Welcome to the new digital Archaeology Site Form and Traditional Cultural Property Template on Wisaard. These new forms have the same fields as the paper forms with the added benefit of digital mapping.

Please note: Traditional Cultural Property information (map and data) is only visible to DAHP staff and the entity that submitted the information, unless they choose to release it to the public.

The Archaeology Site Form should be used to submit archaeology sites and isolates. An archaeology site form may only be completed and submitted by an archaeologist meeting the Secretary of the Interior's *Professional Qualification Standards* for Archaeology (see 36 CFR Part 61).

For more information about filling out the archaeology site form/TCP template please reference the *WA State Standards for Cultural Resources Reporting*. This guide still references the paper form, but the information and instructions for filling in the fields is unchanged. We will be updating the document in the coming months to reflect the shift to digital forms.

For more tutorials about the Wisaard Project Module or Historic Property Inventory Form please visit this link to our website.

NOTE: Words in *italics* within this tutorial refer to specific terms used in the Wisaard interface.

HINT: Although there are required fields for an archaeology site form to meet DAHP requirements (noted with an asterisk on the form), there are no system validations. If a form is submitted without the required information it will be returned to you by DAHP staff. Wisaard will not prevent the submission of a form.

HINT: The site form data and geometry will not appear in Wisaard for public viewing until the *Activity* is reviewed and approved by DAHP. This is represented in a Wisaard *Activity* as *Review Complete* status.

HINT: Automated emails are not 100% reliable. They can be rejected at any time by your email system. If you feel you should have received a response to a submission, you can log in to the *Project* and check the *Activity* status.

HINT: Reports should be uploaded in a different *Activity*. Reports that are uploaded to Wisaard are not available for public viewing until they are processed by our staff.

IMPORTANT: DAHP is not able to notify property owners when archaeology site forms are completed for a site on their property.

DAHP is not responsible for coordinating agency review of site forms completed by consultants on their behalf. Agencies must coordinate with their consultants to ensure that forms meet their specifications before they are submitted to DAHP. Once site forms are submitted to DAHP, it is assumed they are complete and will be assigned a Smithsonian number per DAHP standards.

Adding an archaeology site to your Project is easy! **Archaeology sites must be in their own *Activity*** within the *Project*. They should not be in the same *Activity* with *Properties* because they may follow a different approval process timeline. From the *Project Setup* page, once you have created a new *Activity*, click the *Add/Edit Resources* button or *Resources* on the sidebar. These two buttons go to the same place, the *Activity Resources* page.
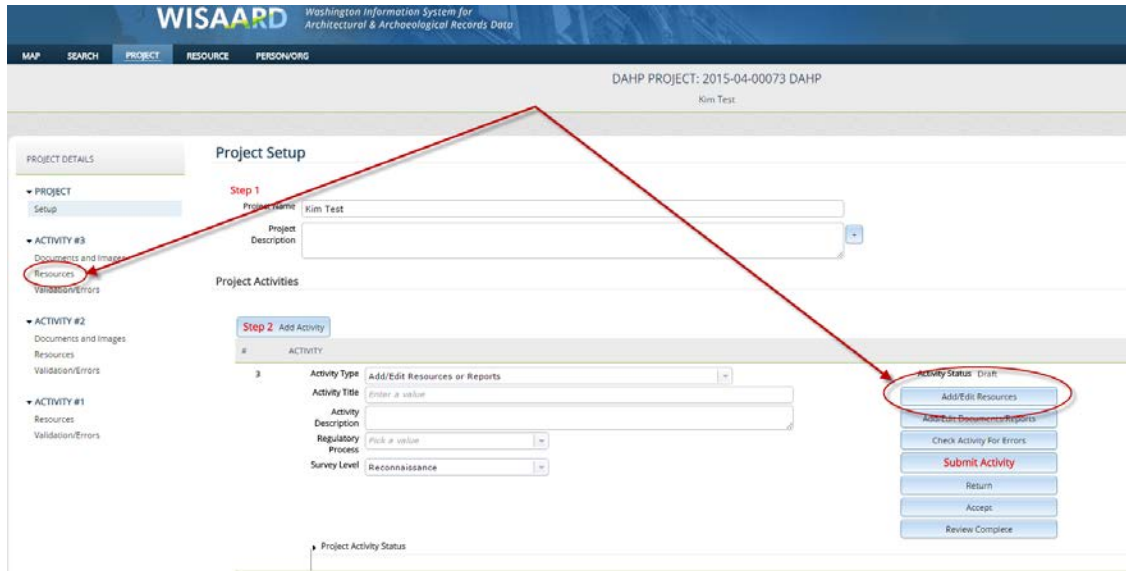
This is the *Activity Resources* page (below). If you would like to update a previously recorded archaeology site (has a Smithsonian number), enter the number in the *Find an Existing Resource* box. This will allow you to add a new *Inventory Detail* to the existing site form. You will essentially be filling out a new blank form that is associated with the previous number.
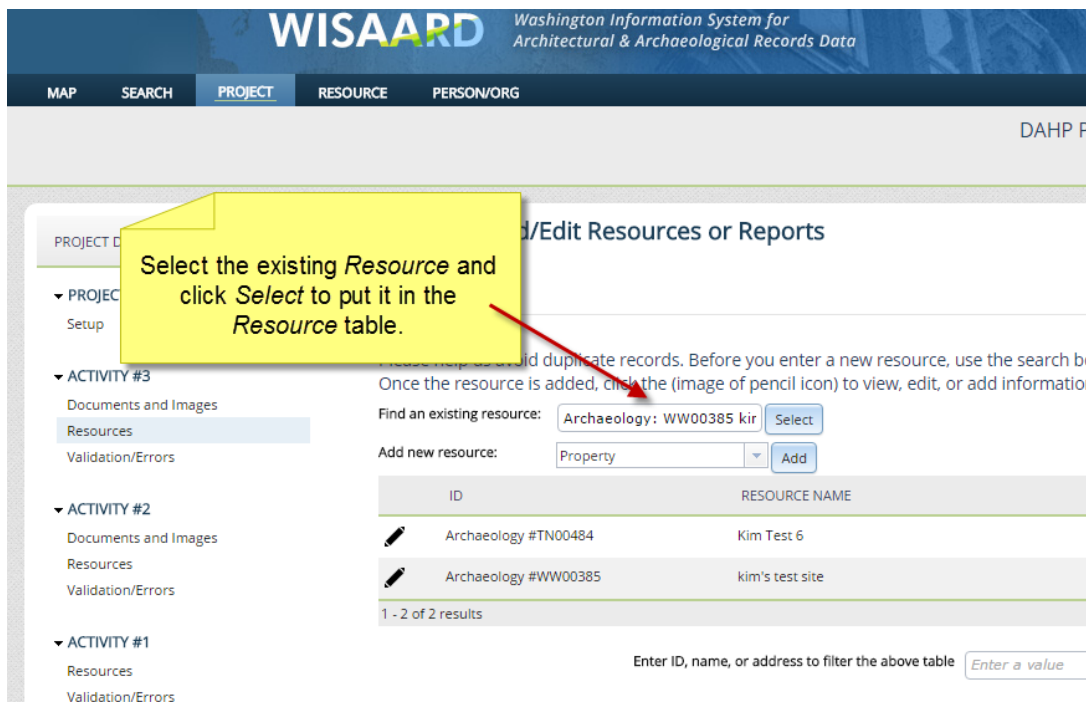
To create a new form for a site that was not previously recorded, select *Archaeology* or *Traditional Cultural Place* from the *Add New Resource* drop down menu, then click the *Add* button:

Once you click *Add*, (or click the *Show Detail* button) for existing sites (pencil) the system will prompt you to either upload a shape file or draw the shape on the map. Please note that shape files must be in zipped (.zip) format. All shapes must be polygons; lines and points will not upload.

Use one of the *Draw Graphics* tools to make your shape. You can edit your shape later if needed.
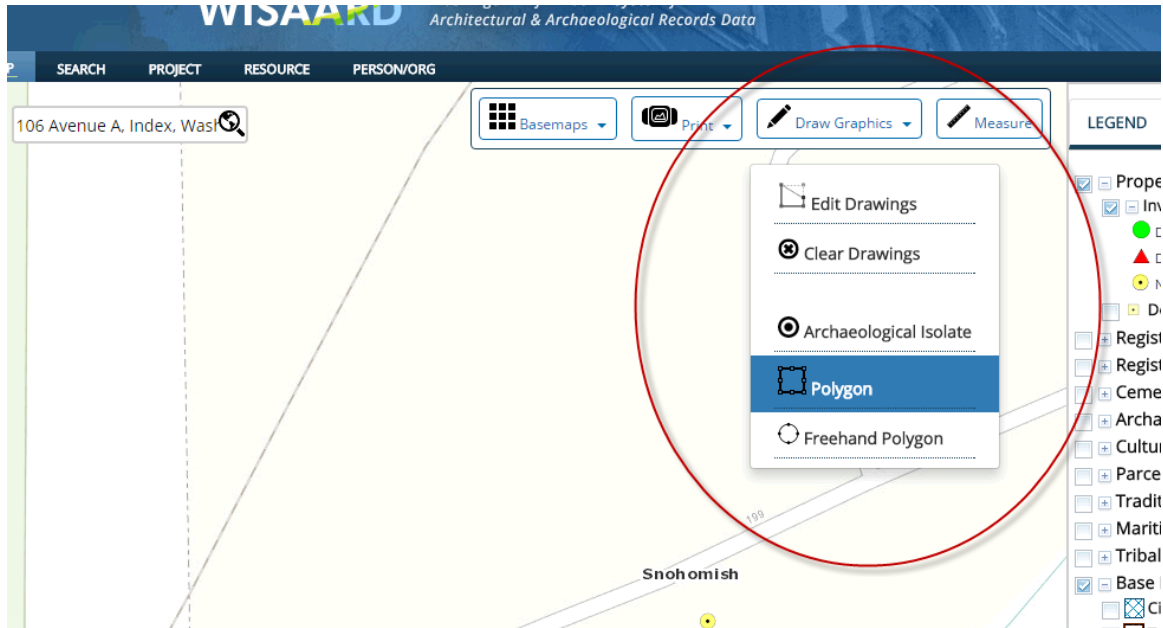
Once you complete the shape, the form will pop up automatically. It looks like this (below):

Hint: Wisaard saves your work any time you navigate between tabs and/or when you click the *Save* buttons.
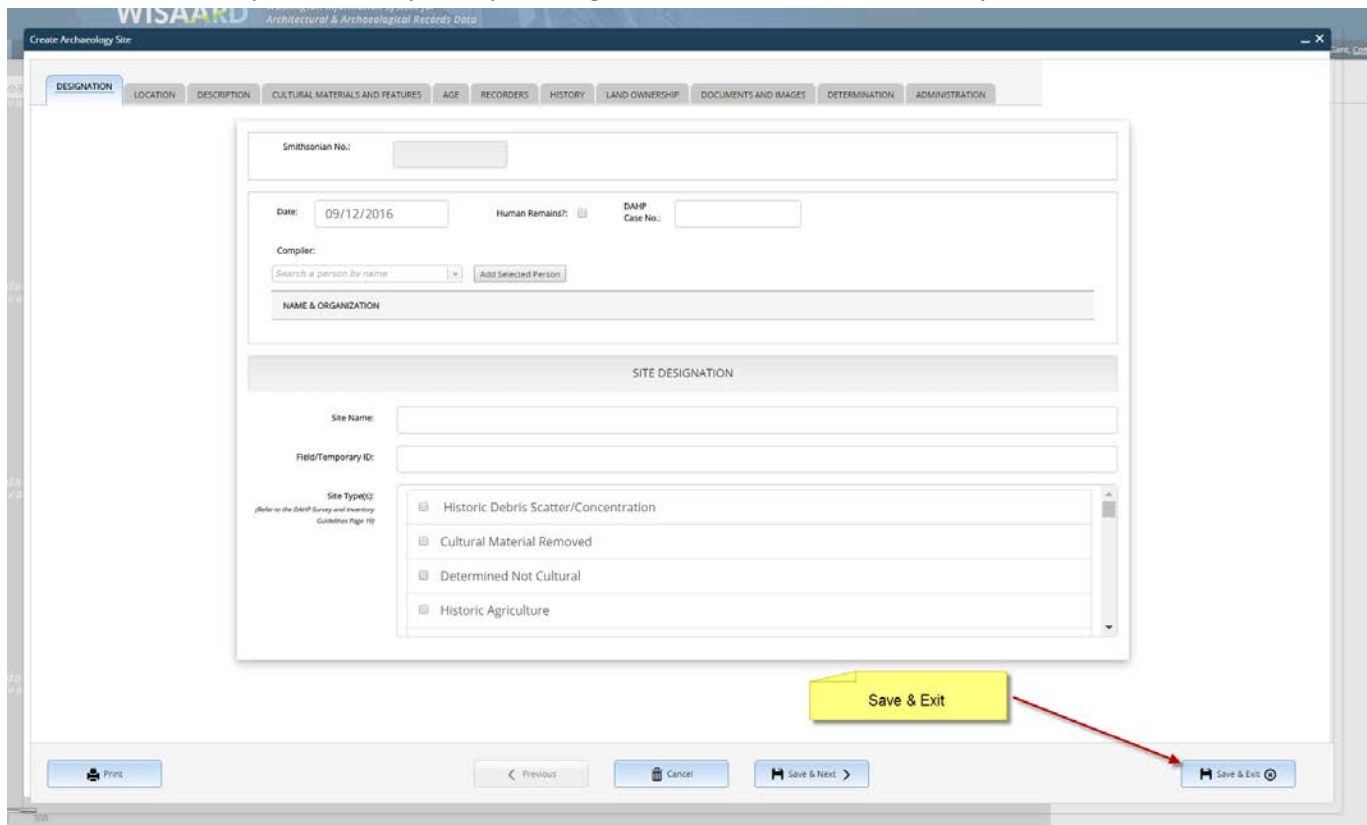
Once created and saved, the new site you created will appear in the *Activity Resources* list. It will be assigned a temporary *Resource* number until it is submitted to DAHP for Smithsonian designation (see below). If you are updating an existing site, the existing Smithsonian number will appear in the list.

If you need to edit your new shape, minimize the form (top right corner minimize button) and click the *Draw Graphics* button, then select *Edit Drawings* from the menu.

You may exit the form at any time and come back to the form. To get back in click the *Show Detail* icon (pencil) from the *Activity Resources* page.
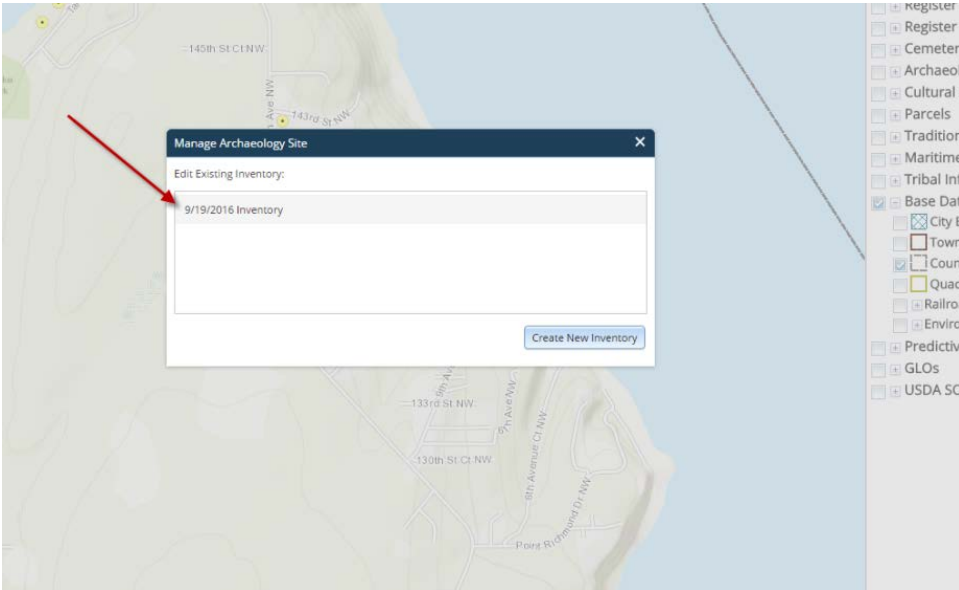
When you click the *Show Detail* icon you will see this. Click on the *Inventory* you wish to work with and this will open the form. Each update of a site form will have a different date.
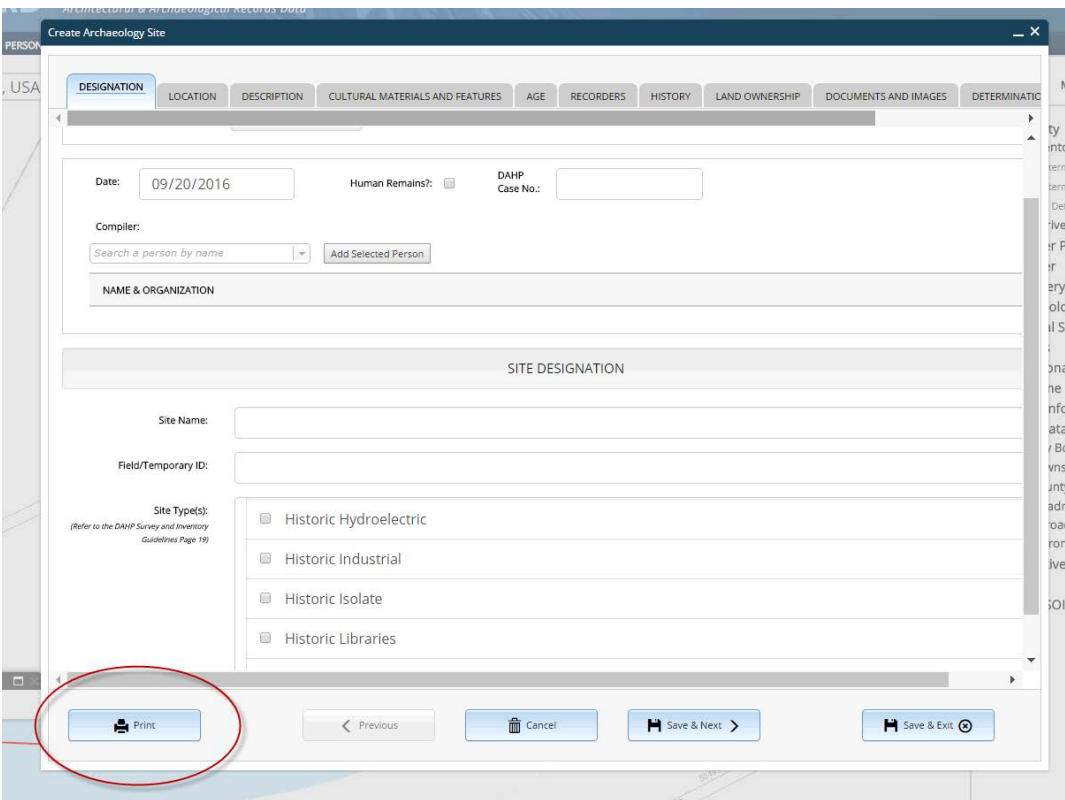
Printing a PDF of the form is simple. Click the *Print* button at the bottom left corner of the form. You may print at any time. Wisaard will download a PDF of the site form that you can save to your computer or print. You must have a PDF Reader on your computer to create and print a form.

Submitting a site form is done at the *Activity* level on the *Project Setup* page. Archaeology sites and Traditional Cultural Places within the same APE should be in the same *Activity*. Please do not submit an *Activity* until all of the forms are completed and you are ready for Smithsonian numbers to be assigned. **Once a Smithsonian number is assigned, the information becomes a public record and the data will no longer be available for editing.**

You must email DAHP to notify us that your forms are ready for review. The contact email for all Archaeology and TCP forms is Morgan.McLemore@dahp.wa.gov. After you *Submit* the *Activity*, please email Morgan with the Project #.

Sample email to Morgan:
Subject: Site forms for review: 2016-09-09987
Body Text: Project # 2016-09-09987, Activity 1 (or whichever Activity(s) is applicable) contains archaeology/TCP forms that are ready for your review.

- Morgan will review the site forms for completeness. If they are complete Morgan will accept the *Activity*. You should receive an automated email indicating that the *Activity* is *In Process*. This means that the forms are being processed. If they are deemed to be incomplete, the *Activity* will be *Returned* to you with comments. This will also be in the form of an automated email.
- If the forms are complete, Smithsonian numbers will be assigned and you will receive an automated email that the *Activity* is in *Review Complete* status.

The new Smithsonian numbers will appear in the *Activity Resource* list once they are assigned. In the image at left, TN00484 is a newly assigned number. WW00385 was an existing number that was updated with a new *Inventory Detail*. And the *Activity* will be in *Review Complete* status.