic Coke Bottle Base



Figure 37. Other: Midden Shell, Faunal Remains (bone), Lithics



Figure 38. Other: Historic Ceramics, Whiteware



Figure 39. Other: Historic Ceramics, Kaolin Pipe Stem (Addison Blockhouse)

## Recommendations

This area allows you to capture any additional information you would like to provide and to offer your recommendation for the site. Remember to base your recommendations on observations that you made in the field. Feel free to add as much detail from your visit as you'd like, particularly anything that you would like the next scout who visits the site to know.

Recommendation options include:

- Repeat visit
  - Conditions are likely to continue to deteriorate and frequent (6 months or more frequently) repeated monitoring is recommended.
- Defense
  - Mitigation to protect the site is recommended
- FMSF update
  - See Appendix E for a description of when you should choose this option
- Other observations

## Unexpected Finds

**Note** – There is always the potential to encounter human remains when monitoring archaeological sites. Exposure of human remains requires an *immediate halt* to all activities that might further affect the remains. Immediately notify an FPAN staff member, who will protect the remains from further disturbance and contact the State Archaeologist or local medical examiner to comply with the provisions as outlined in Florida Statutes, Ch. 872.05, Florida's Unmarked Human Remains Law, and when appropriate, Rule 1A-44, F.A.C., until an appropriate course of action is determined.

## Historic Structures

### Basic Information

Fill in your scout ID, the site name, and Florida Master Site File (FMSF) number if known. You will have located all of this information when you completed your "Before You Arrive at Your Site" planning.

The FMSF number is used to track all data related to archaeological sites in the state. Contact an FPAN staff member if you are not sure of the site number and we can provide it to you.

Note the time and date and if this is the initial visit or a follow-up (which you found through your Arches pre-planning review of the site). If you are monitoring a site you visit often, you can monitor it each time you go. Make sure you fill out a new monitoring form each and every time, even if there is no change noted at the site between visits. This allows us to confirm that the site is stable.

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**Site could not be found.**

Although FPAN staff will be on hand, this is a great time to start working with maps and coordinates. In addition, there are many other tools to help guide you to the site. From orienteering with a compass to navigation with a geocaching app, such as GCTools, you will soon become comfortable navigating Florida's landscape.

Now that you found the site, be sure to log the current address and current use if known.

## Environmental Mitigation Factors at Site

Environmental mitigation factors include stabilization strategies. These may either be successful or failed attempts such as rip-rap, fencing, sea walls or drainage trenches, etc.

## Overall Site Condition

Select the condition that best describes your site from the three options listed below. These descriptions are based on the state's definitions for the condition of state-owned lands. Consider the overall site as you make your assessment. One area may be more threatened than the rest of the site, but you are making a general assessment of how the site appears to you based on your training and the references provided.

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Figure 41. Good => Stable (b): Girardeau House, Monticello



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Figure 51. Wind and Storm Damage Plaza de la Constitucion (Florida Memory)



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Figure 57. Other – Fire, St. Augustine



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Figure 65. Historic Ceramics 2: Girardeau House, Monticello



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Figure 67. Architectural: Knob and Tube Insulator Girardeau House, Monticello



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to comply with the provisions as outlined in Florida Statutes, Ch. 872.05, Florida’s Unmarked Human Remains Law, and when appropriate, Rule 1A-44, F.A.C., until an appropriate course of action is determined.


## Site Photography

Site photography is one of the most important steps in documenting your site visit. You are creating a snapshot in time of the conditions at your site. However, photographs are only useful if they capture relevant information and you know exactly where they were taken.

With just a few careful observations and good note taking, the next scout will be able to retrace your steps and take a photograph from the exact location where you once stood. To achieve this, you will need to:

- Keep a good photo log (see Appendix A)
- Use a north arrow for reference
- Take both overview and detail photographs
- Be sure to use a scale in all artifact photography
- Label your photographs with the location and direction (a north arrow is great for this) they were taken from





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NETWORK  
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**Photo Log**

Site Name: \_\_\_\_\_ FMSF #: \_\_\_\_\_

Photographer Name: \_\_\_\_\_ Date: \_\_\_\_\_ Page: \_\_\_ of \_\_\_

Image #	Overall	Mid-Range	Close Up	Per → Cent	Cent ← Per	Compass Dir	Subject and Description
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Figure 74. HMS Florida Photo Log

Be sure to use your photo log to capture basic information. Although everything seems clear while you are in the field, it can be hard to remember exactly where images were taken at the end of a long day, especially if you visit more than one site.

Ideally, you should take a least eight overview photos (Figure 75). First, take one from each cardinal direction looking from the perimeter toward the center of the site (Per-Cent). Then, if it is possible to walk to the center, take an additional four photos from the center facing out in each cardinal direction (Cent-Per) toward the perimeter.

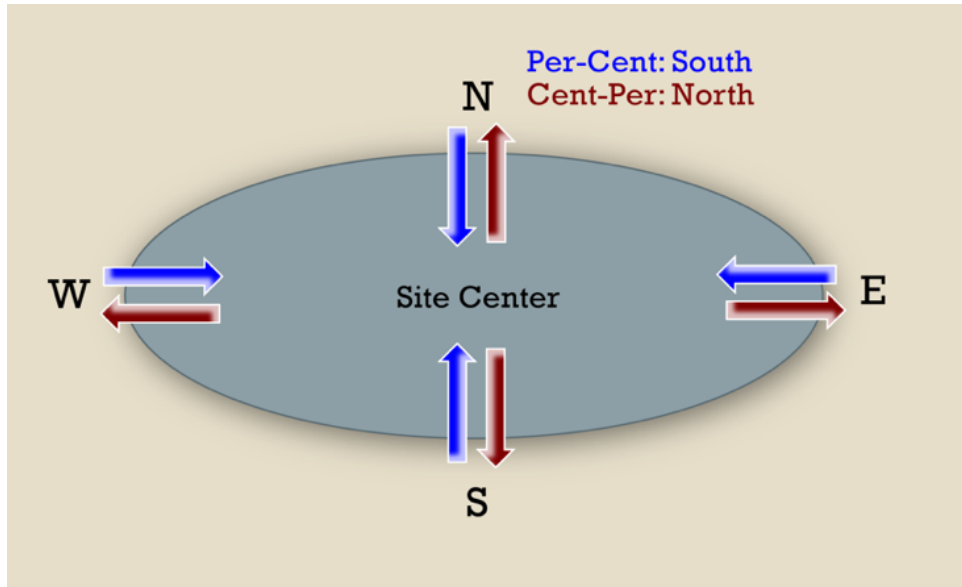


Figure 75. Overview Image Diagram  
 This diagram indicates cardinal directions for eight primary overview photographs

Unfortunately, you will not always be able to take all eight images due to safety, terrain, or other issues. Never trespass, break park rules, or put yourself in danger to get an image. Take only those images that you can safely capture.

When taking overview, mid-range, and close-up images be sure that you capture features that will identify context as you get progressively closer to your object. Visualizing context is a two-fold process. Stable items that are unlikely to move such as fence posts, sturdy but unique trees, a park sign, etc. help orient you or another scout on return visits. Unique foliage captured in progressively closer images (Figures 76-78) help spatially orient photographs taken at the same time.

Any detail or artifact photographs should have at least two images, although you may take as many as you need to adequately document the site. Be sure to take an overview of the area with larger elements, a north arrow and a scale, as well as close-up images showing the artifact, damage, or other important elements. Remember to include identifying features so that you can place your close-up image in the landscape shown in your overview image.

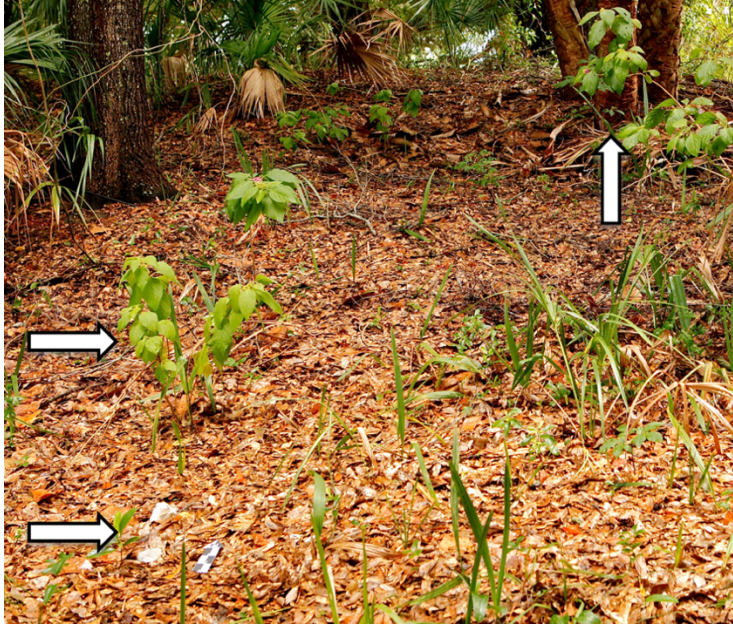


Figure 76. Overview Image

In this section of an overview image you can see artifacts with a north arrow in the lower left foreground. The other two arrows indicate foliage that will help you identify the artifact's general location as you take progressively closer images.

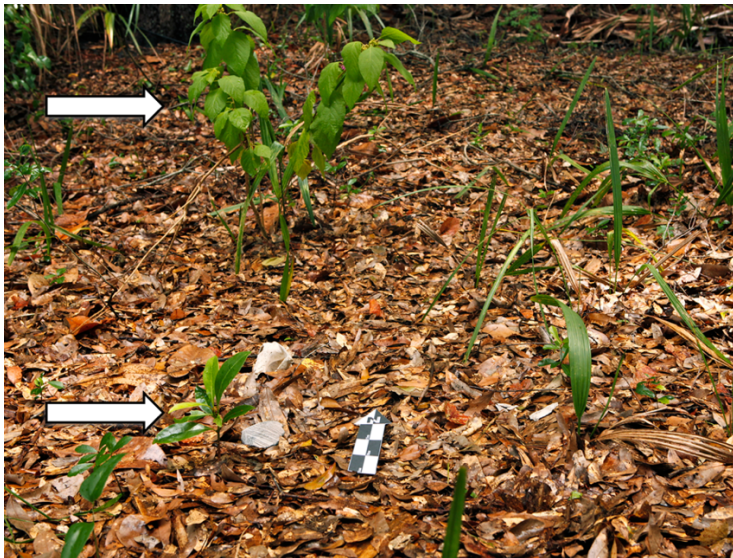


Figure 77. Mid-range Image

This mid-range photograph brings you closer to the artifacts. The upper arrow indicates the bush that allows you to line this photo up with the larger overview image above.



Figure 78. Overhead Close-up Image

Finally, in these overhead and close-up images you are focused on an image of the cluster of artifacts with a north arrow, followed by individual images of the artifacts themselves.

***The last image you take should be of your filled-out photo log!*** This will ensure that the information contained in it stays with the photos you took. This is especially important if you visit multiple sites on the same day. Take a photo of your log as you complete each site to keep track of your images.

### When You Return from Your Site: Preparing Your Information for Arches

The best time to go over your notes is as soon as you return from the field, while your observations are fresh in your mind. Make sure that you can read your handwriting, review your photographs, and congratulate yourself on a job well done! You are making a great contribution to cultural resource stewardship by documenting these threatened resources. Now you are ready to review your Arches literature and log your site visit!



## APPENDIX A: FAS Ethics Statement

### STATEMENT OF ETHICAL RESPONSIBILITIES

**PREAMBLE:** The following principles are fundamental to the objectives of the Florida Anthropological Society. They establish guidelines by which FAS members and Chapters should direct their activities.

**SECTION 1:** The “preservation of archaeological and historical sites within the State of Florida,” is an objective of the Florida Anthropological Society (Articles of Incorporation, Article II, Section 1.5). All members and Chapters:

- (a) should abide by all federal, state, local or tribal laws and regulations that affect the archaeological record.
- (b) should report archaeological discoveries to the Florida Division of Historical Resources, Bureau of Archaeological Research (formerly Division of Archives, History, and Records Management, Bureau of Historic Sites and Properties), (central repository for information on cultural resources in Florida), the relevant regional or local authorities (i.e., planning departments, police or sheriff's department), and any involved property owners.
- (c) should report illicit or illegal activity concerning archaeological sites, and sites threatened with destruction to the property owners and/or managers, and appropriate public agencies and law enforcement authorities.
- (d) should protect sites from unwarranted intrusion by using care in the distribution of site location data.

**SECTION 2:** Since archaeological and historical sites are finite and unique sources of information about past human behavior, every site (which cannot be preserved) deserves the best possible quality of excavation, analysis, and documentation/publication.

- (a) To conserve archaeological resources, excavation shall be carried out only on sites that:
  - (1) are in imminent danger of destruction;
  - (2) have been extensively altered; or,
  - (3) contain important data that will help answer questions of a problem-oriented research design.

The practice of excavating or collecting solely or primarily for ‘teaching’ purposes is contrary to the standards of the Florida Anthropological Society. Existing collections of archaeological material should be used for these purposes. For sites in category 2(a)(3), unless they fall into 2(a)(1) or (2), only a representative sample should be excavated and the remainder preserved until the excavated materials have been analyzed and reported, so that later excavation strategies can be adjusted to maximize data recovery.

(b) Research undertaken by members should be of the highest possible quality, and in accordance with established archaeological standards of survey, excavation, laboratory analysis, record keeping, and other aspects of information gathering.

(e) Records of data gathered in the course of a survey or excavation should be properly maintained, and a copy of those records placed in an appropriate local repository and with the Florida Division of Historical Resources, Bureau of Archaeological Research, so that there will be a copy on file in the central statewide repository.

(d) All members should disseminate description of their research, methodology, and results.

(e) All members should curate all artifactual material in such a manner that:

- (1) its provenance data are recorded,
- (2) fragile items are preserved (including a backup photo record), and
- (3) it may be available for study by others with the members concurrence.

(1) In carrying out anthropological research, all FAS members should be sensitive to and respect the legitimate concerns of groups whose cultural histories are the subject of study.

(1) In planning archaeological excavation, members should make every reasonable effort to include representatives of the ethnic or Native American community whose cultural history is being investigated.

(2) Members shall give every consideration to requests of the affected ethnic or Native American community concerning the research. In particular, whenever requested, all human skeletal remains exhumed from mortuary contexts of recent date shall be reinterred following laboratory analysis. Reburial should be done with consideration for the requests of the affected ethnic or Native American community, federal laws, state statutes and local ordinances. No human skeletal remains should be bought, sold, traded or displayed in a culturally distasteful manner.

(g) In carrying out anthropological research, particularly archaeological survey or excavation, participating FAS members should obtain appropriate authorization and/or permits from the involved private land owners, or public land management agencies.

SECTION 3: Commercial dealings in archaeological materials often lead to site destruction and loss of contextual relationships and other important scientific data. The value the Florida Anthropological Society places on archaeological materials is scientific, not commercial.

(a) The Florida Anthropological Society supports and complies with the terms of the UNESCO Convention on the means of prohibiting and preventing the illicit import, export, and transfer of ownership of cultural properties as adopted by the General Conference, November 14, 1970, Paris.

(b) Members shall refrain from the collecting, hoarding, exchanging, buying, or selling of any illegally or illicitly obtained archaeological materials.

SECTION 4: Cooperation and communication among members and Chapters of the Florida Anthropological Society are to be encouraged.

(a) Members should freely exchange information concerning sites, collections, research undertaken, and other archaeological information.

(b) Members should always give appropriate credit for work done and information provided by others.

(c) Members should assist in the preparation of regional artifact type collections to be maintained by the Chapters and in the states master type collection.

SECTION 5: The Florida Anthropological Society exists within a larger community to which it has a responsibility.

(a) The use of the name of the Florida Anthropological Society, its individual Chapters and its members shall be used only in support of legal and ethical activities, and in ways authorized.

(b) In its presentations to the community, the scientific and educational aspects of archaeology and historic preservation shall be stressed rather than the sensational or monetary aspects. In addition, and more specifically, use of skeletal remains in interpretive displays will be done with sensitivity and understanding of the feelings for human dignity held by all people.

## APPENDIX B: Site Monitoring Forms: Archaeological Sites and Cemeteries



### Site Monitoring Form: Archaeological Sites and Cemeteries

Master Scout ID: \_\_\_\_\_

FMSF Name: \_\_\_\_\_

FMSF Site ID (i.e. 8SJ00405): \_\_\_\_\_

Type of Visit: \_\_\_\_\_

Time of Day: \_\_\_\_\_

Date: \_\_\_\_\_

#### Site Location:

- Site location verified
- Site could not be found
- Site found, but in different location (note corrected location in comment field below)

#### Scout Visit Condition Assessment:

- Good => Stable
- Fair => Declining
- Poor => Unstable

#### Threats Observed (check all that apply):

- Active Erosion
- Storm surge
- Wind
- Flooding
- Wave action
- Vegetation Growth
- Animal disturbance
- Visitor traffic
- Vehicle damage
- Development
- Other (describe below)

#### Describe Other Threats Here

#### Visible Artifacts (check all that apply):

- Shell midden
- Prehistoric pottery
- Lithics
- Shell tool
- Faunal remains
- Ship timbers, sheathing or rigging
- Glass
- Architectural (nails, wire, bricks, etc.)
- Grave markers
- Historic ceramics
- Ship anchor
- Other (describe below)



**Site Monitoring Form:  
Archaeological Sites and Cemeteries**

**Describe Other Visible Artifacts Here**

**Site Impact Comments**

**Site Priority:**

- High
- Medium
- Low

**Recommendations:**

- Repeat visit
- Defense
- FMSF update
- Other

**Final Evaluation Notes**

## APPENDIX C: Site Monitoring Forms: Historic Structures



### Site Monitoring Form: Historic Structures

Master Scout ID: \_\_\_\_\_

FMSF Name: \_\_\_\_\_

FMSF Site ID (i.e. 8SJ00405): \_\_\_\_\_

Type of Visit: \_\_\_\_\_

Time of Day: \_\_\_\_\_

Date: \_\_\_\_\_

#### Site Location:

- Site location verified
- Site could not be found
- Site found, but in different location (note corrected location in comment field below)

#### Scout Visit Condition Assessment:

- Good => Stable
- Fair => Declining
- Poor => Unstable

#### Threats Observed (check all that apply):

- Active Erosion
- Storm surge
- Wind
- Flooding
- Wave action
- Vegetation Growth
- Animal disturbance
- Visitor traffic
- Vehicle damage
- Development
- Other (describe below)

#### Describe Other Threats Here

#### Visible Artifacts (check all that apply):

- Shell midden
- Prehistoric pottery
- Lithics
- Shell tool
- Faunal remains
- Ship timbers, sheathing or rigging
- Glass
- Architectural (nails, wire, bricks, etc.)
- Grave markers
- Historic ceramics
- Ship anchor
- Other (describe below)



**Site Monitoring Form:  
Historic Structures**

**Describe Other Visible Artifacts here**

**Site Impact Comments**

**Site Priority:**

- High
- Medium
- Low

**Recommendations:**

- Repeat visit
- Defense
- FMSF update
- Other

**Final Evaluation Notes**



**Site Monitoring Form:  
Historic Structures**

**Current Use**

**Environmental Mitigation Factors at Site**

**Current Address**





## APPENDIX E: Florida Master Site File (FMSF) Requirements

### What Triggers an FMSF Update?

FMSF updates are triggered when documentation of the site was submitted with an outdated form; significant changes at site are observed, re. site location, approximate size, and/or change in visible boundaries (most likely due to change in landform); presence of human remains, not previously identified in site information, is observed; significant damage from looting and/or other impacts is observed.

### What to Do if You Need to Submit an FMSF Update

First, don't worry! FPAN staff will assist you with any FMSF updates needed. The Florida Department of State, Division of Historical Resources supports citizens in their efforts to record cultural resources on the FMSF and offers assistance with the process. Their Frequently Asked Questions (FAQs) page can be accessed here: <https://dos.myflorida.com/historical/preservation/master-site-file/faqs/>. Please see the question, "*How do I record an archaeological site, historic building or other resource with the Florida Master Site File?*" for further information. FPAN staff will walk you through the process and will submit the completed updates to the site file. Forms included in site file updates may include any of the following documents relevant to your particular site:

1. FMSF Survey Log Sheets (Form HR6E066R0107 <http://www.flrules.org/Gateway/reference.asp?No=Ref-06787>, effective 05/2016), with project boundaries depicted on an attached original or photocopy portion of a U.S. Geological Survey (1:24,000) 7.5 minute series topographic quadrangle map.
2. FMSF archaeological site forms (Form HR6E045R0107 <http://www.flrules.org/Gateway/reference.asp?No=Ref-06781>, effective 05/2016), as appropriate.
3. FMSF historical structure forms (Form HR6E046R0107 <http://www.flrules.org/Gateway/reference.asp?No=Ref-06784>, effective 05/2016), as appropriate.
4. FMSF historical bridge forms (Form HR6E052R0107 <http://www.flrules.org/Gateway/reference.asp?No=Ref-06782>, effective 05/2016), as appropriate.
5. FMSF historical cemetery forms (Form HR6E048R0107 <http://www.flrules.org/Gateway/reference.asp?No=Ref-06783>, effective 05/2016), as appropriate.
6. Completed FMSF shipwreck forms (Form HR6E051R0705 <http://www.flrules.org/Gateway/reference.asp?No=Ref-06786>, effective 05/2016), as appropriate.
7. Completed FMSF resource group forms (Form HR6E057R0107 <http://www.flrules.org/Gateway/reference.asp?No=Ref-06785>, effective 05/2016), as appropriate.
8. An original or photocopy portion of U.S. Geological Survey (1:24,000) 7.5 minute series topographic quadrangle maps for all identified sites showing site locations. These forms are herein incorporated by reference and are available by writing the Division at R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250. These forms may also be obtained from the Division's website at <http://dos.myflorida.com/historical/preservation/master-site-file/documents-forms/>.
9. All evaluations of the historic significance of historical and archaeological sites and properties shall be evaluated on the basis of the Criteria for Evaluation for the National Register of Historic Places, as adopted in 1966 and set forth in 36 CFR 60.4, <http://www.flrules.org/Gateway/reference.asp?No=Ref-05735>, herein incorporated by reference.

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