



HOW TO REQUEST A SITE TRINOMIAL

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How to Document New Sites:

When new archaeological sites are identified or existing sites are revisited during a survey or academic study, you should report the sites to the State Archaeological Site File maintain by the Michigan State Historic Preservation Office (SHPO). The SHPO database is the most comprehensive list of archaeological sites in Michigan and is accessible to qualified archaeologists for consultation and research.

There are currently three different site forms for reporting archaeological resources:

- Terrestrial Archaeological Site Form: [michigan-terrestrial-site-form2.docx](#)
- Underwater Archaeological Site Form: [shpo-archaeology-underwater-site-form.docx](#)
- Traditional Cultural Places or Landscapes Form: [michigan_tcp_form.docx](#)

Requesting a Trinomial:

Prior to completing a site form, you should request a site number or Smithsonian trinomial from the SHPO Senior Archaeologist. To request Smithsonian trinomials for newly identified archaeological sites send the following information:

- County of site location
- Township/Range/Section, written as: T09N/R01E/Sec. 32, NE-NE-SW-SE
- Name of USGS Quad map
- Project name
 - If SHPO ER# already assigned, include the ER#
 - If MDOT project, include MDOT JN#
 - If MDNR project, include the state permit AE#
- Brief description of site, including artifact types, age, and features present

Also include a map of the site location on a USGS Quad map with your request.

How to Complete the Form & Submit it:

For all site forms, including forms for revisiting an existing site, complete the site form and attach maps and relevant artifact photos to the document. Save the word document with all attachments as a **single pdf file for each site form**. Shapefiles for all site boundaries and the survey areas ([archaeology-standards-guide-3.pdf](#)) must submitted with the site forms. If the sites were identified during a Section 106 survey, the site forms must also be included as appendices in the technical report submit through the SHPO Section 106 portal.