

DRAFT

TECHNICAL NOTE

U.S. DEPARTMENT OF AGRICULTURE STATE OF COLORADO NATURAL RESOURCES CONSERVATION SERVICE

CULTURAL RESOURCES MANAGEMENT NOTE No. 1

Date: October 2015

TO: All State Office Planners, Area, Field, RC & D Offices, and Plant Materials Centers

FROM: Marsha Sims
State Archeologist/Cultural Resources Specialist (CRS)

PURPOSE: Process for Cultural Resources Management 2016

FILING INFORMATION: This Technical Note replaces Cultural Resources Management Notes. File under #6 in the *Colorado Cultural Resources Handbook* available in Field Offices and the State Office as 190-15-11-0 and referred to by FO staff and partners involved in planning for NRCS.

FILE CODE: 90-15-11-0

Natural Resources Conservation Service (NRCS) employees are to consider the impacts to historic properties when designing installations of conservation practices as stipulated.

Cultural resource compliance is pursuant to statutory regulations of the National Historic Preservation Act of 1966 and its implementing regulations as revised in 36 CFR Part 800 and pursuant to the NRCS General Manual (GM) 420 Part 401 and GM Part 601 entitled the National Cultural Resource Procedures Handbook as alternative regulations to the statutory regulations. The following outlines the qualifications of staff, requirements in a general outline, location of forms, and a process to conduct business for NRCS of Colorado:

- A. Field Office (FO) staff shall consult with the CRS prior to planning for all ground-disturbing practices (See G in the following), and the description of these types of practices follows at number 7 this Technical Note. The accompanying form is the C106 CO-SSC-Assessment Form: Active link will be provided at a later date: (http://efotg.sc.egov.usda/references/public/CO/C106_CO_SSC_Assessment_Forms_CO_SSC_01_02_2016).
- B. A person meeting the Secretary of Interior's Standards and Guidelines, the Cultural Resources Specialist (CRS) for NRCS, provides oversight for Field Office (FO) staff who shall survey the area of potential effect (APE) prior to implementation regarding the proposed impacts of undertakings having the potential to impact historic properties. The CRS for NRCS shall also consult prior to implementation. Outlined are the qualifications, training requirements, background information, and definitions:
 - **Qualifications – Secretary of the Interior's Standards and Guidelines – Professional Qualifications Standards for contractors and NRCS CRS employees.** These qualification standards are in 36 CFR Part 61 (of the Federal Register) and state that for an archeologist, for instance, the qualifications are a graduate degree in archeology, anthropology, or closely related field, plus at least one year of full-time professional experience or equivalent specialized training in

archeological research, administration or management, and at least four months of supervised field and analytic experience in general North American archeology and demonstrated ability to carry research to completion. The stipulations indicate that “systematically contracting for needed investigations and surveys for actions beyond the scope of NRCS employee qualifications. . . .” is optimal.

- **Field Office (FO) personnel provide survey.** CRS shall oversee survey by and decisions made by FO who have successfully completed the NRCS National CRM training modules 1-9. FO staffs submit to the CRS a completed C106 Assessment form that includes a signed assessment sheet of the decisions made regarding the planning area and, if the situation exists where survey indicates no sites and less than four isolated finds (IF), a limited-results survey form #CO-SSC-1 or a #CO-SSC-2 that describes a site/sites and this latter instance includes a request for CRS assistance for documentation and consultation requirements.
- **Training requirements for FO staff and partners.** All employees who provide planning for NRCS shall participate in and successfully complete the NRCS National CRM training for awareness modules 1-9. Training requirements and accreditation information are access on the NRCS training shared site.
- **Planning by FO personnel shall require avoiding impacts to historic properties.** FO personnel shall take into consideration known buildings; structures including canals and ditches, railroad grades, roads; artifacts; and other cultural material in the planning area and avoid this cultural material by 65 feet in the planning stages in consultation with the CRS of the Colorado NRCS. If these areas cannot be avoided, then the CRS or a contractor meeting the Secretary of Interior’s Standards shall document the potential historic properties and determine eligibility, and NRCS shall consult on the potential impacts to the resources involved.
- **Types of undertakings that shall be considered in the State of Colorado.** Undertakings for the purpose of CRM are those activities that are federally funded and technical assistance provided has direct control over the planning area. A list addressed practices is entitled “Ground-disturbing Potentials” and is provided in the following. All practices not addressed on this list are presumed to have an impact on historic properties. This list is used during the decision of the potential impact to historic properties. Those practices on the list having a rating of (G) have the potential to impact historic properties, those listed (PG) should be determined by the FO as to impact level and this is best in consultation with CRS. Only those practices determined to have an impact on historic properties shall be mapped and surveyed for potential historic properties.
- **Types of undertakings that shall not be considered in the State of Colorado.** Those listed as (NG) do not have a potential to impact historic properties; however, a decision as to affect to historic properties shall be noted on an assessment form for these types of practices and a statement to support the decision shall be included on the assessment form, a copy of this form is submitted to the CRS, and a copy is placed in the client’s file.
- **Those practices determined as undertakings include impacts to all Canals/ditches including field ditches.** Until further notice all ditches are considered potential historic properties.

- **Consultation requirements.** The SHPO has 30 days to respond to requests for consultation and comment that CRS of NRCS or other delegated representative of NRCS submits. The process may not end within this 30-day period depending on the results of this phase of consultation.
 - **Buffers.** A buffer is the distance between the historic property and the ground-disturbing practice.
 - **Emergencies.** Emergencies are events such as fires, floods, or other devastation. The State Office (SO) Engineers have a process for the Emergency Watershed Protection (EWP) program that rehabilitates these areas and along with planners for EWP shall contact the CRS in the case of emergency planning arranged under EWP. SO and/or FO staff are required to provide CRS the circumstances creating the emergency, location of the emergency indicated clearly on a USGS quad sheet map at a scale of 1:24,000, work to be undertaken, and any historic properties known in the area. CRS and NRCS staff are responsible to survey and consult in the planning stages in order to consider impacts to historic properties. In exigent circumstances, the State Conservationist decides if a waiver of the CRM process outlined herein shall be sent to the Secretary of Interior within the first 5 days after an emergency event allowing expedient implementation of rehabilitation measures that protect human life and property.
- C. CRS or other authorized representative of NRCS shall notify FO and SO staff when consultation on impacts is complete before proposed ground disturbance proceeds unless the process has been waived in order to protect human life and property in an emergency situation addressed in EWP.

Process:

Programs such as the Conservation Reserve Program (CRP) require a CPA 52 with a determination of the potential to impact completed and signed by the DC in block P and unsigned in block S and submitted to Farm Service Agency (FSA). All other programs and practices adhere to the following methods:

- A. **Method to determine the scope of work and impact of the proposed planning on potential historic properties:** See section entitled “Ground-Disturbing Potential for Conservation Practices” following for guidance regarding the potentials of each practice to impact historic properties. Follow the list of questions on the C106 Assessment Sheet in order to decide the potential to impact historic properties. Complete the C106 Assessment Sheet including a statement supporting the decision for potential impacts to historic properties. This replaces the CPA-52 CRM worksheet. Sign this document, provide a copy to the CRS in the SO, and file a copy in the client’s file. If it is determined that there are no potentially ground-disturbance activities, submit the C106 Assessment Sheet, and proceed with the proposed planning. If the practice has the potential to impact historic properties, is less than a survey area of 160 acres in size or under a linear survey of 4 miles, complete the survey in that area and record information on the “Limited-Results Cultural Resource Survey Form on Private Lands” (CO-SSC-1) as long as no sites and four or fewer isolated finds are noted within the survey area. Plan the proposed practices in another location if possible if a site is noted or more than four

IF are within the planning area, otherwise contact the CRS immediately to arrange for a field visit. The official form and instructions are located in eFOTG, Section IV.

- B. **Method to determine the area of potential effect (APE):** The APE includes roads for hauling materials (haul roads), borrow areas, the actual footprint of the practice, areas that will be impacted in the surrounding area, areas that will be impacted by this practice in the future, and a buffer of 65 feet. View sheds on tall structures and audible range of feed lots should be considered in some circumstances such as those located near Federal Lands and homes. NRCS staff calculate a buffer of 65 feet set around the footprint of a proposed ground-disturbing practice. The distance for a buffer is 65 feet, so this means: add 65 feet to the perimeter of your practice + haul road + borrow area + audible distance area + area that could possibly be impacted. The entire area is then considered the APE and should be included in the entire survey area. Apply a 65-foot buffer on the map developed in Toolkit (see H in the outline in this Technical Note), only include the survey area on the map and write “survey area” in the key or legend of the map and not on the actual map. The toolkit will denote an outline of the actual survey area on the map. Use any color for this survey shape besides yellow and green. Provide a conservation map along with the CRM map developed when several practices are proposed.
- C. **Method of survey for addressing ground-disturbing and potentially ground-disturbing activities:** Survey method is a walking (pedestrian) survey in 15-meter (approximately 50 feet apart) transects over the entire planned practice area including a 65-foot buffer. After survey provide to the CRS for NRCS a copy of the CO-SSC-1 completed in the portions FO are responsible and attach in email. Be as descriptive as possible regarding the undertaking – how many feet or inches wide is the disturbance, how many feet or inches long, and how many feet or inches deep. Always use the latest form from eFOTG if one is available or contact the CRS for the most recent version, refer to the survey area and this is the area noted on the map, and describe your survey method on “VII. Field Methods.” For example, note in the description of method used: “Field Office staff provided a walking survey in 15-meter transects over the entire planned practice area including a 65-foot buffer. The locations on the map were plotted by GPS.” Hand plotted points should be indicated if this is the actual method used. Directions such as east-west or north-south that the survey took and reference points can be noted. Attach the map created in Toolkit (see H in the outline in this Technical Note) and the shape file of the survey produced in Toolkit. The shape files should be zipped together into a file with the client’s name, date, and zone such as Z12 or Z13. Instructions follow regarding the shape file format. CRS will provide information regarding a file search at the Colorado State Historic Preservation Officer’s (SHPO) data base and any recommendations to the FO.
- D. **Method of CRS recommendations:** CRS provides information to FO staff regarding location of known historic properties in reference to the APE and results of consultation. (A copy of the “Limited-Results Cultural Resource Survey Form on Private Lands” and a copy of the quadrangle sheet with the known historic properties indicated, if pertinent, will be returned to those who are trained in the National CRM training for NRCS required every five years in Colorado). Construction should not begin prior to notice that consultation is complete or receipt of recommendations from the CRS.
- E. **Method used in discovery situations:** If during the survey a potential historic property is located within the APE, the process should include the following:

- Send a completed CO-SSC-2 form to CRS if potential historic properties are noted in the survey area. Do not proceed with construction until after the CRS consults on a determination of eligibility or recommends alternatives.
- Identify site boundaries in relation to the APE at time of discovery.
- Arrange for the CRS to visit the location of the potential historic property if it is in or near the APE of your planned practice. The CRS will make a determination of eligibility of the resource and apply the criteria of the National Register of Historic Places (NRHP), file a report and consult with the SHPO or Tribal Historic Preservation Officer (THPO) involved and interested parties, and decide mitigation measures, possibly as avoidance.
- Wait for a response from the CRS after the site visit so that proper documentation and recommendations are available before implementing the practice, unless discovery is in a situation during exigent EWP rehabilitation where lives and property are threatened. In the case of exigent EWP rehabilitation, the area shall be flagged, avoided at the proper distance set by the CRS, and work shall proceed.
- File search results and recommendations, provided by CRS, in file 420-9 that is not accessed by the public referenced to the client's file or in the client's file. Information regarding historic properties is exempt from the Freedom of Information Act and cannot be released to the public. Maintain this information indefinitely. Follow the recommendations provided with the file search.

F. **Method for Filing, Proceeding with Practice, and Further Investigation/Records:**

File search results and recommendations, provided by CRS, in file 420-9 that is not accessed by the public and is referenced to the client's file or in the client's file. Information regarding historic properties is exempt from the Freedom of Information Act and cannot be released to the public. Maintain this information indefinitely. Follow the recommendations provided with the file search. Proceed with the practice after receipt of the response from CRS. Expect delays due to a potential historic property indicated in the file and literature search or in further survey or aerial view of the APE. An electronic record (PRS) of cultural resource management is required. Field personnel complete the portions of this data base listed as:

- Undertakings Reviewed – FO reports review of project, activity, or program as site visits;
- Undertakings Reviewed that have the Potential to Effect Cultural Resources (CR) -- FO reports review of undertakings that have the Potential to Effect CR such as those listed as PG or G on the potentials list and are numbers of undertakings and acres of undertakings;
- Field Investigations Conducted – FO reports number of field investigations and record searches; sites identified are recorded (both as number of properties and acres of properties);
- Sites Identified -- CRS reports listed or eligible resources, in record searches, avoided or treated.
- American Indian Tribes Consulted – Ute Reservations in Colorado.

G. Ground-Disturbing Potentials revised 2015:

The following listing of conservation practices indicates the potential of each practice to have an adverse effect on historic properties (cultural resources that are considered eligible for the National Register of Historic Places) if any are present in the area of potential effects. Conservation practices have different potentials such as undertakings or they are non-intrusive. Detailed definitions for three typical considerations are as follows:

Conservation practices considered as undertakings by NRCS (G).

Some conservation practices have a high potential to affect cultural resources when installed according to standard NRCS criteria. Such practices are considered undertakings and consideration of cultural resources is required.

Conservation practices considered as undertakings except when non-intrusive (PG).

Some conservation practices may affect historic properties unless they are installed under two different situations.

1. The installation of the practice will not exceed the depth, extent, or kind of previous cultivation; or
2. The installation of the practice will be in areas of land that have not been previously cultivated but will not involve ground disturbance.

If either of these situations applies the conservation practice is exempt from further consideration of cultural resources management since the undertaking does not have the potential to affect historic properties.

Conservation practices without the potential to affect historic properties are listed as not ground disturbing (NG).

Some conservation practices are primarily management related and will not affect historic properties. Such practices are exempt from further consideration of historic properties.

The following table should be consulted to determine if a conservation practice is exempt from further consideration of historic properties. If a conservation practice is rated as “Not Ground Disturbing” (NG), then no further consideration of historic properties is necessary. If a conservation practice is rates as “Potentially Ground Disturbing” (PG) or “Ground Disturbing” (G), then additional consideration of historic properties is required as outlined in the process above.

Cultural Resources (rev. FY2015)
Ground-Disturbing Potential for Conservation Practices

Code	Practice Name	Rating
472	Access Control	PG
560	Access Road	G
309	Agrichemical Handling Facility	G
371	Air Filtration and Scrubbing	PG
311	Alley Cropping	PG
591	Amendments for Treatment of Agricultural Waste	NG
366	Anaerobic Digester	PG
316	Animal Mortality Facility	PG
575	Animal Trails and Walkways	PG
450	Anionic Polyacrylamide (PAM) Application	NG
397	Aquaculture Ponds	G
396	Aquatic Organism Passage	G
314	Brush Management	PG
672	Building Envelope Improvement	PG
584	Channel Bed Stabilization	PG
326	Clearing and Snagging	PG
360	Closure of Waste Impoundments	PG
372	Combustion System Improvement	PG
317	Composting Facility	G
327	Conservation Cover	PG
328	Conservation Crop Rotation	NG
716	Conservation Power Plant	PG
656	Constructed Wetland	G
332	Contour Buffer Strips	PG
	For Sodbust	G
330	Contour Farming	NG
340	Cover Crop	PG
342	Critical Area Planting	PG
	With Land Leveling	G
588	Cross Wind Ridges	PG
589C	Cross Wind Trap Strips	PG
402	Dam	G
348	Dam, Diversion	G
324	Deep Tillage	PG
356	Dike	G
362	Diversion	G
554	Drainage Water Management	PG
432	Dry Hydrant	PG
Legend:	G	Ground Disturbing
	PG	Potentially Ground Disturbing
	NG	Not Ground Disturbing

Code	Practice Name	Rating
375	Dust Control from Animal Activity on Open Lot Surfaces	PG
373	Dust Control on Unpaved Roads and Surfaces	NG
647	Early Successional Habitat Development/Management	PG
374	Farmstead Energy Improvement	PG
592	Feed Management	NG
382	Fence	PG
	Corner posts and posts requiring post hole digging	G
386	Field Border	PG
393	Filter Strip	PG
394	Firebreak	G
398	Fish Raceway or Tank	PG
399	Fishpond Management	NG
512	Forage and Biomass Planting	PG
511	Forage Harvest Management	NG
666	Forest Stand Improvement	PG
655	Forest Trails and Landings	PG
383	Fuel Break	PG
410	Grade Stabilization Structure	G
412	Grassed Waterway	PG
548	Grazing Land Mechanical Treatment	G
561	Heavy Use Area Protection	PG
315	Herbaceous Weed Control	PG
603	Herbaceous Wind Barriers	PG
595	Integrated Pest Management	NG
320	Irrigation Canal or Lateral	G
428	Irrigation Ditch Lining	PG
388	Irrigation Field Ditch	G
464	Irrigation Land Leveling	G
430	Irrigation Pipe	PG
436	Irrigation Reservoir	G
441	Irrigation System, Microirrigation	PG
442	Irrigation System, Sprinkler	NG
443	Irrigation System, Surface and Subsurface	PG
447	Irrigation System, Tailwater Recovery	G
449	Irrigation Water Management	NG
460	Land Clearing	PG
543	Land Reclamation, Abandoned Mined Land	G
544	Land Reclamation, Currently Mined Land	G
466	Land Smoothing	PG
670	Lighting System Improvement	PG
468	Lined Waterway or Outlet	G
Legend:	G	Ground Disturbing
	PG	Potentially Ground Disturbing
	NG	Not Ground Disturbing

Code	Practice Name	Rating
516	Livestock Pipeline	G
353	Monitoring Well	G
484	Mulching	NG
379	Multi-Story Cropping	NG
590	Nutrient Management	NG
500	Obstruction Removal	PG
582	Open Channel	G
378	Pond	G
521C	Pond Sealing or Lining, Bentonite Treatment	PG
521D	Pond Sealing or Lining, Compacted Clay Treatment	PG
521A	Pond Sealing or Lining, Flexible Membrane	PG
521B	Pond Sealing or Lining, Soil Dispersant Treatment	PG
338	Prescribed Burning	PG
528	Prescribed Grazing	NG
533	Pumping Plant	PG
550	Range Seeding	PG
566	Recreation Land Grading and Shaping	G
329	Residue/Tillage Management, No Till/Strip	PG
345	Residue/Tillage Management, Reduced Till	PG
643	Restoration and Management of Rare or Declining Habitats	PG
391	Riparian Forest Buffer	PG
390	Riparian Herbaceous Cover	PG
558	Roof Runoff Structure	NG
367	Roofs and Cover	PG
610	Salinity and Sodic Soil Management	PG
798	Seasonal High Tunnel System for Crops	PG
350	Sediment Basin	G
646	Shallow Water Development and Management	PG
381	Silvopasture Establishment	PG
None	Soil Investigation Backhoe Pits	G
632	Solid/Liquid Waste Separation Facility	PG
572	Spoil Spreading	PG
574	Spring Development	G
578	Stream Crossing	PG
395	Stream Habitat Improvement and Management	PG
580	Streambank and Shoreline Protection	PG
585	Stripcropping	NG
Legend:	G	Ground Disturbing
	PG	Potentially Ground Disturbing
	NG	Not Ground Disturbing

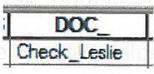
Code	Practice Name	Rating
587	Structure for Water Control	PG
758	Structure Sediment Removal	PG
606	Subsurface Drain	G
607	Surface Drainage, Field Ditch	G
608	Surface Drainage, Main or Lateral	G
609	Surface Roughening	PG
600	Terrace	G
568	Trails and Walkways	PG
612	Tree/Shrub Establishment	G
660	Tree/Shrub Pruning	NG
490	Tree/Shrub Site Preparation	G
620	Underground Outlet	G
645	Upland Wildlife Habitat Management	PG
635	Vegetated Treatment Area	PG
601	Vegetative Barrier	PG
630	Vertical Drain	G
313	Waste Storage Facility	G
634	Waste Transfer	PG
629	Waste Treatment	PG
359	Waste Treatment Lagoon	G
633	Waste Utilization	PG
638	Water and Sediment Control Basin	G
642	Water Well	G
351	Water Well Decommissioning	PG
614	Watering Facility	G
640	Waterspreading	PG
355	Well Water Testing	NG
658	Wetland Creation	G
659	Wetland Enhancement	PG
657	Wetland Restoration	G
644	Wetland Wildlife Habitat Management	PG
380	Windbreak/Shelterbelt Establishment	G
650	Windbreak/Shelterbelt Renovation	G
384	Woody Residue Treatment	PG
Legend:	G	Ground Disturbing
	PG	Potentially Ground Disturbing
	NG	Not Ground Disturbing

H. Creating Toolkit Maps for CRM:

Creating Cultural Resource Maps for Toolkit Customer Folders

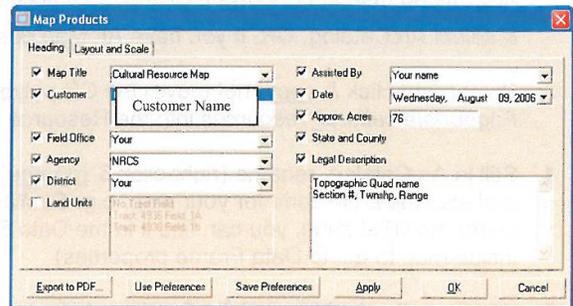
Revised March 28, 2014

The following steps will assist field office staff in creating standard cultural resource (CR) maps that meet agency requirements and our state agreement with the State Historic Preservation Office (SHPO).

1. Using ArcMap and standard Toolkit procedures, digitize relevant structural practices that require cultural resources field inventory.
2. The next several steps are best to do using ArcCatalog, (it's much easier to rename shapefiles in ArcCatalog than in Windows Explorer). To access ArcCatalog, either go to Start, All Programs, ArcGIS, & select ArcCatalog, **OR**, if you have ArcMap open, click on  in the horizontal toolbar
3. Copy (right-click & copy, not move) the CR polygon shapefile (survey_ply_temp.shp) from *F:\geodata\cultural_resources* into the Resource Maps folder in the customer folder.
4. Still in ArcCatalog, rename (right-click & rename) the shapefile to include the customer name and date, and also the UTM zone for your map, e.g. **SmithMary_Jan102011_Z[12 or 13].shp**. If you're unsure about the UTM zone, you can find it in the Data Frame properties, Coordinate System tab (right-click inside map to get to Data Frame properties)
5. With both the ArcMap and ArcCatalog windows visible, click and drag the renamed shapefile from ArcCatalog over into the Table of Contents in ArcMap. Ignore a Spatial Reference message you may get. Rename the Table of Contents listing for the file to *Area Surveyed*. Open the shapefile layer properties, Source tab, to insure that the UTM zone you included in the name is correct.
6. It is required by our agreement with SHPO that we survey a minimum of 65 ft. around ground-disturbing practices, so do one of the following:
 - Identify the actual area that was field surveyed for cultural resources by digitizing a polygon of the actual survey area into the *Area Surveyed* shapefile, OR
 - If it's appropriate with your survey method, use the Toolkit buffer tool  to create a 65 ft. buffer around the structural practice features and save the output of the buffer tool into the shapefile ("an existing editable layer" in buffer instructions). **IMPORTANT:** if the structural practice being buffered is a polygon feature, choose  outside polygon(s) and include inside in the 2nd instruction box of the Buffer tool.
7. Merge all polygons into one map feature for the area surveyed:
 - Right-click on the *Area Surveyed* shapefile, the Selection option, and choose "Make This The Only Selectable Layer"
 - Enter edit mode for the *Area Surveyed* shapefile, and using the Select Features  tool on the Polygon Editor toolbar, draw a box around all polygons in the *Area Surveyed* shapefile
 - Click the Merge **M** button on the Polygon Editor toolbar
 - In the Merge box, select one of the features and click OK
 - Right-click on *Area Surveyed* in the Table of Contents, click on "Open Attribute Table"
 - Make a note of the value in the *Acres* attribute column for the feature as you'll need this # in the Map Layout step later.
- Type the customer name into the *Doc_* attribute field (eg, )
- Stop editing, Yes to save edits

8. Click on the Add Data  button in ArcMap to add a topographic background layer for the cultural resource survey area. Both individual quadrangle image files and a county-wide (sid format) mosaic file may be available; either file type may be used. (To easily find out what the quad name is, from the F:\geodata\map_indexes folder add the Map Index layer for 1:24K maps into your Table of Contents, then use the identify tool  to get the name.)
9. Turn off all ArcMap layers, labels and annotations except for the *Area Surveyed* shapefile and the topographic map background.

10. Click on the Toolkit Map Products button . Fill out the map components on the Heading tab as shown, including the map title "Cultural Resources Survey Map", the customer's name, Agency, District, Assisted By, Date, Approx Acres (use the survey area only, i.e., the Acres you noted earlier), State, County, map quadrangle name, and legal description including township, range, section, and all of the quarters, but ONLY for the survey area.



11. Click the OK button to close the map product dialog window.

12. On the toolbar   set the scale to be 1:24,000.

13. **Double check your map!** It is important that the survey area is the only feature on the map and legend except for the topographic map background. It is also important that the area represented and the location listed in the heading exactly matches what is on the limited results (CO-SSC-1) form that you will submit.

14. Choose Export Map from the File menu.

15. Change *Save in:* to where you were instructed during CR training to save the map (either the customer folder or office Cultural Resources folder). Type a file name that follows the protocols, including the customer name, type of document or file, and date created, e.g.: **SmithMary_CRmap_Jan102011.pdf**. *Save as type* should be PDF, Normal & 300DPI. Click Save.

16. If needed, print the layout view from ArcMap for the office files.

17. Close (or minimize) ArcMap and Toolkit.

18. Using Windows Explorer and WinZip, put all of the survey area shapefile components (there will be three or more) into a zip file: navigate to customer's folder where shapefile components are, select all files with the same prefix, right-click on selected set, and click on *Winzip*, then click on *Add to Zip file.....*In the *Add* box that displays, at the end of the pathname in the *Add to Archive* box type **SmithMary_Jan102011_Z13**.

19. Send the zip file, the pdf map, and the completed CO-SSC-1 form to the Cultural Resource staff, as follows:
 - Address a new email message to the appropriate CR staff, marsha.sims@co.usda.gov or ~~xxxxxx@co.usda.gov~~
 - Attach the files by clicking the *Insert* menu, then *File*, browse to where the files are saved, select them, and then click the *Insert* button.
 - Add any explanation needed in the e-mail message, click Send.

Marsha Sims

Contacts:

Marsha Sims, State Archeologist/Cultural Resources Specialist (CRS) for NRCS,
marsha.sims@co.usda.gov ; 720-544-2815.

If you have any questions regarding this Technical Note, contact Marsha Sims, State Archeologist/Cultural Resource Specialist for NRCS of Colorado (720-544-2815).

CLINT EVANS
State Conservationist