

Overview and Instructions: Cultural Resources Compliance Procedures for NRCS Field Personnel (2015)

- After you have completed the national Cultural Resources Training program <<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/nedc/training/cultural/>> you will have the level of training required, by a National Programmatic Agreement, to meet the compliance procedures of Section 106 of the *National Historic Preservation Act of 1966*. You are the first line of defense for NRCS to protect cultural resources that may be impacted as a result of the conservation practices **you** plan.
- NRCS knows that you are not a trained archaeologist. You are not being asked to make decisions of importance regarding cultural resources. You simply need to be alert for the kinds of cultural resources you might encounter depending on the environmental setting in which you are working.
- Follow these steps on every conservation practice you plan that is ground-disturbing:
 - Submit a Cultural Resources Survey form to the NRCS archaeologist via e-mail, making sure to include the landowner/operator name in the subject line. Do not leave the subject line blank or have generic text such as “request”. <<http://efotg.sc.egov.usda.gov/treemenuFS.aspx>>
 - Save the form in PDF format with an appropriate file name for identification purposes (e.g.: landowner/operator name).
 - When submitting the request, include an USGS topographic map **and** aerial photograph with the conservation practice(s) plotted. Also include a legend that identifies each polygon, line, or point. The map and photograph should be saved in PDF or JPG format with an appropriate file name.
 - Reviews will not be performed without a map.
 - The Survey form, map, and photograph can be scanned as one file, if desired, before attaching it to an e-mail.
 - During your initial field review or during a landowner/operator interview, note on the form if any cultural resources are present (e.g. wagon road, CCC or WPA structure, arrow head, or pottery).
- Always be alert for human remains, and if found, do the following:
 - 1) DO NOT DISTURB,
 - 2) Protect the remains,
 - 3) Call the NRCS archaeologist, and
 - 4) Call the County Sheriff (911).
- If you need to inquire about the status of your request, please send an e-mail to <kc.kraft@ok.usda.gov> and your ASTC for Field Operations.