



“KAYSERİ-MİMARŞİNAN INDUSTRIAL ZONE – CAPACITY INCREASE OF EXISTING WASTEWATER TREATMENT PLANT”

CULTURAL HERITAGE ANNEX 12.13 “CHANCE FIND PROCEDURE” (CFP)

“KAYSERİ-MİMARŞİNAN INDUSTRIAL ZONE – CAPACITY INCREASE OF	9 Pages Including Cover Page and Appendices
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<p>EXISTING WASTEWATER TREATMENT PLANT”</p> <p>CULTURAL HERITAGE</p> <p>ANNEX 12.13</p> <p>“CHANCE FIND PROCEDURE”</p>	
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LIST of ABBREVIATIONS

CFP	Chance Find Procedure
ESMP	Environmental and Social Management Plan
E&S	Environmental and Social
ESS	Environmental and Social Standards
ICH	Intangible Cultural Heritage
MoIT	Ministry of Industry and Technology
No	Number
OIZ	Organized Industrial Zones
PIU	Project Implementation Unit
PMU	Project Management Unit
Project	"Tire Oiz Wastewater Recovery Plant"
Project Management	Tire OIZ
TCH	Tangible Cultural Heritage

1. Introduction

There is a possibility of encountering some unknown archaeological sites and cultural heritage assets as a Chance Find during project construction activities. The contractors and Mimar Sinan OIZ Management are responsible for the management and protection of cultural heritage resources within the “Mimar Sinan OIZ Wastewater Treatment Plant Capacity Increase & Wastewater Recovery Plant” Project's borders.

2. Purpose

The purpose of this document is to outline the procedure and respective responsibilities in relation to the management of Chance Finds during project construction works. The procedure applies to all project activities within the project-related associated facilities.

3. Definitions

Chance Find	Potential cultural heritage objects, features or sites that are identified outside of a formal site reconnaissance, normally as a result of construction monitoring (ICH & TCH).
Museum Directorate	Kayseri Museum Directorate
Regional Council for the Conservation of Cultural Property	Kayseri Regional Council for the Conservation of Cultural Property
Project	Mimar Sinan OIZ Kayseri-Mimarsinan Industrial Zone – Capacity Increase of Existing Wastewater Treatment Plant
Shall and must	Indicates mandatory requirements.
Should	Indicates that a provision is not mandatory but recommended as good practice.

4. References

Standards, Legislations and Laws
Ministry of Culture and Tourism, Law No:2863, Preservation of Cultural and Natural Assets
Ministry of Culture and Tourism, Principal Decision No: 658, Archaeological Sites, Conditions of Protection and Usage
World Bank (WB), Environmental and Social Standards (ESS) 8, Cultural Heritage

5. Roles and Responsibilities

The Project Management Unit is responsible for complying with the procedure for onsite activities during project construction activities. All relevant employees involved in construction works will be trained in relation the implementation of the procedure.

6. Chance Find Process

Cultural heritage/archaeological monitoring expert/s will be assigned in case of any chance find. The following table outlines the step-by-step process to be followed upon a chance find discovery.

STEP 1 – After the Discovery of a Chance Find: <ul style="list-style-type: none"> ➤ All work must cease at the location where the discovery is made. ➤ A temporary buffer zone around the chance find will be put in place. ➤ The cultural heritage/archaeological monitoring expert/s and/or the Contractor will contact museum immediately. ➤ The cultural heritage/archaeological monitoring expert/s will properly secure the chance find site: flagging, no-entry signs etc. ➤ Protection of site: the chance find should not be moved, removed or further disturbed. 		
STEP 2 - Recording <ul style="list-style-type: none"> ➤ The cultural heritage/archaeological monitoring expert/s will fill out Chance Find Form Part A and send a copy to E&S manager within 24 hours. ➤ The cultural heritage/archaeological monitoring expert/s will retain a copy of Chance Find form for his/her record. 		
STEP 3 – Contact with Local Authority <ul style="list-style-type: none"> ➤ The cultural heritage/archaeological monitoring expert/s will notify the relevant Kayseri Museum Directorate for the chance find. 		
STEP 4 – Authority's Decision <ul style="list-style-type: none"> ➤ The relevant Museum archaeologist will assess the value of the chance find and take corresponding actions. 		
STEP 4 A – No Significance to Site <ul style="list-style-type: none"> ➤ The museum archaeologist declares that the site is considered to be of no significance. ➤ The cultural heritage/archaeological monitoring expert/s informs relevant managers. ➤ The cultural heritage/archaeological monitoring expert/s records the decision on Part B of Chance Find form and sends a copy to E&S manager within 24 hours. ➤ The cultural heritage/archaeological monitoring expert/s retains a copy of Chance Find form for his/her record. ➤ No further actions required. ➤ This step closes out the chance find procedure. ➤ Construction activities may resume. 		STEP 4 B – Significance to Site <ul style="list-style-type: none"> ➤ The museum archaeologist declares that the site is considered to be of significance. ➤ Kayseri Museum Directorate archaeologist decides on further actions and informs the cultural heritage/ archaeological monitoring expert/s. The Monitoring Expert/s informs relevant managers. ➤ Cultural heritage/archaeological monitoring expert/s records the decision on Part B of Chance Find form. ➤ Proceed to Step 5
STEP 5 – Site investigation <ul style="list-style-type: none"> ➤ Project personnel follows the Kayseri Museum Directorate archaeologist's instructions. 		
<ul style="list-style-type: none"> ➤ After field investigation, Museum archaeologist declares <u>the site has minor significance.</u> ➤ The cultural heritage/archaeological monitoring expert/s inform their managers. 	<ul style="list-style-type: none"> ➤ After field investigation, Kayseri Museum archaeologist declares <u>the site has moderate significance.</u> ➤ Further studies such as test pit / salvage excavations or remote sensing investigation are to be completed. 	<ul style="list-style-type: none"> ➤ After field investigation, Kayseri Museum archaeologist declares the site has major significance. ➤ Salvage excavation is to be completed. ➤ Site is to be treated according to Turkish archaeological regulations "Law on the Conservation of Cultural and

<ul style="list-style-type: none"> ➤ The cultural heritage/archaeological monitoring expert/s records the decision on Chance Find Form Part C and sends a copy to E&S manager within 24 hours. ➤ The cultural heritage/archaeological monitoring expert/s retains a copy of Chance Find form for his/her records. ➤ No further actions required. ➤ This step closes out the chance find procedure. ➤ Construction activities may resume 	<ul style="list-style-type: none"> ➤ Kayseri Museum Directorate archaeologist provides instructions, and/or supervision for the studies. ➤ The cultural heritage/archaeological monitoring expert/s informs their managers. ➤ Under the supervision of the museum archaeologist, project management provides a study team. The team will be composed of qualified archaeologists, other experts and workers. ➤ Once the studies/excavation is completed, the study team provides a report to the Kayseri Museum Directorate, ➤ The Kayseri Museum Directorate reports the study outcomes to the Kayseri Regional Council for the Conservation of Cultural Property. ➤ The Kayseri Regional Council for the Conservation of Cultural Property officially confirms completion of recovery and informs the project management. ➤ The cultural heritage/archaeological monitoring expert/s records the decision on Chance Find Form Part C and sends a copy to E&S manager within 24 hours. ➤ The cultural heritage/archaeological monitoring expert/s retains a copy of Chance Find form for his/her record. ➤ No further actions required. ➤ This step closes out the chance find procedure. ➤ Construction activities may resume 	<p>Natural Property (2863) 21.07.1983.</p> <ul style="list-style-type: none"> ➤ Kayseri Museum Directorate archaeologist provides instructions, and/or supervision for test pit/salvage archaeological excavation. ➤ The cultural heritage/archaeological monitoring expert/s inform their managers. ➤ Under the supervision of the Kayseri Museum archaeologist, project management provides a salvage excavation team. The team will be composed of qualified archaeologist and workers. ➤ Once the excavation is completed, salvage excavation team provides a report to the Kayseri Museum Directorate ➤ The Kayseri Regional Council for the Conservation of Cultural Property officially confirms completion of recovery and informs the project management. ➤ Site will be officially recorded and protected according to Turkish regulations. ➤ The cultural heritage/archaeological monitoring expert/s inform to the related managers. ➤ The cultural heritage/archaeological monitoring expert/s records the decision on Chance Find Form Part C and sends a copy to E&S manager within 24 hours. ➤ The cultural heritage/archaeological monitoring expert/s retains a copy of Chance Find form for his/her record. ➤ No further actions required. ➤ This step closes out the chance find procedure. ➤ Construction activities may resume, or preventive further actions are needed
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7. Monitoring and Reporting

The cultural heritage/archaeological monitoring expert/s will visually monitor all construction areas or other ground disturbance activities for evidence of presence of cultural heritage items. Therefore, sufficient number of monitoring experts should be assigned and kept in the construction area during the project construction period.

Chance Finds will be recorded on the Chance Find Report form. All Chance Find Report forms will be kept in hard copy at the camp and will also be scanned and saved electronically after completion of each section of the form.

Chance Finds will be recorded in the Chance Find Register which will be kept up to date by Monitoring Expert/s. It will be reviewed in regular E&S meetings (weekly or monthly).

8. Chance Find Report Form

RASLANTISAL BULUNTU RAPOR FORMU

PART A BÖLÜM A			
Project Location: <i>Proje Sahası</i>	District (İlçe): Village (Köy):	Date: <i>Tarih</i>	Form No:
Name of person reporting chance find: <i>Rastlantısal buluntuyu rapor eden kişinin ismi</i>			
Was work stopped in the immediate vicinity of the chance find? <i>Rastlantısal buluntunun tam çevresinde iş durduruldu mu?</i>		<input type="checkbox"/> Yes <i>Evet</i>	<input type="checkbox"/> No <i>Hayır</i>
Was a buffer zone created to protect the chance find? <i>Rastlantısal buluntuyu korumak için tampon bölge oluşturuldu mu?</i>		<input type="checkbox"/> Yes <i>Evet</i>	<input type="checkbox"/> No <i>Hayır</i>
NOTIFICATION BİLDİRİM			
Site manager and E&S manager contacted <i>Saha Müdürü ve Çevre müdürü ile irtibata geçildi</i>		<input type="checkbox"/> Yes <i>Evet</i>	<input type="checkbox"/> No <i>Hayır</i>
CHANCE FIND DETAILS RASLANTISAL BULUNTU AYRINTILARI			
GPS coordinates <i>GPS koordinatları</i>	Photo record <input type="checkbox"/> Yes <input type="checkbox"/> No (minimum HD quality) <i>Fotoğraf kaydı Evet Hayır</i> (en az HD kalitesinde) If not, explain why: <i>Yok ise nedenini açıklayınız</i> Other records <input type="checkbox"/> Yes <input type="checkbox"/> No Specify (drawings, HD quality videos, etc.): <i>Diğer kayıtlar Evet Hayır</i> <i>Belirtin (çizimler, HD kalite videolar, vb.)</i>		
Description of chance find: <i>Rastlantısal buluntunun tanımı</i>			
Description of site and vegetation: (e.g. surface sediment type, ground surface visibility, distance to closest watercourse, etc.) <i>Sahanın ve bitki örtüsünün tanımı: (örn. Yüzey sediman türü, yüzey zemin görünürlüğü, en yakın su yoluna olan mesafe, vb.)</i>			

PART B BÖLÜM B		
NOTIFICATION OF KAYSERİ MUSEUM DIRECTORATE ARCHAEOLOGIST KAYSERİ MÜZE MÜDÜRLÜĞÜ ARKEOLOĞUNA BİLDİRİ		
Monitoring archaeologist contacted museum directorate archaeologist Arkeolog müze müdürlüğü arkeoloğu ile irtibata geçti.	<input type="checkbox"/> Yes Evet	<input type="checkbox"/> No Hayır
Date of notification: Bildirim tarihi		
Name of museum directorate and Name of museum archaeologist: Müze müdürlüğü ve Müze müdürlüğü arkeoloğunun ismi		
Contact number of museum directorate archaeologist: Müze müdürlüğü arkeoloğunun iletişim numarası		
DECISION OF KAYSERİ MUSEUM DIRECTORATE ARCHAEOLOGIST KAYSERİ MÜZE MÜDÜRLÜĞÜ KARARI		
Date of site visit: İlk saha ziyaret tarihi:		
<input type="checkbox"/> Site of no significance - Construction to proceed with no further action – End of chance find procedure Önemsiz saha – İnşaat daha fazla araştırma yapılmadan devam edilebilir – rastlantısal buluntu prosedürün sonu. Date of notice to resume work: İşe başlama tarihi bildirisi	<input type="checkbox"/> Site of significance - Further actions required Önemli saha – Ek araştırma gerekmektedir Please Fill out Part C Lütfen Bölüm C'yi doldurun.	
Name of museum directorate archaeologist: Müze müdürlüğü arkeoloğunun ismi		
Contact information: İletişim numarası		
Site manager and E&S manager contacted Saha Müdürü ve Çevre müdürü ile irtibata geçildi	<input type="checkbox"/> Yes Evet	<input type="checkbox"/> No Hayır
PART C BÖLÜM C		
FURTHER FIELD INVESTIGATION EK SAHA ARAŞTIRMASI		
<input type="checkbox"/> Site of minor significance Önemsiz saha	<input type="checkbox"/> Site of moderate significance Az önemli saha	<input type="checkbox"/> Site of major significance Çok önemli saha
Describe additional work to be conducted: Yapılması gereken ek işlerin tanımları		
Date started: Başlangıç tarihi	Date completed: Bitiriş tarihi	
Date of notice to resume work: İşe başlama tarihi bildirisi		
Name of museum directorate archaeologist:		

Müze müdürlüğü arkeoloğunun ismi:

Contact information:
İletişim numarası

Construction manager contacted
İnşaat müdürü ile irtibata geçildi

☐ Yes
Evet

☐ No
Hayır

9. Chance Find Register

Date of Find	Summary of Chance Find	Name of Authority Notified	Action Taken	Chance Find form Completed	Status Open or Closed	Remarks

10. Contact Information

Regional Council for The Conservation of Cultural Property		Contact Information	
	Adress	Phone	E-Mail
Kayseri Regional Council for the Conservation of Cultural Property	Tacettin Veli Mahallesi Lalezade Cad. No:6 Kışıkapı – MELİKGAZİ / KAYSERİ	0 352 231 16 25	kayserikurul@ktb.gov.tr
Museum Directorate		Contact Information	
	Adress	Phone	E-Mail
Kayseri Museum Directorate	Cumhuriyet Mahallesi Kaleiçi Çarşı Kümeevler No:1/1 Melikgazi / KAYSERİ	0 352 222 21 49	kayserimuzesi@kultur.gov.tr
Provincial Directorate of Culture and Tourism		Contact Information	
	Adress	Phone	E-Mail
Kayseri Provincial Directorate of Culture and Tourism	Hunat Mahallesi Seyyid Burhaneddin Bulvarı No:52 Melikgazi / KAYSERİ	0 352 280 18 00	iktm38@ktb.gov.tr