

WISAARD

Training 2016



How to get there

- **PUBLIC:** Built environment view only – no login, no data entry
<https://fortress.wa.gov/dahp/wisaardp3/>
- **Secure Access Washington:** secure login, two basic levels of access: HPI and Archaeology; Project entry/viewing
<https://secureaccess.wa.gov/dahp/wisaardp3/>
- **HELP:** <http://www.dahp.wa.gov/wisaard-and-historic-property-inventory-phase-iii-rollout>

As of today (October/Nov 2016)....

WISAARD Submissions should include:

1. Historic Property Inventory Forms
2. EZ-2 Forms
3. Cultural Resource Reports
4. Archaeology site forms
5. Traditional Cultural Places

Should not include:

1. Correspondence/APE letters
2. Cemetery Forms
3. EZ-1 or EZ-3 forms
4. Permit Applications

E-APE IS
COMING
SOON!

Definitions

Resource: An element that is recorded on a Historic Property Inventory Form, Archaeology site form, or Traditional Cultural Place template. Resources have attributes. Every Resource has a number.

Inventory: A snapshot of a Resource in time.

Property: An above-ground resource – building, structure, site, object

Register: A register listed **Resource**.

Register Public: The list of register resources that excludes location restricted (archaeology) sites

Definitions

Project: An undertaking or action that is either regulatory (Section 106, Section 110, SEPA, 0505) or non-regulatory (CLG survey). Every Project has a number

Activity: Survey; Place to put Resource data and reports.

Definitions

Cultural Survey: A written document that provides an evaluation of cultural resources, usually associated with a specific geographic area.

EZ-2: A shortened version of the historic property inventory form for non-cultural resources professionals

GIS: Geographic Information System – data illustrated in map form

Geometry: Mapped shape or point that corresponds to data such as Property point, archaeology site polygon, register district polygon...

Good
Data
makes
everyone
happy 😊

I'm so happy
you did not
create a
duplicate!



Duplicates =
BAD DATA ☹️

**Two+ Property IDs and two+
points for one Resource =
CONFUSION**

**Two Project #s for one
undertaking = CONFUSION**

**Avoid creating DUPLICATES
at all costs!**

**SEARCH SEARCH SEARCH!
Before you enter new data!**



SAD DATA CAT

Map Search Tips

- Only if you have archaeology access can you see archaeology and cultural surveys – get access if you qualify
- Clicking on the map identifies all layers, not just the ones that are turned on. Arrow through the categories.
- TRS has specific format
- Must choose from the list of options for map to zoom.
- Map search only searches certain data – not Property or Register or Cultural Survey

Map Search Tips

- If you know where it is, look on the map first
- Use the Select Data tool to get a list of what is in your area of interest
- Do not assume that Property points are correctly located – assume they are not
- Assessor Property points
- Register, Archaeology, and Survey geometry are very reliable (but not *perfect, we are human*) – all entered by DAHP staff and lovely interns/volunteers

Tabular Search

- **Tabular Search = Data table search = text search**
- **The main search box searches all the data at once**
- **Filter Searches look in only one category at a time – more refined search**
- **Top tabs are GREAT for quick searches for Resource and Project#**
- **Since there is no dashboard, Use Project Search Filter to find Projects with your name**

Tabular Search

- Use as few words as possible
- Avoid punctuation at all times (search and data entry). As a rule, the Wisaard does not enjoy punctuation.
- Pick out distinct words
- *And, or, of,* are not helpful for searching
- Learn to think like a database – filter in your head first
 - Ex: Post Office – Spokane County – NR listed

Exporting Results

- Works great for Map Selections
- Works for main search box
- Does not work with Search Filters only, for now

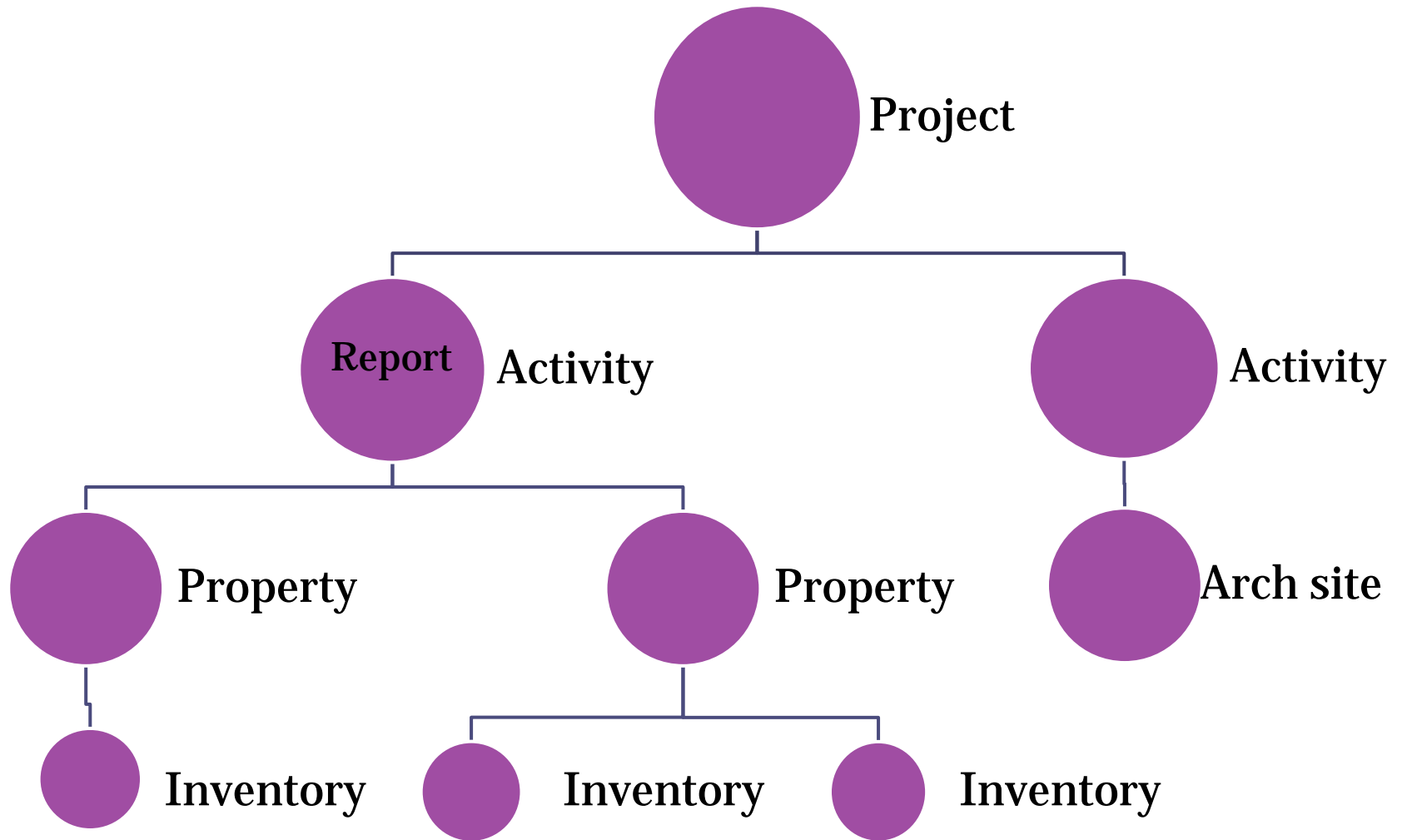
Print

- You can print the map from the map
- You can print Register/Property/Archy from the Search Results
- You can print from the Archy/TCP forms
- You *cannot* print from the HPI form itself, for now

EZ-2

- Is a streamlined DOE for non-CR professionals
- Search for previous determinations before creating a new Project
- Good photo is required
- EZ-1 and EZ-3 are still paper forms, no change
- Use Project Search Filter to find your Projects
- Check your work! Validations are gone and incomplete forms will be returned
- No formal correspondence for EZ-2

Project Structure



Project Initiation Scenarios

1. Agency will submit initial correspondence via email
 - DAHP will log the Project and send you the number**OR**
2. Agency/consultant will create a Project number first and include it on initial correspondence to DAHP

Agencies and consultants must coordinate with each other to ensure Projects do not get entered more than once. Submit to DAHP final products only.

General Wisaard Project Process

- **Step 1: Initiate Consultation - email**
- **Step 2: Start Project in Wisaard**
 - **Coming soon: Add APE**
- **Step 3: Add Resources/Reports to Activity**
- **Step 4: Submit Activity**
- **Step 5: Send email with Project# to compliance**
- **Step 6: Receive correspondence from DAHP via email**

Project

- All old DAHP Log numbers are in Wisaard and should be used accordingly
- Log number = Project number = DAHP tracking code; there are two number formats
 - 010302-12-FHWA (old) *or* 2016-08-00236 (new)
- Use the previous log number to add reports, inventory forms, archy/tcp site forms to existing projects
- Contact DAHP to get access to old Projects
- If you have sent us correspondence about a project, there is already a Project number.

Project Contacts

- Roles
 - **Lead Agency** - FEDERAL /STATE/LOCAL
 - Funding Agency – Pass through
 - Consultant – hired by agency
- Project Owners should include the people/Org that will need to see/enter data for the Project
- **A Lead Agency should always be selected**
- All Organizations must have Editor access; Viewer does not function
- Adding an Org gives access to all People in that Org

Project Contacts

- Users can Add/Delete People from Projects, unless the only Activity is Submitted
- Activity Contact is the contact **person** for the Activity, not necessarily the Project
- Make sure you select the correct entry for a particular Person
- Make sure the Person is associated with the correct Organization
- Users cannot change Person/Org info, just Add/Remove them from Project Contacts

Activity

- **Activity Type - required**
 - **Add/Edit Resources or Reports**
 - **Activity Title/Description – optional**
- **Regulatory Process – required if applicable, but if none leave blank**
- **Survey Level – optional**

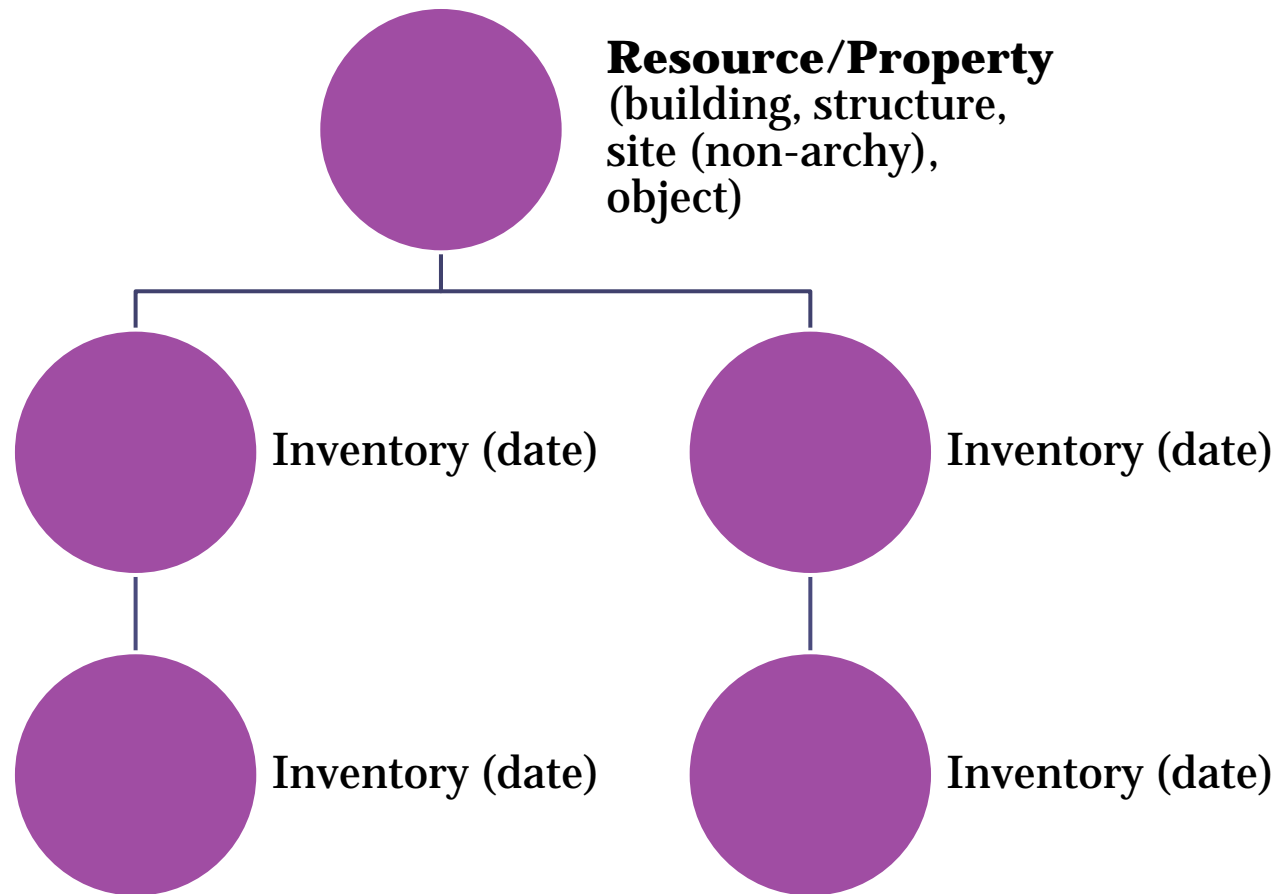
What you can put in an Activity

- **Property**
- **Archaeology site**
- **Traditional Cultural Property**

What you cannot put in an Activity:

- **Register (but you can put a Property linked to a Register)**
- **Cemetery (many are also archy sites though)**

Historic *Property* Inventory Form



Historic Property Inventory Form

- **Resource Name = Historic Name or generic name**
- **Do not use address in Name field**
- **If no historic name use generic name**
 - **Residence**
 - **Commercial Building**
 - **Lighthouse**
 - **Warehouse etc...**
 - **Cabin**
 - **Windmill**
 - **Bridge**

	B	C	D	E	F	G
1	Has Image	Resource I	County	Common Name	Address	Historic Name
2	No	14837	Spokane		1601 W Water Ave, Spokane, Washington, 99201, USA	
3	No	14838	Spokane	Graystone Cottage	1605 W Water Ave, Spokane, Washington, 99201, USA	
4	No	14839	Spokane		1609 W Water Ave, Spokane, Washington, 99201, USA	
5	No	14840	Spokane		1609 1/2 W. Water, Spokane 99201	
6	No	14841	Spokane		1613 W Water Ave, Spokane, Washington, 99201, USA	
7	No	14842	Spokane		1617 W Water Ave, Spokane, Washington, 99201, USA	
8	No	14845	Spokane		1621 W Water Ave, Spokane, Washington, 99201, USA	
9	No	14846	Spokane		1623 W Water Ave, Spokane, Washington, 99201, USA	
10	No	14847	Spokane		1625 W Water Ave, Spokane, Washington, 99201, USA	
11	No	14848	Spokane		1631 W Water Ave, Spokane, Washington, 99201, USA	
12	No	14849	Spokane		1633 W Water Ave, Spokane, Washington, 99201, USA	
13	No	14850	Spokane		1635 W Water Ave, Spokane, Washington, 99201, USA	
14	No	14851	Spokane		1701 W Water Ave, Spokane, Washington, 99201, USA	
15	No	14852	Spokane		1637 W Water Ave, Spokane, Washington, 99201, USA	
16	No	14853	Spokane		1637 1/2 W. Water, Spokane 99201	
17	No	14854	Spokane		1643 W Water Ave, Spokane, Washington, 99201, USA	
18	No	14857	Spokane	Woodcutter Hall	1608 W Main Ave, Spokane, Washington, 99201, USA	Groshoff Apartments
19	No	14874	Spokane		1604 W Main Ave, Spokane, Washington, 99201, USA	
20	No	14875	Spokane		1603 W Main Ave, Spokane, Washington, 99201, USA	
21	No	14876	Spokane		1607 W Main Ave, Spokane, Washington, 99201, USA	
22	No	14877	Spokane		1611 W Main Ave, Spokane, Washington, 99201, USA	
23	No	14878	Spokane		1613 W Main Ave, Spokane, Washington, 99201, USA	
24	No	14879	Spokane		1619 W Main Ave, Spokane, Washington, 99201, USA	
25	No	14880	Spokane		1621 W Main Ave, Spokane, Washington, 99201, USA	

Abbreviations? Just say NO!

Punctuation? Pass!

- Consistency is the key to happy data and satisfied searchers
- FT; NAS, NBK, MT.; NP; PT.; JBLM; BLDG; SP&S;
- United States: US, U.S., U S
- For campuses – use building name then campus name – do not abbreviate
 - Building 506 – Fort Warden
 - Mess Hall 2 – Naval Base Kitsap
 - Smith Hall – University of Washington Seattle
 - Smith Residence Hall – Central Washington University

Mapping in HPI Form

- We will eventually have an aerial map in the form
- You do not have to use the Map it button, you can manually place the point and type in the address
- Go back and forth from the form to the map to narrow it down – do the best you can until we get the aerial background

Historic Property Inventory Form

- Resource level – overall information – editable
- Inventory level – time specific – not editable
 - DOE's are at the Inventory level
- Don't delete or EDIT any previous inventories—security should not allow this, but it does
- Strange inventory dates (1899/1900) = Legacy data that is a scanned PDF attachment, generally no data fields filled in (unless it has been updated)

Historic Property Inventory Form

- 2011 inventory dates = Artifacts assessor data project = Mapped point and address (in all CAPS), build date.
- Still need to *Create New Inventory* even if previous are blank so the correct date appears
- If you did not need to resurvey the Property and it has a determination, just put it in your Activity and don't do anything.

Historic Property Inventory Form

- **One Building/Resource = One Form**
- **Exceptions**
 - House *and* garage = both on one form
 - Fish hatcheries = one form for each significant resource; multiple similar resources may be grouped on one form – 10 fish ponds = one form
 - Linear - one form per segment; one form per structure (trestle, culvert, bridge etc...)
 - Small compounds – utility buildings; towers
 - Others?

Historic Districts/Multiple Property

- District is a collection of individual Resources
- District is not a Historic District until it is listed in a register – it has geometry
- Districts should not have a Property form
- You will see Historic Districts that do have Property forms, *you should pretend you did not see them* and do not emulate.
- Resources are documented individually and may be evaluated individually and/or as a group
- Most properties that are contributing to districts have the association in Resource/Register.

Previous Determinations

- **Some are linked to Projects – appear in Project History – Ex. 670135**
- **Some are not – look in all Inventories to locate the determinations – Ex. 24907**

Uploading Reports

- Reports go at the Activity level, not the resource level, they look the same so make sure you are uploading to the correct place
- Do not submit HPI forms until you have uploaded the report, if applicable
- If you have archy sites and HPIs in one report, upload the report to the Activity with the HPIs
- Archy sites will need to be uploaded to a separate activity so they can be approved for numbers before reports are submitted

Uploading Reports

- Reports cannot be more than 100 MB, if your report is over 100 MB please try to compress it, if you cannot contact DAHP
- Use the date on the report, not the date you are uploading the report
- Please upload one document for the entire report, do not split off Appendixes, the DAHP cover sheet or any other parts of the report into separate documents
- Reports must be further processed by staff, they will not immediately show up in the WISAARD search or on the map when they are in review complete status

Submitting an Activity

- **Projects are not Submitted, Activities are Submitted**
- **Everything should be complete and final and ready for comment.**
- **Submit an Activity anytime, but as soon as you do, it will be locked for editing.**
- **We will not look at it until we get correspondence. When we do get correspondence, Activities should already be submitted.**
- **Validations have been inactivated – if the information is not complete, the Activity will be returned by staff.**

Public Records

- *Everything* sent to us/entered into Wisaard is a public record subject to disclosure laws
- That means if we are asked for a particular record, we must be able to produce it
- Archy site/TCP locations excepted

Automated Emails:

- Do not substitute for formal consultation
- Do not start or stop the clock for regulatory review periods
- May include comments or reason for a returned submission. Don't ignore.

Consultation outside of Wisaard is still required except for EZ-2

Where to send correspondence

- If you know who to send things to, you may continue to send things to that staff member
- If you do not know who to send correspondence to, send it to the appropriate compliance email:
 - 106@dahp.wa.gov
 - SEPA@dahp.wa.gov
 - 0505@dahp.wa.gov
 - fpa@dahp.wa.gov
- If you don't know which compliance email to send to, please call us
- Please do not send paper copies

Activity Status - Project Setup

- *Draft* – In progress by consultant or agency
- *Submitted* – Submitted by the consultant or agency for review by DAHP – must also send correspondence
- *In Process* – DAHP has received the submission and the review is in process
- *Review Complete* – DAHP has completed the review and you will receive correspondence shortly (unless it is EZ-2)
 - Resource forms are visible to the public

DAHP Response

- Will be via emailed PDF letter from staff member
- Exception is EZ-2 – no letters, only automated emails

THANK YOU!!

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