

Instructions for Completing a Cultural Resources Review Form

Below are instructions for the Cultural Resources (CR) Review form. The better the information that you provide regarding planned undertakings the more reliable the information will be that you get back about the potential for your practice to impact cultural resources. Please send the forms in as soon as is reasonable. Please contact the CR Specialist by phone if a "rush" situation is present or if you have any questions. Contact info. is provided on the form.

CR Review form data from each county is entered into the PRS data base by the CR Specialist.

Printing Out The CR Review Form:

Please be sure if and when you print out the CR Review Form that the entire form (except for the map, which can even be copied to the reverse) fits on one page. Please do not alter the "comments" section as an attempt to make this document fit on one page. Getting the entire form on a single page may require changing the margins in MS word. To do this click on the "File" drop down menu in MS Word and select "Page Setup", then open the margins (top, bottom, left, & right) as wide as possible. The easiest way to do this is to enter "0" in each of the size selection squares. The program will then open a pop-up screen stating that the margins you selected are too wide. At this point, select the "Fix" option. Setup will then default the page to the widest possible setting and the document should fit on a single page. A form that is altered from its original state may not be accepted.

You can also adapt this form and map to be filled out and/or sent electronically. If you do this please do not compromise the comment space or rearrange the question order.

Filling out the CR Review Form

County:

Please list the name of the county that the practice takes place. Make a special note if this county is different from the field office from which you would like the form mailed back to.

Program Type:

Please list programs such as EQIP, CRP, WHIP etc. etc. any state funded programs can simply be listed as CTA.

List Practices:

Limit this list to actual "undertakings". Refer to the Undertakings List if you are not sure. Please do not use practice numbers but practice names. You can abbreviate these names (i.e. HUA, H2O Tnks& lines, Wst Strg Pnd). Practices falling on the second and third page of the Undertakings List should be listed if they have the potential to effect cultural resources; they will be evaluated accordingly.

Size of APE:

Provide a "ballpark" estimate of the acreage of Area of Potential Effect (APE). Only include the acreage of land that will be actually disturbed. Small practices are often much less than an acre (i.e. .01 acres). Do not substitute the tract sizes for this number. The larger the APE the more cultural resources consideration is required. Please list this estimate in acres, one total for all practices listed.

% of Ground Surface Visible:

List the percentage of soil that can be seen in the APE. This is basically opposite the percentage you would use for the measure of residue.

Noteworthy Characteristics:

Please put any information in here that would support or detract from the possibility that Cultural Resources may be located at this location.

Name of the USGS Quad (s) Containing the APE:

It is important to remember that the location of your designated Area of Potential Effect (APE) be re-locatable on a standard USGS Topo map with reasonable ease. Please be sure that the USGS topographic quadrant name(s) you give is/are correct and the APE is actually located on the quad map(s) that you have listed. If the Undertakings actually fall on more than one quad sheet, it is helpful to note where these map divisions are located on the map that you submit.

Maps & Scale

It is very important that the attached map is of reasonable quality, and is similar in scale and perspective as a standard USGS Topo. Quad. map. The best map scale is 1:24,000. Remember that the map you send must be relocated on a standard USGS Topographic map in the State Archaeology Office. If the map or scale you use is so different that your practice area can not be relocated in a reasonable amount of time the CR Review form may have to be returned for revision.

About Scale and Printing with Topozone Maps. For some reason the maps used at the Topozone web site do not match the scale they are listed to be. What you need to keep in mind is that I have to relocate your practice location on a standard USGS Topographic map. The Topozone scale that approximates a real USGS Topo map is 1:50,000. To print Topozone maps be sure that you have selected the largest map available and always use the "Print this topo map" link. This link is located on the left side of their web page, about half way down, and in blue. By using that function much more of the map will be printed out on the page.

About Designating the APE

Make sure that you have at least approximated the location (marked on the map) of any areas that will be disturbed (the APE). It is OK to mark entire tracts, but please be sure to show which areas within the tract will be impacted. If all you do is draw the outline of a large tract it will be assumed that the entire area within that outline will be impacted. If all you do is place a dot on the map the comments and the legality of this Cultural Resources Review Form will only reflect impacts to that point. For long linear practices like pipelines please draw these in as best you can. Please do not use highlighter to mark on the map because these documents are often photo-copied or faxed.

Comments:

The CR Specialist will provide you with comments in this section. If the words "Contact CR Specialist" are included, you must contact the CR Specialist before any of the undertakings listed are begun. When contacting the CR Specialist please provide the County name, the Owner's/Cooperator's name, and the date the form was processed (the date at the bottom). It is often to the field offices benefit to contact the CR Specialist as soon as possible if required to do so, in the event that the CR survey must be conducted by the specialist.