

Instructions for Completing a Cultural Resources Review Form

Below are instructions for the Cultural Resources (CR) Review form. Every NRCS assisted undertaking requires that a CR Review Form be completed. The better the information that you provide regarding planned undertakings the more reliable and legally binding 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. Any time you receive a completed CR Review form back with the block checked that states *“Additional follow up is needed for the Cultural Resources Review. Contact Jim Errante prior to proceeding with design or installation”*. This should be done as soon as possible. Contact information is provided on the form. Calling the CR Specialist is the best way to make contact because factors about the area of potential effect (APE) may only need to be discussed.

A fillable PDF version of the CR Review form along with directions, the Undertakings List and other cultural resources information and guidance is available in eFOTG in Section II, under Cultural Resources.

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 be copied to the reverse or stapled to the back) fits on one page.

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.

Cooperator/Reference Name(s):

Use the same name that you use for your file designation. You could use something like a “DSR” number here as long as you can relocate the practice by this name. If there is more than one location being addressed or more than one CR Review for the same “Owner/Cooperator” be sure to include some type of distinguishing elements like a tract number.

List Practices:

Limit this list to actual “undertakings”. Refer to the Undertakings List if you are not sure. An undertaking is a practice that has the potential to affect a CR. 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. Please remember practices like pastureland planting and field borders should only be considered undertakings if the installation of these practices have potential to affect a cultural resource. If you know there is a CR present in the area you are working, regardless of what type of work you are doing, you should submit a CR Review form and include a statement of what you know about the CR.

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). Never substitute the tract size for this number. The larger the APE the more cultural resources consideration is required. Please list this estimate in acres, and one total for all practices listed.

% of Ground Surface Visible:

List percentage of soil that can be seen in the APE. This is basically opposite the percentage you would use for the measure of residue. Long linear practices may have a lot of variability. If so just estimate.

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 or any other pertinent information. Other information pertinent to the CR Review can be put here as well.

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, please note where these map divisions are located on the map that you submit. If this information is incorrect or left out it is likely that the processing of this form will be delayed.

MAPS

It is very important that the attached topo map is of reasonable quality, and is very similar in scale and perspective as a standard USGS Topo. Quad. map. The best map scale is 1:24,000. Remember that the CR Specialist has to relocate your APE on a full size USGS Topographic map. It is preferred that you not send additional

maps (i.e. aerial maps, soil maps) unless necessary to clarify information about the environment. If you chose to mail this form either print the topo map on the back of the CR Review form or staple it at the left top corner. Unless you require additional space, please fit the map on an 8 ½ X 11 inch sheet of paper. You are highly encouraged to use the Toolkit program to produce these maps.

About Scale and Printing with Topozone Maps.

Topozone maps are discouraged because of the lack of detail available. If you must use Topozone you must follow the direction below.

For some reason Topozone web site maps do not match the scale they are listed to be. What you need to keep in mind is that the location of the practice will have to be relocated on a standard USGS Topographic map at the State Archaeology Office. 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 on the web page. You must print out and draw in the location of the APE on these maps if it does not completely fall under the "X".

Designating the APE

To be legally binding you must at least approximated the location (marked on the topo map) of all areas that will be disturbed (the APE). It is OK to mark entire tracts, but please be sure to clearly show which areas within the tract will be impacted. Most field offices are equipped with the capability to produce maps via Toolkit or other mapping programs that very closely depict the practice locations and overlay these on a topo map. If you are not in the habit of producing maps of this type at least draw out or outline the practice areas on the topo map. 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 or an "x" on the map the comments and the legality of this Cultural Resources Review Form will only reflect impacts close to that point.** Please do not use highlighter to mark on the map because these documents are often photo-copied or faxed.

COMMENTS SECTION

The CR Specialist will provide you with comments in this section. Please do not write within this section. If the block is checked that states *"Additional follow up is needed for the Cultural Resources Review..."*, you must contact the CR Specialist before any of the undertakings listed are begun. When contacting the CR Specialist please be prepared to provide the County name, the Reference Name, and the date the form was processed (the date at the bottom right). It is to the advantage of field offices 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.

SENDING THE CR REVIEW FORM

It is best to mail, or if you have the capability, email the CR Review form. To prevent delays or inaccurate information be sure that you have marked all the APE locations clearly (not just an "X" for practices that extend outside that area). Only fax this document if you need the information back in a hurry. Faxed maps often come out poorly, get mixed up, have missing pages and can cause more of a delay. If you need information quickly be sure to write "Rush" at the top of the form and call the CR Specialist before faxing.