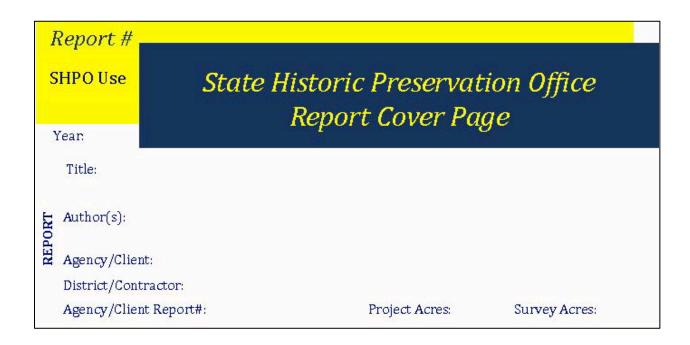# Filling out the SHPO Report Cover Page and Attachments

The SHPO Report Cover Page and attachments are separated into sections designed to capture specific information. The following guide addresses each section separately, to assist with completing the cover page and attachments. The cover page and attachments cater to compliance since the vast majority of reports received at SHPO relate to federal or state law. As such, much of the requested information is used for tracking projects/undertakings and capturing specific compliance based data. For additional assistance, please refer to the SHPO reporting guidelines.

SHPO Report Cover Page

Report Section

The report section is requesting the information SHPO staff use to enter into a report database, and project/undertaking tracking database.

- The *Report #* in the upper left corner is completed by SHPO staff. Reports are assigned a number after they have been accepted by SHPO reviewers. SHPO will also add the number to any attachment sheets used.
- The *Year* is when the report was finalized, which may be different than when it was submitted to SHPO.
- The *Title* and *Author(s)* sections are fairly straightforward.
- The *Agency/Client* is the entity for whom the report was completed.
- The *District/Contractor* refers to the company or district where the author(s) is employed (at the time the report was completed).
- The *Agency/Client Report #* is only completed if the agency or company the author works for has their own report numbering system.
- *Project Acres* and *Survey Acres* are fields that provide SHPO staff with information they enter into the project/undertaking tracking database.

Location Section

- For *County(ies), use* the dropdown menu to select the county, or counties where the archaeological investigation occurred.
    - The cover page includes room for three counties.
    - If more than three counties are involved, please use the SHPO Report Location Continuation Sheet to add the additional counties. For large projects, include additional continuation sheets as needed.
- For *Township, Range and Section(s)*, enter each that applies to the location of the archaeological investigation.
    - The cover page includes room for four Townships and four Ranges. Multiple sections can be included in the space for a single Township and Range (e.g., 3, 4, 5 and 6).
    - If more than four Townships and ranges, or additional space is needed to include additional sections, please include them in the SHPO Report Location Continuation Sheet.

LOCATION

County(ies):

Township: Range: Section(s):   Township: Range: Section(s):

Testing Section

The testing section provides information for researchers and SHPO staff. For the latter, if the report is submitted in compliance with a state issued permit, it lets the reviewer know that they need to update the permit database.

- The section *Archaeological Permit Number(s)* is where state or federal permit numbers are entered.
    - In the event several permits are involved, state "see attached" in the space for permit numbers, and include an additional page referencing all numbers.
- Under *Accession Number,* if records or artifacts have been curated, include the accession number from the curatorial facility.
- Under *Reports submitted to*, please reference if tribes, UOMNCH, or LCIS has received a copy, which is a requirement under state issued permits.
- Under *Report Addresses Testing,* check the box if excavation occurred with or without a permit. For example, presence/absence testing outside of a known archaeological site on private land in Oregon can be conducted without a permit.
- Under *Curation*, include: (UOMNCH, OSU, SOULA, The Dalles Discovery Center, Landowner),

TESTING

Archaeological Permit Number(s):   Accession Number:

Reports submitted to: Tribes: ☐ UOMNCH: ☐ LCIS: ☐   Curation:

Report Addresses Testing: ☐

Consultation Section

- Under the *Have tribes been contacted or consulted*, indicate yes or no.
- In the box next to *List Tribes*, if the answer to the previous is "yes", include each tribe contacted or consulted.
- For the section *List any other groups contacted or consulted*, include any other groups aside from tribes that were contacted or consulted.

PA/MOA Section

Occasionally, reports are submitted to SHPO to comply with a Programmatic Agreement, or a Memorandum of Agreement. Checking the appropriate box or boxes helps SHPO staff know that reviewing the report may require attention to specific terms defined in an agreement document. It also lets SHPO staff know that they can check off a deliverable associated with the agreement document as complete, which satisfies a specific compliance based task.

- If the report is submitted in compliance with a PA, MOA, or both, with SHPO, please check the appropriate boxes.

Attachments

As mentioned above, the SHPO Report Location Continuation Sheet provides added county and legal location spaces for relatively large projects/undertakings. If resources were recorded, updated, or evaluated for National Register of Historic Places eligibility or listing, the SHPO Report Summary of Resources and NRHP Eligibility sheet should be completed.

SHPO Report Location Continuation Sheet

- If additional counties need to be added that would not fit on the SHPO Report Cover Page, include them in the spaces provided. In the event, more are needed; attach additional location sheets as appropriate.
- If *additional* Townships, Ranges or Sections are needed include them on the SHPO Report Location Continuation Sheet. DO NOT RESTATE TRS FROM COVER PAGE.
  - o For large project, use as many attachments as necessary.

SHPO Report Summary of Resources and NRHP Eligibility

Resources Section

- The *Resources* section is where the report submitter provides a count of all resource types recorded, updated, or evaluated in the report. The number should match the resources entered into the NRHP Eligibility Section.
- Count sections are separated by resource type, such as *Archaeological Sites and Isolates*, *Built Environment*, *Traditional Cultural Properties (TCP)*, *Historic Properties of Religious and Cultural Significance to an Indian Tribe (HPRCSIT)*, and *Other* (e.g., cultural landscape).
- For archaeological sites and isolates, please be sure to submit all forms on-line.

RESOURCES	Archaeological:					
	Site:	Isolate:	Built Environment:	TCP:	HPRCSIT:	Other:
Count:						
	*Please be sure all archaeological forms have been submitted on-line					

NRHP Eligibility Section

The NRHP Eligibility section provides report reviewers with important information up front.

- The *Oregon On-Line Form #* is a unique number that allows SHPO reviewers to easily identify the site form in the on-line queue.
- In the *Trinomial* field, enter the corresponding Smithsonian Trinomial for sites recorded or updated in the report. If the site has not yet received a Smithsonian Trinomial, this section will be completed by SHPO staff once assigned.
- In the *Temp# or Name* field, enter the field designation for an archaeological site or isolate, or the built environment, TCP or HPRCSIT name as applicable.
- For evaluations, use the dropdown menus for all four criteria *Criterion A, B, C and D*.
    - Hovering the cursor over any of the four criteria fields will bring up text from National Register Bulletins 15, 16A and 38, as guidance. It is strongly recommended that any evaluations use the bulletins to assist with justification and support for an eligibility determination/recommendation in the body of the report.

Oregon On-Line Form #:	*EVALUATE PROPERTIES UNDER ALL FOUR CRITERIA.* *BE SURE TO INCLUDE JUSTIFICATION IN THE REPORT*				
	Trinomial:	Temp# or Name:	Criterion A:	Criterion B:	Criterion C:	Criterion D: