

**PART III**  
**CHAPTER 5**  
**Borrow-Disposal Sites Procedures**

**March 2014**

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## 5-1.0 Overview

The selection of borrow and disposal sites for project construction activities typically occurs after the Section 106 process is completed. While not codified as state law, per [Standard Specification 203.08](#), INDOT requires archaeological clearance prior to approval of borrow and disposal sites-unless a commercial source is utilized. Archaeological clearance, along with other environmental considerations, is addressed prior to approval of the site by the Project Engineer/Supervisor through completion of the [Request for Approval of Borrow or Disposal Site Form \(INDOT form IC-203\)](#). To assist the Project Engineer/Supervisor in approving proposed borrow and disposal sites, the procedures detailed in Chapter 5-2.0 have been implemented.

## 5-2.0 Borrow and Disposal Sites Archaeological Clearance Procedures

- The Contractor, or their qualified archaeologist, shall submit the completed archeological survey report for the proposed borrow and/or disposal site(s) to the Project Engineer/Supervisor who will submit the completed archaeological survey report to CRO. Please send the report to the archaeological team lead or CRO manager. CRO will review the report within 2-5 days and ensure that the survey report meets the Division of Natural Resources (DNR)-Division of Historic Preservation and Archaeology (DHPA) standards.
- Before approval, the report may need to be revised based on CRO review comments. Once a report is approved, CRO will send an email notification to the Project Engineer/Supervisor who will forward it to the Contractor and/or their qualified archaeologist. This email should be attached to the [Request for Approval of Borrow or Disposal Site form](#) (INDOT form IC-203) per Item B. 8. This will constitute archaeological clearance and written authorization per the Approval of Borrow or Disposal Site form.
- In cases where there are potential archaeological issues with a survey or site location, at their discretion CRO may choose to consult with DHPA regarding clearance. Consultation with DHPA will be completed expeditiously.
- As DHPA is the repository of all archaeological work in the state, INDOT-CRO will request through the Project Engineer/Supervisor that the archaeologist submit the approved report to DHPA for their records only. No review by DHPA will be necessary.

Refer to [Construction Memo 13-15](#) and included in the Appendix detailing these procedures.

**Appendix -- Construction Memo 13-15: Guidance for  
Archaeological Clearance of Borrow and Disposal Sites per  
Standard Specification 203.08**



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**Michael R. Pence, Governor**  
**Karl B. Browning, Commissioner**

December 12, 2013

## CONSTRUCTION MEMORANDUM 13-15

TO: District Deputy Commissioners  
District Construction Directors  
District Technical Services Directors  
District Testing Engineers  
District Area Engineers  
District LPA Coordinators  
Field Engineers  
Project Engineers/Supervisors  
Office of Materials Management

FROM: Mark A. Miller, Director   
Division of Construction Management

SUBJECT: Guidance for Archaeological Clearance of Borrow and Disposal Sites per Standard Specification 203.08

Per Standard Specification 203.08, archaeological clearance is required prior to approval of proposed borrow and disposal sites unless a commercial source is utilized. To assist Project Engineer/Supervisors in approving sites in a streamlined and consistent manner, the Cultural Resources Office (CRO) is providing the following guidance for complying with 203.08:

- The Contractor, or their qualified archaeologist, shall submit the completed archeological survey report for the proposed borrow and/or disposal site(s) to the Project Engineer/Supervisor who will submit the completed archaeological survey report to CRO. Please send the report to the archaeological team lead or CRO manager. CRO will review the report within 2-5 days and ensure that the survey report meets the Division of Natural Resources (DNR)-Division of Historic Preservation and Archaeology (DHPA) standards.
- Before approval, the report may need to be revised based on CRO review comments. Once a report is approved, CRO will send an email notification to the Project Engineer/Supervisor who will forward it to the Contractor and/or their qualified archaeologist. This email should be attached to the Request for Approval of Borrow or Disposal Site form (INDOT form IC-203) per Item B. 8. This will constitute archaeological clearance and written authorization per the Approval of Borrow or Disposal Site form.
- In cases where there are potential archaeological issues with a survey or site location, at their discretion CRO may choose to consult with DHPA regarding clearance. Consultation with DHPA will be completed expeditiously.

- As DHPA is the repository of all archaeological work in the state, INDOT-CRO will request through the Project Engineer/Supervisor that the archaeologist submit the approved report to DHPA for their records only. No review by DHPA will be necessary.

Please contact the Cultural Resources Office with any questions:

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MAM/GGP