

SCRIP STIPULATION INSTRUCTIONS

Alaska Office of History and Archaeology
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The following provides additional instructions for individual SCRIP Stipulations.
 These instructions are not discretionary.

We are all stewards of our shared heritage. Only a small fraction of this vast state has been surveyed for cultural resources, and we have much to gain from its deep history. As we continue to expand infrastructure and build for the future, we manage these remnants of the past and minimize impacts to these finite resources to preserve them for future generations of Alaskans.

More questions about the Alaska Historic Preservation Act, or *why* cultural resource management matters? Check out OHA's Citizen's Guide to the AHPA.

Why does OHA issue permits for cultural resource investigations?

The Office of History and Archaeology (OHA) serves as Alaska's State Historic Preservation Office (SHPO) and administers programs authorized by both state (Alaska Historic Preservation Act of 1971 (AHPA) AS.41.35, AS 44.37.040) and federal law (National Historic Preservation Act of 1966 (NHPA). Cultural resources, as defined in AS 41.35 and 11AAC 16, are state resources or part of the State's Public Domain, and thereby subject to balancing use, development, and conservation for the benefit of Alaskans, now and in the future (AK Constitution 8 § 1-2). On behalf of the Commissioner of the Department of Natural Resources, OHA is dedicated to helping the state manage our shared heritage by preserving, documenting, and interpreting Alaska's finite cultural resources consistent with the state's historic preservation policy. (AS 41.35.010). Responsibilities include permitting investigations of cultural resources on state managed lands (via a SCRIP) to ensure that cultural resources are adequately identified and documented (AS 41.35.080, 11 AAC 16.030-0.90).

Why are there SCRIP Stipulations?

Over the last 20 years, the OHA has published SCRIP Stipulations to streamline the permit review process for cultural resource investigations on state lands (11 AAC 16.010-160, AS 41.35, AS 44.37.040). The Stipulations address common issues associated with permit applications, particularly mis-aligned research or fieldwork methods that in the past resulted in project delays and harm to state resources.

Alaska's SCRIP Stipulations are intended to help projects anticipate the level of effort necessary to ensure that Alaska's resources are appropriately identified and managed. As members of the cultural resource community have developed and adopted wide-ranging fieldwork and analytical methods, the range of what might be considered standard practice has similarly widened. Alaska presents unique logistical challenges to efficient and effective fieldwork compared to the rest of the country, so it is vital that fieldwork is conducted at a standard that can adequately inform project planning.

Projects on federal lands, or which receive federal funding, must adhere to standards set by federal agencies (48 FR 44716-44742) for compliance with Section 106 of the National Historic Preservation Act. By keeping fieldwork standards in Alaska consistent with these requirements, which have become foundational principles for cultural resource management, OHA ensures that current cultural resource practices meet the needs of Alaskans today and produce results that will have longevity for the future.

How do you read the SCRIP Stipulation Instructions?

Stipulation Instructions elaborate upon and correspond to their associated SCRIP Stipulation (i.e., Stipulation Instruction 1(A) on research designs expands upon SCRIP Stipulation 1(A): A research design shall be attached to the permit application).

Appendix A includes additional land-use Stipulations for State General Lands managed by DNR/DMLW. Appendix B addresses Frequently Asked Questions (FAQs). Additional guidance can be found in OHA's [Historic Preservation Series](#).

If you have questions about the SCRIP application or instructions, please contact us at oha.permits@alaska.gov

1. Permit Applications

- To maximize SCRIP processing efficiency, note whether your project has been through Project Review with OHA's Review and Compliance Unit. If so, include your Review and Compliance Project number.
- The OHA issues one-year SCRIPs for business purposes, when the applicant is in some way being paid for their time or product.
 - Annual SCRIP issuance is designed to account for annual changes to large public construction or similar projects.
 - Business purposes includes when an instructor is being paid by a university to conduct a field school.
- OHA may issue a SCRIP for up to three years for projects conducted for academic research purposes where no remuneration is being received for time or product, and which shall be conducted over multiple years by the same investigator. Grants are not considered remuneration for purposes of this SCRIP.

1 (A). Research Design

- The research design guides all aspects of the project and determines which activities are permitted in the SCRIP. This shall include, at a minimum:
 - The purpose, character, and objectives of proposed work. The applicant must specify the type of work to be conducted, and cannot conduct activities that are not expressly permitted in their SCRIP.
 - Reconnaissance: OHA defines reconnaissance as a preliminary, limited ground-disturbing investigation, which may include windshield survey, walkover inspections, imagery analysis and aerial survey. While useful for planning more detailed survey efforts, it does not constitute a sufficient level of effort for resource identification and assessment for projects where ground-disturbance will occur.
 - Field Survey: Most SCRIPs will fall under this category, which is survey for the purposes of resource identification, determining eligibility for the National Register of Historic Places, and determining potential adverse effects on historic properties. Archaeological field survey will include subsurface testing. For further guidance, see OHA's Historic Preservation Series #11, Cultural Resources Investigations and Reports as well as *Historic Preservation Series #5 Guidelines for Preparing a Historic Structures Report* and *Historic Preservation Series #19 Guidelines for Preparing a Historic Building Condition Assessment*.

- Excavation: Typically focused on data recovery as a mitigation measure, or as an academic research method. The goals and scale of excavation as mitigation will vary by circumstance, and may be determined through consultation via development of a Memorandum of Agreement or project specific Programmatic Agreement. A formal excavation plan shall define goals, methods, and guidelines for fieldwork, documentation, and reporting.
- Monitoring: Archaeological monitoring projects on state land also require a SCRIP, including submission of a monitoring plan as part of their SCRIP application. OHA defines monitoring as the direct on-site observation of the effect or influence of activities on cultural resources. These can include activities related to a construction project, or natural processes like erosion. A common task of monitoring is to evaluate an inadvertent discovery for eligibility for the National Register of Historic Places, or evaluate effects to a known property. If a monitoring project will require more substantial archaeological investigation than opening a single 1 x 2 m test unit, the permittee shall consult OHA. More extensive excavation exceeds the definition of Monitoring and requires a formal excavation plan to define goals, methods, and guidelines for how fieldwork will proceed. For further guidance on monitoring projects, see OHA's [Historic Preservation Series #15, Monitoring Guidelines](#).
- A general background section appropriate to the scale of the project.
 - The purpose of a background section is to ensure familiarity with the late Pleistocene/Holocene environmental history, known archaeology, and cultural history of the region surrounding the project area.
 - For further guidance, see OHA's [Historic Preservation Series #17, Literature Reviews](#)
- A list of all known AHRS sites in the project area.
- Estimated acreage to be surveyed.
- Proposed fieldwork methodology sufficient to meet project objectives.
 - As applicable, permittees are responsible for ensuring that their proposed methods will meet the requirements of their contracted project.
 - Fieldwork methodology will be informed by the background environmental/cultural history of the region relevant to the project area.
 - Some environments may contain archaeological horizons that are buried too deeply to be found by traditional shovel testing methods (~1 meter below surface).
 - It is the permittee's responsibility to determine when this is the case and provide means to discover all cultural horizons, or document why this level of effort was not appropriate for the project.
 - For further guidance, see OHA's [Historic Preservation Series](#)
- A 1:63:360 USGS (ITM or "inch to mile") map or comparable alternative that depicts the location(s) or area(s) of the proposed work. Project (i.e. "engineering") maps are desirable but should be supplemented by an ITM map. Maps at multiple scales may be necessary: the research design should include maps that position the project within its broader regional context, as well as provide sufficient visual detail of the project area.
- For further guidance on archaeological research designs, see OHA's [Historic Preservation Series #12, Archaeological Research Designs](#). Permittees are responsible for ensuring that their proposed methods will meet the requirements of their contracted project.

1 (B). Processing Time

- Allow at least 30 days for processing SCRIP applications.
- A thorough research design reduces the need for SCRIP revisions, which can improve SCRIP processing times. Toward that end, OHA publishes relevant guidance on developing research designs, conducting background research, and field methods under the [Historic Preservation Series](#).
- Turn-around time is largely dependent upon the completeness of the application, and the response time of the appropriate land manager(s).
- OHA cannot guarantee SCRIP finalization by a specified date due to contributions to the process by non-OHA entities.

1 (C). Professional Qualifications

- The permittee must meet the professional qualification standards in [11 AAC 16.040](#). Fieldwork under the SCRIP shall be under the direct on-site supervision of a person (Field Supervisor) who meets these standards.
- The permittee and Field Supervisor may be the same individual.
- Field projects undertaken in response to the National Historic Preservation Act (e.g., “Section 106 Projects”) shall be under the direct on-site supervision of a qualified professional satisfying appropriate professional qualification standards established in [43 CFR 7.8](#) and the Secretary of the Interior’s Professional Qualification Standards, [48 FR 44738-44739](#). As the individual responsible for execution of the SCRIP, the permittee shall also meet these professional qualifications. Note: these federal standards are more stringent than [11 AAC 16.040](#).

1 (D). Determining Appropriate Land Management

- OHA permits investigations on lands managed by state agencies / entities.
- The applicant shall identify which state entities manage the land to be investigated, and list in the research design the MTRS’s for each state land managing agency / entity.
 - Land Status layers on the Department of Natural Resources’ online [Alaska Mapper program](#) are helpful for identifying state-owned or managed land and determining which entities manage that land.
- OHA must obtain approval from the appropriate state land manager(s) before issuing a SCRIP ([11 AAC 16.030\(d\)](#)). If the state land manager decides it is not in their agency’s best interest to approve a SCRIP for the applicant to conduct an archaeological investigation on their agency’s land, and does not sign or otherwise approve the SCRIP, OHA cannot issue a SCRIP for fieldwork on that land.
- Some land managing agencies / entities require permits separate from the OHA SCRIP to access their lands.
 - These entities include Alaska Department of Fish and Game (fish bearing streams and state [Special Areas](#) [e.g. refuges, sanctuaries, critical habitat areas]), the [Mental Health Trust Land Office](#), the [University of Alaska](#), the [Alaska Railroad Corporation](#), and the DNR/Division of Mining, Land and Water, who may require a permit for camping on state land (see Appendix A).
 - The applicant shall contact these agencies to arrange for these permits. These agencies may require these separate permits to be in place before they sign the OHA SCRIP.

- Per the [Submerged Lands Act of 1953](#), the State of Alaska owns the submerged lands of most [navigable](#) waters. This includes:
 - The coastal intertidal and near offshore water for most of the state. The state reserves title to submerged cultural resources from the mean High-Water line extending out to three miles from the coast.
 - Navigable rivers and lakes (up to the High-Water mark in nontidal waters). The High Water mark for rivers is defined in [11 AAC 53.900\(23\)](#) as being the mark along a bank or shore created by the regular presence and action of non-tidal water, indicated by the erosion line, shelving, or other distinctive physical characteristics.
 - Exceptions include a few federal areas designated prior to formal statehood that include tidal waters, such as Glacier Bay National Monument. Generally, ownership of the coastal intertidal and rivers within National Parks and other federal lands are retained by the State, managed by the [Division of Mining, Land, and Water](#).

2. Permit Issuance and Termination

2 (A). Permittee Responsibility

- OHA shall issue SCRIPs to only one permittee (applicant) per SCRIP. The permittee is responsible for ensuring that the terms of the SCRIP are carried out, including stipulation and reporting requirements.
- Reports that have multiple authors must discuss how the permittee contributed to the report or otherwise supervised the reporting process, as well as the contributions of the respective authors.
- Activities shall be conducted as described in the application packet submitted to and approved by OHA and the state land manager.
 - The permittee must receive approval from OHA for deviations from the research design prior to completion of fieldwork; deviations must be explained in the final SCRIP report.
- Applicants may not use the SCRIP process to seek advantages for contract negotiation or other financial gain. OHA issues SCRIPs only to applicants already under contract for the work conducted under their SCRIP application. Contact information for a contracting agency point of contact should be included in the SCRIP application to facilitate communication between OHA, land managers, and the contracting entity if necessary.

2 (B). If Permittee is Removed from Project

- Permittees who are removed from their permitted project forfeit their SCRIP, thus enabling another contractor to apply for a SCRIP for the completion of said project.
- Permittees who forfeit their SCRIP are still obligated to fulfill reporting requirements for any work they conducted under that SCRIP.
- If a SCRIP must be transferred to another qualified PI under the same contractor, the new PI must sign as the permittee on the SCRIP. This can be easily accomplished if the PI resubmits the original permit application, signing as the permit applicant, provided the research design remains unchanged. If this occurs after the permit has already been issued, land managers will be notified of the change in permittee, but will require no further action on their part. Note that the original PI is still responsible for reporting on any work they conducted while under a SCRIP.
- If the research design is changed, the SCRIP will be treated as a new SCRIP application in order to convey the changes to the land manager. Multi-year projects (other than academic research projects) require new SCRIPs annually (with annual reports) for similar reasons.
- If the permittee is removed from a research project that was permitted for multiple years, a new SCRIP application must be submitted by a replacement permittee for the project.

2 (C). Script Amendments

- Amendments will only be issued at the discretion of OHA.
- A SCRIP may be amended, insofar as allowable by regulation and stipulation. Common amendments include minor spatial changes, or to extend the expiration date of a SCRIP.
- Requests for SCRIP amendments should be sent by email to OHA.permits@alaska.gov.
- Permittees may not implement amendments prior to receiving written approval of the amendment.

2 (D). OHA may terminate a SCRIP if the permittee fails to comply with the terms of the SCRIP, which includes the stipulations, or with other applicable laws, statutes, and regulations.

2 (E). SCRIP eligibility is contingent upon the satisfactory completion of prior SCRIPs. Applicants are not eligible for further SCRIPs until the requirements of SCRIPs from previous field seasons are satisfied. OHA may issue a permit for an upcoming field season if the permittee has extenuating circumstances delaying their report from the previous season and requests an extension on that report.

3. Permit Fieldwork

3 (A). Survey Methodology

- Project management plans, Section 106 consultation and other agreement documents may include project-specific fieldwork requirements. Permit applicants must ensure that their proposed methods satisfy those requirements, and budget accordingly.
 - Project-specific fieldwork requirements must be attached to the permit application in an appendix. The applicant must also specify which part of the project management plan they are addressing with their permitted fieldwork.
- The survey strategy proposed in the research design will be informed by the background environmental/cultural history of the region relevant to the project area.
- As applicable, the applicant shall explicitly define how areas will be identified in the field as having a high potential for cultural resources.
 - This shall include anticipated areas that shall be targeted for survey and testing (e.g., specific types of landforms, landscape contexts).
 - Conditions on the ground cannot always be anticipated, therefore survey methodologies should also be flexible. Changes based on unanticipated conditions shall be discussed in the report. Significant changes shall be made in consultation with OHA.
- Survey transects should be spaced no greater than 10m apart, subject to vegetation and surface visibility.
- Aerial survey covering large areas (e.g., on the North Slope) shall require sufficient pedestrian coverage of appropriate landforms and natural exposures to support the conclusions of the survey report.
- In consideration of the low percentage of Alaska that has been thoroughly surveyed for cultural resources, GIS modelling must account for the small sample of known sites and uneven distribution of information across the state. As such, if a predictive model will be used to guide survey strategy, its use must be approved by OHA or the appropriate authorizing agent prior to application.
 - Model parameters must be described in the research design.
 - Following standard practice, a predictive model must be verified.
 - Low-level verification includes testing the predictive power of the model against known archaeological sites in the area. In this scenario, the applicant must

address the potential weaknesses of the predictive model based on the biased survey coverage driving known site locations.

- To cover a large enough area that a reasonable sample of known sites can be used to verify a model following this method, a predictive model will typically cover a much larger area than the project area itself.
- More robust verification is possible in iterative models through field testing. In this scenario, the predictive power of the model is tested against sites identified in blind field survey (survey conducted without consultation of the model) in a previously unsurveyed area. Large or long-term projects are best suited to this type of verification.
 - In addition to high probability zones, a subsample of medium and lower probability areas is necessary to ensure that the model is not merely reinforcing existing sampling bias.
- In-field “discretion of the archaeologist” alone is not an acceptable survey or testing methodology. Additional guidance on Survey Methods can be found in OHA’s [Historic Preservation Series #18: Survey Methods](#).

3 (B). Field Supervisor Qualifications

- See SCRIP Stipulation Instruction 1(B): Fieldwork must be conducted under the direct on-site supervision of a qualified individual.
- The permittee may serve as the Field Supervisor, indicating this on the SCRIP application, if they will fulfill this role on-site.
- The permittee is responsible for ensuring the Field Supervisor is qualified and can make informed professional judgements.
 - The Field Supervisor must be knowledgeable and aware of the background research included in the SCRIP application.
 - The Field Supervisor must conduct fieldwork in accordance with the permitted research design. Major deviations from the permitted field methodology require consultation with OHA.
 - The Field Supervisor must be aware of and comply with SCRIP Stipulations and Instructions.

3 (C). Field Supervisor Signature

- If a Field Supervisor has not been assigned at the time of SCRIP submission, the Field Supervisor form shall be submitted to OHA when a Field Supervisor is assigned, prior to fieldwork.
- If the Field Supervisor changes during fieldwork, the permittee shall update OHA using the Field Supervisor form.
- Additionally, OHA may require use of the Field Supervisor form as a SCRIP condition.

3 (D). Large Project Special Condition: Field Supervisor Form

- For larger projects with multiple crews, and therefore multiple Field Supervisors providing qualified and direct on-site supervision, OHA may require that the permittee submit Field Supervisor Forms.
- These forms should be updated if/as Field Supervisors change on a project over the course of Permitted fieldwork.
- The form can be found on [OHA’s website on the Cultural Resource Investigation Permitting page](#).

3 (E). Subsurface Testing

- Subsurface testing will be conducted for site identification surveys or to assist site characterization. For other tasks, such as evaluating eligibility for the National Register, larger excavation units may be required.
- Low-intensity survey that does not include subsurface testing (reconnaissance level survey in the Secretary of the Interior's Standards) represents a level of effort that is rarely considered sufficient for projects that will include ground disturbance, and/or where archaeological sites are likely to exist.

3 E (1). Subsurface shovel testing conducted for site identification shall be .25m², best achieved with a 50 x 50 cm square. A standardized shovel test dimension helps ensure that all field efforts across the state produce comparable results.

- Shovel test locations (mapped and coordinates) shall be included in the survey report, even if tests are negative.
- Positive shovel tests shall be documented with soil descriptions, stratigraphic profiles, and photographs, best achieved with a square 50x50cm shovel test.
- For projects where all subsurface tests are negative, the report shall include descriptions and photographs of at least one representative subsurface test.
- The decision to terminate shovel tests at particular depths should be discussed in the report. In keeping with SOI Standards, shovel tests must to be excavated through all potential cultural horizons, and the dimensions of the shovel test should be consistent (if roughly 50x50cm at the surface, the bottom of the test pit at termination should still be roughly 50x50cm).
- Shovel tests shall be backfilled upon completion, unless accounted for in the research design. If not backfilled, discussion must include information about site stabilization between seasons, if units shall be left open, and a plan for surface restoration for projects that entail large block excavations.
- For OHA guidance on the use of other subsurface testing methods (probes, augers), see [Historic Preservation Series # 18: Survey Methods](#).

3 (E) (2). Screening Excavated Sediment

- OHA does not mandate a specific screen size, though screen size may be addressed in a project's management plan or other agreement documents. Permittees should ensure that their planned screening methodology satisfies those requirements.
- Screening methodology should be appropriate to the environmental history of the project area, as well as anticipated artifact classes.
 - For example, 1/8 inch mesh is well suited to screening fine loess deposits, and can capture small potentially significant artifacts like trade beads, microblades, and small bones that would be lost using ¼ inch mesh. While small, these types of artifacts can help estimate the period of site occupation and can address statewide research questions regarding ancient lifeways in Alaska.
 - In project areas with heavily saturated, heavily vegetated, or clay-rich soils, ¼ inch mesh may be more practical.
 - In some conditions, use of a deliberate subsampling strategy or water-screening, may be advisable, if conducted in consultation with OHA and addressed in the final report.
- Any subsurface excavations including test pits, auger tests, and soil probes constitute ground disturbing activities, and shall be considered as such for other SCRIP stipulations (such as the mandate that ground-disturbing activities require a curation agreement).

3 (E) (3). Artifacts recovered from excavations, including test pits, auger tests, and soil probes, shall be collected, analyzed for the SCRIP report, and curated consistent with the collection strategy agreed upon in the permitted research design.

- The permittee may only implement a “no collection” policy for cultural materials if the materials are left undisturbed in original context (i.e., surface finds).
- OHA expects an analysis of finds in the report.
 - For example, lithic analysis addressing implications of debitage and tool types, the use of local/exotic raw materials, activities likely performed at the site, potential seasonality of site occupation, etc.

3 (E) (4). If the Field Supervisor determines subsurface testing is not warranted, the survey report shall provide an explanation and images showing why subsurface testing was not appropriate.

- If an area is disturbed, documentation is required to demonstrate that intact cultural strata are not still present below the disturbed area.
- For wet and marshy ground, a shovel test can illustrate water table and low probability for cultural material.
- For permafrost and other instances of frozen ground, OHA should be consulted.

3 (F). Curation Agreement

- A. SCRIP applications for work that includes any ground disturbing activities and/or the collection of archaeological or paleontological materials shall be accompanied by a [Provisional Curation Agreement](#) signed by the University of Alaska Museum of the North, or by a written agreement from another repository approved by OHA.

3 (G). Human Remains

- In the event that human remains are discovered, the permittee shall cease work that would further disturb the remains and immediately contact the appropriate state agencies as required by AS 12.65.5.
- See [OHA website guidance](#) and [Historic Preservation Series #16](#) for laws and protocols pertaining to the Discovery of Human Remains in Alaska.
 - The permittee shall consult with OHA within two working days.
 - If logistical considerations (i.e., working in a remote area with no means of communication) prevent consultation within this timeframe, the permittee shall consult with OHA as soon as is practicable.
- If guidance for human remains discoveries is addressed in an overall project agreement document (such as a Memorandum of Agreement, Programmatic Agreement, or Recovery Plan), the permittee shall proceed in accordance with the agreement document, in addition to the above requirements.

3 (H). Compliance with Other Laws and Regulations

- Issuance of a SCRIP in no way absolves the permittee from complying with other laws and regulations that may apply.
- For instance, excavations are also subject to [Occupational Safety & Health Administration regulations](#).

3 (I). Frozen Ground / Low Light Conditions

- Frozen ground and low light present significant challenges to fieldwork. If permafrost, seasonal frozen ground, or low light conditions are anticipated, consult with OHA regarding appropriate methods and techniques, and make revisions to your research design as necessary. Approved methods can be used for length of project as appropriate to conditions. If these conditions are encountered during execution of a permit (such as limited hours of daylight at the end of the field season), consult with OHA as needed to update appropriate methods and techniques.

4. Permit Reporting

4 (A). Reporting Requirements

- Each permittee is responsible for ensuring that reporting requirements are met for work conducted during the terms of their SCRIPs.
- Reports shall be consistent with the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* (48 Federal Register 44716-42, September 29, 1983) as well as the Alaska Historic Preservation Act.
- The report should include topics found in:
 - *Secretary of the Interior's Guidelines for Archeological Documentation* (48 FR 44716)
 - The OHA Report Checklist, (ADNR/DPOR Office of History and Archaeology, [Historic Preservation Series No. 3](#)).
 - The OHA *Standards and Guidelines for Investigating and Reporting Archaeological and Historic Properties in Alaska* (ADNR/DPOR Office of History and Archaeology, [Historic Preservation Series No. 11](#)).
- In addition to meeting other (SOI, OHA) reporting standards, survey and monitoring reports shall, at a minimum, include:
 - Project setting, with maps and descriptions of the areas of investigation, including a 1:63,360 USGS map.
 - Archaeological, ethnohistoric, and historic overviews as appropriate. When doing determinations of eligibility, include historic contexts, themes and periods of significance.
 - Summary of previous investigations and known sites investigated, if any.
 - Project description, research design/methods, and level of survey, with photographs of environment.
 - Area and acreage surveyed.
 - This should include maps with GPS tracks demonstrating pedestrian survey coverage.
 - Locations (on maps and in Lat/Long form in a table) of both positive and negative subsurface tests, as well as site locations.
 - Results of investigations with AHRs numbers and descriptions of sites.
 - Photographs of sites, test pits or excavations, and artifacts.
 - Summary and recommendations.
 - Eligibility recommendations, if appropriate.
 - References cited.

4 (B). Report Timeline

- The final report is due to the [State Archaeologist](#) within six months after the completion of fieldwork and prior to submission of future SCRIP applications ([11 AAC 16.050](#)).
- An interim report is optional and may be submitted three months after the completion of fieldwork, but does not impact the due date of the final report.

- An interim report does not constitute completion of a SCRIP.
- For multi-year SCRIPs, annual reports are required in addition to a final report.
 - If an annual report is submitted, the permittee should provide a timeline for submittal of the final report.
 - Failure to submit an annual report may result in suspension of the multi-year SCRIP and/or denial of new SCRIP applications.

4 (C). AHRs Reporting

- The permittee shall ensure that Alaska Heritage Resources Survey ([AHRs](#)) records are submitted to OHA for sites investigated under the SCRIP as part of the reporting process.
 - This includes both newly discovered sites and known sites that were re-investigated.
- AHRs records shall be [submitted in a format](#) that streamlines entry by OHA staff (i.e., staff should be able to “cut and paste”).
- GIS – accessible shapefiles for sites, districts, etc. are welcomed. Polygons of project areas should also be submitted, particularly for Section 106 projects.
- Additional guidance on AHRs reporting is available [on OHA's website](#), including [Historic Preservation Series #9](#).
- When the preparation of large numbers of site records is anticipated, permittees may be authorized to enter data directly into the OHA Integrated Business Suite via remote computer if determined to be appropriate by the AHRs Coordinator.

4 (D). Report Availability

- OHA shall make submitted reports available to cultural resource professionals, land managers, and others authorized by AHRs user agreements to access OHA records.
- Access to certain information and/or reports submitted to OHA may be withheld from authorized AHRs users in accordance with federal and state law.
- Any information regarded proprietary or privileged for business reasons should be omitted or redacted from the reports prior to submittal.
 - If the permittee determines that it is necessary to transmit proprietary information, it should be sent in a separate document, along with justification under federal or state law for holding the information proprietary and an expiration date for the document's proprietary status.
 - Note that the basic information required under OHA Historic Preservation Series Numbers 3 and 11 and the list in 3(A) above are required and shall not be held proprietary.

Appendix A: Land-Use Stipulations for State General Lands managed by DNR/DMLW:

- A. Out Camp Use: Out Camps on state-owned land shall be temporary and portable. Sites shall be kept in a clean, safe condition. Commercial entities camping on state land, including those conducting CRM surveys, shall require permit authorization from the Division of Mining, Land and Water before camping. See https://dnr.alaska.gov/mlw/factsht/land_fs/permits_commercial_recreation.pdf, and https://dnr.alaska.gov/mlw/forms/land/LUP_app_packet.pdf. Establishment and use of any camp for more than 14 consecutive days requires authorization from the DMLW, and may require a permit from the Division of Environmental Conservation. All non-permitted camps shall relocate all gear and equipment a minimum of 2 miles at least every 14 days. Also see “A Fact Sheet of Generally Allowed Uses on State Land” at https://dnr.alaska.gov/mlw/factsht/land_fs/gen_allow_use.pdf.
- B. Trash and Food Storage and Disposal: All trash, food, and litter should be stored to prevent access by animals, then removed from the site and disposed of properly.
- C. Human Waste Disposal: Solid human waste should be deposited in cat-holes dug 6 to 8 inches deep and located at least 200 feet from water, a camp, and trails. Pack out toilet paper and hygiene products.
- D. Motorized Travel Across State Land with No Roads: Vehicle use is limited to ATVs that can be operated without killing or breaking through the vegetative mat and exposing the soil to erosion. Existing roads or trails should be used whenever possible.
- E. Off-road Travel Within the North Slope Special Use Area (11 AAC 96.014(b)(1)): The North Slope Special Use Area designation requires a permit for all motorized travel off established roads on all State lands within the Umiat Meridian (ADL 40666). Transportation activities shall be limited to vehicle types, time periods, and locations approved by the DNR/Division of Mining, Land and Water.

Appendix B: Frequently Asked Questions (FAQ's)

1. When do I need to obtain a State Cultural Resource Investigation Permit?

A SCRIP is needed when any cultural resource investigation of historic, archaeological or paleontological resources is undertaken on state lands (including tide lands and submerged lands). Archaeological surveys on state land are commonly undertaken in advance of public construction, though are also undertaken for research purposes to better understand the historic/archaeological/ paleontological resources in a region.

2. Do I still need to get a SCRIP if I don't intend on digging test pits?

Yes, a SCRIP is required for any cultural resource survey undertaken on state lands. These can include pedestrian surveys, windshield and aerial surveys, and geophysical studies (e.g., remote sensing, sonar, ground penetrating radar).

3. Do I need a SCRIP for archaeological monitoring on State lands? Yes, a SCRIP is needed for archaeological monitoring on state lands.

4. How long does it take for a SCRIP to be processed?

SCRIPs may take up to 30 days to process. The Office of History and Archaeology attempts to process SCRIPs and get permits out to applicants in a timely manner.

5. How long does a SCRIP last?

SCRIPs for surveys conducted in advance of a commercial project and/or for which the applicant is receiving remuneration are issued for one calendar year/field season. Archaeological and paleontological surveys for research purposes may apply for SCRIPs of up to three years in duration.

6. What do I do if I receive a SCRIP for a survey and then the project is cancelled?

If your project is cancelled before your investigation takes place email oha.permits@alaska.gov and explain the situation. After discussion OHA shall generally cancel the SCRIP.

7. Does submitting a report to fulfill my SCRIP stipulations also fulfill reporting requirements for Section 106 or Alaska Historic Preservation Act review?

No, submitting a report to satisfy SCRIP stipulations does not satisfy Section 106 or AHPA requirements, unless it is explicitly stated in the lead agency cover letter that it is being sent for both.

8. Who do I contact regarding SCRIPs?

For questions on SCRIPs email oha.permits@alaska.gov or contact the State Archaeologist, Richard VanderHoek, at richard.vanderhoek@alaska.gov, or (907) 269-8728.