



Pennsylvania State Historic Preservation Office
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

PA State Historic Preservation Office (PA SHPO)

Guidelines for Electronic Data Submission in CRGIS



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Guidelines for Electronic Data Submission in CRGIS

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INTRODUCTION

The Guidelines for Electronic Data Submission in CRGIS discusses how to electronically submit survey reports, archaeological sites, and historic resources for Section 106 review and inclusion in CRGIS in the Commonwealth of Pennsylvania. This manual is not intended to comment on any other part of the environmental review process. Information concerning the review process is available at the following link: <https://www.phmc.pa.gov/Preservation/Environmental-Review/Pages/default.aspx>.

The CRGIS Data Entry website is the interface by which the State Historic Preservation Office in Pennsylvania (PA SHPO) will receive electronic submissions of reports and resources for Section 106 review, assignment of resource numbers, and inclusion in CRGIS. You will also be able to monitor the progress of your records being reviewed. As part of the submission process, you will receive email notifications of the progress of the review, and you can monitor the progress on the Web page. You will also be notified via email if more information is required from you.

This manual is organized to guide users through the submission process. The first section provides tips for creating successful submissions and lists complete requirements for each submission type. The second section presents an overview of how to navigate the website and track the progress of your submitted reports and resources. The next three sections are reference chapters that describe in detail how to correctly enter data about survey reports, archaeological sites, and historic resources. Each of these are broken into sub-sections that correspond to different tabs within each data entry record. Individual data entry fields are then described, with tips and screenshot examples for successful data entry. Additional helpful materials can be found in appendices at the end of the document.

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TIPS FOR SUCCESSFUL SUBMISSIONS

Archaeological Survey Reports

Before submitting any reports for SHPO review, you must initiate consultation by mailing a hard copy of the [Project Review Form](#). Electronic copies of Project Review Forms submitted in CRGIS will not be accepted.

If you have identified new archaeological sites, isolated finds, or non-site collections, you will submit a site record for inclusion in the Pennsylvania Archaeological Site Survey (PASS) files and obtain an archaeological site or non-site number prior to submitting your report. Reports that do not include PASS numbers will not be accepted for review. Please see [Archaeological Sites, Isolated Finds, and Non-Site Collections](#) for more information about the site submission process.

Archaeological Report Submission Requirements

- ✓ **Survey Data Record** – Electronic [survey data entry](#) in CRGIS replaces use of the PDF Report Summary Form. All relevant fields of the electronic record must be completed, including the report number, survey methodology and links to recorded resources. Please do not submit the PDF Report Summary Form.
- ✓ **Attachment: PDF Report Document** – Upload a PDF version of your full report, Negative Survey Form, Record of Disturbance, or Avoidance Monitoring Form. Please see [Success with Attachments](#) for more information about uploading documents.
- ✓ **Attachment: GIS Data** – Upload a zipped folder containing shapefiles or KMZs representing the APE that was covered in the report, as well as shapefiles for any resources that were recorded or updated during the survey. Please see our [Geospatial Submission Standards](#) for more information about accepted formats and data structure.

If you have collected new information about a previously-recorded site, then you must also provide PASS forms that can be used to update the site records in CRGIS:

- ✓ **Attachment: PDF PASS Form** – Currently the electronic submission process does not allow for external CRGIS users to update existing records, therefore updates can only be handled using the PDF form. The [PASS form](#) can be downloaded from the SHPO's Forms and Guidance page.
- ✓ **Attachment: PDF PASS [Administrative Information Form](#)** – This form allows us to maintain the administrative record for site recording. Because it records protected personal identifying information about landowners, informants, and site recorders, it is stored as a separate document that is only viewable to internal users.

Note: PASS Administrative Information forms should not appear in reports.

For specific information about survey and reporting requirements, please see the [Guidelines for Archaeological Investigations in Pennsylvania](#) and the [Interim Guidelines for Above Ground Environmental Review Submissions](#).

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Workflow Summary

After you have successfully submitted a survey report record, it will show in [Your Submissions](#) list with a status of “Not Assigned,” and you will be listed as the record holder. **Note: If the record still shows as “In Progress,” it has not yet been submitted for SHPO review.** The review period for any report will begin once it has been submitted in CRGIS, but if that occurs after normal business hours, the review period will begin the next business day. Once your report has been assigned to a SHPO reviewer, it will show in Your Submissions list with a status of “Waiting Approval,” and the record holder will be one of the SHPO’s environmental review staff.

If a reviewer needs to request any revisions or additional information, the record will be returned to you. If this occurs, you will receive a system-generated e-mail indicating that the record has been returned. This e-mail will contain a link to the record, and the reviewer’s comments will be found on the WorkFlow Communication tab. If you only need to change the data record, simply make the appropriate edits, save the record, and then resubmit. **Note: Submitting a record does not save any changes, so it is always necessary to save a record before re-submitting it.** If you need to revise the report or other uploaded files, make the necessary changes, delete the old attachment(s), and upload the new file(s).

Once a report has been approved, the reviewer will prepare correspondence and send it to you via e-mail. At that time, the report record will be assigned to CRGIS staff for mapping, processing updated PASS forms, and final publication of the survey record. Once the record is published, you will receive another system-generated e-mail notifying you that the record was added to CRGIS. **Note: Publishing a record in CRGIS does not constitute an official section 106 review action.**

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Archaeological Sites, Isolated Finds, and Non-Site Collections

All new archaeological sites, isolated finds, and non-site collections found during the course of a compliance survey must be electronically submitted for inclusion in the PASS files prior to report submission. Other site recorders are encouraged to use the electronic submission process as well. The CRGIS electronic submission process does not allow for external users to update existing records, so site updates must be submitted using the PDF PASS form attached to the associated report record, as outlined in the [survey reports submission requirements](#).

Archaeological Site Submission Requirements

- ✓ **Archaeological Site Data Record** – The electronic archaeological site record in CRGIS replaces use of the PDF PASS form for newly-recorded sites. All relevant fields of the electronic record must be completed, and more information about required fields is provided in the [archaeological sites data entry](#) section of this document. It is no longer necessary to submit a PDF PASS form for newly-recorded sites or to include the form in report documents. Instead, the electronic report record will be linked to the site records in CRGIS.
- ✓ **Attachment: [Administrative Information Form](#)** – This form should only be submitted *once* for each time a site is recorded or updated. Because it records protected personal identifying information about landowners, informants, and site recorders, it is stored as a separate document that is only viewable to internal users. **Note: Do not include administrative information forms in reports.**
- ✓ **Attachment: 7.5 min USGS map(s)** with site location and boundaries. Please show a large enough geographic area that the general site location can be identified. If needed, provide two maps at different scales to show location and boundary.
- ✓ **Attachment: Minimum site narrative** containing brief summaries of the following points:
 - Site description
 - Stratigraphy
 - Justification for site boundary
 - Possibility of destruction
 - Informants (if any)
 - Any other information that does not fit into the form
- ✓ **Attachment: Artifact inventory** – A preliminary inventory is required for site registration; final inventory must be included when the record is submitted for final publication.

PASS numbers will be assigned upon receipt of a complete archaeological site record that describes archaeological finds meeting the [site identification criteria](#). Artifact information and supplemental documentation may be presented in a preliminary or draft format.

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Isolated Find and Non-Site Collection Submission Requirements

To submit isolated finds and non-site collections you will use the same data entry form as an archaeological site, but these require less documentation than sites. It is not necessary to complete every field in the data record.

Required Data Fields:

- ✓ **Non-Site Collections:** ER Number, Location, Site Discovery Method, Site Type, Chronology, *relevant sections on* Artifact Information *tab*, Physiography, Site Watershed, *and the* Administration *tab*.
- ✓ **Isolated Finds:** In addition to the fields listed above, also complete these fields: UTM *or* Latitude/Longitude, Site Elevation, Slope Aspect, Average Slope, Primary Disturbance, Vegetation Cover, Topographic Setting, Nearest Water.

Required Attachments:

- ✓ **Administrative Information Page**
- ✓ **7.5 min USGS map** with find location(s)
- ✓ **Artifact catalog** for non-site locations that allows correlation between the artifacts and the mapped find location(s)
- ✓ **Photos or drawings** of diagnostic pre-contact artifacts with scale

Other Submission Considerations

1. The more the merrier: Other types of attachments are recommended, but not required:

- ✓ *If it is a historic site...* **Historic mapping or aerials** with site boundary indicated.
- ✓ *If the site was identified during a CRM project...* **Site plans** or testing strategy map.
- ✓ *If you conducted analysis and identification of diagnostics...* **Photographs or drawings of artifacts** with scale. Identify lithic material per artifact using description or key.
- ✓ **Bibliography**
- ✓ **General site and excavation photos/drawings**
- ✓ **Shapefiles** of the site boundary

2. Identify your site on all documents: Because the documentation is no longer submitted as part of a form, it is essential that the attachments include the following pieces of information in the header of each document:

- Site name
- County and municipality
- Date the site was recorded (should match the same field in the Administrative Information Form)
- Company or organization recording the site

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Other Submission Considerations, continued

3. Make some information available for public research: CRGIS is coded to allow public users access to some archaeological attachments, such as photos and artifact catalogs, but to restrict access to any attachment type that is likely to contain location information, such as narratives and site maps. In order to make more information accessible to the public for research purposes, it is recommended that each required attachment type is loaded as a separate file. To make attachments easier to use, it is also recommended that similar types of images are grouped into single PDF documents (all photos in a single photo document, all maps in a single document, etc.), although a single document cannot exceed 30 MB.

Workflow Summary

After you have successfully submitted an archaeological site record, it will show in [Your Submissions](#) list with a status of “Not Assigned,” and you will be listed as the record holder. If the record still shows as “In Progress,” it has not yet been submitted for SHPO review. The review period for any site will begin once it has been submitted in CRGIS, but if that occurs after normal business hours, the review period will begin the next business day. **Note: SHPO staff may take up to two weeks to review site submissions and assign PASS numbers.** Once your site has been assigned to a SHPO reviewer, it will show in Your Submissions list with a status of “Waiting Approval,” and the record holder will be one of the CRGIS archaeologists.

If a reviewer needs to request any revisions or additional information, the record will be returned to you. If this occurs, you will receive a system-generated e-mail indicating that the record has been returned. This e-mail will contain a link to the record, and the reviewer’s comments will be found on the WorkFlow Communication tab. If you only need to change the data record, simply make the appropriate edits, save the record, and then resubmit. **Note: Submitting a record does not save any changes, so it is always necessary to save a record before re-submitting it.** If you need to revise any of the uploaded attachments, make the necessary changes, delete the old attachment(s), and upload the new file(s).

Once a PASS number has been assigned, the reviewer will add the site number to the record and return it to you. At this time you may make any changes necessary to finalize the site record, such as updating artifact descriptions and counts after analysis is completed. Once you are finished making changes, submit the record for final publication. The record should be submitted by the time the associated report is submitted for review. Once the record is published, you will receive another system-generated e-mail notifying you that the record was added to CRGIS. After that point, it can no longer be edited by external users, and future site updates will have to be submitted using the PDF PASS form.

When submitting isolated finds and non-site collections, SHPO staff will review the record for completion and then assign it to a reviewer at the State Museum. The isolated find or non-site collection number will be added to the record by State Museum staff, and the record will be returned to you.

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Historical Resources

The CRGIS data submission interface is available to all users seeking to submit information on historic resources that have not yet been recorded in CRGIS. While it is not limited to professional users or project-related submissions, users may only create new CRGIS key numbers for resources that have never before been documented in the CRGIS database.

Due to the fact that the CRGIS data submission interface does not permit external users to submit updated information for resources that have a previously assigned key number, users uploading information related to a survey project may include PDF versions of the updated forms in the Attachments section of their Report submission, as is outlined the survey reports submission requirements section of this guidance.

Historical Resources Submission Requirements

To be considered complete as part of a reconnaissance survey, historic resource record submissions must include the following:

- ✓ **The minimum record fields:** ER Number (if relevant), County, Municipality, UTM or Latitude/Longitude, Address, Resource Category, Owner Category, Historic Function, Current Function, Materials, Year Built, Acreage
- ✓ **Attachments:** As one or more file:
 - **Photographs**
 - **Mapping**

If the submission is intended to be comprehensive, it must also include the following:

- ✓ **In the data:** Tax parcel, Historic Name (if relevant), Ancillary Features, Outbuildings (if relevant)
- ✓ **Attachments:** As one or more file:
 - Narrative Sheets (Description/Integrity and History/Significance)
 - Current Photos
 - Photo List
 - Site Map
 - Floor Plan (if relevant)
 - Bibliography

Workflow Summary

As a user begins to work on submitting a record, and saves their work, an entry will appear in the Your Submissions list on the CRGIS Data Submission homepage, and the submitting user's name will appear in the Record Holder column of the table. After a user has successfully submitted a

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historic resource record, the entry will appear in the Your Submissions list with a status of “Not Assigned.” Please note that at this point, the submitting user will still be identified as the record holder, and that if the record still shows as “In Progress,” it has not yet been submitted for SHPO review. Once the submitted resource has been acquired by a SHPO reviewer, it will show in the Your Submissions list with a status of “Waiting Approval,” and the record holder will be a SHPO staff member. The review period for any historic resource submission will begin once it has been submitted in CRGIS, but if that occurs after normal business hours, the review period will begin the next business day. **Note: SHPO staff may take up to two weeks to review resource submissions for completeness.**

It is important to remember that SHPO staff are reviewing CRGIS submissions to ensure completeness of the record and are not conducting National Register or Section 106 review to make a determination of eligibility. Accordingly, if the SHPO staff person reviewing a submission for completeness identifies a need for additional information, revisions, or attachments, the record will be returned to the submitter, and no processes will move forward until the record is resubmitted with the revisions or additional information. If this occurs, the submitter will receive a system-generated e-mail indicating that the record has been returned. This e-mail will contain a link to the record, and the SHPO staff member’s comments will be found on the WorkFlow Communication tab of the CRGIS data submission interface. If the submitter only needs to change the data record, they must simply make the appropriate edits, save the record, and then resubmit. **Note: Submitting a record does not save any changes, so it is always necessary to save a record before re-submitting it.** If it is necessary to revise any of the uploaded attachments, make the necessary changes, delete the old attachment(s), and upload the new file(s).

Once a submission has been determined by a SHPO staff member to be complete, they will approve the record for its inclusion in CRGIS, and a system generated e-mail will be sent to the submitter to alert them to its approval. At this point, the resource data, mapping, and attachments will be publicly visible to all CRGIS users and will be searchable. Please note that once a record has been approved by a SHPO staff member and published to CRGIS, it is only editable by SHPO staff members to ensure the integrity of the data.

Once all of the resources related to a project submission have been approved for publishing to CRGIS, the user may submit the report record. The report record will be acquired by a SHPO reviewer, and the environmental review process will proceed. Please note that the report cannot be reviewed until all of the resource submissions have been **approved**.

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Success with Attachments

Each submission type will require you to upload supplementary materials, such as resource documentation, survey reports, and GIS data. The required attachments for each submission are outlined in the previous sections. This section will guide you through the process of uploading attachments. Also provided are technical requirements for file formats, size, and naming conventions.

Basic Requirements for Attachments

- ✓ **Document Types** – All attachments are saved as PDF/A, Microsoft Excel, or zipped folders containing shapefiles.
- ✓ **File Size** – Files are smaller than 25-30 MB.
- ✓ **File Name** – Files are named in accordance with [SHPO file name conventions](#)
- ✓ **Once files are attached, save the record before submitting!**

How to Upload

Uploading attachments to the record should be your last step in data entry before submission.

Note: It is strongly recommended that you save your record after completing data entry and before attempting to upload attachments. If you have a slow internet connection, it is possible to experience some difficulties in uploading attachments. There is guidance for handling these situations in the [Troubleshooting](#) section of this document. Once attachments are uploaded, there is a lag of up to two hours between the time when the file is uploaded and when it is transferred to a permanent server and can be opened for viewing. During this lag time, clicking an attachment link will bring up a 404 error.

To upload attachments, follow these steps:

On the Admin or Administration tab of each record type, use this box to upload your attachments:



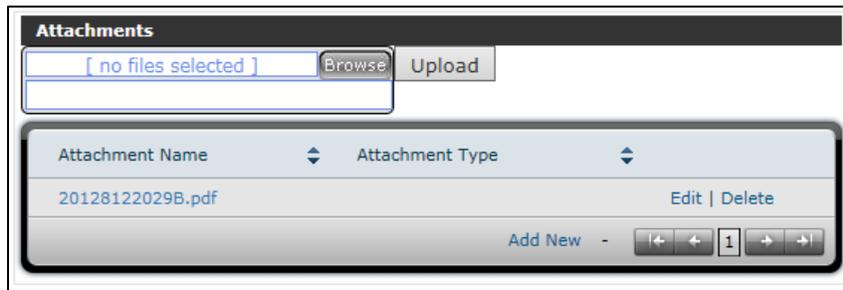
Click the “Browse” button to browse to your attachment(s). You may select multiple files for a single batch upload, as long as the total size of the files in each batch does not exceed 25-30 MB. Click the “Upload” button to begin the upload process. A progress bar will appear:



When the upload is complete, the file(s) will appear in the “Attachments” box below.

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You will note that the Attachment Name field automatically populates with the name of the file as a hyperlink. If the Attachment Name field is changed after the file is uploaded, the attachment will not remain linked to the resource record. Name attachments according to SHPO accepted attachment naming conventions, found under [Naming Conventions](#).

For each attachment, select the most accurate attachment type from the “Attachment Type” dropdown menu. Be aware that certain attachment types are restricted based on a viewer’s access level. For example, attachment types that are likely to contain information about archaeological site locations are only visible to users with archaeologist access.

Common Restricted Attachment Types

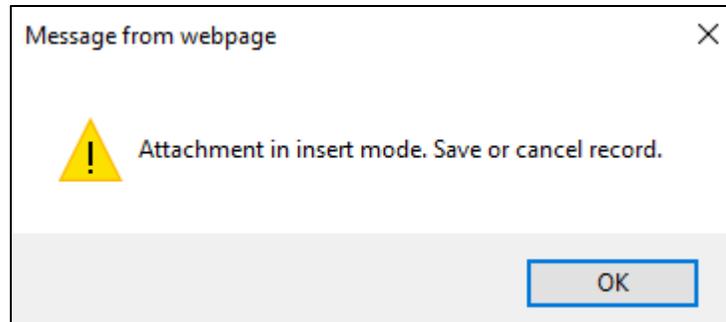
- **Administrative Page** – PASS administrative information pages are only viewable to internal users because they contain personal identifying information about landowners, informants, and site recorders.
- **Form** – When forms are attached to archaeological site records, they are only visible to users with archaeologist access. They are not restricted when attached to any other record types.
- **Map** – Maps that are attached to archaeological site records are only visible to users with archaeologist access. They are not restricted when attached to any other record types.
- **Narrative** – Narratives that are attached to archaeological site records are only visible to users with archaeologist access because they have the potential to contain verbal descriptions of site locations. They are not restricted when attached to any other record types.
- **Restricted Report** – This attachment type is applied to any report that contains information about archaeological site locations. While this most frequently refers Phase II and Phase III reports as well as positive Phase I reports, this type is also added to negative survey reports that contain mapped site locations and images of the Pre-Contact Probability Model. Only users with archaeologist access can view restricted reports.
- **Site Plan** – Site plans that are attached to archaeological site records are only visible to users with archaeologist access. They are not restricted when attached to any other record types.

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Troubleshooting

Occasionally an error occurs in the process of uploading attachments that effectively prevents users from saving the record. As a result, **we strongly recommend that you save your record after completing data entry and before attempting to upload attachments.** This problem occurs when you try to save the record and you get a pop-up message stating: “Attachment in insert mode. Save or cancel record.”

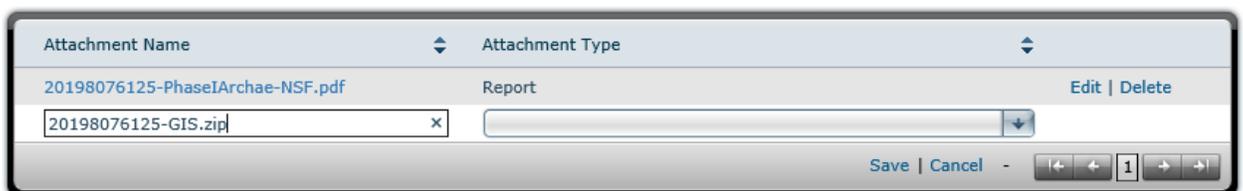


The problem seems to be caused by lag time between when you upload the file and when it actually reaches our server. Below are two work-arounds that should be attempted if you receive this error message:

1. Wait 10 to 15 minutes before trying to save the record again. If that does not work...
2. Any time you have uploaded a file, and the file name appears as a blue link in the “Attachments” box, that means the document is successfully on its way to our server. All you need to do is re-establish the link to the record. To do this, close the record and re-open it. In the “Attachments” box, click on the “Add New” link in the bottom of the box.



This will create a blank sub-record. In the “Attachment Name” field, simply copy and paste the full file name (including extension), save the sub-record, and then save the report record.



You should then have no issues saving and submitting.

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File Formats and Technical Requirements

Document Types

For uploading as attachments to CRGIS, all documents need to be saved as PDF/A. This is an archival quality digital document, and the use of this document type follows the Pennsylvania State Archives' standards for digital preservation. For guidance on the PDF/A document type, please contact Shelby Splain at ssplain@pa.gov or 717-574-8232.

Users may upload artifact catalogs that were saved in Microsoft Excel.

All geospatial data must be uploaded within a standard zipped (compressed) folder. We are unable to accept folders that have been compressed in the 7z file format.

File/Upload Size

No single upload can exceed 25-30 MB, although there is no limit to the total size of the attachments that are linked to a single record. It might be necessary to split large survey reports into several volumes in order to get below the size limit, but we recommend that you explore file compression options before splitting reports. If you need assistance with PDF compression, please contact the CRGIS staff at ra-crgis@pa.gov.

Naming Conventions

To ensure that all attachments uploaded to CRGIS by both internal staff and external partners are consistently and appropriately named, the PA SHPO has implemented CRGIS-wide naming conventions for all attached documents.

All files that are uploaded to CRGIS are stored in common folders on a server; they are not stored in the resource or report records to which they are attached. In the case of duplicate file names, the system applies a numerical suffix ((2), (3), etc.) to newly-uploaded files if a duplicate is found. This feature was added to prevent loss of information due to file overwriting. In addition, we stress the importance of adding unique identifiers as part of the naming conventions.

File names should:

- ✓ Be kept as short as possible, preferably not exceeding 20 characters
- ✓ Avoid blank spaces or special characters
- ✓ Include unique identifiers (sequence numbers, site names)

Survey Reports

Name report-related files using the ER number with no dashes and ***no alpha code***. In place of an alpha code, apply a unique sequence number. If there have been other submissions under the same project number, you will need to check the other records to find the next number.

Example: 20180059003_01.pdf, 20180059003_02.zip

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Archaeological Sites

Because PASS numbers are assigned after the documentation has been submitted, file names for archaeological site submissions should include the name of the site and a brief description of the attachment's contents. When attaching the completed Administrative Information Page, do not upload the file without renaming it.

Examples: loganwell_topo.pdf, shadefurn_catalog.xls

Historical Resources

File names for documents uploaded to historical resource records use the Key Number and SHPO Inventory ID that is automatically generated when the record is created.

H + SHPO Key Number + _ + SHPO Inventory ID + _ + Sequence Number + Image Type Code

Example: **H + 207720 + _ + 211652 + _ + 01 + B = H207730_211652_01B**

- **H:** All attachment names for should begin with H.
- **SHPO Key Number:** Find the appropriate SHPO Key Number on the upper left-hand corner of every tab in data entry.
- **SHPO Inventory ID:** Find the appropriate SHPO Inventory ID on the “Inventory” tab in data entry.
- **Sequence Number:** The Sequence Number refers to where this particular attachment falls in the sequence of uploaded attachments for the Inventory ID. If this is the first attachment uploaded, the sequence number is 01, and if it is the second, it is 02, et cetera.
- **Image Type Code:** The Image Type Code refers to the content that is contained in the attachment. Image Type Codes are listed in the next section.

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Image Type Codes for SHPO-Accepted HRF Attachment Naming Conventions

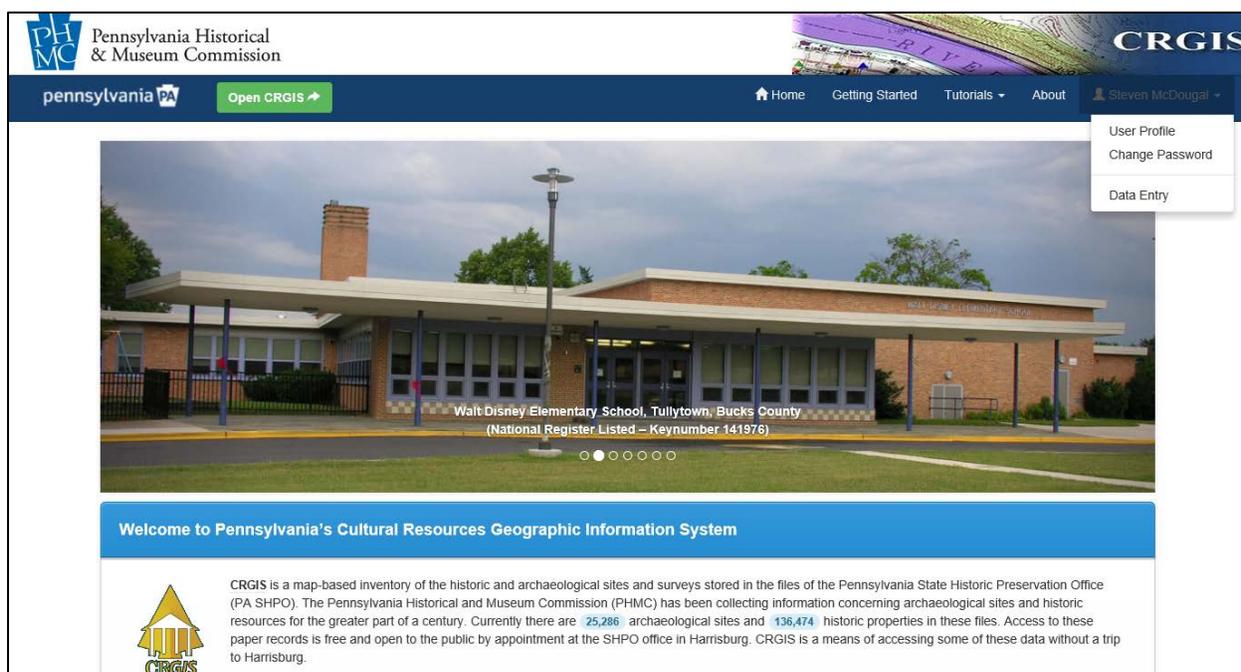
| CODE | CODE DESCRIPTION |
|-------------|-------------------------------------|
| 1 | Abstract |
| 2 | Pre-Decisional Materials (Internal) |
| 3 | Report |
| 4 | Recordation |
| 5 | 2001 Bridge Survey Data |
| 6 | Restricted Report |
| 7 | Administrative Page |
| 8 | Bibliography |
| 9 | Mitigation Product |
| 10 | Scanned National Register File |
| 11 | Preservation/Management Plan |
| A | Map |
| B | Photograph |
| C | Drawing |
| D | Form |
| E | Artifact Photo |
| F | Feature Photo |
| G | Site Plan |
| H | National Register Form |
| I | Inventory |
| J | National Historic Landmark Form |
| K | Floor Plan |
| L | HDA Certification |
| M | HDA Map |
| N | HDA Assoc Doc |
| O | Narrative |
| P | Profiles |
| Q | Correspondence |
| R | Railroad Lineage |
| S | Historic Structures Reports |
| T | Tax Credit Documents |
| U | Catalog |
| V | Historic Context |
| W | Covenant |
| X | For Internal Use Only |
| Y | Disturbance/Demolition Record |
| Z | Grant Documentation |

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USING THE CRGIS DATA ENTRY SITE

Accessing CRGIS Data Entry

Registered users with Submitter, Planner, and Archaeologist access can use the data entry website to submit resources and reports. To access the data entry interface, visit the [CRGIS home page](#) and log in. Once you are logged in, click the drop-down arrow next to your name and select “Data Entry.”



Your Submissions Page

This is your home page in CRGIS Data Entry. You will see the list of records that you are readying for submission or that you have submitted and are currently being processed by SHPO staff. Records that have been submitted by other users will not display on this page. The list shows the type of records that you have submitted (Archaeological, Historical, and Report) and additional information such as the record's status in the approval process. Please see the screen shot below and the explanation of the different columns.

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Record Statuses:

Each record has a status which indicates the stage that the record is in in the approval process. Below is an explanation of each status:

In Progress Records with this status have not been submitted and are available for the submitter to edit. They will not be processed by SHPO staff as long as they are in this status.

Not Assigned Once a record has been submitted, its status becomes “Not Assigned.” Records with this status are awaiting assignment to a SHPO reviewer. They are available to the submitter in read-only mode.

Waiting Approval Records with this status have been assigned to a reviewer and are in the process of being reviewed. From here, records will either be approved or returned to you, the submitter, to make any required updates. Records that are “Waiting Approval” are available to the submitter in read-only mode.

Returned Records with this status have been processed by the SHPO reviewer and have been returned to you for additional information. To see what additional information is needed for the record, click the Record ID to open the record. Click the “Workflow Communication” tab to view comments from the reviewer. Once you have completed the instructions in the comments, you can resubmit the record. The process for submitting records is covered later in this document.

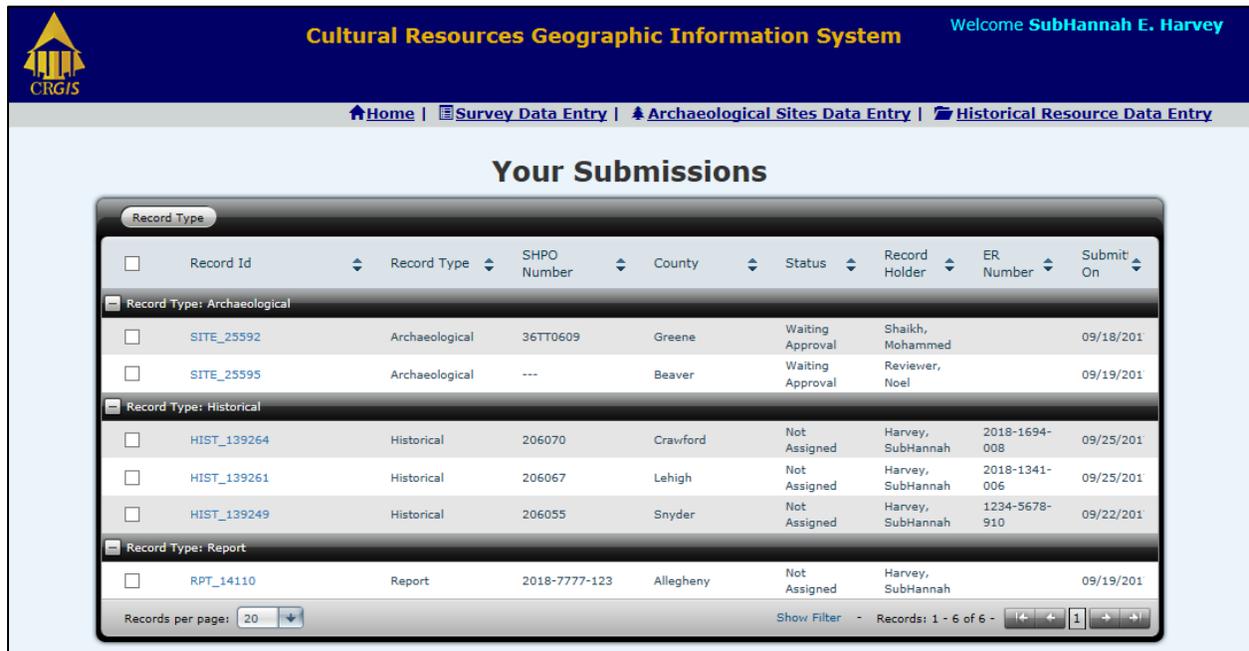
Approved Records with this status will not show on the “Your Submissions” page. They have been approved by a reviewer. Anyone who can search for a record can search for and find the record. You will be notified via email when records that you have submitted have been officially added to CRGIS. Please note that having a record added to CRGIS does not constitute review by SHPO staff of any project or activity to which this record may be attached.

Submitting Records for Inclusion in CRGIS

To create and submit a new record, follow the steps below.

1. Click on the link for the type of record that you will be submitting. These links can be found in the upper grey bar. Record types are:
 - Report (Survey)
 - Archaeological
 - Historical

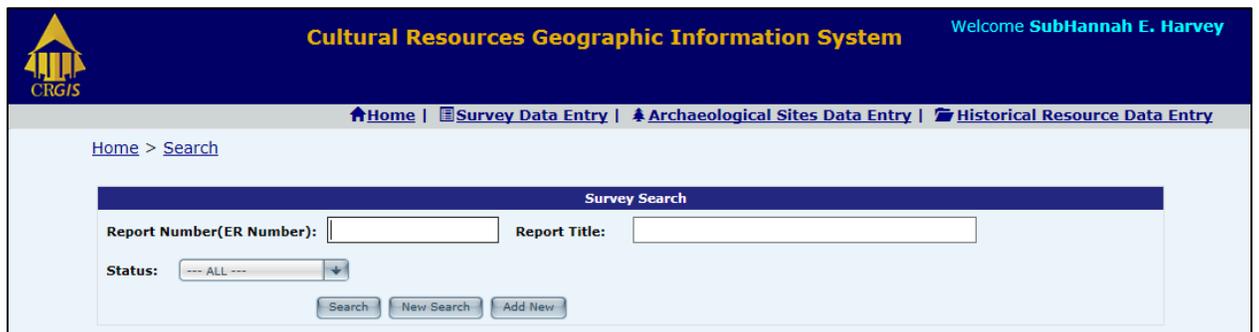
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The screenshot shows the 'Your Submissions' page in the Cultural Resources Geographic Information System. The page features a navigation bar with the CRGIS logo and the user's name, SubHannah E. Harvey. Below the navigation bar, there are links for Home, Survey Data Entry, Archaeological Sites Data Entry, and Historical Resource Data Entry. The main content area displays a table of submissions, categorized by Record Type. The table has columns for Record Id, Record Type, SHPO Number, County, Status, Record Holder, ER Number, and Submit On. The records are grouped into four categories: Archaeological, Historical, and Report. The Archaeological records include SITE_25592 and SITE_25595. The Historical records include HIST_139264, HIST_139261, and HIST_139249. The Report record is RPT_14110. The table also includes a 'Records per page' dropdown set to 20 and a 'Show Filter' button.

| Record Id | Record Type | SHPO Number | County | Status | Record Holder | ER Number | Submit On | |
|-----------------------------|-------------|----------------|---------------|-----------|------------------|-------------------|---------------|-----------|
| Record Type: Archaeological | | | | | | | | |
| <input type="checkbox"/> | SITE_25592 | Archaeological | 36TT0609 | Greene | Waiting Approval | Shaikh, Mohammed | 09/18/201 | |
| <input type="checkbox"/> | SITE_25595 | Archaeological | --- | Beaver | Waiting Approval | Reviewer, Noel | 09/19/201 | |
| Record Type: Historical | | | | | | | | |
| <input type="checkbox"/> | HIST_139264 | Historical | 206070 | Crawford | Not Assigned | Harvey, SubHannah | 2018-1694-008 | 09/25/201 |
| <input type="checkbox"/> | HIST_139261 | Historical | 206067 | Lehigh | Not Assigned | Harvey, SubHannah | 2018-1341-006 | 09/25/201 |
| <input type="checkbox"/> | HIST_139249 | Historical | 206055 | Snyder | Not Assigned | Harvey, SubHannah | 1234-5678-910 | 09/22/201 |
| Record Type: Report | | | | | | | | |
| <input type="checkbox"/> | RPT_14110 | Report | 2018-7777-123 | Allegheny | Not Assigned | Harvey, SubHannah | | 09/19/201 |

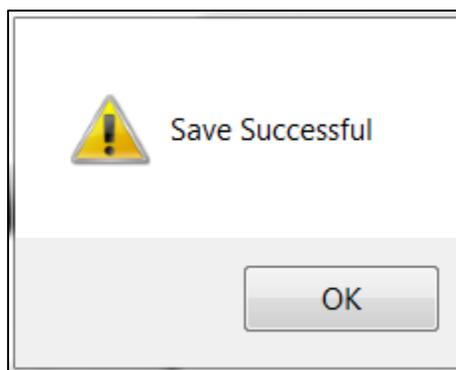
2. Click the “Add New” button. The data entry form opens. You will notice that the screen has several tabs.



The screenshot shows the 'Survey Search' form in the Cultural Resources Geographic Information System. The page features a navigation bar with the CRGIS logo and the user's name, SubHannah E. Harvey. Below the navigation bar, there are links for Home, Survey Data Entry, Archaeological Sites Data Entry, and Historical Resource Data Entry. The main content area displays the 'Survey Search' form, which includes fields for Report Number(ER Number), Report Title, and Status. The Status dropdown is set to '--- ALL ---'. There are buttons for Search, New Search, and Add New.

3. Make note of the Record ID on the first tab of the record (**Record Id:**).
4. Enter data on all tabs. Fields that are marked with a red asterisk are required fields. You will not be able to save your record until you have completed all required fields. Some fields with a red asterisk are already populated before you begin creating your record. Do not change the information that is in those fields.
5. Click the “Save Record” button at the bottom of the page. If you missed any required fields, a popup will appear informing you of the fields that you need to complete before saving. Once you have completed all required fields and clicked “Save Record,” a popup will appear, confirming that you have successfully saved the record.

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6. Click OK. **Note: Clicking “Save Record” saves the record only. It does not submit the record to SHPO staff for processing.**
7. If you are ready to submit the record at this point, you must click the “Submit Record” button on the page:



A popup will appear confirming that you have successfully saved the record.

Note: If you have added any new data or attachments, always click “Save” before clicking “Submit Record.”

OR

If you are not ready to submit the record, click the “Home” link at the top of the screen, to be returned to the “Your Submissions” page. You can retrieve the record at a later time by locating it on the “Your Submissions” page and clicking the Record ID to open the record. When you are ready to submit the record, click the “Submit Record” button. A popup will appear confirming that you have successfully saved the record.

8. Click the “OK” button to close the popup. The page will refresh, and the status of the records will be updated to “Not Assigned.” The Save and Submit Record buttons will no longer show on the page.
9. Check your email inbox. You will receive an email notifying you that the record was successfully submitted.

Once submitted, your record will await reviewer assignment. You can watch the status of your record as its being processed. The record status flow is as follows:

In Progress → Not Assigned → Waiting Approval → Approved

If the record is returned to you, you will receive an email informing you that more information is needed. Follow the steps below to view feedback and make any needed updates.

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1. Click the link in the email to log in (if you are not already logged in). If you are already logged in, the record will open.
2. Click the tab for Workflow Communication.
3. Follow the directions provided in the Workflow Comments field.
4. Make any required edits.
5. Make note of your changes in the Workflow Comments field on the Workflow Communications tab.
6. Click “Submit Record” button. A popup will launch confirming that the record was successfully saved.
7. Click OK, and the popup will close. The page will refresh in read-only mode, and the record will be assigned back to the SHPO reviewer.
8. This process repeats each time a record is returned to you.

If a record is returned to you, its status is “Returned.” You can access it from the link in the email as directed above, or you can click on the Record ID on the Your Submissions page to open the record and make your edits.

Once the reviewer approves your record, you will be notified by email that it has been officially added to CRGIS. From this point, the record is available for any user of the CRGIS Data Entry site to view. The record can also be accessed through AskReGIS. It will not show on the “Your Submissions” page, and you will no longer be able to make any changes to the record. SHPO staff will have the ability to edit the record if needed at any point. You may view the record by searching for it.

Identifying Your Records

You can view records that you have submitted or that you are working on by looking through the records on the “Your Submissions” page. You can also search for published (approved) records of any type. This section explains how to identify your unapproved records, ie those that are in the approval process.

The “Your Submissions” page is your home page for CRGIS Data Entry. It shows records that you are creating and that you have submitted. Once a record is approved, you will not be able to locate it from the “Your Submissions” page.

There are several ways to search for a record from the page. Searching for a record from the “Your Submissions” page requires you to do a visual search of the list of records. Below are some tips for finding records:

- By default, records are grouped by record type.
- The list of records may span multiple pages. Use the arrows in the lower right corner of the page to scroll through pages of your submissions.
- Sorting can help you locate records more easily. You can sort records by each column heading by clicking the up/down arrow icon for the heading.

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- You can also change how records are grouped on the page. By default, the “Your Submissions” page is grouped by Record Type, as shown by the grouping indicator in the top left corner of your record list.

| Your Submissions | | | | | | | | | |
|-----------------------------|-------------|----------------|---------------|-----------|------------------|-------------------|---------------|--------------|--|
| Record Type | | | | | | | | | |
| <input type="checkbox"/> | Record Id | Record Type | SHPO Number | County | Status | Record Holder | ER Number | Submitted On | |
| Record Type: Archaeological | | | | | | | | | |
| <input type="checkbox"/> | SITE_25592 | Archaeological | 36TT0609 | Greene | Waiting Approval | Shaikh, Mohammed | | 09/18/2017 | |
| <input type="checkbox"/> | SITE_25595 | Archaeological | --- | Beaver | Waiting Approval | Reviewer, Noel | | 09/19/2017 | |
| Record Type: Historical | | | | | | | | | |
| <input type="checkbox"/> | HIST_139264 | Historical | 206070 | Crawford | Not Assigned | Harvey, SubHannah | 2018-1694-008 | 09/25/2017 | |
| <input type="checkbox"/> | HIST_139261 | Historical | 206067 | Lehigh | Not Assigned | Harvey, SubHannah | 2018-1341-006 | 09/25/2017 | |
| <input type="checkbox"/> | HIST_139249 | Historical | 206055 | Snyder | Not Assigned | Harvey, SubHannah | 1234-5678-910 | 09/22/2017 | |
| Record Type: Report | | | | | | | | | |
| <input type="checkbox"/> | RPT_14110 | Report | 2018-7777-123 | Allegheny | Not Assigned | Harvey, SubHannah | | 09/19/2017 | |

- To “ungroup” the records, drag the grouping indicator from the top of the record list, back to the column heading area.

| Your Submissions | | | | | | | | | |
|--|-------------|----------------|---------------|-----------|------------------|-------------------|---------------|--------------|--|
| Drag a column header here to group by that column. | | | | | | | | | |
| <input type="checkbox"/> | Record Id | Record Type | SHPO Number | County | Status | Record Holder | ER Number | Submitted On | |
| <input type="checkbox"/> | RPT_14110 | Report | 2018-7777-123 | Allegheny | Not Assigned | Harvey, SubHannah | | 09/19/2017 | |
| <input type="checkbox"/> | HIST_139264 | Historical | 206070 | Crawford | Not Assigned | Harvey, SubHannah | 2018-1694-008 | 09/25/2017 | |
| <input type="checkbox"/> | HIST_139261 | Historical | 206067 | Lehigh | Not Assigned | Harvey, SubHannah | 2018-1341-006 | 09/25/2017 | |
| <input type="checkbox"/> | HIST_139249 | Historical | 206055 | Snyder | Not Assigned | Harvey, SubHannah | 1234-5678-910 | 09/22/2017 | |
| <input type="checkbox"/> | SITE_25592 | Archaeological | 36TT0609 | Greene | Waiting Approval | Shaikh, Mohammed | | 09/18/2017 | |
| <input type="checkbox"/> | SITE_25595 | Archaeological | --- | Beaver | Waiting Approval | Reviewer, Noel | | 09/19/2017 | |

- To group records by different criteria, drag the column heading for the field by which you want to group the records to the top black bar. You may group by more than one field.

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| <input type="checkbox"/> | Record Id | Record Type | SHPO Number | County | Status | Record Holder | ER Number | Submit On |
|--------------------------|-----------------------------|----------------|---------------|-----------|------------------|-------------------|---------------|-----------|
| Status: Waiting Acquire | | | | | | | | |
| <input type="checkbox"/> | RPT_14110 | Report | 2018-7777-123 | Allegheny | Not Assigned | Harvey, SubHannah | | 09/19/201 |
| <input type="checkbox"/> | HIST_139264 | Historical | 206070 | Crawford | Not Assigned | Harvey, SubHannah | 2018-1694-008 | 09/25/201 |
| <input type="checkbox"/> | HIST_139261 | Historical | 206067 | Lehigh | Not Assigned | Harvey, SubHannah | 2018-1341-006 | 09/25/201 |
| <input type="checkbox"/> | HIST_139249 | Historical | 206055 | Snyder | Not Assigned | Harvey, SubHannah | 1234-5678-910 | 09/22/201 |
| Status: Waiting Approval | | | | | | | | |
| <input type="checkbox"/> | SITE_25592 | Archaeological | 36TT0609 | Greene | Waiting Approval | Shaikh, Mohammed | | 09/18/201 |
| <input type="checkbox"/> | SITE_25595 | Archaeological | --- | Beaver | Waiting Approval | Reviewer, Noel | | 09/19/201 |

Once you have located the record that you would like to work on, click the Record Id for the record.

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SURVEY DATA ENTRY

Use this interface to enter your digital Report Summary Form. Fields that are marked with a red asterisk indicate the minimum record that must be completed before the record can be saved.

However, all fields must be complete when it is submitted for Section 106 review unless specified “for internal SHPO use only” in the list below. Helpful hints and formatting requirements for completing the fields within each tab are included below.

Main

The screenshot displays a web-based data entry interface. At the top, there are navigation tabs: Main, Location, Administration, Links, and WorkFlow Communication. Below the tabs, there are four main sections:

- Report Number:** A text input field.
- Record Id:** A text input field containing the value "RPT_14122".
- Status:** A text input field.
- Assigned To:** A text input field.

Below these fields are three main sections, each with a header and a table:

- Report Title ***: A large text input field.
- Author/Organization/Agency**: A section containing several input fields:
 - Author: Text input field with a red asterisk.
 - Organization: Text input field.
 - Final Report Date: Text input field with a calendar icon and a red asterisk.
 - No. of Pages: Text input field with a red asterisk.
 - Reason for Survey: Dropdown menu with a red asterisk.
 - Agency Type: Dropdown menu.
 - Agency: Dropdown menu.
- Repository**: A table with columns "Item" and "Repository". The table is currently empty, with the message "There are no records available." and an "Add New" button.
- Report ***: A table with columns "Report Type", "No. Properties", "Area Surveyed", and "How area determined". The table is currently empty, with the message "There are no records available." and an "Add New" button.

Report Number

Enter the ER number for your project. SHPO staff will assign an alpha code. For more information about ER numbers please see [Appendix A: Anatomy of an ER Number](#) and [Appendix B: County Codes](#).

Note: If you do not have an ER number, you must complete and mail a hard copy [Project Review Form](#) to initiate consultation with the SHPO and to obtain an ER number.

Report Title*

Type in the report title using the following format:
[Survey Type], [Project Name], [Municipalities], [Counties]

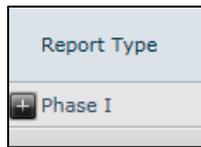
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Example: Phase I Archaeological Survey, Hempfield Township Sewer Expansion, Hempfield Township, Westmoreland County.

Do not use all capital letters when entering the report title.

- Author*** Type in the name of the primary author using the following format: Smith, J. If there are multiple authors, use: Smith, J., et al.
- Organization** Type in the name of your company.
- Final Report Date*** Either type in the date of your report or click the calendar button to the right of the entry field to select the date.
- No. of Pages*** Enter the number of pages, excluding appendices.
- Reason for Survey*** Select the reason for survey.
- Agency Type** Select either State or Federal agency.
- Agency** Select the specific State or Federal agency under which the project is being reviewed. The values in data entry are code abbreviations. Please refer to [Appendix C: State and Federal Agency Codes](#) for a full list of codes and their associated agency name.
- Repository** *This field is for internal SHPO use only.*
- Report*** Click “Add New” to create a new entry for the report type. Complete the fields to enter report type, number of properties or resources investigated for the project, the area of the survey *in hectares*, and the method by which the area was calculated.
- The number of resources should include all archaeological sites, historic resources, and isolates/non-sites that were investigated for the project report, whether new or previously recorded. All of these resources will be linked to the report record on the “Links” tab.
- It is understood that the areas for Phase II and III archaeological reports may be quite small when shown as hectares, but the system will accept long decimals. Click “Save” within the Report box to store your entry. You may add additional report types as needed.
- Method** After you add a report type, a plus (+) sign will appear to the left of your report type:

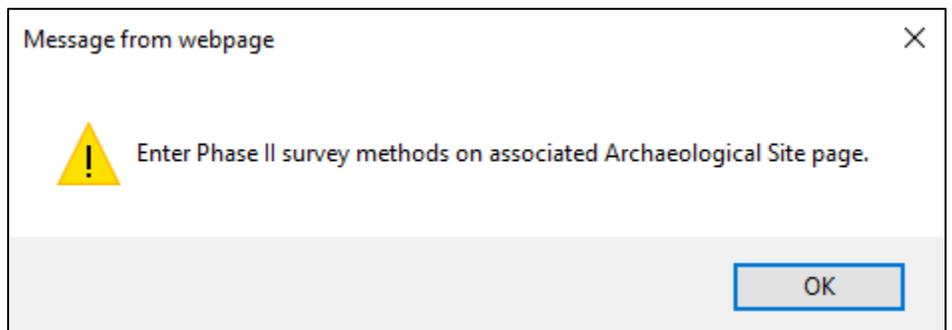
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Click this symbol to expand the Method box.



Add survey methods from the drop down as needed. Each method entry must be entered and saved individually. If you are entering a Phase II or III report, you will see a pop-up message indicating that methods will be added to the site record instead of the report record.



Since external users cannot modify existing records, this information will be updated by CRGIS staff when the report is processed.

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Location

The screenshot shows a web-based data entry interface with a navigation bar at the top containing 'Main', 'Location', 'Administration', 'Links', and 'WorkFlow Communication'. Below the navigation bar is a 'Report Number:' field. The main content area is divided into four sections, each with a title bar and a table:

- Site Location:** Contains dropdown menus for 'County' and 'Municipality'. The table below contains the text 'There are no records available.' and an 'Add New' button with navigation arrows.
- Quadrangle:** Contains a dropdown menu for 'Quadrangle'. The table below contains the text 'There are no records available.' and an 'Add New' button with navigation arrows.
- Watershed:** Contains dropdown menus for 'Subbasin', 'Watershed', 'MajorStream', and 'MinorStream'. The table below contains the text 'There are no records available.' and an 'Add New' button with navigation arrows.
- Physiography:** Contains dropdown menus for 'Site Physiographic Zone' and 'Primary'. The table below contains the text 'There are no records available.' and an 'Add New' button with navigation arrows.

Site Location*

Enter all counties and municipalities covered by the survey. Each location entry must be added and saved individually.

Note: If you have more than one municipality in a county, you must also create an entry in which you select “Multi-Municips” in the Municipality field. If you have more than one county, you must also create an entry in which you select “Multi-County” and “Multi-Municips.”

Quadrangle

Enter ALL USGS topographic quadrangles that include portions of the survey area.

Watershed

For archaeological reports, enter all watersheds in which survey occurred. The Subbasin, Watershed, and MajorStream are required for each record. If possible please complete the MinorStream. Subbasin and Watershed information can be obtained from the Watersheds layer in CRGIS.

This field is not required for above ground reports.

Physiography

For archaeological reports, select all physiographic zones in which survey occurred. Enter yes in the Primary field if there is only one physiographic zone for the report. If there are multiple physiographic zones, use this field to indicate the zone in which the most survey was conducted. This information can be obtained from the Physiographic Zones layer in CRGIS.

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This field is not required for above ground reports.

Administration

The screenshot displays a web interface with a navigation bar at the top containing 'Main', 'Location', 'Administration', 'Links', and 'WorkFlow Communication'. Below the navigation bar is a 'Report Number:' field. The main content area is divided into three sections: 'Comments', 'Attachments', and 'File Action'. The 'Comments' section has a table with columns 'Comment Type' and 'Comment', and a message 'There are no records available.' The 'Attachments' section has a file selection area with '[no files selected]', 'Browse', and 'Upload' buttons, and a table with columns 'Attachment Name' and 'Attachment Type', also showing 'There are no records available.' The 'File Action' section has a table with columns 'Action Date' and 'Action', showing a record for '10/05/2017' with the action 'Date Record Added'. Each section includes an 'Add New' button and a pagination control showing '1'.

Comments

Use this space to enter any comments about the report summary form that do not fit into other fields. Be sure to select “Comment by Data Recorder” under Comment Type.

Note: Comments placed here will be visible to all public viewers. If you have any comments for SHPO staff only, please enter them on the WorkFlow Communication tab.

Attachments

Upload the following required attachments to complete your report submission:

- Full report, Record of Disturbance Form, or Negative Survey Form, or Avoidance Monitoring Form.
- Spatial data for the report APE and resource boundaries within a zipped folder
- *If you are reporting updates to a previously-recorded resource...* Completed PASS form and separate Administrative Information Page OR updated Historic Resource Form.

For more information about attachments, please see [Success with Attachments](#).

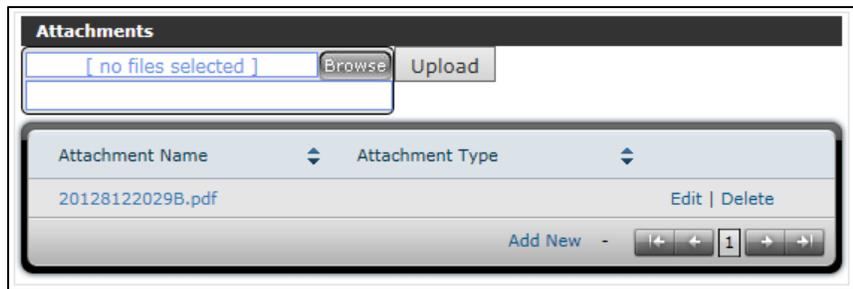
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To upload attachments, follow these steps:

Click “Browse,” open the file(s) you want to load, and then click “Upload.” A progress bar will appear:



When the upload is complete, it will appear in the “Attachments” box below.



Attachment Name The attachment name will be the name of the file that was uploaded. If it is changed after upload by editing the “Attachment Name” field, the attachment will not remain linked to the resource record.

Attachment Type *This field is for internal SHPO use only.*

File Action*

This field will automatically populate when the record is created and published.

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Links

Use the Sites and Resources boxes to create links to any archaeological sites or historic resources that were reported during the survey. If the resource was re-located and already has a PASS or Key Number, click “Link” to bring up a box where you can search for resources.

Main | Location | Administration | Links | WorkFlow Communication

Report Number:

Sites

| Site Number | Site Name |
|---------------------------------|-----------|
| There are no records available. | |

Link New Records: 0 - 0 of 0 - Pages: 1

Resources

| Key Number | Historic Name |
|---------------------------------|---------------|
| There are no records available. | |

Link New Records: 0 - 0 of 0 - Pages: 1

To link to an existing site or historic resource:

1. Click the “Link” button. This will bring up a box where you can search for a resource by number or name. **Note: You must click “Search” to bring up results. Hitting enter will not initiate the search.** This will bring up a list of all resources that match your criteria.

Find Resources

Key Number: Historic Name: Search

| Key Number | Historic Name |
|------------|---|
| 004582 | Campbell's Department Store |
| 005690 | Bellefield Dwellings |
| 007485 | Bella Vista Restaurant |
| 007695 | Edwin Bell Cooperage Company |
| 007833 | Bell Farm |
| 007840 | Bellevue High School |
| 007841 | Bellevue United Presbyterian Church (Ad 1901) |
| 007844 | Bellevue Baptist Church |
| 007853 | Bellevue Methodist Protestant Church |
| 007870 | Bellevue Presbyterian Church |

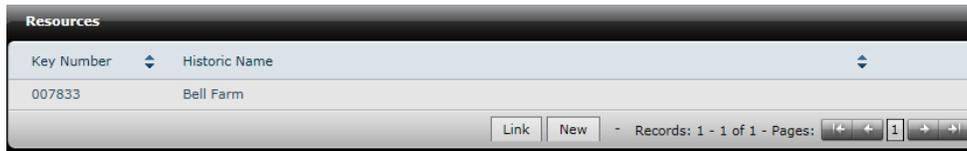
Records: 11 - 20 of 276 - 1 2 3 4 5

Link Close

2. To create the link, select the resource and then click “Link.” It will then appear under the Sites or Resources box.

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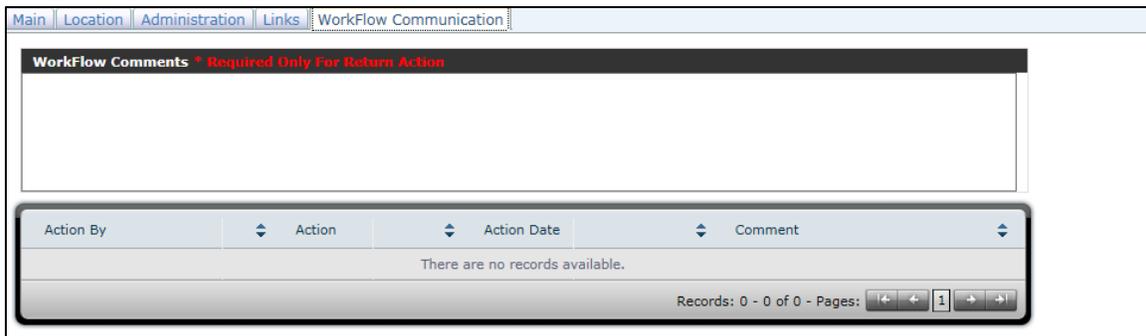
| Key Number | Historic Name |
|------------|---------------|
| 007833 | Bell Farm |

Link New - Records: 1 - 1 of 1 - Pages: 1

If your report contains newly-identified resources, you may click the “New” button to create new sites and historic resources that will be linked with the report. **Be sure to save your report record first.** Please refer to the [Archaeological Sites Data Entry](#) and [Historical Resource Data Entry](#) sections of this manual for more information.

WorkFlow Communication

This tab will maintain a log of submission and return actions until the record is approved and published. You may use the WorkFlow Comments box to record any communication (such as information for your reviewer) that will not become part of the report record published in CRGIS. If a record is returned to you, you will find the reviewer’s comments and questions in this table.



Main | Location | Administration | Links | WorkFlow Communication

WorkFlow Comments * Required Only For Return Action

| Action By | Action | Action Date | Comment |
|---------------------------------|--------|-------------|---------|
| There are no records available. | | | |

Records: 0 - 0 of 0 - Pages: 1

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ARCHAEOLOGICAL SITES DATA ENTRY

The Archaeological Sites Data Entry interface is the digital replacement for the PASS Form. There are some differences in the way the fields are structured within data entry. At present, this can only be used to submit newly-recorded sites, isolates, and non-site collections. PASS updates must still be submitted as pdf forms, and they should be attached to the report record when it is submitted.

Fields that are marked with a red asterisk in CRGIS indicate the minimum record that must be completed before the entry can be saved. Relevant sections of the record must be completed when it is submitted for assignment of a PASS number. Helpful hints for completing the fields within each tab are included below.

Note: If you are submitting isolated finds and non-site collections, you do not need to complete every field. Required fields are listed here:

- ✓ **For Non-Site Collections:** ER Number, Location, Quadrangle, Site Discovery Method, Site Type, Chronology, *relevant sections on Artifact Information tab*, Physiography, Site Watershed, *and complete the Administration tab.*
- ✓ **For Isolated Finds,** also complete these fields: UTM *or* Latitude/Longitude, Site Elevation, Slope Aspect, Average Slope, Primary Disturbance, Vegetation Cover, Topographic Setting, Nearest Water

Location

The screenshot shows the 'Location' tab of the data entry interface. At the top, there are navigation tabs: Location, Site Traits and Chronology, Artifact Information, Physical Data, Hydrology, Administration, NR Evaluation, Links, Published References, and WorkFlow Communication. Below the tabs, there are input fields for 'Site Number' (disabled), 'ER Number', 'Record Id: SITE_25617', and 'Status:'. The 'Assigned To:' field is also present. The main content area is divided into several sections: 'Site Name' with a 'Name' dropdown and 'Primary' dropdown; 'Location' with 'County' and 'Municipality' dropdowns; 'Quadrangle' with a 'Quadrangle' dropdown; 'UTM' with 'UTM Zone', 'Northing', and 'Easting' dropdowns; and 'Latitude/Longitude' with 'Latitude' and 'Longitude' dropdowns. Each section has an 'Add New' button and navigation controls.

Site Number

This field is disabled. The site number will be assigned after the record is reviewed by CRGIS staff. For more information about PASS numbers see [Appendix D: PASS Numbers and Site Identification Criteria](#).

ER Number

If the site was discovered as part of a compliance project, enter the ER number of the project, *excluding* the alpha code.

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Site Name Please enter a name for the site and set the Primary field to “Yes.” If there are additional names for the site, you may enter them here.

Location* Enter the county and municipality where the site is located.

Note: If the site clearly crosses municipal boundaries, create an entry for each municipality. You must also create an entry in which you select “Multi-Municips” in the Municipality field. If you have more than one county, you must also create an entry in which you select “Multi-County” and “Multi-Municips.”

Quadrangle Enter the USGS topographic quadrangle on which the site can be found.

UTM or Lat/Long Enter either UTM or Lat/Long coordinates for the site location. If the site is large, provide a central coordinate.

Site Traits and Chronology

The screenshot shows the 'Site Traits and Chronology' tab of the data entry form. At the top, there are fields for 'Site Number' and 'Site Name'. Below this, the form is divided into several sections:

- General Site Characteristics:** Includes fields for 'Site Area', 'Area Basis', 'Stratified', 'Site Discovery Method', and 'Organic Preservation'.
- Site Type:** A dropdown menu with the text 'There are no records available.' and an 'Add New' button.
- Chronology:** Includes dropdowns for 'Chron Placement', 'Frequency', and 'Chron Basis', with the text 'There are no records available.' and an 'Add New' button.
- Radiocarbon:** Includes dropdowns for 'Radiocarbon Date' and 'Radiocarbon Date Error', with the text 'There are no records available.' and an 'Add New' button.
- Archaeological Features:** Includes a file upload area with a 'Browse' button and an 'Upload' button. Below this is a table with columns for 'Feature', 'Count', 'Image Type', and 'Image Name', with the text 'There are no records available.' and an 'Add New' button.

Site Area Enter the area of the site *in square meters*.

Area Basis Select the method by which the site’s area was calculated.

Stratified Select the option that best characterizes the site’s stratigraphy.

Site Discovery Method Select the method by which the site was first discovered. This will not capture all of the excavation methods that were employed at the

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site. Additional excavation methods are recorded in the Artifact Information tab and report records.

Organic Preservation

Select the option that best characterizes the site's potential for organic preservation.

Site Type*

Enter the site type or types that are most appropriate. **Note: This is the field that determines display in CRGIS as: Prehistoric Only, Historic Only, Multi-Comp Prehist/Hist, or Isolated Finds.** If you choose one site type that is historic and one that is prehistoric, it will be displayed as a multi-component site.

Chronology*

Create an entry in this box for each chronological period that is associated with the site. The breakdowns mimic the PASS form. Please add as many entries as necessary.

For each chronological placement, select a frequency and basis for chronological interpretation from the drop-down. The frequency should reflect what percentage of the site or assemblage is associated with that period. Chronological basis can be different for each entry.

Radiocarbon

Enter radiocarbon dates and error if available.

Archaeological Features

Create an entry for each type of feature identified on the site. If you have a feature type that does not fit the existing options, please e-mail the CRGIS staff, ra-crgis@pa.gov.

In this box you may upload photos of features. To do so, click "Browse," select the file you want to load, and then click "Upload." The file name will populate in the feature table, and you will need to select the attachment type.

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Artifact Information

The screenshot shows a web-based form for entering artifact information. At the top, there are navigation tabs: Location, Site Traits and Chronology, Artifact Information (selected), Physical Data, Hydrology, Administration, NR Evaluation, Links, Published References, and Workflow Communication. Below the tabs are input fields for Site Number and Site Name. The form is divided into several sections:

- Artifact Recovery and Repository:** Contains a dropdown for 'Artifact Recovery Method' and a text input for 'Artifact Density'.
- Lithic Material:** A table with columns for 'Lithic Material' and 'Frequency'. It shows 'There are no records available.' and an 'Add New' button.
- Repository:** A table with columns for 'Item' and 'Repository'. It shows 'There are no records available.' and an 'Add New' button.
- Artifact Description:** Contains a dropdown for 'Basis for Description', a file upload area with 'Browse' and 'Upload' buttons, and a table with columns for 'Artifact', 'Material', 'Quantity', 'Image Type', and 'Image Name'. It shows 'There are no records available.' and an 'Add New' button.
- Diagnostic Artifacts:** Contains a file upload area with 'Browse' and 'Upload' buttons, and a table with columns for 'Artifact', 'Material', 'Artifact Count', 'Frequency', 'Image Type', and 'Image Name'. It shows 'There are no records available.' and an 'Add New' button.

Artifact Recovery Method Select the method by which the artifacts were recovered.

Artifact Density *Do not use this field.*

Lithic Material Create an entry indicating the type and frequency of each lithic material present at the site.

Repository Use this drop-down to indicate the proposed collection disposition. There are many values in this list; you will mostly use “PHMC-State Museum” or the options that begin with “Collection Retained by.”

Basis for Description *This field is for internal SHPO use only.*

Artifact Description Use this table to enter data from the Artifact Categories section of the PASS form. Please enter actual or approximate artifact quantities so that we can apply the [Site Identification Criteria](#). **Note: If you do not have exact counts, list the quantity as a range (ex. 25-50, 101-200).** In this section, you may also upload images of the artifacts.

Ways of recording artifact information on the PASS form have changed over time, so there are options in the drop-down lists that are no longer used. As you complete the Artifact Description

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Section, only use values that are included on the current version of the PASS form.

For pre-contact artifacts, the options listed in the three pre-contact artifact tables on the PASS form appear in the “Artifact” drop-down list.

- If you have multiple material types for one artifact type (e.g. chert *and* jasper debitage), create multiple entries for that artifact type in order to reflect the different materials present.
- For pre-contact pottery, enter the ceramic type under “Artifact,” and then list the temper under “Material”

For historic artifacts, use this box to re-create the historic functional class matrix from the PASS form. “Functional Class” will be selected from the “Artifact” drop-down; “Material Class” will be selected from the “Material” drop-down; and then the artifact quantities within the “Total” columns from the matrix will be entered in the “Quantity” field. See example below:

This historic artifact matrix...

| | | Material Class | | | | | | | | | | | | | | | |
|------------------|--------------|-----------------------|------------|---------------|------------|---------------|------------|--------------------|------------|-----------------|------------|--------------------|------------|-------------------|------------|--|--|
| | | Ceramic - Total | Diagnostic | Glass - Total | Diagnostic | Metal - Total | Diagnostic | Geological - Total | Diagnostic | Plastic - Total | Diagnostic | Biological - Total | Diagnostic | Composite - Total | Diagnostic | | |
| Functional Class | Activities | Arms & Weapons | | | | | | | | | | | | | | | |
| | | Commerce | | | | 1 | 1 | | | | | | | | | | |
| | | Recreation & Games | | | | | | | | | | | | | | | |
| | | Tools & Writing | | | | | | | | | | | | | | | |
| | | Transportation | | | | | | | | | | | | | | | |
| | Domestic | Heating & Lighting | 1 | | | | | | | | | | | | | | |
| | | Food Prep/Consumption | | | | | | | | | | 2 | | | | | |
| | | Food Storage | 14 | | 7 | | | | | | 1 | | | | | | |
| | | Furnishings | | | | | | | | | | | | | | | |
| | Personal | Accessories | | | | | | | | | | | | | | | |
| | | Clothing & Footwear | | | | | | | | | | | | | | | |
| | | Toys | | | | | | | | | | | | | | | |
| | | Grooming/Health | | | | | | | | 1 | | | | | | | |
| | | Drugs/Alcohol/Tobacco | | | | | | | | | | | | | | | |
| | Structural | Electrical | | | | | | | | | | | | | | | |
| | | Hardware | | | | | 1 | | | | | | | | | | |
| | | Building Materials | 1 | | | | | | | | | | | | | | |
| | Multiple Use | Closures | | | | | | | | | | | | | | | |
| | | Containers | | | | | | | | | | | | | | | |
| | | Fasteners | | | | | | | | | | | | | | | |
| Metal Items | | | | | | | | | | | | | | | | | |
| Fuel | | | | | | | | | | | | | | | | | |
| Waste | | | | | | | | | | | | | | | | | |
| Unidentified | | | | | | | | | | | | | | | | | |

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...will look like this in CRGIS data entry:

| Artifact ▲ | Material ▲ | Quantity ▲ |
|---------------------------------|------------|------------|
| Activities, Commerce | Metal | 1 |
| Domestic, Food Prep/Consumption | Biological | 2 |
| Domestic, Food Storage | Glass | 7 |
| Domestic, Food Storage | Plastic | 1 |

Diagnostic Artifacts

Use this box to enter information about diagnostic artifacts if you have conducted artifact analysis. The “Artifact” drop-down contains all pre-contact artifacts listed in the PASS form instructions, and all historic diagnostic artifact types from previous versions of the PASS form. You may use this box to add images of diagnostic artifacts.

When entering historic diagnostic artifacts, you will enter functional categories from the matrix pictured above, rather than specific artifact types such as Creamware, Blown Bottle Base, etc. This will recreate the “Diagnostic” columns from the matrix. You do not need to recreate every entry from the artifact description box; only enter functional groups and quantities for identified diagnostic artifacts.

Physical Data

Soil Mapping Unit

Add entries for soil mapping units associated with the site. The field is free-entry; please enter the mapping unit codes rather than full soil series names. Mapping unit codes can be obtained from the PA Soils layer in CRGIS. Mark the soil unit on which the site is located as

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primary. Use this box to list other common soil types in the immediate vicinity.

Geology

Select the predominant bedrock associated with the site and mark it as primary. Use this box to list the two most predominant bedrocks within 5 kilometers.

Physiography*

Select the physiographic section in which the site located and mark it as primary. Use this box to list neighboring sections if the site is located within 10 kilometers of a physiographic section boundary. This information can be obtained from the Physiographic Zones layer in CRGIS.

Slope & Elevation

Use the text and drop-down fields within this section to provide information about information about site elevation *in feet*, slope aspect, basis for determining slope, and the average slope percentage.

Recording Condition

Use the drop-down fields within this section to provide information about the condition of the site at the time you recorded it, specifically primary disturbance, vegetation cover, and an estimate of what percentage of the site is intact.

Topographic Setting

Select the site's topographic setting.

Hydrology

| | Distance | Elevation | Direction | Strahler Order | Type |
|----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Nearest: | <input type="text"/> |
| 2nd Nearest: | <input type="text"/> |
| Nearest Confluence: | <input type="text"/> |
| Site Relationship to Confluence: | <input type="text"/> | | | | |

Site Watershed*

Enter the watershed in which the site is located. The Subbasin, Watershed, and MajorStream are required for each record. If possible please complete the MinorStream. Subbasin and Watershed information can be obtained from the Watersheds layer in CRGIS.

Relationship to Water

Enter information about water sources near the site. The direction and type are drop-down fields, as is the "Site Relationship to Confluence."

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Administration

- Owner** Select the category that best describes the land owner.
- Agency** If the site is owned by a state or federal agency, select the agency in this drop-down field.
- Coder** *This field is for internal SHPO use only.*
- Date Coded** *This field is for internal SHPO use only.*
- Bound Source** *This field is for internal SHPO use only.*
- Tax Parcel** Enter the tax parcel and year for the property on which the site is located.
- File Action** *This field is for internal SHPO use only.*
- P.A.S.S. Recorders*** Use this box to provide your information. **Note:** The “Recorder,” “Recording Date,” and “Recording Reason” fields are required in order to save the record; “Address” and “Affiliated Institution” are optional.
- If the site is being submitted as part of a compliance project, select the name of the firm in the “Recorder” field, rather than the individual creating the submission. If the site was recorded as part of

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museum, university, PHMC, or SPA research, please list the affiliated institution.

If your name or company does not appear in the “Recorder” list, please e-mail the CRGIS staff, ra-crgis@pa.gov.

Comments

Use this box to enter additional comments or information that does not fit in the other sections. If you are recording an isolated find or non-site collection, include the non-site justification in this field.

Note: The comment box is publicly viewable in CRGIS once the record is published, so do not include sensitive site location information.

Attachments

When recording a new site: upload the following required and recommended attachments to complete your submission.

Required:

- Administrative information page (may be uploaded after site number is obtained)
- 7.5 min USGS map with site location and boundaries
- Minimum site narrative
- Artifact inventory

Recommended:

- *If it is a historic site...* Historic mapping or aerials
- *If the site was identified during a CRM project...* Site plans or testing strategy map
- *If you conducted analysis and identification of diagnostics...* Photographs or drawings of artifacts
- Bibliography
- General site and excavation photos/drawings

If you are recording an isolate or non-site collection: upload the following required attachments:

- Administrative information page
- 7.5 min USGS map with find location(s)
- Artifact catalog
- Photos of diagnostics
- Drawings of pre-contact artifacts

For more information about attachments, please see [Requirements for Attachments](#).

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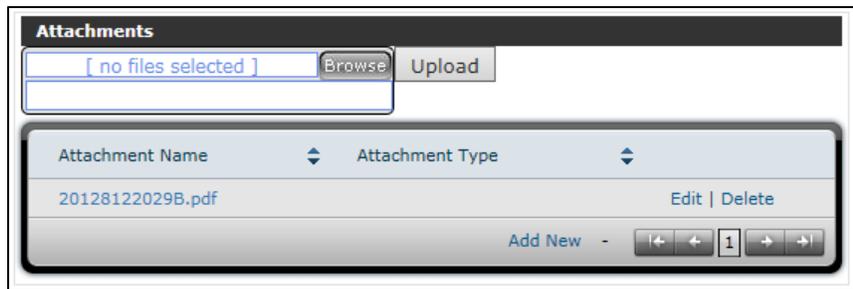
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To upload attachments, follow these steps:

Click “Browse,” open the file(s) you want to load, and then click “Upload.” A progress bar will appear:



When the upload is complete, it will appear in the “Attachments” box below.



Attachment Name The attachment name will be the name of the file that was uploaded. If it is changed after upload by editing the “Attachment Name” field, the attachment will not remain linked to the resource record.

Attachment Type *This field is for internal SHPO use only.*

NR Evaluation

This tab is for internal SHPO use only. You may leave this blank. If you have recommendations for the site’s NR eligibility, include them within the required site narrative attachment.

Links

Use the Surveys and Resources boxes to create links to any survey reports or historic resources associated with the site. If you created the new site record from an existing survey or resource record, then this link will automatically populate. Otherwise, click “Link” to bring up a box where you can search for resources. When you type in a resource number or name, you must click “Search” to bring up results. Hitting enter will not initiate the search. To create the link, select the resource and then click “Link.” It will then appear under the Surveys or Resources box.

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The screenshot shows the top navigation bar with tabs: Location, Site Traits and Chronology, Artifact Information, Physical Data, Hydrology, Administration, NR Evaluation, Links, Published References, and Workflow Communication. Below the navigation bar are two input fields: 'Site Number:' and 'Site Name:'. The main content area is divided into two sections: 'Surveys' and 'Resources'. Each section has a table with columns for 'Report Number' and 'Report Title' (for Surveys) and 'Key Number' and 'Historic Name' (for Resources). Both sections display the message 'There are no records available.' and have 'Link' and 'New' buttons. The 'Records' and 'Pages' information at the bottom of each section shows 'Records: 0 - 0 of 0' and 'Pages: 1'.

To link to an existing survey or historic resource:

1. Click the “Link” button. This will bring up a box where you can search for a resource by number or name. **Note: You must click “Search” to bring up results. Hitting enter will not initiate the search.** This will bring up a list of all resources that match your criteria.

The 'Find Resources' dialog box has a title bar with a close button. It contains two input fields: 'Key Number:' and 'Historic Name: Bell'. A 'Search' button is to the right of the 'Historic Name' field. Below the input fields is a table with columns 'Key Number' and 'Historic Name'. The table contains 11 rows of results. At the bottom of the table, it says 'Records: 11 - 20 of 276'. There are 'Link' and 'Close' buttons at the bottom right of the dialog box.

| Key Number | Historic Name |
|------------|---|
| 004582 | Campbell's Department Store |
| 005690 | Bellefield Dwellings |
| 007485 | Bella Vista Restaurant |
| 007695 | Edwin Bell Cooperage Company |
| 007833 | Bell Farm |
| 007840 | Bellevue High School |
| 007841 | Bellevue United Presbyterian Church (Ad 1901) |
| 007844 | Bellevue Baptist Church |
| 007853 | Bellevue Methodist Protestant Church |
| 007870 | Bellevue Presbyterian Church |

2. To create the link, select the resource and then click “Link.” It will then appear under the Surveys or Resources box.

The 'Resources' section now shows one record in the table: '007833' with 'Historic Name' 'Bell Farm'. The 'Records' and 'Pages' information at the bottom shows 'Records: 1 - 1 of 1' and 'Pages: 1'. The 'Link' and 'New' buttons are still present.

If your site is associated with a new historic resource or a new survey report, you may click the “New” button to create new surveys and historic resources that will be linked with the site. **Be sure to save your report record first.** Please refer to the [Survey Data Entry](#) and [Historical Resource Data Entry](#) sections of this manual for more information.

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Published References

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Location, Site Traits and Chronology, Artifact Information, Physical Data, Hydrology, Administration, NR Evaluation, Links, Published References, and Workflow Communication. The 'Published References' tab is active. Below the navigation bar is an 'ER Number:' input field. The main content area is titled 'Published References' and contains two sub-sections: 'Reference Type' and 'Reference Detail'. The 'Reference Type' section has a dropdown menu currently set to 'Website Links'. The 'Reference Detail' section contains a message: 'There are no records available.' Below this is a form with several input fields: 'Reference Type' (dropdown), 'Author' (text), 'Year' (text), 'Journal' (text), 'Pages' (text), 'Title' (text), 'Publication Info' (text), and 'Website Links' (text). At the bottom right of the form are 'Save' and 'Cancel' buttons, along with a set of navigation arrows.

This tab can be used to record references to articles, books, websites, or other published sources that were written about the site. The purpose is to build a bibliographic database of research about Pennsylvania's historic and archaeological resources. **Note: This section should not be used to enter your research bibliography, and you do not need to include CRM reports.**

Workflow Communication

This tab will maintain a log of submission and return actions until the record is approved and published. You may use the Workflow Comments box to record any communication that will not become part of the report record published in CRGIS. If SHPO staff return a record to get more information, you will find their instructions in this tab.

The screenshot shows the 'Workflow Communication' tab in the application. At the top is a navigation bar with the same tabs as the previous screenshot, with 'Workflow Communication' now active. Below the navigation bar is a large text area titled 'Workflow Comments * Required Only For Return Action'. Below the text area is a table with columns: 'Action By', 'Action', 'Action Date', and 'Comment'. The table contains a message: 'There are no records available.' At the bottom right of the table is a pagination control showing 'Records: 0 - 0 of 0 - Pages: 1' and navigation arrows.

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HISTORICAL RESOURCE DATA ENTRY

The Historical Resource Data Entry interface is the digital replacement for the Historic Resource Survey Form. There are some differences in the way the data are organized and structured within data entry, and there are opportunities to submit more information than what is currently required as part of the PA SHPO’s minimum record. Furthermore, there are fields included in the Historical Resource Data Entry interface that are only for internal SHPO use.

Fields that are marked with a red asterisk in CRGIS indicate the minimum record that must be completed before the entry can be saved. Fields that are denoted as “*SHPO Required*” in the following list must be completed for the resource to be accepted for Section 106 review.

Helpful hints for completing the fields within each tab in the data entry interface are included below.

Location

The screenshot shows the 'Location' tab of the Historical Resource Data Entry interface. At the top, there are tabs for 'Location', 'Inventory', 'Site Characteristics', 'Historic Information', 'Admin', 'NR Information', 'Additional Inventory', 'Links', 'Published References', and 'Workflow Communication'. Below the tabs, there are fields for 'Key Number' (207737), 'Record Id' (HIST_140931), 'Status' (Demote), and 'ER Number'. There are also dropdown menus for 'NR Status', 'Layout', and 'Bound Source'. Below these are checkboxes for 'Approx # of Resources', 'Mapped', and 'Act 167'. The main area contains several sections: 'Location' with 'County' and 'Municipality' dropdowns; 'Quadrangle' with a 'Quadrangle' dropdown; 'UTM' with 'UTM Zone', 'Northing', and 'Easting' dropdowns; 'Latitude/Longitude' with 'Latitude' and 'Longitude' dropdowns; and 'File Action' with a table showing 'Action Date' (03/08/2018) and 'Action' (Date Record Added). Each section has an 'Add New' button and navigation icons.

Key Number

The SHPO Key Number is automatically assigned by the Historic Resource Data Entry interface. It cannot be changed.

ER Number

SHPO Required. If the historic resource is being recorded as part of a compliance project. Please enter the ER number of the project, *excluding* the alpha code.

NR Status

This field is for internal SHPO use only.

Layout

If relevant, select a layout option from the dropdown menu. Leave blank if irrelevant.

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Bound Source

This field is for internal SHPO use only.

Approx # of Resources*

Enter the total structure count for the resource, including modern structures. For example, if an agricultural resource has a Farmhouse, a barn, and a modern shed, the number of resources to enter here is three.

Mapped

This checkbox is for internal SHPO use only.

Act 167

This checkbox is for internal SHPO use only.

Location*

Enter the county and municipality where the resource is located. If the resource boundary spans municipal boundaries, create an entry for each municipality.

Note: If the resource boundary does span multiple municipalities, you must also create an entry in which you select “Multi-Municips” in the Municipality field.

Example:

| County | Municipality | |
|---------|--------------------|---------------|
| Clinton | Lock Haven City | Edit Delete |
| Clinton | Flemington Borough | Edit Delete |
| Clinton | Multi-Municips | Edit Delete |

Add New - [1]

Or, if the resource boundary spans county boundaries, select “Multi-County” and “Multi-Municips” as one entry, and then proceed with entering the other counties and municipalities.

Example:

| County | Municipality | |
|--------------|----------------|---------------|
| Multi-County | Multi-Municips | Edit Delete |
| Centre | Miles Township | Edit Delete |
| Clinton | Logan Township | Edit Delete |

Add New - [1]

Quadrangle

Enter the USGS topographic quadrangle (or multiple quadrangles) on which the resource can be found.

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- UTM** Enter the UTM coordinates for the resource.
- Latitude/Longitude** Enter the Latitude/Longitude coordinates for the resource.
- File Action*** The “Date Record Added” automatically populates with the creation of the record. This field is generally for internal SHPO use only.

Inventory

Note: To record a bridge, on the Inventory Tab click the Bridge check box under the Category sub heading.

The screenshot shows the 'Inventory' tab in the CRGIS system. At the top, there are navigation tabs: Location, Inventory (selected), Site Characteristics, Historic Information, Admin, NR Information, Additional Inventory, Links, Published References, and WorkFlow Communication. Below the tabs, there are input fields for 'Key Number: 207737' and 'Inventory ID: 211659'. The main form area is divided into several sections, each with a title bar and a table below it. The sections are: 'Historic Name' (with a 'Name' dropdown and a 'Primary' dropdown), 'Form Year' (with 'Year' and 'Form Type' dropdowns), 'Location' (with a large text area for 'Location:' and input fields for 'Address 1:', 'Address 2:', 'City:', and 'Zip:'), 'Tax Parcel' (with 'Tax Parcel' and 'Year' dropdowns), 'Ancillary Features' (with 'Feature' and 'Count' dropdowns), 'Survey Code' (with 'Survey Code' and 'Year' dropdowns), 'Historic Function' (with 'Function', 'Sub Function', and 'Particular Use' dropdowns), and 'Current Function' (with 'Function', 'Sub Function', and 'Particular Use' dropdowns). Each table contains the text 'There are no records available.' and an 'Add New' button with navigation arrows. In the 'Category' section, there is a 'Bridge:' checkbox and two dropdown menus for 'Resource Category:' and 'Owner Category:'. The 'Historic Name' section has a 'Primary' dropdown menu.

- Historic Name** Enter the names by which the resource is known, with one name per line. The historic name is the one that should be identified as the “Primary Name” by selecting “Yes” from the “Primary” dropdown menu. Note that there can only be one primary name, but unlimited non-primary names.
- Location*** Either the location or the address is required to save the record. (Note that the address is a **SHPO Required** field that is necessary for the review process.) Location is a text description of the

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placement of the resource. Example: “0.5 miles southwest of the junction of LaBarre Road and Crafa Avenue in the village of Myers Crossing.”

- Address*** *SHPO Required.* Enter the street address of the resource.
- Bridge** If the resource that is being recorded is a bridge, click the “Bridge” checkbox. Clicking this checkbox will convert the record to that of a bridge inventory and will add the Bridge tab to the record. The information contained on this tab is *SHPO Required* if the resource in question is a bridge.
- Resource Category*** Select the appropriate resource category from the dropdown menu.
- Owner Category*** Select the appropriate owner category from the dropdown menu.
- Historic Function*** In the “Historic Function” box, select the appropriate historic function from the dropdown menu. This selection will bring up the options on the “Historic Sub Function” list. Note that there can be a number of historic functions entered on separate lines.
- Historic Sub Function*** Select the appropriate historic sub function from the dropdown menu.
- Historic Particular Use** This text field that allows you to more completely describe the function. For example, if the Historic Function is “Domestic,” and the Historic Sub Function is “Multiple Dwelling,” then the Historic Particular Use could be “Apartment Building.”
- Current Function** In the “Current Function” box, select the appropriate current function from the dropdown menu. This selection will bring up the options on the “Current Sub Function” list. Note that there can be a number of current functions entered on separate lines.
- Current Sub Function** Select the appropriate current sub function from the dropdown menu.
- Current Particular Use** See Historic Particular Use above.
- Form Year** Select “Remote Data Entry” from the dropdown and then enter the corresponding year.
- Tax Parcel** Enter the tax parcel and its corresponding year on one line. Multiple tax parcel numbers and years can be entered on subsequent lines. The year should indicate the year of the tax parcel database that was consulted.

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Ancillary Features

Select an ancillary feature from the dropdown menu and then note in the “Count” how many of that feature are present as part of the resource. Multiple types of ancillary resources can be entered as part of the record for every historic resource. This field is used to count features that you want to note, but not to describe. See Outbuildings below.

Survey Code

Enter your survey code for the historic resource and the corresponding survey year.

Site Characteristics

The screenshot displays the 'Site Characteristics' section of the PA SHPO CRGIS data entry interface. At the top, there are navigation tabs: Location, Inventory, Site Characteristics (selected), Historic Information, Admin, NR Information, Additional Inventory, Links, Published References, and Workflow Communication. Below the tabs, there are input fields for 'Key Number: 207737' and 'Inventory ID: 211659'. The main content area is divided into several sections: 'Materials' (with 'Material Type' and 'Material' dropdowns), 'Structural System' (with 'Structural System' dropdown), 'Outbuildings' (with 'Outbuilding Type', 'Description', 'Predominant Material', 'Year Built', and 'Circa' dropdowns), and 'Observations' (with 'Observation Type' and 'Observation' dropdowns). Each of these sections contains the text 'There are no records available.' and an 'Add New' button with navigation icons. To the right of the 'Structural System' section, there are input fields for 'Stories', 'Bays', and 'Rooms', and corresponding dropdowns for 'Stories (in ft)', 'Width (in ft)', and 'Depth (in ft)'. Above these fields are dropdowns for 'Roof Structure System' and 'Floor Plan'.

Materials

SHPO Required. Select “Material Type” from the dropdown menu on the left to identify where a certain material is located on the resource and select the material itself from the “Material” dropdown menu on the right side of the Materials box.

Roof Structure System

Select the appropriate “Roof Structure System” from the dropdown menu.

Floor Plan

Select the appropriate floor plan from the “Floor Plan” dropdown menu.

Structural System

Select the structural system from the dropdown menu. Multiple structural systems can be added on different lines.

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Stories, Bays, and Rooms *SHPO Required.* Fill in the numerical values of stories, bays, and rooms by either basic count or by height or width in feet.

Style Select the appropriate architectural style from the dropdown menu. Multiple architectural styles can be added as separate entries.

Outbuildings If the resource contains outbuildings, enter the relevant descriptive information in this table. Multiple outbuildings can be entered as separate entries. Though similar to the ancillary features mentioned above, this table is used to provide minimal description of non-primary buildings and structures.

Outbuilding Type *Required to Save List Entry.* Select the relevant outbuilding type from the dropdown menu. If the needed outbuilding type is not listed as part of the dropdown menu, select “Other” from the list, and then enter the outbuilding type in the “Description” box.

Description This field will remain inactive unless “Other” is selected as the “Outbuilding Type.” If “Other” is selected, enter the outbuilding type into the “Description” box.

Predominant Material Enter the primary exterior wall material. Only one material may be entered per outbuilding entry.

Year Built *Required to Save List Entry.* Enter the year that the outbuilding was constructed. If the date entered is an approximate date, select “C” from the “Circa” dropdown menu.

Circa If the construction year that has been entered in the “Year Built” field is an approximate date, select “C” from the “Circa” dropdown menu. If the year built is not an approximate date, leave the “Circa” field blank.

Observations Enter information related to the landscape of the resource, noting features such as cropland, streams, creeks, walls, exotic plants, et cetera. Select these features, as well as others, from the dropdown menu. Multiple observations can be entered as separate entries.

Observation Type For above ground resources, select “Landscape” from the “Observation Type” dropdown menu. If the resource that you are recording contains identified archaeological resources, you may select “Archaeological” from the “Observation Type” dropdown menu.

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Observation Select an observation from the “Observation” dropdown menu. Multiple observations can be entered as separate entries.

Historic Information

The screenshot shows a web application interface for entering historic information. At the top, there are navigation tabs: Location, Inventory, Site Characteristics, Historic Information (selected), Admin, NR Information, Additional Inventory, Links, Published References, and Workflow Communication. Below the tabs, there are two input fields: 'Key Number: 207737' and 'Inventory ID: 211659'. The main content area contains seven data entry panels, each with a title, a dropdown menu, a text field, and a message 'There are no records available.' with an 'Add New' button and navigation controls. The panels are: Year Built (with 'Year' and 'Circa' dropdowns), Additions/Alterations (with 'Year' and 'Circa' dropdowns), Architect, Builder, Associated Individuals (with 'Individual' dropdown), Associated Historical Events (with 'Event' dropdown), and Ethnic Affiliation (with 'Affiliation' dropdown).

Year Built

SHPO Required. Enter the year built in the “Year” field. If the date is approximate, select “C” from the “Circa” dropdown menu.

Additions/Alterations

If dates of alterations or additions made to the historic resource are known, enter them here in the “Year” field. Multiple alteration/addition dates can be entered as separate entries.

Architect

If the name of the architect, or architectural firm, is known, enter that information here.

Builder

If the name of the builder, or the construction or engineering firm, is known, enter that information here.

Associated Individuals

If known, enter the names of any individuals associated with the resource. Enter one name per entry.

Assoc. Historical Events

If known, enter any associated historical events, such as “Lumber Industry” or “Anthracite Coal Mining.”

Ethnic Affiliation

If relevant, select the appropriate ethnic affiliation from the dropdown menu. Multiple ethnic affiliations can be entered as separate entries.

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Admin

The screenshot displays the Admin interface for data entry. At the top, there are navigation tabs: Location, Inventory, Site Characteristics, Historic Information, Admin (selected), NR Information, Additional Inventory, Links, Published References, and Workflow Communication. Below the tabs, there are input fields for 'Key Number: 207737' and 'Inventory ID: 211659'. The 'Contributes' section includes a dropdown menu and checkboxes for 'Demolished', 'At Risk', 'Award', 'Keystone', 'Other Grant', and 'Covenant'. The 'Tax Credit Number' section has a 'Number' dropdown and a message 'There are no records available.' with an 'Add New' button and navigation arrows. The 'Comments' section has a 'Comment Type' dropdown and a 'Comment' text area, also with a message 'There are no records available.' and an 'Add New' button. The 'Attachments' section has a file selection area with a 'Browse' button and an 'Upload' button, and a table with columns for 'Attachment Name' and 'Attachment Type', with a message 'There are no records available.' and an 'Add New' button.

Contributes *This field is generally for internal SHPO use only.*

Demolished *This field is generally for internal SHPO use only.*

**At Risk/Award/Keystone/
Other Grant/Covenant** *This field is generally for internal SHPO use only.*

Tax Credit Number *This field is generally for internal SHPO use only.*

Comments Use this box to enter additional comments or information that you feel is relevant for a deeper understanding of the resource, and that does not fit neatly into any other sections of the data entry interface. **Note: The comment box is publicly viewable in CRGIS once the record is published, so do not include sensitive information. Please note that extensive narratives should be added as attachments instead of comments.**

Comment Type Always select “Comment by Data Recorder” from the “Comment Type” dropdown menu.

Comment Enter any comments or notes.

Attachments ***SHPO Required.***

For more information about attachments, please see [Success with Attachments](#).

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Use this box to upload your attachments:



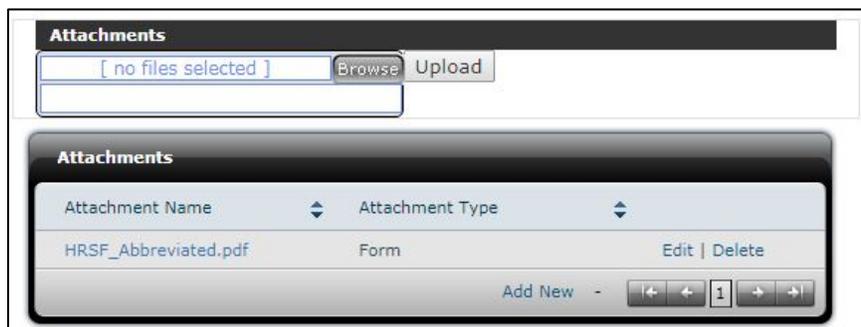
The screenshot shows a dark header bar with the word "Attachments" in white. Below the header is a light-colored box containing a text input field with the placeholder text "[no files selected]", a "Browse" button, and an "Upload" button.

Click the “Browse” button to browse to your attachment(s). Then click the “Upload” button to begin the upload process. A progress bar will appear:



The screenshot shows the same "Attachments" box as above, but now with a green plus icon on the left of the text input field. Below the input field is a progress bar showing "36% (:1.41MB/31.26MB)".

When the upload is complete, it will appear in the “Attachments” box below:



The screenshot shows two "Attachments" boxes. The top one is the same as in the previous steps. The bottom one is a table with the following content:

| Attachment Name | Attachment Type | |
|----------------------|-----------------|---------------|
| HRSF_Abbreviated.pdf | Form | Edit Delete |

At the bottom right of the table, there is an "Add New" button and a pagination control showing "1" between left and right arrows.

Attachment Name The attachment name will be the name of the file that was uploaded. If it is changed after upload by editing the “Attachment Name” field, the attachment will not remain linked to the resource record. Name attachments according to SHPO accepted attachment [naming conventions](#).

Attachment Type Select the most accurate attachment type from the “Attachment Type” dropdown menu.

NR Information

Please note that the majority of this tab is for internal use only. Please fill out only the Acres field and any Related Multiple Property Listing.

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Location | Inventory | Site Characteristics | Historic Information | Admin | NR Information | Additional Inventory | Links | Published References | WorkFlow Communication

Key Number: 207737 Inventory ID: 211659

Contributing/Non-Contributing

| | Contributing | Non-Contributing |
|------------|----------------------|----------------------|
| Building: | <input type="text"/> | <input type="text"/> |
| Site: | <input type="text"/> | <input type="text"/> |
| Structure: | <input type="text"/> | <input type="text"/> |
| Object: | <input type="text"/> | <input type="text"/> |

Other Characteristics

Acres:

Related Multiple Property Listing:

Criteria

Criteria

There are no records available.

Add New - [Navigation icons]

Consideration

Consideration

There are no records available.

Add New - [Navigation icons]

Significant Person

Person

There are no records available.

Add New - [Navigation icons]

Area of Significance

Area

There are no records available.

Add New - [Navigation icons]

Culture

Culture

There are no records available.

Add New - [Navigation icons]

Period of Significance

Begin Circa End Circa Before Present

There are no records available.

Add New - [Navigation icons]

Acres Enter the total acreage to two decimal places for the resource being recorded.

Related Multiple Property Listing If relevant, enter the name of the related MPDF.

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Bridge

Note: To record a bridge, on the Inventory Tab click the Bridge check box under the Category sub heading.

The screenshot shows a web-based data entry form for a bridge. At the top, there are tabs for Location, Inventory, Historic Information, Admin, NR Information, Bridge, Additional Inventory, Links, Published References, and WorkFlow Communication. Below the tabs, there are input fields for Key Number (207738) and Inventory ID (211660). The main form area is divided into several sections: BMS Number, BRKey, Overall Length (marked with an asterisk), # Spans (marked with an asterisk), # Main Spans, and Predominant Material (a dropdown menu marked with an asterisk). Below these is a Crossing text area. The Bridge Spans section is a table with columns for Span, Span Type, Design Type, Length, and Survey Span Type, and it currently contains no records. The Substructure section is another table with a Material column, also currently empty. At the bottom of the form are dropdown menus for Feature and Configuration.

- BMS Number** Enter the current BMS number for the bridge. If an older BMS number exists, please include that in the Comments field on the Admin tab.
- BR Key** Enter the current BR Key number for the bridge. If an older BR Key number exists, please include that in the Comments field on the Admin tab.
- Overall Length*** Enter the overall length of the resource.
- # Spans*** Enter the number of spans that make up the entire resource.
- # Main Spans** Enter the number of main spans – those that comprise the predominant massing of the bridge.
- Predominant Material*** Select the predominant bridge material from the dropdown list.
- Crossing*** Enter the name of the feature that the bridge is crossing, i.e., “Susquehanna River,” “Adams Road,” “Pennsylvania Railroad: Main Line (Philadelphia City),” et cetera. If the feature crossed does not have a name, enter an accurate description of the feature – i.e., “Minor Tributary of Close Creek,” “Woodward Township hiking trail, approximately 600 feet southwest of Riverside Drive,” et cetera.

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Bridge Spans

Span Select the appropriate span category from dropdown list.

Span Type Select the most accurate span type from the dropdown list.

Design Type Select the appropriate design type for the span being described, if known.

Length Enter the length of the span being described, if known.

Survey Span Type Select the appropriate survey span type from the dropdown list, if known.

Substructure

Select materials for the substructure. Multiple materials can be entered as separate entries.

Feature

Select intrados type from dropdown list, if known.

Configuration

Select configuration from dropdown list, if known.

Additional Inventory

If the resource that is being entered contains multiple features that could be individually recorded if sufficient information is possessed – such as multiple buildings within a historic district or an agricultural property with outbuildings – the individual components should be added to the record as inventory items.

With the addition of inventory items, every component of the larger resource will receive its own unique identifier – called an Inventory ID – within the larger SHPO Key Number. For example, if the resource that is being recorded is a farm, the SHPO Key Number 789602 will cover the entire farm property, while the information recorded under Inventory ID 782000 will only refer to the Pennsylvania Barn present on the property. *Note: For detailed guidance on Inventory IDs, and to find out if they are necessary, please contact Elizabeth Shultz at elishultz@pa.gov or 717-346-5968 or Noël Strattan at dstrattan@pa.gov or 717-214-6572.*

| Inventory ID | Name | Primary | Related Key Numbers |
|--------------|------|---------|---------------------|
| 211660 | | Yes | |

Add New Inventory ID

To add an inventory item to your record, click the “New” button in the bottom righthand corner of the Additional Inventory box on the Additional Inventory tab. Clicking this button will open a new window where the information that is specifically for an individual

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feature within the larger resource will be entered. The information that can be entered for a new inventory item is identical to the information included on the Inventory, Site Characteristics, Historic Information, and Admin tabs in the main SHPO Key Number record. To fill in these fields, please refer to the instructions included above for the Inventory, Site Characteristics, Historic Information, and Admin tabs. Once the descriptive information for the inventory item has been completed, press the “Save Record” button on the bottom righthand corner of the screen.

Link Existing Inventory ID In certain cases, it may be appropriate to link an existing inventory item (with its existing Inventory ID) to the record that you are creating. An example of such an occasion would be that a new historic district is being recorded, and within its proposed boundary there are buildings/structures/sites/objects that have already been recorded in CRGIS and which will be assessed for the contributing status to the historic district. To link an existing inventory item, first identify the Inventory ID number to be linked by clicking on the “Link” button on the bottom righthand corner of the Additional Inventory box. A “Find Inventory” box will pop up and will allow you to search by Inventory Number or by Historic Name. Once you have identified the inventory item that you would like to link, click on the item in the list to highlight it, and then press the “Link Inventory” button on the bottom righthand corner of the Find Inventory box. The inventory item will then be linked to the record. Then press the “Close” button in the bottom righthand corner of the Find Inventory box to close the pop-up window. For guidance on whether it is appropriate to link existing Inventory IDs to the record, please contact Elizabeth Shultz at elishultz@pa.gov or 717-346-5968, or Noël Strattan at dstrattan@pa.gov or 717-214-6572.

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Links

Use the Sites, Surveys, and Associated Resources boxes to create links to any survey reports or historic resources associated with the record. If you created the new record from an existing survey or resource record, then this link will automatically populate. Otherwise, click “Link” to bring up a box where you can search for resources. When you type in a resource number or name, you must click “Search” to bring up results. Hitting enter will not initiate the search. To create the link, select the resource and then click “Link.” It will then appear under the Surveys or Resources box.

The screenshot shows the 'Links' tab in the CRGIS system. At the top, there is a navigation bar with tabs: Location, Inventory, Site Characteristics, Historic Information, Admin, NR Information, Additional Inventory, Links (selected), Published References, and WorkFlow Communication. Below the navigation bar, the 'Key Number' field is populated with '207738'. There are three main sections: 'Sites', 'Surveys', and 'Associated Resources'. Each section has a table with columns for Site Number, Site Name, Report Number, Report Title, Key Number, Historic Name, and Association Type. All sections show 'There are no records available.' and a 'Link' button. The 'Associated Resources' section also has a 'New' button and a 'Records: 0 - 0 of 0 - Pages: 1' indicator.

Published References

The screenshot shows the 'Published References' tab in the CRGIS system. At the top, there is a navigation bar with tabs: Location, Inventory, Site Characteristics, Historic Information, Admin, NR Information, Additional Inventory, Links, Published References (selected), and WorkFlow Communication. Below the navigation bar, the 'ER Number' field is empty. The main section is titled 'Published References' and has a table with columns for Reference Type, Website Links, and Reference Detail. The table shows 'There are no records available.' Below the table, there is a form for adding a reference with fields for Reference Type, Author, Year, Journal, Pages, Title, Publication Info, and Website Links. A 'Save' button is visible at the bottom right.

This tab can be used to record references to articles, books, websites, or other published sources that were written about the resource. The purpose is to build a bibliographic database of research about Pennsylvania’s historic and archaeological resources. **Note:** This section should not be used to enter your research bibliography, and you do not need to include CRM reports.

WorkFlow Communication

This tab will maintain a log of submission and return actions until the record is approved and published. You may use the WorkFlow Comments box to record any communication that will not

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become part of the resource record published in CRGIS. If SHPO staff return a record to get more information, you will find their instructions in this tab.

Location | Inventory | Site Characteristics | Historic Information | Admin | NR Information | Additional Inventory | Links | Published References | **WorkFlow Communication**

WorkFlow Comments * Required Only For Return Action

| Action By | Action | Action Date | Comment |
|---------------------------------|--------|-------------|---------|
| There are no records available. | | | |

Records: 0 - 0 of 0 - Pages: 1

Appendix A: Anatomy of an ER Number

Environmental Review (or ER) Numbers are the internal project tracking numbers used by our office. These numbers are assigned to projects at the receipt of the first project submission, usually the [Project Review Form](#). These numbers are unique by project. The number consists of four parts:

- 1) Federal Fiscal Year of initial project submission.
- 2) Sequential number assigned within each federal fiscal year. The first project received each October 1 will be assigned 0001, the second 0002, and so on.
- 3) County code (see Code Sheet, [Appendix B](#)).
- 4) Alpha Code, unique to each submission. The first submission received for a new ER number will be the A submission, the second the B submission, and so on.

Example:

2015 – 0110 – 003 – C

Submission first
received in 2015

110th submission
received since Oct 1

Allegheny
County

Third Submission
w/in ER Number

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Appendix B: County Codes

| County | ER Code | PASS County Abbreviation |
|------------|---------|--------------------------|
| Adams | 001 | AD |
| Allegheny | 003 | AL |
| Armstrong | 005 | AR |
| Beaver | 007 | BV |
| Bedford | 009 | BD |
| Berks | 011 | BK |
| Blair | 013 | BL |
| Bradford | 015 | BR |
| Bucks | 017 | BU |
| Butler | 019 | BT |
| Cambria | 021 | CD |
| Cameron | 023 | CM |
| Carbon | 025 | CR |
| Centre | 027 | CE |
| Chester | 029 | CH |
| Clarion | 031 | CL |
| Clearfield | 033 | CD |
| Clinton | 035 | CN |
| Columbia | 037 | CO |
| Crawford | 039 | CW |
| Cumberland | 041 | CU |
| Dauphin | 043 | DA |
| Delaware | 045 | DE |
| Elk | 047 | EL |
| Erie | 049 | ER |
| Fayette | 051 | FA |
| Forest | 053 | FO |
| Franklin | 055 | FR |
| Fulton | 057 | FU |
| Greene | 059 | GR |
| Huntingdon | 061 | HU |
| Indiana | 063 | IN |
| Jefferson | 065 | JE |
| Juniata | 067 | JU |
| Lackawanna | 069 | LW |
| Lancaster | 071 | LA |
| Lawrence | 073 | LR |
| Lebanon | 075 | LE |
| Lehigh | 077 | LH |

| County | ER Code | PASS County Abbreviation |
|-----------------|---------|--------------------------|
| Luzerne | 079 | LU |
| Lycoming | 081 | LY |
| McKean | 083 | MC |
| Mercer | 085 | ME |
| Mifflin | 087 | MI |
| Monroe | 089 | MR |
| Montgomery | 091 | MG |
| Montour | 093 | MO |
| Northampton | 095 | NM |
| Northumberland | 097 | NB |
| Perry | 099 | PE |
| Philadelphia | 101 | PH |
| Pike | 103 | PI |
| Potter | 105 | PO |
| Schuylkill | 107 | SC |
| Snyder | 109 | SN |
| Somerset | 111 | SO |
| Sullivan | 113 | SU |
| Susquehanna | 115 | SQ |
| Tioga | 117 | TI |
| Union | 119 | UN |
| Venango | 121 | VE |
| Warren | 123 | WA |
| Washington | 125 | WH |
| Wayne | 127 | WY |
| Westmoreland | 129 | WM |
| Wyoming | 131 | WO |
| York | 133 | YO |
| Multiple County | 042 | |

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Appendix C: State and Federal Agency Codes

| CODE | State or Federal? | AGENCY |
|-------|-------------------|---|
| 537 | S | <i>Old Agency; Do Not Use</i> |
| BLM | F | Bureau of Land Management |
| BSP | S | Bureau of State Parks; DCNR |
| CDBG | F | US Community Development Block Grant Program |
| CDBGE | F | <i>Old Agency; Do Not Use</i> |
| CDBGS | F | <i>Old Agency; Do Not Use</i> |
| CG | F | US Coast Guard |
| COALC | F | <i>Old Agency; Do Not Use</i> |
| COALD | F | DEP, Deep Coal Mine |
| COALF | F | <i>Old Agency; Do Not Use</i> |
| COALG | F | <i>Old Agency; Do Not Use</i> |
| COALP | F | <i>Old Agency; Do Not Use</i> |
| COE | F | US Army Corps of Engineers |
| COR | S | <i>Old Agency; Do Not Use</i> |
| COV | F | <i>Old Agency; Do Not Use</i> |
| COV | S | <i>Old Agency; Do Not Use</i> |
| CZM | F | Coastal Zone Management |
| DA | S | <i>Old Agency; Do Not Use</i> |
| DCED | S | PA Department of Community and Economic Development |
| DCNR | F | <i>Old Agency; Do Not Use</i> |
| DCNR | S | PA Department of Conservation and Natural Resources |
| DE | S | Department of Education |
| DEP | S | Department of Environmental Protection |
| DER | S | <i>Old Agency; Do Not Use</i> |
| DGS | S | Department of General Services |
| DH | S | <i>Old Agency; Do Not Use</i> |
| DHS | F | Department of Homeland Security |
| DMA | S | <i>Old Agency; Do Not Use</i> |
| DOD | F | US Department of Defense |
| DOE | F | US Department of Energy |
| DOJ | F | US Department of Justice |
| DOT | S | Department of Transportation (PennDOT) |
| DPW | S | <i>Old Agency; Do Not Use</i> |
| DRBC | F | Delaware River Basin Commission |
| EA | F | <i>Old Agency; Do Not Use</i> |
| ED | F | US Department of Education |
| EDA | F | Economic Development Administration |
| EPA | F | US Environmental Protection Agency |
| FAA | F | Federal Aviation Administration |
| FC | S | Legislative Budget and Finance Committee |
| FCC | F | Federal Communications Commission |
| FDIC | F | Federal Deposit Insurance Corporation |
| FEMA | F | Federal Emergency Management Agency |
| FERC | F | Federal Energy Regulatory Commission |

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| | | |
|-------|---|--|
| FHWA | F | Federal Highway Administration |
| FMHA | F | <i>Old Agency; Do Not Use</i> |
| FRA | F | Federal Railroad Administration |
| FS | F | Forest Service |
| FTA | F | Federal Transit Administration |
| FWS | F | US Fish and Wildlife Service |
| GBO | S | Governor's Budget Office |
| GC | S | PA Game Commission |
| GSA | F | US General Services Administration |
| HHS | F | US Health and Human Services |
| HUD | F | US Department of Housing and Urban Development |
| ISTEA | F | Intermodal Surface Transportation Efficiency Act |
| KEY | S | Keystone Grant Program |
| LAND | S | <i>Old Agency; Do Not Use</i> |
| LIB | F | <i>Old Agency; Do Not Use</i> |
| MINE | S | <i>Old Agency; Do Not Use</i> |
| NEA | F | National Education Association |
| NEH | F | National Endowment for the Humanities |
| NPS | F | National Park Service |
| NRC | F | Nuclear Regulatory Commission |
| NRCS | F | US Natural Resources Conservation Service |
| OCC | F | US Office of Comptroller of the Currency |
| ORD | S | <i>Old Agency; Do Not Use</i> |
| OSM | F | US Office of Surface Mining |
| PEMA | S | Pennsylvania Emergency Management Agency |
| PENNV | S | <i>Old Agency; Do Not Use</i> |
| PFBC | S | <i>Old Agency; Do Not Use</i> |
| PHFA | S | Pennsylvania Housing Finance Agency |
| PHMC | S | Pennsylvania Historical and Museum Commission |
| PTC | S | Pennsylvania Turnpike Commission |
| PUC | S | Public Utility Commission |
| PV | F | PennVest |
| RECDS | F | <i>Old Agency; Do Not Use</i> |
| SBA | F | Small Business Administration |
| SCS | F | <i>Old Agency; Do Not Use</i> |
| SRBC | F | Susquehanna River Basin Commission |
| SSHE | S | State System of Higher Education |
| STB | F | Surface Transportation Board |
| TEA21 | F | <i>Old Agency; Do Not Use</i> |
| UDAG | F | Urban Development Action Grant |
| UMTA | F | <i>Old Agency; Do Not Use</i> |
| USDA | F | US Department of Agriculture |
| USPS | F | US Postal Service |
| VA | F | US Department of Veterans Affairs |

Appendix D: PASS Numbers and Site Identification Criteria

The State Historic Preservation Office (SHPO) records all cultural resources in our CRGIS (Cultural Resources Geographic Information System). Each type of resource has different recording needs, so our office has developed some general guidance for recording resources. Please visit the [Recording Resources](http://www.phmc.pa.gov/Preservation/Cultural-Resources-GIS/Pages/Recording-Resources) section of our website to access this guidance (www.phmc.pa.gov/Preservation/Cultural-Resources-GIS/Pages/Recording-Resources). Electronic submission through CRGIS has replaced the use of paper and digital forms for recording most resources.

Recording Archaeological Sites in the PASS Files

PASS numbers are assigned to all archaeological sites meeting the Site Identification Criteria (see below), regardless of whether the site is pre- or post-contact or part of a larger resource.

What Does a PASS Site Number Look Like?

The format of these numbers follows the Smithsonian Trinomial System. This system, which was developed by the Smithsonian Institution in the 1930's and 1940's is now used in some variation by most of the 50 states. The numbers are coded in three parts:

36

Pennsylvania's
Unique
Identifier

AL

County
Code

0001

Sequential Number
within County

In Pennsylvania, Smithsonian Trinomial PASS numbers are only issued by the SHPO.

How to Record Other Types of Resources

Industrial resources frequently have both above and below ground components still extant. Industrial resources should be added to CRGIS by completing the appropriate fields in either the archaeological sites and the historical resource data entry, and then linking the two records. In cases where investigations at an industrial complex have shown the resource to contain intact above ground and archaeological components, then it might be necessary to complete both the archaeological sites and historical resource data entry. Please consult with CRGIS staff at ra-crgis@pa.gov before making this determination.

Cemeteries also have unique recording needs and they will continue to be recorded using the paper or pdf cemetery forms. Cemetery numbers include the county designation and a sequence number (e.g. CEM AD0001).

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Pennsylvania Archaeological Site Survey Files Site Identification Criteria

The following represent Pennsylvania Archaeological Site Survey (PASS) site identification criteria and standards developed by the Section of Archaeology, The State Museum of Pennsylvania and the Pennsylvania State Historic Preservation Office (PA SHPO), Pennsylvania Historical and Museum Commission.

These criteria do not represent the diversity of possible site types but are intended to serve as minimum guidelines for assessing if a collection represents a site. Any assemblage meeting these criteria should be recorded as a site using the CRGIS data entry website. Updates to previously recorded sites should be submitted using the PDF PASS form. PA SHPO archaeology staff can define sites at their discretion based on contextual circumstances.

According to guidance from the National Register of Historic Places, “A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archaeological value regardless of the values of any existing structure.” ([NR Bulletin 15: How to Apply the National Register Criteria for Evaluation](#), 1997:5).

The National Register refers to “pre- and post-contact” archaeological sites, offering a basic temporal and cultural division for site types in North America. The PA SHPO uses “historic” in place of “post-contact”.

Not all materials collected in the field will meet the criteria outlined below, but you may still need to record them in CRGIS under two specific circumstances:

- to record isolated diagnostic pre-contact artifacts (Isolated Find)
- to record project assemblages that will be submitted to the State Museum for curation, but do not meet any of the site criteria (Non-Site Collection)

These non-site finds are submitted to the PA SHPO for review and assignment of a general county catalog number by The State Museum, Section of Archaeology. That numeric designation must be used in labeling the assemblage.

Drawing Boundaries

Site numbers are meant to designate locations of past human activity, not necessarily patterns of survey or collection. During Phase I, site boundary definition should heavily consider landform and topography. Larger site areas, including multiple artifact concentrations more than 50 feet apart, should be grouped appropriately within the same landform. Should additional investigation at the Phase II level show that multiple sites exist, the site can be split and a second site trinomial can be assigned.

For projects limited to a narrow transect through a portion of a site (e.g. pipeline or sewer line rights-of-way or highway sliver-takes) the extent of the site within the right-of-way should be defined. The likely extent of the site beyond the right-of-way should be estimated based on

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topographic or other features, such as landforms and waterways. For historic sites, associated standing structures and other historic features should be included within the site boundary.

Please refer to the PA SHPO's [Guidelines for Archaeological Investigations](#) for more information about site identification and boundary definition for historic and pre-contact sites.

Pre-Contact Sites

Minimum Standards

1. Two or more culturally modified objects (points, flakes, stone tools, pottery sherds, etc.), excluding fire-cracked rock (FCR), represent a site:
 - a. When found within a 50 ft (15 m) diameter area when surface collecting a plowed field, or
 - b. When recovered from an individual or adjacent shovel tests/units spaced no more than 50 ft (15 m) apart.
2. The presence of any subsurface culturally derived feature requires designation of the locality as a site.
3. A rock shelter containing at least one pre-contact artifact (excluding FCR) is a site.
4. Reminder: Isolated **diagnostic** pre-contact artifacts (points or ceramics), regardless of context, should be fully recorded on the Isolated Find form. These will not be assigned official PASS site numbers but will be given isolated find numbers that can be used for curation, and they will remain on file as important information concerning pre-contact land use.

Historic Sites

For the Pennsylvania Archaeological Site Survey (PASS), record **all** of the following as historic archaeological sites if they are 50 or more years of age. In keeping with this standard, diagnostic artifacts used to assess a find's status as an archaeological site should be 50 years old or older. Diagnostic is defined as securely datable based on period of manufacture, decoration, and/or function.

For historic sites, in addition to recovered artifacts and identified features, documentary research and the evaluation of visible natural or cultural landscape features are often necessary to arrive at a site boundary. **Documentary sources such as historic and modern aerial photographs, historic maps, and deed information must be used in this endeavor.** For many types of historic sites, especially residential sites and sites in urban areas, site boundaries may coincide with legal property boundaries.

Historic site types are diverse, complicated to define, and exist within a variety of contexts. These criteria serve as minimum standards for the recordation of historic sites, but they cannot encompass all possible scenarios. Certain site types are likely to exhibit a lower artifact density than is prescribed in the minimum standards. Examples include, but are not limited to, pre-19th century sites, battlefields, military encampments, and made-land settings.

PA SHPO
Guidelines for Electronic Data Submission in CRGIS

Minimum Standards

1. Any building foundation, ruin, or structural feature—whether discovered above or below the surface—should be recorded as a site.
 - Standing structures should be recorded as a historic building using the HRSF. If the property’s archaeological potential has not been investigated, then it is not necessary to also complete a PASS form.
2. Any historic structure, foundation, ruin, or structural feature AND any number of associated historic artifacts found within 100 ft (30 m) of the feature constitute a site. If the artifact scatter extends beyond 100 ft, the site’s boundary should be extended to reflect the occupation or activity represented by the site.
 - In urban settings or situations where there is historic parcel data, the site’s boundaries should be defined by historic land parcels.
3. Artifact concentrations should be recorded as sites in the following circumstances. Generally speaking, the recovered assemblage must contain artifacts from at least two functional classes and include three securely diagnostic artifacts to constitute a site. If all artifacts come from the same functional class (as in a bottle dump) there must be five securely diagnostic artifacts to define a site.
 - Currently unplowed contexts (including urban sites):
 - A minimum of 30 artifacts recovered from adjacent or non-adjacent shovel tests/units within a half-acre or smaller area constitute a site.
 - Currently plowed contexts:
 - If your resource shows on a historic map, a minimum of 30 artifacts recovered from a one-acre or smaller area is a site.
 - In the absence of map evidence, site definition requires the presence of 50 artifacts within a one-acre or smaller area.