Wisaard APE Module Tutorial

10/16/2017

APE stands for Area of Potential Effect and is a term that is specific to Section 106 consultation. Not all projects require an APE. If you are not sure if you need an APE please contact a staff member or email us at support@dahp.wa.gov.

If you already have a DAHP Log number or a Project Tracking Code please use it to enter your APE.

If you are completing an EZ-2 form, this tutorial will not apply, an APE is not required.

Please see this page for tutorials related to other portions of the DAHP WISAARD system.

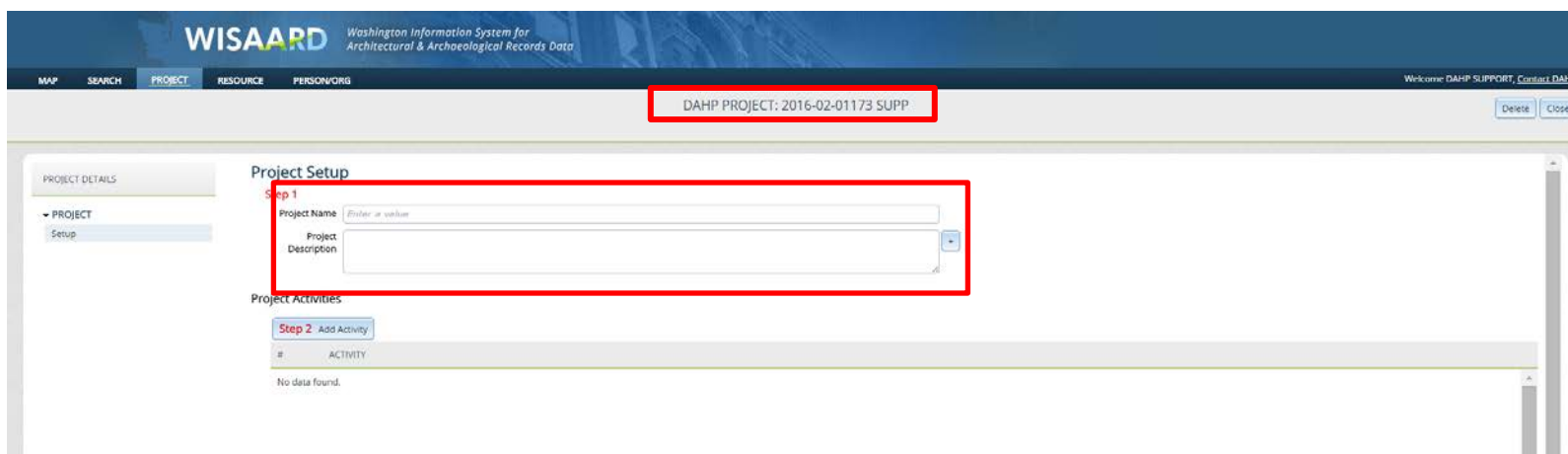Step 1: *Starting a new Project.* Go to the *Project Dashboard* and select *Start a new Project/undertaking*
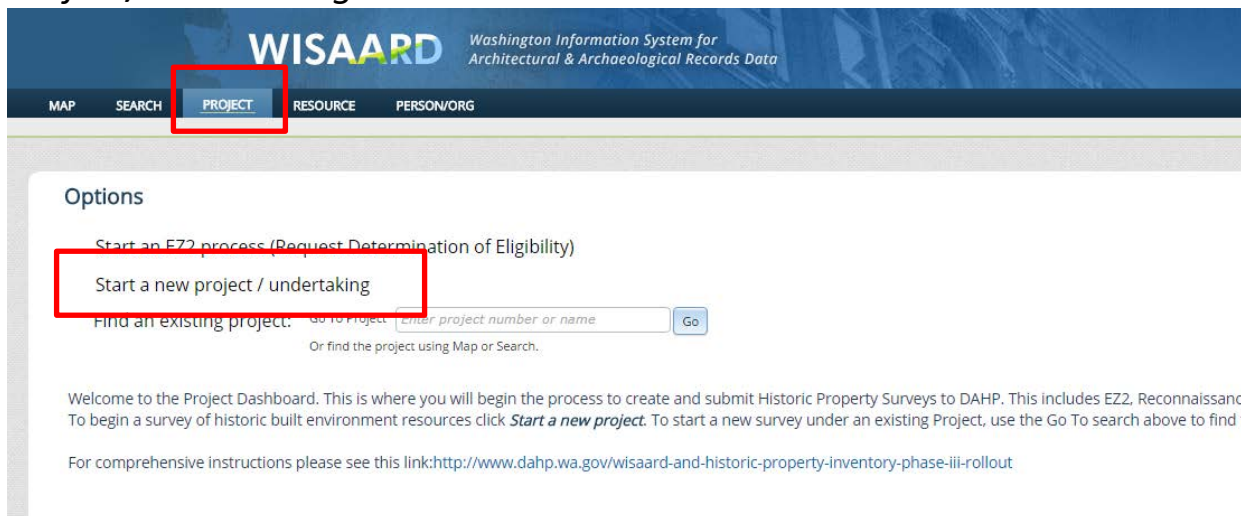
Hint: As soon as you click Start a new Project /undertaking the system generates a new Project #. If you decide you do not need the Project please delete it.

Enter a *Project Name* (required) and description (optional)

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Step 2: *Add An APE*. This will default to Section 106, but you can add an *APE* for other types of projects by choosing from the drop down menu before you click add. This is separate from the activity module that is used to upload resources and reports. Click *Add* to start the *APE*.

Area of Potential Effect/Project Area

Project Type	Section 106	▼	Add				
	DATE	STATUS	BY	SHPO CONCURRENCE	SHPO CONCURRENCE DATE	COMMENTS END DATE	
No data found.							
0 - 0 of 0 results						« ‹ 1 › »	10 ▼

Step 3: The map will come up and you will get this message. If you do not want to see this message again, then check the box.

Use the tools at right to manually draw the APE or upload a shape file. When you have completed your shape click Save Edits and you will be directed to the next step.

Do not show this help menu again ☐ Continue

Step 4: *Add your shape(s) to the map.* You are now in *Editing* mode (the archaeology site form now has the same Editing mode) where you can choose to either draw or upload a zipped shapefile. You can draw multiple shapes for each APE submission, if needed. To draw, choose the type of tool you would like to use and follow the instructions on the cursor. You can also edit and delete features after they are drawn using the *Edit Drawing* and *Clear Drawing* tools.

You can also switch to the legend tab to turn layers on and off to help with drawing. **If you switch to the Legend be sure to always switch back to Editing so you can property close out of Editing mode.**

HINT: If you use the point or line tools the system will automatically add a buffer of 5 meters, which will make them polygons on the map once the APE is finalized.
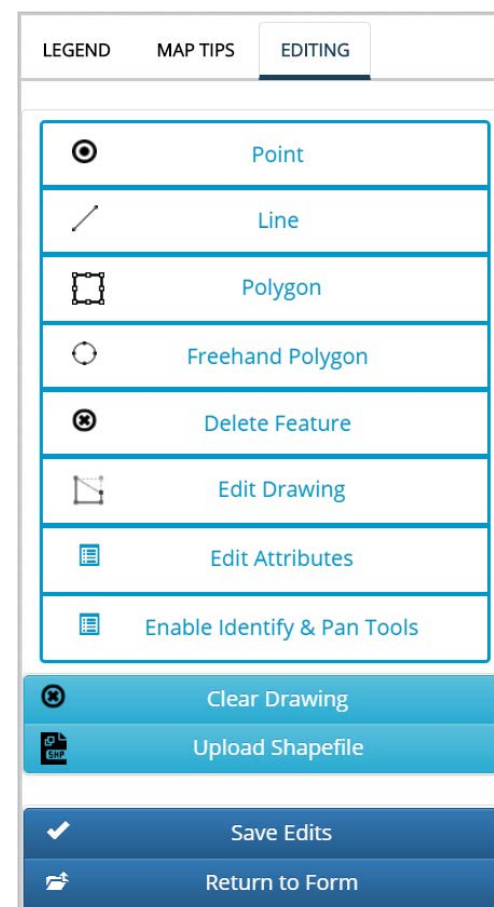
Step 5: *Choose your APE type.* Once you draw the shape you will be prompted to choose the APE type. *Combined* is used for an APE that has the same boundary for above ground and below ground. The majority of APEs will be Combined. When you have selected, click Ok. If you want to change the type of APE click the *Edit Attributes* button on the toolbar and click on the shape you want to change. The menu will reappear.
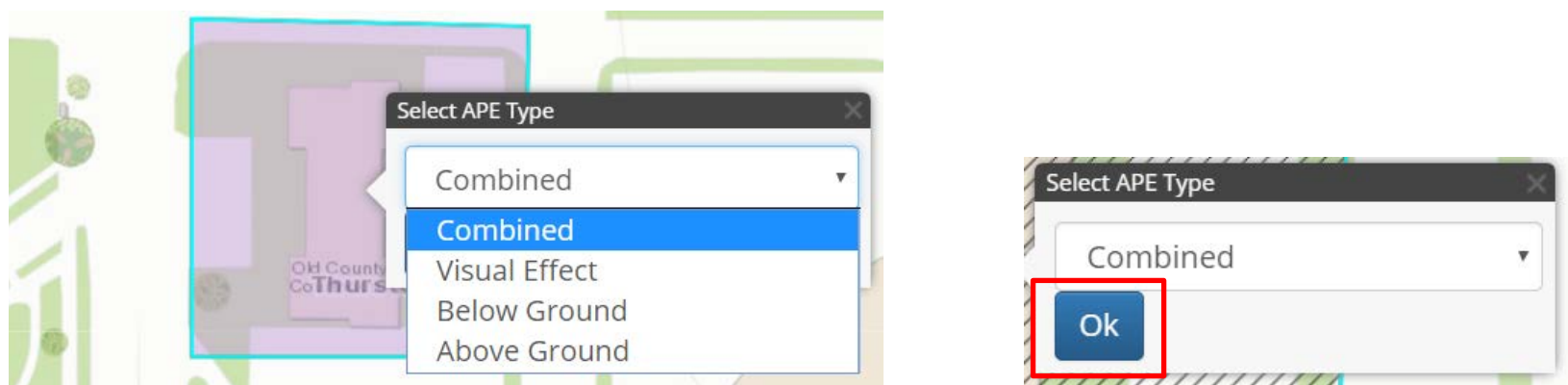
Step 6: *Save your edits.* The button will turn yellow when you have completed at least one shape. **You MUST click *Save Edits* to continue to the APE form.** When you click *Save Edits* on **the initial draw session only,** you will automatically be directed to the APE form, which consists of three tabbed pages. Otherwise, you will need to press the *Back to Form* button.

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Step 7: *Associated Resources Tab.* This is the first page you will see. Within these tables are all of the previously recorded mapped resources that intersect the shape(s) drawn on the map. The *eye* icon allows you to view the resource and the + allows you to add the Resource to an Activity. If you would like to add all of a particular type of resource click *Add all* button above the table. You will be able to come back to the APE any time and add the resources to an activity. Please see the note on the next page about this feature.

Note: At this time the *Add Resource* feature inserts all of the Resources into a single *Activity*. Unfortunately this will not work with DAHP's current submission process for archaeological sites and property inventories. If you need to add both properties and archaeology sites to an Activity, choose whichever has more resources and use the Add All button for that Resource type. Then manually create another Activity to add the other Resource type. For instance if you have 2 archaeological sites and 45 historic properties, click the *Add All Property Resources* button and then note the 2 archaeological sites and add them manually to a second activity. You could also not use the Add tools at all and manually enter the Resources for everything. We hope to have this corrected at some point.

Step 8: *Documents and Images tab.* Upload a consultation letter or description of the APE in PDF format. Press *Attach Document or Image* to upload and follow the prompts.
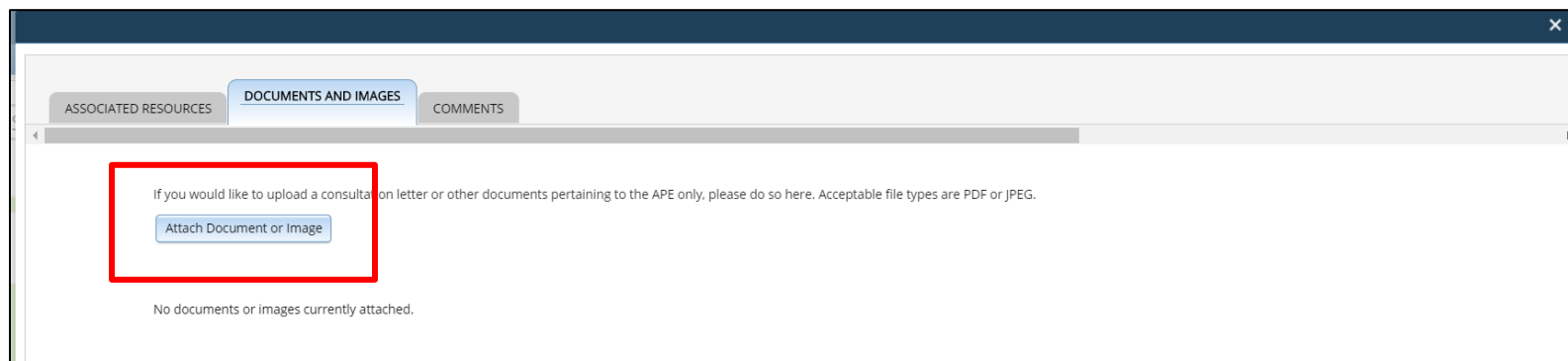
Step 9: *Comments Tab.* The comments tab is intended to provide Project contacts with the ability to comment to DAHP, or to each other, about the APE, either while it is in draft or after submission. An email notification will be sent to the Project Contacts when a comment is submitted. This is also the page that will display DAHP's determination. Press Save & Exit to return to the *Project Setup* page to Submit. The period for comments will close in Wisaard after 30 calendar days.

Step 10: *Adding Project Contacts. O*n the Project Setup page, add any *Organizations* and *People* to the *Project Contacts* if you haven't already done so. If you are an agency/project proponent please add the consulting firm working on the project and any tribes that may be interested parties. Remember to select *Editor* under *Access* in the Organization section or everyone in that Organization will be blocked from viewing the entire *Project*. *Viewer* does not function properly.

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Step 11: Project Setup *APE Buttons.* After you click Exit on the form you will return to the Project Setup page. When you are ready to submit the APE to DAHP you must press the *Submit eAPE* button. Please note that the buttons are a little different here than in other parts of the application. The buttons left to right are, View eAPE, Edit eAPE, Submit eAPE, Delete eAPE. You can delete the APE and start over as long as it is in Draft status. **If you delete it by accident we cannot retrieve it.**

Step 12: *Submitting the APE to DAHP.* Please note that unlike an *Activity* the APE does not have a return feature. Once you have submitted you will no longer have edit privileges. If you realize that you have made a mistake after submission, contact DAHP Support for assistance (support@dahp.wa.gov).

Step 13: *Concurrence from DAHP.* You will get an automated email when DAHP has reviewed your APE. If DAHP Concurs with the APE, the status will change from *Submitted* to *Review Complete* and the concurrence will appear on the Project Setup page. If DAHP does not concur with the APE, the status will change to *Returned,* but the APE will not be editable. In this case, you should create a

new APE after consulting with DAHP staff about the reason for the non-concurrence. The original APE remains for the record.