

NRCS GUIDANCE ON FIELD OFFICE CULTURAL RESOURCES PROCEDURES:

1. Determine whether the proposed project is an undertaking or is exempt from review.
 - a. If the proposed project is an “Exempt Practice,” no review by the Cultural Resources Specialist (CRS) is required. The District Conservationist (DC) will document this decision at the field office level and proceed with the activity or installation of the practice.
 - b. If the proposed project is an “Undertaking,” submit (via email or regular mail):
 1. the “Cultural Resources Review Request” form, MN-CPA-048
 2. a photocopy of the appropriate USGS 7.5’ quad map (see instructions below)
 3. an aerial photograph, when possible, illustrating in detail, where the practice(s) will be installed on the landscape and photographs of the project area, if available
2. Send this information to:

Pat McLoughlin
Cultural Resources Specialist
USDA-NRCS
375 Jackson St., St. Paul, MN 55101
(651) 602-7907 ph
(651) 602-7914 fax
email: patrick.mcloughlin@mn.usda.gov

Instructions for copying a quad map:

1. Copy on 8.5 x 11 sheet of paper.
2. Center the section where the practice is to be installed in the center of the page.
3. Orient the quad so that north is at the top of the 8.5 x 11 page (portrait).
4. Copy at least one setting darker than the default setting.
5. Do not enlarge or reduce the copy.
6. Label the quad map at the bottom of the copy.
7. Information on the label should include: (a) Landowner/operator name, (b) County, (c) Quad name, (d) Township, (e) Range, (f) Section, (g) Quarter section
- 8. Highlight and/or illustrate the specific areas of ground disturbance on the quad, including borrow areas, if known.**

The key is to provide as much specific information as possible (e.g. the exact locations of WASCBS drawn on the topo map and the aerial photo, or the exact location of the terrace or waste pond, etc.), because this allows for a much more expedient and informed decision on whether or not the practice will have any significant impacts.

Conservation Practice	Code	Exempt	Undertaking
Access Road (ft)	560		■
Alley Cropping (ac)	311	■	
Anaerobic Digester (no)	366	■	■
Animal Mortality Facility (no)	316		■
Animal Trails and Walkways (ft)	575		■
Biofilter	795	■	
Brush Management (ac)	314*	■	■
Channel Bank Vegetation (ac)	322	■	
Clearing and Snagging (ft)	326	■	
Closure of Waste Impoundments (no)	360	■	
Composting Facility (no)	317	■	

Conservation Practice	Code	Exempt	Undertaking
Conservation Cover (ac)	327	■	
Conservation Crop Rotation (ac)	328	■	
Contour Buffer Strips (ac)	332	■	
Contour Farming (ac)	330	■	
Cover Crop (ac)	340	■	
Critical Area Planting (ac)	342	■	
Cross Wind Ridges (ac)	589A	■	
Cross Wind Trap Strip (ac)	589C	■	
Dam (no., ac , ft)	402		■
Deep Tillage (ac)	324		■
Dike (ft)	356		■
Diversion (ft)	362		■
Drainage Water Management	554	■	
Dry Hydrant (ea)	432		■
Early Successional Habitat Development/Mgt. (ac)	647	■	
Fabricated Shelter for Livestock	771		■
Fence (ft)	382	■	
Field Border (ft)	386	■	
Filter Strip (ac)	393*	■	■
Firebreak (ft)	394*	■	■
Forage Harvest Management	511	■	
Forest Site Preparation (ac)	490*	■	■
Forest Stand Improvement (ac)	666	■	
Forest Trails and Landings (ac)	655		■
Grade Stabilization Structure (no)	410		■
Grassed Waterway (ac)	412	■	
Grazing Land Mechanical Treatment	548		■
Heavy Use Area Protection (ac)	561		■
Hedgerow Planting (ft)	422*	■	■
Herbaceous Wind Barriers (ft)	422A	■	
Irrigation System, Sprinkler (no & ac)	442	■	
Irrigation Water Management (ac)	449	■	
Lined Waterway or Outlet (ft)	468		■
Manure Transfer	634		■
Mine Shaft and Adit Closing (no)	457		■
Mulching (ac)	484	■	
Nutrient Management (ac)	590	■	
Obstruction Removal (ac)	500		■
Open Channel (ft)	582		■
Pasture and Hay Planting (ac)	512	■	
Pest Management (ac)	595	■	
Pipeline (ft)	516*	■	■
Pond (no)	378		■
Pond Sealing or Lining, Bentonite Sealant (no)	521C	■	
Pond Sealing or Lining, Flexible Membrane Lining (no)	521A	■	
Prescribed Burning (ac)	338	■	
Prescribed Grazing (ac)	528A	■	

Conservation Practice	Code	Exempt	Undertaking
Pumping Plant (no)	533		■
Range Planting (ac)	550	■	
Recreation Area Improvement (ac)	562		■
Residue Management, Mulch Till (ac)	329B	■	
Residue Management, No Till and Strip Till (ac)	329A	■	
Residue Management, Ridge Till (ac)	329C	■	
Residue Management, Seasonal (ac)	344	■	
Restoration and Management of Declining Habitats (ac)	643	■	
Riparian Forest Buffer (ac)	391*	■	■
Riparian Herbaceous Cover (ac)	390*	■	■
Roof Runoff Management (no)	558	■	
Runoff Management System (no/ac)	570	■	
Sediment Basin (no)	350		■
Sinkhole Treatment	725		■
Soil Salinity Mgmt. Nonirrigated	571		
Spoil Spreading (ac)	572	■	
Spring Development (no)	574		■
Stream Channel Stabilization (ft)	584		■
Stream Crossing	578		■
Stream Improvement (ft)	395		■
Streambank and Shoreline Protection (ft)	580		■
Soil Salinity Management (nonirrigated)		■	■
Strip Cropping, Field (ac)	586	■	
Structure for Water Control (no)	587		■
Subsurface Drain (ft)	606*	■	■
Surface Drainage, Field Ditch (ft)	607		■
Surface Drainage, Main or Lateral (ft)	608		■
Terrace (ft)	600		■
Terrestrial Invasive Plant Species Pest Mgmt.	797	■	
Tree Planting	612		■
Tree/Shrub Pruning (ac)	660A	■	
Underground Outlet (no)	620*	■	■
Upland Wildlife Habitat Management (ac)	645*	■	■
Use Exclusion (ac)	472*	■	■
Vegetative Barrier (ft)	601*	■	■
Waste Facility Cover	367		■
Waste Storage Facility (no)	313		■
Waste Treatment (no)	629	■	
Waste Utilization (ac)	633	■	
Wastewater and Feedlot Runoff Control	784		■
Wastewater Treatment Strip	635	■	
Water and Sediment Control Basin (no)	638		■
Water Harvesting Catchment (no)	636	■	
Water Well (no)	642*	■	■
Well Decommissioning (no)	351	■	
Wetland Creation (ac)	658*	■	■
Wetland Enhancement (ac)	659*	■	■

Conservation Practice	Code	Exempt	Undertaking
Wetland Restoration (ac)	657*	■	■
Wetland Wildlife Habitat Management (ac)	644*	■	■
Windbreak/Shelterbelt Establishment (ft)	380*	■	■
Windbreak/Shelterbelt Renovation (ft)	650*	■	■

Practices in Bold are reviewed by MN NRCS CRS and are not reviewed by SHPO for Section 016 purposes. NRCS CRS has Section 106 approval on these practices.

*** Indicates practices that can be considered as Undertakings or as Exempt depending on the level of impacts, location and depth of disturbance, borrow area locations, etc. Decision to submit MN-CPA-048 is made by Field Office based on these criteria.**

3. The NRCS CRS upon receipt of the request conducts an Initial Review. The CRS notifies the NRCS Field Office if a field visit or survey is needed.

4. If the NRCS CRS recommends further field work, the DC notifies the CRS of the expected construction date, if possible. The DC and the CRS will schedule a field visit or survey and the CRS will conduct the field work. Field Office Personnel are welcome to assist the CRS with the field survey.

- If cultural resources are not found, the CRS writes a letter report and submits it to the FO for the project file. Construction can proceed as planned.
- If cultural resources are found, the CRS evaluates the significance of the resource and determines whether or not the resource is eligible for listing on the National Register of Historic Places. If the resource is considered not significant or not eligible for listing, the CRS submits this decision to the SHPO for review and concurrence. Once concurrence is received (in 30 days or less), the project can proceed as planned.
- If significant cultural resources are found, the CRS, DC, and/or Engineers determine whether the site can be avoided. If the site can be avoided the CRS submits a report to SHPO and recommends that the project proceed as planned given the established avoidance plan. SHPO has 30 days to concur with the recommendation. If avoidance is not possible, the CRS, DC, Engineers, and possibly the SHPO, will meet to discuss other alternatives or resolutions.

Remember that even if cultural resources are found at a project site, it does not mean that the practice cannot be installed. It is our responsibility to record sites and inventory historic buildings and structures, even if they are not considered eligible for listing on the National Register and even if ultimately they will be impacted or disturbed by the practice.

5. If a previously unknown resource is discovered post-review or during construction, contact the CRS immediately to determine the next action (651-602-7907).

NOTE: **If human remains are discovered** during any phase of field work or construction, cease all activities and notify the NRCS CRS (651-602-7907) who will then notify the Office of the State Archaeologist in accordance with the Private Cemeteries Act (Minnesota Stat. Ann. 307.08) and in accordance with the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA). If the NRCS CRS cannot be reached, contact the Office of the State Archaeologist directly at 651-725-2411.

6. If you haven't taken the **NRCS Cultural Resources training** or would like to take it again, please contact Pat McLoughlin NRCS-CRS (651) 602-7907 or patrick.mcloughlin@mn.usda.gov.

Tribal Consultation

Field Offices must submit Cultural Resources Review Request forms to Tribal Historic Preservation Officers when working within reservation boundaries and they also **must send a copy of the Review Request form submitted to these tribal officers and any other pertinent correspondence to the CRS in St. Paul. The CRS is responsible for all consultation with Indian Tribes and can be assisted by the DC.**

Below is a list of Minnesota Tribal Historic Preservation Officers and corresponding NRCS county Field Offices that should submit Cultural Resources Review Request forms to THPOs and the CRS. Consultation must also be pursued when conducting program work on any reservations that do not have THPOs. In such cases, the DC can send the MN-CPA-048 to the respective tribal staff or send it to the CRS who can then send it to the tribe for Section 106 consultation purposes.

Leech Lake Band of Chippewa Indians
Gina Papasodora, THPO
Leech Lake Historic Preservation Office
6530 Hwy. 2 NW
Cass Lake, MN56633
218-335-2940

Cass, Beltrami, Itasca, Hubbard

Mille Lacs Band of Ojibwe Indians
Natalie Weyaus, THPO
43408 Oodema Dr.
Onamia, MN 56359
320-532-4181

Mille Lacs, Aitkin

White Earth Band of Minnesota Chippewa
Tom McCauley, THPO
P.O. Box 148
White Earth, MN 56591
218-983-3263

Becker, Mahnomen, Clearwater

Bois Forte Band of Chippewa Indians
Rosemary Berens, THPO
5344 Lakeshore Dr., P.O. Box 16
Nett Lake, MN 55772
218-757-3261
rozeberens@yahoo.com

Koochiching, St. Louis