

TRIBAL CULTURAL RESOURCES SUMMIT 2016

DAHP'S WISAARD

Kim Gant



What will I learn today?

- Where we are and where we are headed
- Tips and Tricks
- Things you need to know to make your life easier
- Project Process
- HPI form
- Archaeology site form sneak peek

Where we are:

- Map, Search and historic property inventory form have been rebuilt
- Some compliance workflow has been incorporated
- Separate databases have been integrated behind the scenes
- Some historic property data cleanup has occurred, but there is a lot more work to do
 - Duplicate Property merge
 - Integration of inventory forms with register listings
- PDF's of MOA's have been linked

Where we are:

- There are still some bugs. If you find any please let us know.
- There are problems with Person/Org and security permissions
- Trying to secure funding to move forward

Where we are going:

- Print/Export function rollout July/Aug 2016
- Archaeology site form rollout July/Aug 2016
- Full compliance workflow – no timeline
- Individualized Project dashboard – no timeline
- Access to DAHP correspondence for Projects – no timeline
 - MOA's are available now
- Online permit application – no timeline
- It will take a few years to get there

It's a marathon, not a sprint.

As of 6/8/2016 Wisaard online submission should include:

- Historic property inventory forms
- EZ-2 forms – not for fed agencies or consultants
- Cultural resources reports

Wisaard online submission does not include:

- Correspondence of any kind
- Archaeological site forms – coming July/August 2016
- Cemetery site forms
- EZ-1 or EZ-3 forms



Automated emails:

- Do not substitute for formal consultation or correspondence
- Do not start or stop the clock for regulatory review periods

***Correspondence outside of Wisaard
is still required***

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 of anything

Archaeology Site Forms

- Until the digital archaeological site form for Wisaard is ready, site forms should be emailed to:

Morgan.Mclemore@dahp.wa.gov

What is a Resource?

- *Archaeology site* (Archaeology site form)
 - *Property* - Building, Structure, Object, Site (HPI form; Property category)
 - *Cemetery* (Archaeological site form; Cemetery category)
 - *TCP* (TCP form)
 - *Isolate* (Isolate form; Archaeology category)
 - Submerged archaeology (Submerged form; Archaeology category)
- *Resource ID* is the system wide numbering protocol, but is not searchable. Refer to the category number, i.e Property ID; Smithsonian trinomial; Cemetery Record ID, etc.

Map

- Be aware that GIS points may be mis-located, especially historic property points
- Always use Property ID that is already in the system to update an HPI form - Only create new Property IDs where none exist
- *Derived from Assessor* map points were part of a 2011 data download into Wisaard. Much of the forms are blank, but the points are already there; use the existing record.
- Register vs. Register Public – Register Public is register layer without any archaeology sites

Search

- Use Filter Search to find Properties that may be mis-located on the map.
- Resource tab works very well for Property search
- Full text search works well for Archaeology site number search and general inquiries
- Use the Filter Searches to drill down into Categories for specifics

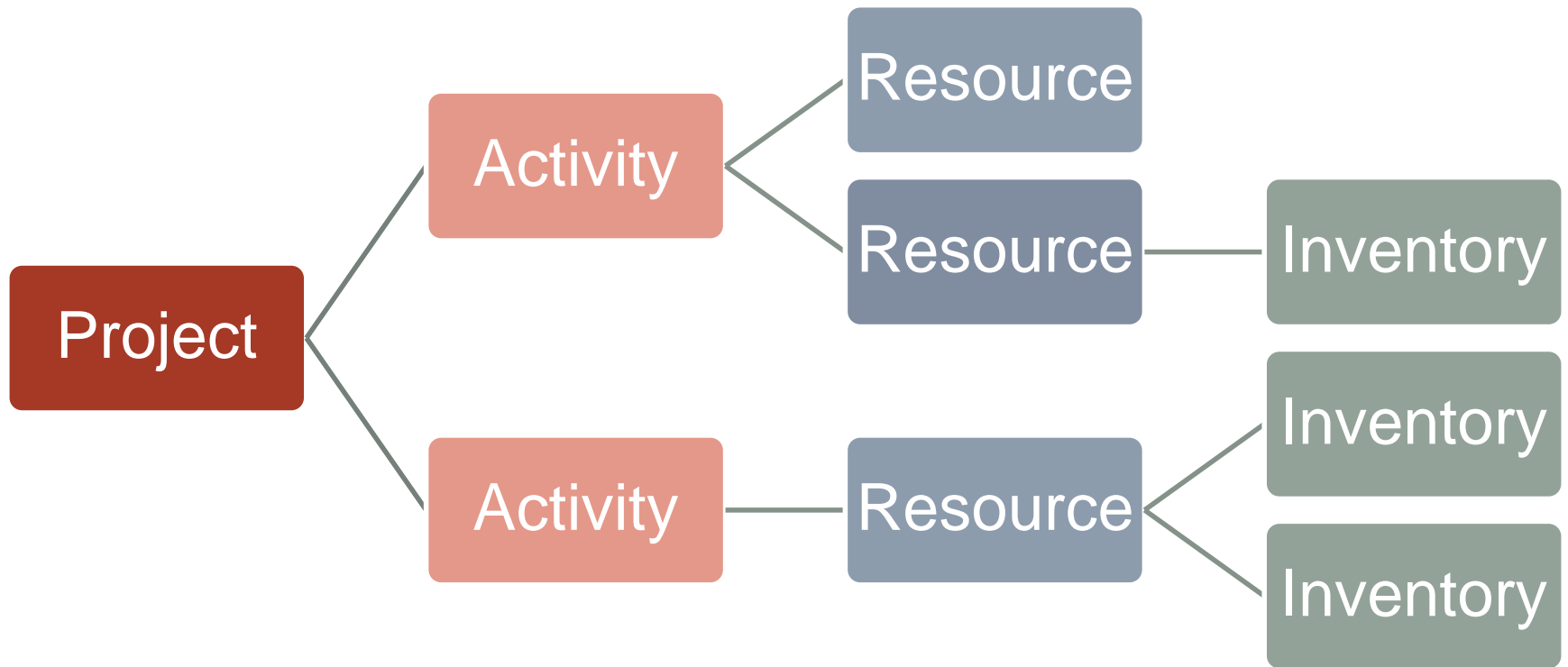
Project

- Our old admin database, which was not linked to the previous Wisaard, is now linked. You will see pre-Wisaard Project names and numbers, but the digital files that go along with them are not linked.
- DAHP Staff enters Projects into Wisaard.
- If a property was linked to an administrative record before, it still is.

Project

- A Project is an undertaking – the impetus for an Activity. All Activities associated with a particular Project should go in the same Project file.
 - Example Project: I-5 Corridor Widening Seattle to Federal Way
- **Project Number** is the same as **DAHP Tracking Code or Log Number**
- New Wisaard Project numbers are in a different format than pre-Wisaard Log/Tracking numbers.
- Do not create a new Project if you know there is already a log/project number for it.

Project



Project Contacts

- You may add anyone you wish to see the Project or add to the Project if you are the creator of the Project
- You must add their name under People and you must also add their Organization. You must make their Access *Editor* or they will be locked out.
- Unless you were a contact before the switch, you will not be a contact now; Project will not show up for you.
- A Lead Agency must be selected or the system will not allow you to Submit an Activity
- If you know which DAHP staff person will be reviewing the Activity, you can add them.

Activity

- Activity is in support of a Project; can be one or many
 - Add/Edit Resources or Reports = Survey (archy or built environment)
- It is where you will put all of your various forms
 - Example Project: I-5 Corridor Widening Seattle to Federal Way
 - Activity #1: Survey of built environment along ROW (HPI's and survey report)
 - Activity #2: Survey of archaeology along northbound ROW (archy site forms and survey report)
 - Activity #3: Survey of archaeology along southbound ROW (archy site forms and survey report)
- Each Activity is submitted separately
- Determinations are made at the Resource level
- Resources within Activities that are in *Review Complete* status will be visible to the public.

Historic Property Inventory Form

- One Property = one form = one GIS point
- Each Property has a discrete Property ID number
- Districts should not be recorded on HPI form – i.e. Bellingham Historic District should not have its own form. Each property within the district will have its own form and the property will be linked to the District listing.
- Naming – All resources should have a name. If there is no historic name use the following: Residence; Commercial Building; Warehouse; School, Gas Station, Windmill etc... This is so you can tell what type of structure it is when you retrieve search results.
- Do not use the address as a name.

Historic Property Inventory Form

- Naming within a complex
 - Building 319 Mess Hall – Fort Lewis
 - Officer's Quarters 1 – Fort Worden
- Refrain from using acronyms or shortening words
 - FOE, JBLM, Ft. Worden,
- Carnegie Library – Cheney; Union Pacific Depot – Dayton
- Register status is assigned by DAHP
- Contributing status for districts is editable by Wisaard users – please update as applicable
- If you see a delete button for a Property or Inventory that you did not create, please do not press it.
- If you see duplicate Properties send the two numbers to me and I will merge them.

Uploading Reports

- Uploaded reports must be further processed by DAHP staff before they are searchable
- Document date and Attachment Type is required
- 100 MB limit
- Survey Reports and Historic Structure Survey Reports are most common types