Updating an Existing Site/TCP & Creating a New/TCP Site

Determining if you should Record a New Site or Update an Existing Site
- Go to the Map tab
- Zoom to the site location
- Turn on the appropriate map layers (Archaeology, Cemetery, Register, Traditional Cultural Places, etc.).
- If there is an overlap with an existing site, you need to **UPDATE** the existing site record.
- If there is not a previously recorded site, you will create a **New** Site.
    - If you create a **New** site and upon DAHP Review, it is determined that there was a spatial overlap with an existing site, the newly created form will be returned and you will be asked to add the provided data as an **UPDATE** to the existing site.
- However, if you are **UPDATING** a site boundary and the new boundary overlaps an existing site you will need to add a Site Merger Request form to the site record in the ***Documents and Images tab***.
    - The Site Merger process is a collaborative document that is filled out by the user and approved by DAHP.
    - If there is no Site Merger Request Form attached to the site form, the form will be returned and a Site Merger Request form will be requested.

Project Setup
- Search the Project category for the existing project log number provided to you by the Lead Agency or your employer.
    - If you find it but do not have access to it, email anyone at DAHP and ask them to add your organization to the Project Contacts.
- If you do not know your project number, contact the Lead Agency, your employer, or DAHP.
    - By midyear 2017, you should be able to search by project areas on the Map.
- Open the **Detail Pages** of that Project.
    - You will need to add Archaeology online forms/TCP forms to their own dedicated Activity within the existing project.
- Fill out the Activity fields
    - Choose Add/Edit Resources for Activity Type
    - Type in an Activity Title
    - Add an Activity Description
    - Choose a Regulatory Process from the dropdown menu. This information should be provided to you by the Lead Agency/Employer. If you do not know it, set it to Section 106.
    - Leave the Survey level blank as this field applies to HPI resources

- Add DAHP to the contacts list under Organizations
- Add Morgan McLemore to the contacts list under People and any other specific DAHP Staff that you know are already involved with the project review.
- If you are starting this project on behalf of your employer, make sure to add them to the contact list under Organizations and designate them as the Lead Agency, etc.

Adding Sites to your Activity
- Go to the newly created Activity.
- Click the **Add/Edit Resources** button
- From the ***Add/Edit Resources or Reports*** page, search for the site by name in the Find an existing resource field or by Smithsonian number.
  - o Smithsonian number searches must drop the "45" and pad with zeros so that there are exactly 5 numerical digits after the county code (i.e. KI01189).
- Once found, click Select.
  - o This will add the site to the Project Activity. Only add the existing sites that you are updating.
- Once the site is listed in the table, click the **Pencil** button to begin editing.
- Within the ***Manage Archaeology/TCP Site*** popup message box, press **Create a new Inventory** button.
- Do not update any previously dated Inventories. Those forms are authored by someone else and should not be altered by another user.
- For new Sites, use the Add new resource dropdown
- Select Archaeology
- Click **Add**

Managing the Site Boundary
- Choose from the **Upload Shapefile** or **Draw on Map** buttons
- **Again, make sure that there are no site boundary overlaps with existing sites**.
- If you clicked **Upload Shapefile** button, follow the prompts for uploading a shapefile.
  - o Make sure your shapefile only delineates that specific site boundary and no others.
  - o This tool allows you to upload site boundaries that have discontinuous areas.
  - o The uploaded geometry must be a polygon.
  - o Points and lines will not successfully upload through this tool and return an error message.
  - o Upload the shapefile as a ZIP file.
- If you choose to use the **Draw on Map** button, use the Map Search field to zoom the map toward the project area.
- Using the **Draw Graphics** tools:
  - o Edit Drawings – This tool will let you change the shape of a previously delineated site boundary.
    - ▪ Click on the tool.

- Then Click on the highlighted shape. This will display all of the shape's vertices.
- Click on a vertices point and drag it to the new location.
- Click out of the Site boundary to save your changes.
    - Clear Drawings – This tool will not delete previously drawn boundaries. Only when the geometry is replaced by a new shape will the old one be deleted.
    - Archaeological Isolate – Will allow you to add a point to the map which will then be buffered and added to the Archaeological Sites (polygon) map layer.
    - Polygon – After selecting this tool, click on the Map to start the polygon, click again to add vertices, and double click to finish the drawing.
    - Freehand Polygon – To start using this tool, click and hold the mouse, move the cursor around the site area, and to finish release the mouse.
- The form should automatically maximize when you are done editing the geometry.
- To maximize the form, click the maximize button in the upper right-hand corner of the form.
- To minimize the form, click the minimize button (–) in the upper right-hand corner of the form.
- The **Close** button in the upper right-hand corner of the form will close out the form, but will not delete added data.

Adding Data to an Inventory
- Add the data to all fields marked with an asterisk (*) into the Inventory form.
    - If any of these are missing data, the form will be returned to you.
- Pay close attention to the fields that have an **Add** button next to them. Make sure to press **Add** or the compiled data will not be written to the database.

Designation Tab
- Search for the Compiler's name.
- Click **Add Selected Person** button to save your data choice.
- Add the Site Name. Some find it helpful to add their field Temp numbers to the Site Name field to help quickly identify their resources from the *Add/Edit Resources* page.
- Click as many **Site Types** that apply to your resource
    - If you found an isolated ccs flake, select both "Pre contact Lithic Material" and "Pre contact Isolate."

Location Tab
- The Geographic Areas are all captured by a backend geoprocess. Although you may add as many as you need from the Geographic Area Type dropdown menu and then click **Add** to save your data.
- The UTMs are auto calculated on the centroid of the site polygon feature. If you have collected other coordinates for features or cultural materials within your site boundary, please add those to the Narrative Description field under the *Cultural Material and Features* tab.

Age Tab
- Select the component and then click **Add/Edit Selected Component** button. This will expand the Component fields.
  - o   You may add up to two components; one for pre contact and one for historic.
- Historic sites must have an age designation in the <u>Dates</u> field of at least 50 years or older and be in ruin to be considered archaeological.
  - o   f you do not have specific dates and are sure that the site is at least 50 years or older, write "pre 1960s" in the Dates field. The form will be returned to you, if the resource does not meet this requirement.
  - o   Please write "Pre contact" in the <u>Dates</u> field for Pre contact sites.
- If the <u>Dates</u> or <u>Dating Method</u> fields are blank, the form will be returned to you.
- Make sure to click the **Add Component** button at the bottom to save your data to the form.

Recorders Tab
- The <u>Recorded By</u> field is required. Please remember to add the Professional Archaeologist responsible for this Inventory.

Land Ownership Tab
- Click **Add New Land Owner** to expand the fields.
- Once you have finished inputting your data into the landowner name, parcel number, address line 1, city, state, and zip, click the second **Add** button below the last text field. This will save your data and allow for multiple Landowners to be entered.

Documents and Images
- Photos of the area and photos of the observed cultural material are required.
- Sketch Maps for Sites are required.
- Sketch Maps for Isolates (i.e. one artifact observed) are not required.

Determination Tab
- If you do not have enough information to make a determination of eligibility, leave the **Determination tab** fields blank.
- However, if you are adding Eligibility, please note that not checking any criteria letters indicates that the site is not eligible and does not meet any of the criteria. But if one or more criteria letters are checked, this indicates that the site is eligible.
- Regardless of any checked criteria letters, always include your Eligibility and Integrity discussions in the <u>Significance Narrative</u> field and the <u>Integrity</u> field.

Finishing and Submitting Your Work
- Work out ahead of time who will be submitting the Activity (e.g. Lead Agency).
- Submit the **Draft** Activity with finalized forms only when the Lead Agency and you are satisfied with the forms.

- Send an email with the Project Number that your Activity is ready for review to morgan.mclemore@dahp.wa.gov and the DAHP Regulatory reviewer (i.e. Sepa@dahp.wa.gov, 0505@dahp.wa.gov, 106@dahp.wa.gov, fpa@dahp.wa.gov, etc.).