

AHRS Project/Investigation Form Instructions (Word Document)

This guide is intended to be used with the Alaska Office of History and Archaeology's (OHA) Alaska Heritage Resources Survey (AHRS) Project Form (Word Document). When reporting cultural resources site information to OHA, please use the AHRS Site form. If you have any questions about using this form, please contact Jeffrey Weinberger (907-269-8718) or Fawn Cropley (907-269-8748).

The Project Form mirrors fields found in the AHRS Project Module, which contains fields relative to cultural resources investigations conducted in Alaska. The purpose is to collect descriptive data about cultural resources projects, information on the participants, and summarize the methods conducted for, and results of, each project. These summary descriptions will be available to select AHRS Users through both the Project/Investigation module and through the AHRS Mapper Project Layer (if associated with a project polygon).

This information will be used for annual reporting in order to quantify the amounts and types of work being conducted within the state each year. This annual reporting is both required by the federal government and may be analytically useful to OHA and AHRS Users over time.

Guidelines:

- Please fill out the AHRS Project Form as completely as possible. Each submitted form will be reviewed by OHA/AHRS Staff and may be returned to the author if it is incomplete.
- An AHRS Project Form must be filled out for every cultural resource investigation reported to the OHA/AHRS Unit. Project Forms can accompany related reports or be submitted individually if necessary. A shape file submission (or, if negotiated with OHA, detailed project maps) to be placed on the AHRS Mapper Project Layer must have an accompanying Project Form.
- The researcher conducting the project area investigation knows the project area better than anyone else. Narratives should be as specific and as complete as possible to prevent AHRS staff or other readers from making incorrect assumptions.
- More than one Project Form can be submitted for the same investigation area, if applicable (i.e. reporting a different investigation from the same project).
- Database fields have a limited number of character spaces (4000 characters maximum). Focus on succinct explanations about material and context about the project.
- To reduce file size, please convert the word files to PDF files before emailing, if possible. This is especially important if maps or photos are included.

Characters, Grammar, and Sentence Structure for Open Text Fields

- **Do not use** the following special characters in any of the fields, as they may not show properly included in the database:

#	@	*	&
;	~	'	{
}	%		

- The following special characters are permitted:

“	[]
<	>	+
=		

- Use initial sentence capitalization and grammatically correct English
- Use only 1 space between sentences.
- Do not use bullets, paragraphs, or indentations.
- Do not use ~ to indicate circa or approximate (see above); write “circa” out and use “approx”.
- When entering measurements make sure the unit used is included; abbreviations are written as: cm, m, km, mi., '(foot), "(inch).
- Measurements are written as: 5cm x 7cm, 4.5m x 8m x 0.5m, 18km, 6 mi., 2'10" x 3'; window panes are 1/6; dimensional lumber (board) measurements are 2x4, 1x8, 2x10.
- Use numbers for numeric designations and a capital letter for compass directions (N, SW, ENE).

Project/Investigation Form Fields

1. Project Name

This is the common name of the project. Secondary names, if present, should be included in parentheses.

- There are no official guidelines or parameters for choosing a project name.
- AHRIS Staff reserve the right to change inappropriate names as needed.
- Do not write Project Names in All Caps (unless necessary)

2. Landowner(s)

Identify all landowners for lands within the defined project area. Landowner addresses are not needed. Spell out any landowner names to avoid any potential confusion.

3. Organization Conducting the Investigation

List the individual, consultant or agency conducting the cultural resources investigation and provide contact information for that organization. Spell out names to avoid any potential confusion.

4. Organization/Agency Prepared For:

List the lead agency responsible for legal compliance for this project. If more than one agency is involved, list only the lead agency. Spell out names to avoid any potential confusion.

5. Project Coordinator

List the primary contact for the project. In general, this should be an individual with overall knowledge of the project. In general, this should be the lead agency contact who initiated the project with OHA.

6. Compliance Review

State the authority or framework (i.e., law) under which the investigation was conducted. Choose up to three, if more than one applies.

- Section 106, National Historic Preservation Act (NHPA)
- Section 110, National Historic Preservation Act (NHPA)
- Alaska Historic Preservation Act (AHPA)
- National Environmental Protection Agency (NEPA)
- Native American Graves Protection Act (NAGPRA)
- Archaeological Resources Protection Act (ARPA)
- Other (identify in project description)
- Not Applicable

7. Project Description

Provide a general description of the project, with an overview of impacts, description of the project boundaries, and overview of the project topography and ground cover at the time of the investigation. The description field is also where any additional information about the project will be entered that does not belong in another field.

If updating an existing record, any new information should be added to the end of any existing information. Indicate, in parentheses, where the new information is coming from (i.e., Judy Bittner to Jeffrey Weinberger, email 4/22/2018, or Weinberger 2018, if it's a report and add the associated record in the Document Repository associated records), with the expectation that the information source (report, email, etc.) is already at OHA or will be submitted with the record update. If your intention is to replace information currently in the Project record for this project, then please incorporate the current information into your submission along with an explanation why the current information needs to be changed.

- Description field prose should be written in the present tense with a date reference. Avoid generic descriptions that are relatively uninformative.
- Reference the information source (project, report, etc.) and ensure that the source material is at OHA or is submitted with the Investigation update.

8. Location Description

In this field, describe the general location of the project. Describe notable landforms or natural features in or near the project area (Central Alaska along the Yukon River) and locations of natural landmarks. Describe generally how to get there. The location information should describe and compliment the location information on the AHRIS Mapper. Street addresses can be entered here.

9. Phase of Investigation

This field generally defines investigation categories for cultural resources investigations: Identification, Evaluation, and Treatment. The order of the fields represents generally more intense investigation efforts. Choose the heading that best describes the level of effort for the investigation. (See OHA Website; Historic Preservation Series #11: Cultural Resources Investigations and Report Outline)

10. Total Project Acres

Provide the total project acres to be impacted by this project as determined by the lead agency.

11. Total Acres Investigated

This represents the total acres of the project area where investigation techniques were applied. This would include any areas confirmed to be disturbed or otherwise affected by man-made activities, that are themselves not considered to be cultural resources. This total may be less than the total project acres: there may be areas of the project that are not investigated due to natural (steep slope, bog/wetland conditions, glaciers, impenetrable vegetation, dangerous soil conditions, hazardous waste/contamination, unexploded ordinance issues, etc.) or cultural considerations (landowner issues/lack of permission, access issues, etc.).

12. Principal Investigator

List the individual(s) responsible for planning and carrying out the cultural resource investigation. The Principal Investigator must meet the Secretary of Interior's Standards (36 CFR Part 61, Appendix A) for Section 106 projects and must be involved in planning and carrying out the investigation and authoring the subsequent investigation report(s).

13. Investigation Method(s)

Summarize the investigation methods so that the reader has a good understanding of the level of effort, given the contemporary conditions and parameters of the project. If different portions of the project area were investigated differently or not at all, summarize how and why.

14. Investigation Dates

Indicate when field investigations began and when they ended. If the field investigations are staggered over weeks or months, provide the final date (for the currently identified phase) here. Make notes for staggered investigation efforts (if they are months/years apart) in the Investigation Method(s) field above.

15. Total Acres Investigated

Provide the total area investigated for cultural resources during the investigation being reported, especially if it differs from the total project area. Total acres can be sum of acres from completed investigation areas, not exact transect acres or equivalent precise measurements.

16. Number of Areas Investigated

If investigation areas based on topography, surface visibility, vegetation, etc., were delineated as part of the project, provide the number of investigation areas for the project area.

17. Investigation Results

Provide a summary of the investigation results and any outstanding issues.

18. AHRIS Sites Within Project Area

List the AHRIS sites within the project area boundaries.

19. Submitted By

List individual(s) and representative organization submitting this form.

20. Submission Date:

List the date the form is initially submitted to OHA.

21. Attachments [file name(s)]

List any attachments that are being submitted with this form that can be attached to the Project Module Record.

22. SCRIP Permit Number (if applicable)

Number assigned to your project by the Alaska State Archaeologist through the State Cultural Resource Investigation Permit for projects partially or wholly conducted on State of Alaska land. <http://dnr.alaska.gov/parks/oha/archsurv/permitinvestigate.htm> .

23. Review / Compliance Number (if applicable)

If the project has already been assigned a Review and Compliance number, please put it here. This is especially important for project updates, as it will signify which Review and Compliance record needs to be updated. New or Initial Project form submissions most likely will not have a number assigned until after this form is received and reviewed by OHA.

24. Associated Report Bibliography

List any associated reports submitted with this investigation form or associated with the project area and not currently listed in the AHRS-IBS Investigation module for this investigation area. Please include properly created and formatted bibliographic reference for any report so that it can be entered into the Document Repository and References Modules.

25. Location: List ALL the 1:250,000 or the 1:63,360 USGS Quadrangle Maps within which the project area falls. List ALL the MTRS (Meridian, Township, Range, Section) locations within which the project falls. (AHRS Users can use the AHRS Mapper to determine the correct MTRS nomenclature)

26. Attach a Portion of Appropriate Aerial Photograph and U.S.G.S Quad Map

Supply the portion(s) of an aerial photo and a U.S.G.S Quad Map that shows the location and boundaries of the project area relative to surrounding natural landforms, water bodies and/or city or town landmarks. This information can be included on the form or submitted separately with the form. The project description, location information, and location description help ensure that the information is consistent, and that any boundary placed on the AHRS Mapper is the correct boundary and covers the correct area.