

BUREAU OF LAND MANAGEMENT
UTAH STATE OFFICE

GUIDELINES FOR OBTAINING A CULTURAL RESOURCE USE PERMIT

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Table of Contents

The Cultural Resource Use Permit System	5
Permit Types.....	7
Survey and Recordation (Antiquities Permit).....	7
Limited Testing and/or Collection (ARPA Permit).....	7
Excavation and Removal (ARPA Permit)	7
Steps for Obtaining a New Cultural Resource Use Permit	9
Steps for Modifying an Existing Cultural Resource Use Permit	11
Steps for Renewing an Existing Cultural Resource Use Permit.....	12
Annual Requirements for Cultural Resource Use Permit Holders	12
State Required Permit	13
Who May Apply for a Cultural Resource Use Permit	14
Applicant Duties and Qualification Standards	14
Administrator	14
Duties	14
Qualifications Standards	15
Project Director/Principal Investigator	15
Duties	15
Qualifications Standards	16
Field Director/Crew Chief	17
Duties	17
Qualifications Standards	17
Individuals Not Specifically Listed on Permit	18
Monitors	18

Architectural Historian	18
BLM Utah Permitting Areas	19
Completing the Cultural Resource Use Permit Forms	20
Cultural Resource Use Permit Application	20
Request for Permit Modification	23
Request for Permit Renewal	24
Documentation of Experience Table	25
Fieldwork Authorization Request	26
Checklist for Permit Applications	28
New Survey/ Recordation Permit	28
New Excavation and/or Removal Permit	28
Modification	29
Renewal	29
Permit Terms and Conditions	30
Violations	31
Disputes and Appeals	32
Request for Review	32
Request for Conference	32
Request for Higher Level Review	32
Appeals	32
Appendix 1:	33
Cultural Resource Use Permit Application	33
Cultural Resource Use Permit Example	33
Project Authorization Request	33
Permit Modification Request Form	33

Work Experience Table.....	33
Appendix II:.....	34
BLM Utah Permitting Areas Map	34
Counties with Qualifying Experience.....	34
Appendix III:.....	35
Permit Terms and Conditions	35
2019 BLM Digital Data Standards.....	35

The Cultural Resource Use Permit System

As a Federal land managing agency, the Bureau of Land Management (BLM) is responsible for complying with legislation pertaining to cultural resources on lands managed by the BLM, hereinafter called “public lands.” The authority to issue cultural resource use permits under the Antiquities Act of 1906, Archaeological Resources Protection Act of 1979, and the Federal Land Policy and Management Act of 1976 is held at the State Office level. The BLM encourages appropriate scientific use of cultural resources on public land and authorizes such use, consistent with cultural resource laws and regulations.

The Bureau has a two-level permit system consisting of a qualifications level review and operational level approval. The qualifications level is conducted at the State Office with support from Field Offices, when appropriate. It consists of reviewing and processing the permit application and issuance of the Cultural Resource Use Permit. Unless this permit is issued for a specific project (e.g. excavation of a specific site), it cannot be used until the next level of the permit system is complete.

The second level, the operational level, is conducted at the Field Offices. This level is represented by the Project Authorization. The Project Authorization provides a measure of protection to both the BLM and the permittee by documenting that the permittee has been approved to conduct certain activities for lands administered by the BLM. These written authorizations are to be obtained prior to beginning each fieldwork work episode under a permit. This give the BLM the opportunity to assure compliance with existing cultural and land management legislation and records the legal operation of the contractor under his/her permit.

To ensure appropriate treatment of cultural and natural resources, the BLM attaches terms and conditions to permits. After a permit is issued, the BLM may monitor the project in the field to ensure the permittee complies with the permit conditions.

Cultural Resource Use Permits are issued to qualified academic and scientific institutions, cultural resource consulting firms, State Agencies, and other qualified institutions and/or individuals to conduct professional cultural resource investigations on public lands. Investigations for which Cultural Resource Use Permits are issued are of three basic types (1) non-collection survey/recordation work and (2) limited testing, (3) excavation and/or removal (ARPA permit). Permits for these types of work are explained in detail in the following sections.

“Blanket” non-collection survey/recordation permits are issued for consulting work to provide users of public lands with timely access to professional services. The BLM in Utah issues these permits to cover all public lands within one of three permitting areas (Great Basin, Virgin, or San Juan) or statewide so

that applicants need not obtain separate permits for each non-collection project. Permits are either issued for one or three years, dependent on past work and performance. Limited testing may be conducted under a survey and recordation permit to assess the nature and extent of a cultural resource for the purpose of determining its eligibility for the National Register of Historic Places, subject to permit terms and conditions. Permits for work involving excavation or collection, including testing as part of a testing plan, are issued only for specific projects and for specific locations and time frames relating to these projects. Issuance of such permits is contingent upon BLM approval of a definitive research design that describes the work to be done.

The BLM reviews and evaluates all permit applications prior to issuance or denial of a Cultural Resource Use Permit. Each application package is reviewed to ensure that the application form includes all required information, that all supporting documents have been submitted, and that the CV's and experience tables include enough information to determine the amount of relevant and qualifying experience for each individual to be listed on the permit.

Permits which are lacking information or required documentation will be withheld from further review until the needed information or documentation is provided. Applicants with incomplete submissions will be contacted by email or telephone with a request for submission of the missing documents or information. If an applicant fails to respond within 10 days to the request for additional information, the application for a permit will be rejected.

If review of individual applicants to be listed on an organization's permit are found to be lacking the experience and qualifications for listing on a permit in the requested capacity, the request will be denied. Applicants may also be denied a permit based on a documented history of inadequate performance under a previous permit.

Permit Types

Survey and Recordation (Antiquities Permit)

A survey and recordation permit authorizes non-disturbing pedestrian survey and limited subsurface probing for defining the nature and extent of a site. This permit type does not authorize the excavation of test units for site evaluation. Collection of isolated non-site artifacts and limited testing is allowed on a case by case basis after receiving permission from the respective field office manager, but no collection of artifacts associated with an archaeological site may be conducted under this permit. This permit is generally issued for consulting services for specific permitting areas or on a statewide basis.

Limited Testing and/or Collection (ARPA Permit)

This permit is issued on a project-specific basis and for a definite location. It covers small scale testing and/or systematic collection and removal of material remains during field identification, evaluation, and recording activities, so that the significance or research potential of a cultural property may be better understood but not substantially diminished.

Excavation and Removal (ARPA Permit)

This permit authorizes excavation and/or removal of material remains at a greater scale than a limited testing permit, with the result that the significance and/or future research potential of a cultural property may be substantially altered. This category of permit includes major testing programs designed to answer research questions and to guide future data recovery efforts.

In cases where the proposed work would affect cultural resources that are listed on or eligible to the National Register of Historic Places, the BLM may need to consult with the State Historic Preservation Officer (SHPO) and/or Advisory Council on Historic Preservation (ACHP) before issuing the permit.

If the BLM determines that a place of religious or traditional cultural importance to Native Americans may be affected as a result of the proposed work, or where Native American human remains or funerary objects are likely to be excavated, the BLM must consult with the appropriate tribe(s) and traditional religious leaders before issuing a permit. The BLM will also consider the results of this consultation in deciding whether to approve a permit application. If Native Americans express concerns, there may be a considerable delay (up to 70 days) from the time the application is received before a decision can be made. If the BLM decides that

Native American cultural values take precedence over other values of the proposed work, the permit will not be issued or maybe issued contingent upon modifications to the proposal. Applications should be submitted as early as possible to avoid delay or possible denial which could result from this process.

Steps for Obtaining a New Cultural Resource Use Permit

1. Obtain a permit application (DI 1926) available online at <https://www.blm.gov/programs/cultural-heritage-and-paleontology/archaeology/archaeology-in-blm/permits>
2. Complete all items on the application form according to the instructions provided in this handbook.
3. Send one copy of the signed and completed application form, together with accompanying documentation consisting of applicant CVs, organizational qualifications, curation agreement and work experience tables for each individual listed to the BLM Utah Deputy Preservation Officer. Application packages may be submitted either electronically or in hard copy to the address listed below.

Mailing Address:

Deputy Preservation Officer
BLM Utah State Office
440 W 200 S, Suite 500
Salt Lake City, UT 84101

Email:

BLM_UT_CR_Permits@blm.gov

4. The application will be reviewed by the BLM for completeness and to ensure all necessary project and personnel information meets BLM requirements and qualification standards.
5. Applicants should anticipate a 2 to 4 week processing time for survey permits and 6 to 8 weeks for testing/excavation permits. In some cases, testing and excavation permits may take longer, due to tribal consultation and National Environmental Policy Act (NEPA) document completion. In these cases, the applicant will be informed of the need for additional processing time.
6. The BLM will issue the permit subject to terms and conditions, or will deny the permit and notify the applicant.

7. Applicants must return a signed copy of the permit to the BLM within 30 days, as required by the permit terms and conditions (Administrative Terms and Conditions #1). Signature signifies the permit holder's acceptance of all permit terms and conditions. Failure to sign and return within the 30 days will result in an invalid permit and may result in immediate suspension of the permit.
8. To initiate work for a specific project, send one copy of a completed Fieldwork Authorization Request Form to the Field Archaeologist with jurisdiction over the lands involved. This is required for each project.
9. The appropriate Field Office will approve the Fieldwork Authorization Request and return a copy to the applicant, or will deny the authorization and notify the applicant. Applicants should anticipate a ten-day processing time for fieldwork authorization, and plan fieldwork dates accordingly. Requests for approval of fieldwork authorizations for fieldwork scheduled less than ten days after submissions will not be honored. Field work may not be initiated without the issuance of a Project Authorization Form.
10. Should the applicant be dissatisfied with any decision regarding the application and/or permit, dispute procedures may be initiated. (see Section 6).

Steps for Modifying an Existing Cultural Resource Use Permit

1. Obtain a BLM Utah Permit Modification Form from the BLM Utah Cultural Resources Website.
2. Complete the form according to the instructions in this handbook.
3. Send one copy of the signed and completed application form, and any required supplemental documentation (CV's for addition of new personnel, new curation agreement, etc.), to the BLM Utah Deputy Preservation Officer. Application packages may be submitted either electronically or in hard copy to the address listed below.

Mailing Address:

Deputy Preservation Officer
BLM Utah State Office
440 W 200 S, Suite 500
Salt Lake City, UT 84101

Email:

BLM_UT_CR_Permits@blm.gov

4. The application will be reviewed by the BLM for completeness and to ensure all necessary project and personnel information meets BLM requirements and qualification standards.
5. Applicants should anticipate a 2 to 4-week processing time for permit modification requests.
6. The BLM will issue the permit modification subject to terms and conditions, or will deny the modification and notify the applicant.

Steps for Renewing an Existing Cultural Resource Use Permit

Existing permits which are due to expire may be renewed by following the steps for obtaining a new permit. Documentation of organizational qualifications need not be submitted to renew an existing permit. All requests for renewal of an existing permit must be submitted in writing no later than one month prior to the expiration of the current permit.

**As permit boundaries have changed at the time of publication of this document in September 2018, all permit renewals must include CV's and work experience charts for the individuals listed on the permit. The individuals currently listed as approved to work in the current Anasazi or statewide permitting areas will have their credentials re-evaluated to determine eligibility for permitting within the two new permitting areas.*

Annual Requirements for Cultural Resource Use Permit Holders

Organizations or individuals holding a three-year permit must fulfill certain annual obligations to maintain a permit in good standing.

As per the BLM-Utah Standard Cultural Resources Use Permit Terms and Conditions, the permit holder must submit an updated, current, curation agreement no later than one month prior to the expiration of the current curation agreement.

No later than December 31 of each year the permit is in effect, the permit holder must submit an annual report to BLM Utah's Deputy Preservation Officer. The annual report must summarize all projects conducted under the permit during the calendar year. For survey and recordation projects, the report should include report titles, project numbers, number of acres inventoried, number of sites recorded on BLM-administered public lands, and whether or not collections were made. For testing and excavation projects, the report shall include a listing of all materials deposited in curatorial facilities, including the name of the facility, the site number and accession numbers of the materials deposited, and the date(s) of the deposit. If no work is conducted under a permit, the permit holder must report that fact.

Failure to submit an annual report or updated curation agreement is a violation of permit terms and conditions and is grounds for permit suspension.

State Required Permit

Applicants seeking to conduct work on BLM lands within the state of Utah must also apply for and receive a state issued permit, prior to commencing work.

A State of Utah Public Lands Policy Coordination Office (PLPCO) permit is required by the Utah Division of State History's State Historic Preservation Office (SHPO) in order to access archaeological records ,to use the statewide online data viewer, and to obtain project numbers. A PLPCO permit is also required for survey and data recovery projects which involve state owned lands in addition to BLM administered lands.

PLPCO Permit applications are available online at <http://publiclands.utah.gov/archaeology/>.

Who May Apply for a Cultural Resource Use Permit

Any individual or any public non-federal, scientific, or educational institution proposing to locate, examine, collect, or excavate cultural resources on public lands must have an authorization in the form of a Cultural Resource Use Permit. A permit is necessary whether or not cultural resources are to be collected. The only exception to this requirement is for individuals, such as volunteers, carrying out official BLM cultural resource management activities under the direction of a BLM Field Office Manager.

The BLM developed professional qualification standards in accordance with 43 CFR 3,7 and 2920 to ensure that individuals permitted to conduct cultural resource work have sufficient training and expertise to properly evaluate and make recommendations for the management of cultural resources in accordance with existing legislation. These qualification standards are in effect for all cultural resource work conducted on lands administered by the BLM in Utah and will cover all projects, whether of a consulting or research nature.

Applicants must meet all of the following standards for their respective duties.

Applicant Duties and Qualification Standards

Administrator

This individual must be listed in item No. 10 of the permit application and must sign the application.

Duties

1. Signs application and assumes legal responsibility for the permit.
2. Is responsible for carrying out terms and conditions of the permit.
3. Assures adequate technical and administrative support and organizational capability.

Qualifications Standards

The administrator must be legally empowered to obligate the organization for all permit-related matters. This individual will be allowed to request changes in any of the items on the permit (i.e. personnel, permit type, permit extensions, and termination).

There are no professional qualification standards for this position if the administrator will not be performing any cultural resource work. Under some circumstances, the administrator will also be a cultural resource specialist functioning as a project director and/or field supervisor. In such cases, the administrator must meet the qualifications for those duties.

Project Director/Principal Investigator

This individual must be listed in item No. 8 of the permit application.

Duties

Project directors are responsible for the technical completeness and competency of all submissions and work performed. These tasks include the following, which cannot be delegated to individuals not listed on a permit in this capacity.

1. Field supervisor performance
2. The review and approval of reports
3. Development of work plans, research designs, and mitigation proposals
4. Crew competence and adherence to professional standards
5. Integration of field data into comparative regional perspectives for analytical (evaluative) purposes.

Qualifications Standards

1. Formal education consisting of a graduate degree in anthropology or related area (anthropology/archaeology, history, architecture). Equivalent training and experience equaling 24 months of pertinent, professionally supervised experience will be accepted in lieu of a graduate degree.
2. Competence in theory and methods, and in recording, collecting, handling, analyzing, evaluating, and reporting cultural property data, relative to the type and scope of work proposed.
3. Ability to plan, equip, staff, organize, and supervise activity of the type and scope of work proposed, as evidenced by previous experience or relevant training.
4. The ability to carry research to completion, as evidenced by timely completion of theses, research reports, and/or similar documents which would be acceptable to the professional academic community.
5. Completion of at least 16 months of professional cultural resource management experience and/or specialized training including similar duties as proposed in the application. This experience must include at least 4 months of experience in the geographic and/or culture area involved.
6. At least 12 months of experience in research concerning cultural resources of the period (historic or prehistoric) which is the focus of the proposed work. This experience may be part of the experience required above.

Field Director/Crew Chief

This individual must be listed in item No. 8 of the permit application.

Duties

Field Supervisors are responsible for overseeing the work of field crews and the preparation of reports. These tasks include the following, which cannot be delegated to individuals not listed on a permit in this capacity

1. Directs on-site supervision of fieldwork.
2. Makes initial evaluations and recommendations for site significance, effect, and treatment. This duty may not be delegated to, or conducted by, any individual not approved to serve as field supervisor.
3. Writes descriptive technical reports.

Qualifications Standards

1. Formal education resulting in a baccalaureate degree in appropriate discipline OR at least 30 months of equivalent training and experience including increasing responsibilities leading up to responsibilities equivalent to those proposed in the application.
2. Competence in recording, collecting, handling, analyzing, evaluating, and reporting cultural resource data relative to the type and scope of work proposed, as evidenced by previous experience or relevant training.
3. Demonstrated ability to supervise activity of the type and scope proposed.
4. Completion of at least 4 months of professional cultural resource management experience consisting of laboratory or field work in similar cultural contexts and environmental settings. This may be part of the experience required in #1.
5. At least 12 months of experience in research concerning cultural resources of the period (historic or prehistoric) which is the focus of the proposed work. This experience may be part of the experience required above.

Individuals Not Specifically Listed on Permit

Monitors

Project excavation or trenching monitors must meet the same minimum qualifications as field director(s)/field supervisor(s)/crew chief(s) with the exception of having demonstrated supervision ability. Monitors must also have experience in excavation methods, either through an approved field school or through at least thirty (30) days supervised experience in excavation.

Architectural Historian

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following: (1) At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or (2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history (Secretary Standards Professional Qualifications Standards).

BLM Utah Permitting Areas

As of September 2018 BLM Utah has implemented three cultural resource permitting areas. These areas consist of the Great Basin, San Juan, and Virgin areas. The permitting areas correspond to three archaeological cultures found in Utah. Archaeology found within each defined permit area is sufficiently different to require sufficient work experience within each area before listing an individual on a permit. An individual must have four months of relevant and applicable experience within each permit area, along with the standard requirements of the permit capacity applied for, to obtain a permit for work statewide.

A map of the 2018 permit areas and a table of the counties which comprise relevant and applicable experience are located in Appendix II.

Completing the Cultural Resource Use Permit Forms

Cultural Resource Use Permit Application

1. [Name of Applicant](#) Enter the official name of the company or individual as it is to appear on the permit.
2. [Mailing Address](#) Enter the address to which all correspondence regarding the permit should be sent. It is not necessary to enter branch offices here, as those should be identified in the description of organizational capabilities.
3. [Telephone Number](#) Provide the number at which the individual or organization can be reached for any questions regarding the permit or any work conducted under the permit.
4. [Email Address](#) Enter the email address for the main point of contact(s).
5. [Nature of Cultural Resource Work Proposed](#) There are three types of work for which permits may be issued: survey and recordation; limited testing and/or collection; and excavation. Check the box on the application which corresponds to the proposed type of work. If you have questions, contact the BLM Utah State Office before submitting the application.
6. [Location of Proposed Work](#) For any type of permit, identify the area of proposed work as specifically as possible. For broad cultural resource survey and documentation permits, a listing of requested permit areas or statewide is acceptable. In those cases where the permit will cover a specific project or area, such as for an excavation permit, give the legal description and provide a map showing the project's location. Use an additional sheet if necessary. If previously recorded cultural resources will be involved in the proposed work, list them in box No. 6b.
7. [Time of Proposed Work](#) Request a specific time period for which the permit will be valid. Survey and collection permits may be issued to established companies or individual consultants with a good performance record under existing or previous permits, for up to a period of three years. Newly established companies will be granted a one-year probationary permit. Excavation permits should list the timeframe during which project activities will occur and should be as specific as possible. If a beginning or ending time for a specific project or projects is not known, a reasonable estimate should be provided.

8. [Principal Investigator](#) All individuals proposing to oversee projects including monitoring of field supervisor performance, review and completion of reports, development of research designs and mitigation proposals, and verification of crew competence. Telephone numbers and email addresses must be listed in the box to the right.
9. [Field Director](#) Names of individual(s) responsible for carrying out field projects, technical quality of fieldwork, on-the ground supervision of all aspects of fieldwork and data gathering, proposing resource evaluations, and for preparing field records and descriptive reports. Telephone numbers and email addresses must be listed in the box to the right.
10. [Permit Administrator](#) The individual listed in this item must be an authorized officer of the applicant's organization. By listing an individual here, the applicant is certifying that this person is legally empowered to obligate the organization. Normally only one individual should be listed in this section, although in some cases, two individuals may be acceptable. Contact information for the permit administrator should be listed in the box to the right.
11. [Applicant must include the following attached to the application form:](#)
 - (a) Description of the purpose, nature and extent of the work proposed and how and why it is to be conducted. For excavations this includes a research design, methods, and curation.
 - (b) [Summary of Organizational Capabilities](#) Include the location of the company headquarters and any branch offices and describe the facilities and equipment available to conduct the type of work proposed. A company or individual applying for a permit to do survey and/or limited testing would need to provide a description of the type of equipment available for standard survey and testing work. For any permit under which excavation or other detailed studies are proposed, the availability of facilities and equipment to conduct more comprehensive work must be demonstrated. The purpose of this is to document that the applicant has the necessary equipment and staffing to conduct the proposed work.
 - (c) [Organizational History](#) The applicant must include a brief history of their organization, listing any Federal permits held, along with the other information requested in this section of the application. For new companies, refer to the qualifications and work history of the individuals involved.
 - (d) [Summary of Education, Training, and Experience](#) Provide a vitae or other statement of education, training, and experience for each individual listed in item No. 8 of the application. The vitae or other statement should identify experience in terms of specific job functions (project director, fieldwork supervisor, etc.) and specific time (years and months; where work

period is less than one full month, applicant should list either number of work weeks or days on a project) spend at each job. This information should be current to ensure that an otherwise qualified individual is not rejected because information was not supplied. Please note that BLM Utah requires that work experience also be listed in a work experience table for each individual listed. A work experience table template is provided in Appendix I.

(d) Certification of Curatorial Facility An agreement to permanently curate materials collected or generated as a result of work conducted under the permit must be submitted with all permit applications, regardless of the type of work proposed. Such materials include artifacts, as applicable, and records, data, photographs, and other documents resulting from the work. This agreement may be in the form of a letter to your organization from the proposed curatorial facility. Any agreement provided as part of an application must be signed by an official of the curatorial facility. The curation agreement must be current for each application. If the curation agreement expires before the expiration date of the permit, a new curation agreement must be submitted to the BLM Utah Deputy Preservation Officer to avoid termination of the permit.

12. Proposed Outlet(s) for public written dissemination of the results List the manner and location where information about the work conducted under the permit will be distributed. Distribution of information must be reviewed and approved by the respective Field Office manager.
13. Signature The application must be signed by the individual listed in No. 10.
14. Date The application must be dated when signed.

One copy of the application and accompanying documentation should be submitted to the Deputy Preservation Officer at the Utah BLM State Office either by email or mail at the addresses listed above.

Request for Permit Modification

Organizations or individuals who currently hold a Cultural Resource Use Permit may request changes to personnel, curation facilities, organization name or address, or changes to location but submitting a permit modification request form.

1. [Name of Permittee](#) List the individual or organization under which the permit is held.

2. [Mailing Address](#) List the current mailing address for the permit holder.

3. [Telephone number, fax, and email address](#) List the relevant contact information.

4. [Date of Permit Issuance](#) List the date the existing permit was issued.

5. [Nature of Modification Requested](#) Check the box next to the appropriate permit modification.

6. [Provide Pertinent Information about Modification Request](#) Indicate names of individuals to be added or removed, new address, new requested permit location, or name of new curation facility. Include supporting documentation for each action as an attachment.

7. [Existing Permit Status](#) List the names of current individuals listed on the permit under the relevant capacity.

8. [Signature](#) The permit administrator must sign and date the modification request.

The remainder of the form is for administrative use by the reviewing authority.

Request for Permit Renewal

As indicated above, all requests for permit renewal should follow the same procedures as a request for a new permit. Applicants for a permit renewal do not need to resubmit organizational history and capabilities.

At the time of renewal, the status of the current permit and its compliance with the permit terms and conditions will be reviewed. A request for renewal will not be granted if performance under the permit has violated permit terms and conditions, including failure to submit an annual report.

Documentation of Experience Table

Each individual seeking to be listed on a Cultural Resource Use Permit must submit a table documenting their experience within one or more of the permit areas defined by the BLM Utah State Office. Applicants must document at least four months of qualifying experience within each permitting area. Tables should be divided into prehistoric and historic archaeological experience.

Applicants should review the, “Qualifying Regional Experience for Utah BLM Permit Areas,” when compiling experience tables. The county and state with the relevant experience for the permit subarea should be clearly listed in the experience table. Examples of experience tables are located below and additional information is provided in Appendix I.

Table 1. Prehistoric Archaeological Resources Geographic Experience

Project Name	Subarea	County, State	Similar/Related Duties (e.g., field, lab, report)	Employer/Sponsor	Total (in work months)
	Great Basin				
	Virgin				
	San Juan				
				Total	

Table 2. Historic Period Archaeological Resources Geographic Experience

Project Name	Location	Similar/Related Duties (e.g., field, lab, report)	Employer/Sponsor	Total (in work months)
				Total

Fieldwork Authorization Request

Fieldwork Authorization Requests are processed at the Field Office level. Such authorizations are required prior to any fieldwork episode conducted Normally, approval of a Fieldwork Authorization Request will entail a 10-day processing period at the Field Office where the request is submitted. When Cultural Resource Use Permits are issued for a specific project, issuance of the permit itself constitutes authorization to begin fieldwork, and no further project authorization is necessary.

1. [Permit Number and Date Issued](#) Enter the number of the Cultural Resource Use Permit under which the work will be conducted, and the date the permit was signed.
2. [Name of Permittee](#) Enter the name of the permit holder as is appears on the permit.
3. [Mailing Address and Telephone Number](#) Enter as stated on the permit.
4. [Nature of Cultural Resource Work](#) Identify concisely the type of work proposed under this Fieldwork Authorization Request. The type and area of work identified on the Fieldwork Authorization Request must be consistent with the level of permit that has been issued to the organization proposing work.
5. [Location of Work](#) Identify the area(s) of proposed work to be conducted under this Fieldwork Authorization Request, if possible please illustrate those areas of potential surface disturbance. The Project Authorization cannot be issued to exceed the jurisdictional boundaries of the issued permit. If the proposed work will consist of a project which crosses field office boundaries, a copy of the Fieldwork Authorization Request must be sent to each Field Office. In such a case, one of the Field Offices may be designated to take the lead in coordinating the review and authorizing the fieldwork. For specific projects or specific cultural properties, the area of concern must be clearly identified using legal locations on the request form. In these cases, a map must be provided which accurately locates the immediate area of the proposed work.
6. [Period During Which Work Will Be Conducted](#) Enter a realistic estimate of the time necessary to conduct the proposed fieldwork and report. The time requested cannot exceed the expiration date of the permit. In most cases fieldwork will be authorized for a period of 1 month or less.

7. [Name of Individual Responsible for Planning and Supervising Fieldwork and Approving Reports, Evaluations, and Recommendations](#) Include all individuals who will be working in a supervisory capacity under this particular project authorization. Only those individuals listed in No. 8 of the Cultural Resource Use Permit may be used for this purpose. Individuals may be added to item No. 8 of the permit upon BLM receipt and approval of their professional qualifications and experience.
8. [Signature](#) The request must be signed. The signature may be that of any individual listed in items No. 8 or 9 of the permit.

One copy of the Fieldwork Authorization Request should be sent to the Field Office Manager in the BLM Field Office with jurisdiction over the lands involved, accompanied by a map which clearly depicts the project location. Allow up to ten days for processing a fieldwork authorization request. Fieldwork may not commence until written or verbal authorization to proceed is received.

Checklist for Permit Applications

The BLM Utah State Office examines each application upon receipt to determine if it meets the permitting requirements. Applications lacking necessary information or required documentation will be withheld from further review until the needed information or documentation is provided. When missing information has been requested but not received within 10 days, the application will be rejected and the applicant notified.

New Survey/ Recordation Permit

A complete application for a new survey and recordation permit would include:

- a. Completed Cultural Resource Use Permit Application
- b. Summary of applicant's abilities to carry out the work requested.
- c. Resumes of all individuals to be considered for permitting at the Principal Investigator or Crew Chief level.
- d. Documentation of Experience Tables for all proposed Principal Investigators and Crew Chiefs
- e. Copy of current curation agreement
- f. Copy of current Utah PLPCO permit if the cultural resource investigation is known or likely to affect non-federal public lands.

New Excavation and/or Removal Permit

A complete application for an excavation and/or removal permit would include:

- a. Completed Cultural Resource Use Permit Application
- b. Summary of applicant's abilities to carry out the work requested.
- c. Resumes of all individuals to be considered for permitting at the Principal Investigator or Crew Chief level.
- d. Documentation of Experience Tables for all proposed Principal Investigators and Crew Chiefs
- e. Copy of current curation agreement

- f. Copy of current Utah PLPCO permit if the cultural resource investigation is known or likely to affect non-federal public lands.
- g. Copy of cultural resource treatment plan or research design
- h. SHPO correspondence indicating concurrence with treatment plan or research design
- i. Signed MOA addressed any adverse effect (if applicable)

Modification

A complete application for modification of a survey and recordation permit would include:

- a. Completed Request for Modification of Cultural Resource Use Permit Form
- b. Resumes of all individuals to be considered for permitting at the Principal Investigator or Crew Chief level if requested modification is to add new individuals to the permit
- d. Documentation of Experience Tables for all proposed Principal Investigators and Crew Chiefs if adding new personnel.
- e. Copy of current curation agreement, if changing curation facility

Renewal

A complete application for a new survey and recordation permit would include:

- a. Completed Cultural Resource Use Permit Application
- b. Resumes of all individuals to be considered for permitting at the Principal Investigator or Crew Chief level (if changes to permit areas or personnel)
- d. Documentation of Experience Tables for all proposed Principal Investigators and Crew Chiefs (if changes to permit areas or personnel)
- e. Copy of current curation agreement
- f. Copy of current Utah PLPCO permit if the cultural resource investigation is known or likely to affect non-federal public lands

Permit Terms and Conditions

Terms and Conditions are attached to all permits to assure minimal disturbance to other resources, set forth minimum information requirements for cultural resource reports, and provide instructions for dealing with special situations which may occur in the course of cultural resource work. Special conditions for research projects usually address concerns centered around the compatibility of the project with other land uses, the professional or scientific benefits of the investigations, and keeping damage to cultural and natural resources in the project area within limits justified by the gain in scientific knowledge resulting from the project.

Violations

The BLM Manual 8150 outlines the measures the BLM may take for permit violations. Please refer to the manual for addition information in permit warnings, suspensions, and revocations and the associated effects.

Disputes and Appeals

Any applicant, permittee, or revoke ("the disputant") may dispute and/or appeal the decision of the authorized officer with respect to denial of a Cultural Resource Use Permit application or Fieldwork Authorization Request, the including of specific terms and conditions in a permit or project authorization, or the modification, suspension, or revocation of a permit. Procedures for disputes and appeals are as follows:

Request for Review

The disputant may file a written request for the authorized officer to review the authorized officer's decision, stating reasons for believing that the decision should be reconsidered. The authorized officer may modify the original decision in light of information presented, or may sustain the original decision, in either case providing the disputant with a written explanation.

Request for Conference

Either the disputant or the authorized officer may request a conference to discuss the basis of the original decision. The authorized officer may modify the original decision in light of information presented, or may sustain the original decision, in either case providing the disputant with a written explanation.

Request for Higher Level Review

Either the disputant, if unsatisfied with the outcome of a review or conference, may request that the decision be reviewed at the next higher organizational level. Decisions of a Field Office Manager or the Cultural Program Lead may be reviewed by the State Director or Deputy State Director, and those of the State Director may be reviewed by the Director. The Director may request that the Departmental Consulting Archaeologist participate in the Director's review. The authorized officer's decision shall stand during the course of any higher level review.

Appeals

After exhausting the dispute opportunities described above, the disputant or any other affected person wishing to appeal a decision connected with a permit may file a formal appeal with the Interior Board of Land Appeals (IBLA) following the procedures in 43 CFR Part 4, Subpart E. The appeal must be filed within 30 days after the disputant has been notified of the decision.

Appendix 1:
Cultural Resource Use Permit Application
Cultural Resource Use Permit Example
Project Authorization Request
Permit Modification Request Form
Work Experience Table

Date Received _____
 Sent for Review _____
 Control No. _____

United States Department of the Interior

Application for Permit for Archaeological Investigations

Under the Authority of
The Archaeological Resources Protection Act of 1979
 (16 U.S.C. 470aa-mm; 43 CFR 7);

and/or **The Antiquities Act of 1906**
 (P.L. 59-209; 34 Stat. 225; 16 U.S.C. 431-433; 43 CFR 3)

and/or the appropriate **Bureau-specific statute** Such as
 The Reclamation Act; The National Park Service Organic Act; The National Wildlife
 Refuge System Administration Act; The Federal Land Policy and Management Act

Instructions: Complete and return two copies of this application form and required attachments to the appropriate State or Regional Office of the land managing bureau involved. All information requested must be completed before the application will be considered. Use separate pages if more space is needed to complete a section.

1. **Name of applicant** (institution, corporation, partnership, individual, or other entity)

2. **Mailing address**

3. **Telephone number(s)**

4. **Email address(es)**

5. **Nature of archeological work proposed**

- ☐ Survey and Recordation
- ☐ Limited Testing and/or Collection (project-specific)
- ☐ Excavation and/or Removal (project-specific)

6. **Location of proposed work** (attach additional sheets)

a. Description of Federal lands involved. Indicate State, county, and Federal administrative unit. Specify the best available location data, e.g., GPS coordinates, UTM coordinates, township, range and section (cadastral) subdivisions, or metes and bounds. Include a readable copy of a map or plan at an appropriate scale showing specific areas for which permit is desired.

b. Identification of archeological resource(s) or other cultural resource(s) involved (if applicable).

7. **Time of proposed work**

Overall duration of project: From To

Estimated duration of fieldwork: From To

8. **Principal Investigator**

Name of individual(s) responsible for planning and generally overseeing field projects, including overall supervision of staff and overall responsibility for the professional quality of resource evaluations and recommendations.

Principal Investigator contact information

Telephone number(s):

Email address(es):

9. Field Director Name of individual(s) responsible for carrying out field projects, for technical quality of fieldwork through direct on-the-ground supervision of all aspects of fieldwork and data gathering, for proposing resource evaluations and recommendations for further treatment, and for preparing field records and descriptive reports.	Field Director contact information Telephone number(s): Email address(es):
10. Permit Administrator Name of individual responsible for fulfilling the terms and conditions of the permit (must be legally empowered to obligate applicant organization).	Permit Administrator contact information Telephone number(s): Email address(es):
11. Applicant must include the following attached to the application form. <ul style="list-style-type: none"> a. Description of the purpose, nature, and extent of the work proposed, including how and why it is proposed to be conducted: (include research design, methods, curation); b. Summary of organizational capabilities, including information on location(s) and description of facilities and equipment, on organizational structure and staffing, and on facilities, equipment and staff to be involved in the proposed work; c. Summary of organizational history in completing work of the kind proposed, including similar past projects, government contracts, and Federal permits (previously held, currently in force with effective dates, and currently pending or planned, by agency and region/state), reports and/or publications resulting from similar work, and any other pertinent organizational experience; d. For each individual named in 8 and 9 above, a curriculum vitae or similar resume or summary of education, training, and experience in the kind of work proposed and in the role proposed; e. Written certification, signed by a properly authorized official of the proposed curatorial facility, attesting to the facility's capability and willingness to accept any collections, as applicable, and records, data, photographs, and other documents generated during the proposed term of the permit, and to assume permanent curatorial responsibility for such materials on behalf of the United States Government pursuant to 36 CFR 79. In the case of an application on Indian lands where the Indian Tribe or Indian owner(s) do not wish to take custody, written consent to undertake curation is required from the Indian Tribe or the Indian owner(s) pursuant to 25 CFR 262.8. Custody of any Native American human remains or cultural items subject to the Native American Graves Protection and Repatriation Act (NAGPRA), 25 USC 3001-3013, removed from public lands or Indian lands shall be determined in accordance with NAGPRA and its implementing regulations, 43 CFR 10. 	
12. Proposed outlet(s) for public written dissemination of the results	
13. Signature of individual named in 10	14. Date signed

Paperwork Reduction Act and Estimated Burden Statement: This information is being collected pursuant to 16 U.S.C. 470cc and 470mm, to provide the necessary facts to enable the Federal land manager (1) to evaluate the applicant's professional qualifications and organizational capability to conduct the proposed archeological work; (2) to determine whether the proposed work would be in the public interest; (3) to verify the adequacy of arrangements for permanent curatorial preservation, as United States property, of specimens and records resulting from the proposed work; (4) to ensure that the proposed activities would not be inconsistent with any management plan applicable to the public lands involved; (5) to provide the necessary information needed to complete the Secretary's Report to Congress on Federal Archeology Programs; and (6) to allow the National Park Service to evaluate Federal archeological protection programs and assess compliance with the Archaeological Resources Protection Act of 1979 (16 U.S.C. 470). Submission of the information is required before the applicant may enjoy the benefit of using publicly owned archeological resources. To conduct such activities without a permit is punishable by felony-level criminal penalties, civil penalties, and forfeiture of property. A federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. Public reporting for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Departmental Consulting Archeologist; NPS; 1849 C Street, NW (2275); Washington, DC 20240-0001.

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
UTAH STATE OFFICE**

CULTURAL RESOURCE USE PERMIT

Sec. 302(b) of P.L. 94-579, October 21, 1976, 43 U.S.C. 1732 and Sec. 4 of P.L. 96-95, October 31, 1979, 16 U.S.C. 470cc

1. Name of Permittee

AA EXAMPLE PERMIT FOR NEW USERS

2. Mailing Address555 Some Street
Anytown, UT 84001

Email: example@example.com

3. Telephone Number

(555) 555-5555

Fax:

4. Nature of Authorized Cultural Resource Work

Survey/ Recordation

5. Location of Authorized Cultural Resource Work

Statewide

6 and 7. Valid Dates for Permit

1/20/2100- 1/20/2103

8a. Name of Individual(s) Authorized to Plan and Supervise Field Work and Approve Reports, Evaluations and Recommendations (Principal Investigators)

All who meet Project Director/Principle Investigator Qualifications.

Recorded:

they are qualified for)

Name (BLM Permitting Area

8b. Name of Individual(s) Responsible for Supervising Field Work (Field Directors/Crew Chiefs)

All who meet Field Supervisor/Crew Chief Qualifications.

Recorded:

they are qualified for)

Name (BLM Permitting Area

9. Name of Individual(s) Responsible for Carrying Out Terms and Conditions (Permit Administrator)

Identified by permit holder as in charge of permitting

1. The signature of the Permit Administrator on the Cultural Resource Use Permit signifies the permit holder's acceptance of all permit terms and conditions. A copy of the signed permit must be returned to BLM-Utah's Deputy Preservation Officer within 30 days of receipt. Failure to sign and return may result in immediate suspension of the Cultural Resource Use Permit.

7. The permit holder shall immediately request BLM-Utah's Deputy Preservation Officer to make a modification to accommodate any change in an essential condition of the permit (items 1, 4, 5, 8a, 8b, and 9 above) to keep permit information current.

*Deputy Preservation Officer**1/20/2100*

Approved by BLM-Utah Deputy Preservation Officer

Date

*Permit Administrator**1/25/2100*

Permit Administrator

Date

By signing above, I, the Permit Administrator, agree to follow BLM-Utah's Standard Cultural Resource Use Permit Terms and Conditions. I also certify that all Principal Investigators and Field Director/Crew Chiefs listed above have read and agree to follow these terms and conditions.

Please sign and return a copy of this page to: Deputy Preservation Officer by email or mail at: Bureau of Land Management, Utah State Office, 440 W 200 S, Suite 500, Salt Lake City, UT, 84101. Permit not valid until signed and returned.

United States
Department of the Interior
Bureau of Land Management

INFORMATION
REQUIREMENT
APPROVED
OMB NO. 1024-0037

FIELDWORK AUTHORIZATION REQUEST

For BLM Use Only

To Conduct Specific Cultural Resource Work under the Authority of a
Cultural Resource Use Permit Issued by the Bureau of Land Management
Pursuant to Sec. 302 (b) of P. L. 94-579, October 21, 1976, 43 USC 1732
Sec. 4 of P. L. 96-95, October 31, 1979, 16 USC, 470cc

1. Permit Number and Date Issued

2. Name of Permittee

3. Mailing Address and Telephone Number

Address:

4. Nature of Cultural Resources Work Proposed (if Consultation Work, Identify Client and Project)

5. Location of Proposed Work (Include Map)

a. Description of Public Lands Involved

b. Identification of Cultural Resource(s) Involved (if applicable)

6. Period During Which Work Will Be Conducted

From :

To :

7. Name of Individual(s) Responsible for Planning and Supervising Fieldwork and Approving Report, Evaluations, and Recommendations

8. Signature

9. Date

10. Approved

11. Date

(Authorized Officer)

Submit one copy of each request, by mail, FAX, or in person to the Field Office Manager in the BLM
Field Office with administrative jurisdiction over the public lands involved.

United States Department of the Interior
Bureau of Land Management
Utah State Office

Request for Modification of
Cultural Resource Use Permit

1. Name of Permittee:

2. Mailing Address:

3. Telephone Number:

FAX Number:

Email Address:

4. Date of Permit Issuance:

5. Nature of Modification Requested:

_____ Addition of Personnel

_____ Removal of Personnel

_____ Change of Curation Facility

_____ Change of Name or Address

_____ Change/Add Location

6. Provide pertinent information about modification requested: i.e. extension date, names of individuals by position and permit area requested (with vitae and charts of experience attached):

7. Existing Permit Status (list personnel currently on your permit by role and permit area):

Authorized for Principal Investigator:

Authorized for Crew Chief:

8. Signature – Permit Administrator:

Date:

For BLM Internal Use Only

_____ Modification Approved

_____ Modification Denied

_____ Special Stipulations Attached

_____ Letter of Explanation Attached

Approved by: _____

Date: _____

(Attach additional information as necessary)

Instructions for Compiling Utah BLM Documentation of Experience

Education, geographic experience and time of involvement in equivalent and relevant duties are key elements of qualification standards.

- **Education** is documented by listing the pertinent degrees, major, institution and year(s) of award.
- **Experience** cited must reflect the Utah Cultural Resources Inventory Guidelines requirement for a minimum of 16 months of experience in similar and related duties to qualify as a Principal Investigator (PI) or 12 months of experience in similar and related duties to qualify as a Crew Chief (CC). Minimum experience with prehistoric resources must be documented separately from that for historic period archaeological resources. The 16/12-month minimum may be accrued anywhere so long as the experience is similar and related to those of the proposed classification. However, within these time frames must be at least 4 months of experience in each of the culture areas associated with the Utah Permit Areas. Locations acceptable for accruing experience are listed in the document “Qualifying Regional Experience for Utah BLM Permit Areas.”
 - In evaluating an applicant’s **geographic experience qualifications for prehistoric archaeological resources**, BLM utilizes the “Qualifying Regional Experience for Utah BLM Permit Areas” which draws from a number of sources to identify qualifying counties for cultural areas.
 - An individual’s experience must be documented separately for each subarea in which qualification for work in the capacity of CC or PI is requested. Experience should be documented using the categories in Table 1. The duration should be summarized in work months. List as many projects as necessary to meet the minimum time requirement for each subarea.

Table 1. Prehistoric Archaeological Resources Geographic Experience

Project Name	Subarea	County, State	Similar/Related Duties (e.g., field, lab, report)	Employer/ Sponsor	Total (in work months)
	Great Basin				
	Virgin				
	San Juan				
Total					

- In evaluating qualifications, Utah BLM considers a person’s **geographic experience with historic period archaeological resources** of the kinds found commonly in the Great Basin and Colorado Plateau. At least 12 months of experience in research concerning cultural resources of the period (historic or prehistoric) which is the focus of the proposed work. This experience may be part of the experience required above, such as western homesteads, industrial mining features and sites, mining habitation areas, irrigation systems, roads and rail systems and their related features, etc. Experience should be documented using the format in Table 2. The duration should be summarized in work months. List as many projects as necessary to meet the minimum time requirement.

Table 2. Historic Period Archaeological Resources Geographic Experience

Project Name	Location	Similar/Related Duties (e.g., field, lab, report)	Employer/ Sponsor	Total (in work months)
Total				

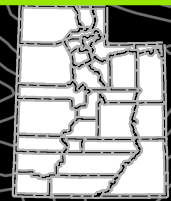
Appendix II:
BLM Utah Permitting Areas Map
Counties with Qualifying Experience



BLM Utah Cultural Resource Permit Areas

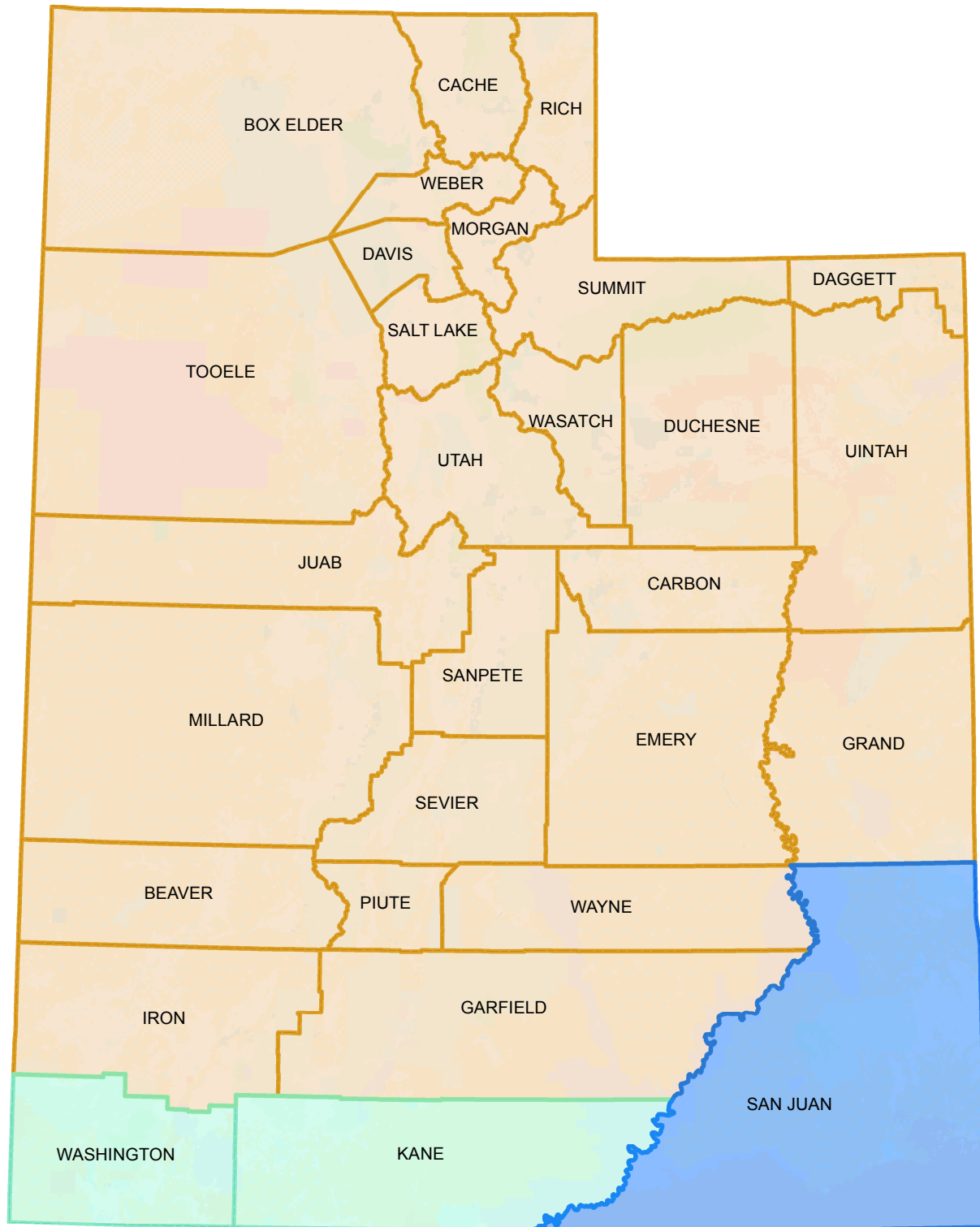
Great Basin, Virgin, San Juan

Utah State Office
440 W 200 S Suite 500
Salt Lake City, UT 84101



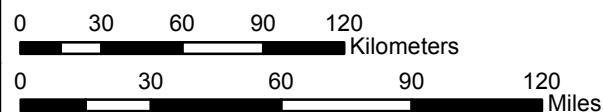
8/20/2018

No warranty is made by the Bureau of Land Management as to the accuracy, reliability, or completeness of these data for individual use or aggregate use with other data. Original data were compiled from various sources. This information may not meet National Map Accuracy Standards. This product was developed through digital means and may be updated without notification.



Legend

- Great Basin Permit Area
- Virgin Permit Area
- San Juan Permit Area



1:2,800,000

Qualifying Regional Experience for Utah BLM Permit Areas

While the below are not exhaustive lists of all counties where the below archaeology is found, the list is limited to those where if you've worked in that county, you've almost certainly gained experience working with those types of archaeology.

Great Basin

State	Counties that qualify as acceptable relevant experience		
Utah	Box Elder	Cache	Rich
	Tooele	Weber	Morgan
	Davis	Salt Lake	Summit
	Daggett	Wasatch	Duchesne
	Uinta	Utah	Juab
	San Pete	Carbon	Millard
	Sevier	Emery	Grand
	Beaver	Piute	Wayne
	Iron	Garfield	
Colorado			
	Moffat	Rio Blanco	Garfield
	Mesa		
Nevada	Washoe	Humboldt	Elko
	Pershing	Lander	Eureka
	Churchill	White Pine	Storey
	Lyon	Douglas	Carson City
	Mineral	Nye	Lincoln
	Esmeralda		
Idaho	Owyhee	Twin Falls	Cassia
	Oneida	Franklin	Bear Lake
	Caribou	Bannock	Power
	Minidoka	Jerome	Lincoln
	Gooding	Camas	Gooding
	Elmore	Ada	Canyon
Wyoming	Uinta	Sweetwater	Lincoln
	Sublette	Fremont	
Oregon	Klamath	Lake	Hamey
	Malheur		
California	Mono	Inyo	San Bernardino

San Juan

State	Counties that qualify as acceptable relevant experience		
Utah	San Juan		
Colorado	Dolores	Montezuma	La Plata
New Mexico	San Juan	Rio Arriba	Taos
	McKinley	Sandoval	Los Alamos
	Santa Fe		
Arizona	Navajo	Apache	

Virgin

State	Counties that qualify as acceptable relevant experience		
Utah	Kane	Washington	
Nevada	Clark		
Arizona	Mohave		

Appendix III:
Permit Terms and Conditions
2019 BLM Digital Data Standards

BLM-Utah Standard Cultural Resources Use Permit Terms and Conditions

The Bureau of Land Management (BLM) Utah's standard Cultural Resources Use Permit terms and conditions have been established under the authorities of the Archaeological Resources Protection Act of 1979 and its implementing regulations at Title 43, Part 7 of the *Code of Federal Regulations* (43 C.F.R. Part 7). All federal, state, and local laws and regulations continue to apply to the implementation of all permitted activities, and BLM-Utah will pursue criminal and/or civil penalties for any violations of federal laws and regulations as appropriate.

Administrative Terms and Conditions

1. The signature of the Permit Administrator on the Cultural Resource Use Permit signifies the permit holder's acceptance of all permit terms and conditions. A copy of the signed permit must be returned to BLM-Utah's Deputy Preservation Officer within 30 days of receipt. Failure to sign and return may result in immediate suspension of the Cultural Resource Use Permit.
2. BLM-Utah land managers (43 C.F.R. § 7.3(c)) with primary management authority over the public lands where permitted activities will occur may add any additional terms and conditions to the permit and/or field work authorizations. Any such additional terms and conditions shall be attached to this permit and made a part hereof.
3. Upon written notice, BLM-Utah may suspend, revoke, or not renew this permit for breaches of any terms and conditions herein or for management purposes at the discretion of the BLM-Utah State Director. Civil penalties may be assessed for any violations of these permit terms and conditions in accordance with 43 C.F.R. § 7.15.
4. This permit may not be assigned or transferred to any other individual or entity.
5. This permit is issued for the term specified in items 6 and 7 of the Cultural Resource Use Permit (Form 8151-2).
6. All costs associated with these permitted activities shall be borne by the permit holder. This includes any initial, one-time curation fees that an approved repository charges for curating a federal archaeological collection in perpetuity.
7. The permit holder shall immediately request BLM-Utah's Deputy Preservation Officer to make a modification of the permit to accommodate any change in an essential condition of the permit (permit items 1, 4, 5, 8a, 8b, and 9) to keep permit information current.
8. In accordance with Section 9 of the Archaeological Resources Protect Act (16 U.S.C. § 470hh), all persons authorized to work under this permit are prohibited from disclosing information concerning the nature and location of archaeological resources on BLM administered lands to the general public unless the appropriate District or Field Office Manager has provided the permit holder with written approval for the disclosure. This includes, but is not limited to, the disclosure of such information in traditional public, professional, and educational forums and publications, as well as on social media, blogs, and other publicly available online platforms. Written requests to disclose this type of information must be sent to the appropriate District or Field Office Manager, and no such public disclosures may occur until written approval is received. BLM-Utah shall be afforded the opportunity to review drafts of publications and presentations prior to publication or presentation in order to insure confidentiality of cultural resource information. Any publication of the results of work conducted under the authority of this permit must fully credit BLM-Utah and include this permit number.
9. The permit holder shall keep the specific location of other sensitive public land resources confidential, including threatened and endangered species, rare species, caves, fossil sites, commercially valuable resources, and sacred ceremonial sites, and shall not disclose such information to the general public.
10. Any cancellation of the project or elements of the project, authorized under this permit shall not negate the reporting requirements for survey results set forth herein. In the event that the project, or element of the project, is cancelled during or after field work, the permit holder shall at a minimum submit to BLM-Utah's Deputy Preservation Office a letter report summarizing: (1) project location; (2) methods used, areas inventoried, and findings; and (3) project GIS data, field notes, and photos.
11. The permit holder shall not negotiate, make commitments, or otherwise give the appearance of representing the BLM with any other individuals or entities.
12. For each year under permit, the permit holder shall provide a current curation agreement with a repository meeting the U.S. Department of the Interior's standards for museum property. Current curation agreements must be submitted to BLM-Utah's Deputy Preservation Officer no later than one month prior to expiration of the current curation agreement.

13. For one and three year blanket permits, permit renewal requests must be submitted in writing to BLM-Utah's Deputy Preservation Officer no later than one month prior to the expiration of the current permit.
14. For project-specific permits, permit extension requests may be submitted in writing to BLM-Utah's Deputy Preservation Officer at any time prior to the expiration of the permit. The extension request must specify a limited amount of time required to complete the permitted work.
15. The permit holder shall not be released from the requirements of this permit or be allowed to obtain a new, extended, and/or renewed permit until all outstanding obligations have been satisfied, regardless of whether the term of the permit has expired.
16. BLM-Utah will consider a permit applicant/holder's past performance working with/for any government agency in any state when making decisions regarding permit applications, extensions, renewals, suspensions, and revocations. Prior performance under permits issued by the Utah Public Lands Policy Coordination Office, Principal Investigator *Permit to Conduct Archaeological Surveys* and *Archaeology Excavation Permit*, will be of particular importance. Individuals identified on permit applications and modification requests who have knowingly and willfully misrepresented, falsified, or omitted application information, project data, or field or site records or made project data available to the public without specific authorization will not be eligible to participate in any capacity on an existing or future BLM-Utah Cultural Resource Use Permit.
17. The permit holder may request reconsideration of any decision regarding the modification, suspension, revocation, or non-renewal of this permit. Such request must be submitted in writing to the BLM-Utah State Director within 30 calendar days of the relevant decision and must include sufficient details regarding the reason(s) why the permit holder believes that the decision should be reconsidered.

Fieldwork Terms and Conditions

1. Prior to beginning any fieldwork authorized under the permit, permit holders must submit a *Fieldwork Authorization Request* (BLM Form 8151-3) to the appropriate District or Field Office Manager. The BLM will respond to such requests within 10 business days. Exact dates of fieldwork must be provided in the request. If weather or another priority causes the fieldwork to be cancelled or modified, the permit holder must notify the appropriate manager or their representative telephone, fax or e-mail. New fieldwork dates must be provided as soon as they are known.
2. Fieldwork must be performed to the standards set in the project Statement of Work and in BLM-Utah's Handbooks 8110: [Guidelines for Identifying Cultural Resources](#) and 8120: [Guidelines for Protecting Cultural Resources](#).
3. The permit holder shall conduct a records search through the Antiquities Section of the Utah Division of State History no more than 60 days prior to field inventory. The permit holder shall also contact the appropriate field office archaeologist for additional records information regarding current and recent projects in the relevant area.
4. At least one person listed under items 8a and 8b of the Cultural Resource Use Permit shall physically be in the field, within sight of and in supervisory control of crew members, at all times when work is in progress. Each principal investigator and field director must have a copy of their current BLM Cultural Resource Use Permit and signed *Fieldwork Authorization Request* with them when in the field.
5. Fieldwork shall occur only when environmental conditions allow for professional quality work, including weather, light conditions, ground visibility, and soil conditions.
6. All remains of past human activity at least 50 years of age shall be recorded for each project conducted under this permit. Cultural resource sites shall be recorded on the most recently approved site form.
7. The permit holder is required to use the following site definition: a site is defined as at least 10 artifacts of a single class within a 10 meter diameter area, except when all pieces appear to originate from a single source; 15 artifacts which include at least two classes of artifacts within a 10 meter area; one or more archaeological features in association with any number of artifacts; or two or more associated archaeological features without artifacts. Finds not meeting this site definition shall be recorded as Isolated Cultural Materials in a table in the project report.
8. All sites and isolated resources must be documented via Global Positioning System (GPS) and adhere to [BLM-Utah's Digital Data Standards](#) (February 2019). The BLM GPS data accuracy standards require the use the Universal Transverse Mercator (UTM) coordinate system, datum NAD 83, and zone 12. GPS units must have a +/- 3 meter minimum level of accuracy, a PDOP of less than or equal to 6, and a minimum of 4 satellites (3D) for each position. GPS data must be corrected using real time or post processing differential correction.
9. All archaeological materials collected from public lands under the provisions of this permit remain the property of the United States Government and may be recalled at any time for use by the BLM.

10. Limited testing may be used during inventory and evaluation to assess the nature and extent of a cultural resource for the purpose of determining its eligibility for the National Register of Historic Places or to determine an undertaking's potential effect on a resource. Testing includes shovel tests and auger probes. Testing should be considered only when eligibility or potential effect cannot be determined from surface inspection alone and should be limited to the minimum amount of disturbance necessary for this purpose. Testing for individual cultural resources must be approved in writing in advance by the appropriate District or Field Office Manager and must not diminish or substantially alter the significance or integrity of a cultural resource.
11. The permit holder shall backfill all subsurface exposures after recording the results and shall restore them as closely as reasonable to the original contour.
12. Unless otherwise instructed, the permit holder shall immediately remove and properly dispose of all temporary stakes, flagging, pin flags, and/or other materials installed to complete the permitted fieldwork. Prior to entering the field, the permit holder must contact the District or Field Office Archaeologist to determine if the field office has additional instructions regarding site identification materials left overnight.
13. The permit holder shall grant District or Field Office Managers and their representatives full access to the permitted work area at any time for the purposes of monitoring their compliance with these terms and conditions.
14. Upon discovering any human remains, the permit holder shall immediately cease work in the vicinity of the discovery, shall immediately notify the appropriate District or Field Office Manager by phone, and shall make a reasonable effort to protect the human remains and/or cultural items. Work in the vicinity of the discovery may not resume until the manager has given written permission. Once permission is given and work is resumed, a copy of the manager's written permission must be in the possession of the Principal Investigator or Field Director while in the field.
15. The permit holder shall restrict all motorized travel to designated roads and trails unless the appropriate District or Field Office Manager authorizes otherwise in writing. If unrestricted motorized travel is authorized, a copy of the manager's written authorization must be in the possession of the Principal Investigator or Field Director while in the field.
16. The permit holder shall take precautions to protect livestock, wildlife, the public, and other authorized public land users from accidental injuries involving testing and/or excavation holes. All holes must be backfilled as soon as possible. If work is not complete and a hole needs to be left open, protective precautions will be determined by the appropriate District or Field Office Manager.
17. Unless provided for in writing by the appropriate District or Field Office Manager, this permit does not authorize the exclusive use of any BLM-administered public lands and shall not affect the ability of the BLM to use, lease, or permit the use of the lands subject to this permit for any other purpose. The permit holder shall perform all permitted fieldwork in a manner that does not impede or interfere with other uses of the public lands.
18. The permit holder shall take precautions at all times to prevent wildfire and will abide by all current fire restrictions (www.utahfireinfo.gov). The permit holder shall immediately report any wildfire to the appropriate BLM-Utah field office. The permit holder may be subject to fines and/or fire suppression and rehabilitation costs for any fires on public lands caused by the permit holder and/or its employees.
19. Unless provided for in writing by the appropriate District or Field Office Manager, the permit holder shall conduct all operations in such a manner as to prevent or minimize scarring and erosion of the land, pollution of the water resources, and damage to watershed and vegetation resources. Disturbances must be kept to the minimum area consistent with the nature and purpose of the fieldwork.
20. Unless provided for in writing by the appropriate District or Field Office Manager, the permit holder shall not disturb any resource management facilities on the public lands, such as fences, reservoirs, and other improvements. Where disturbances are authorized, the permit holder shall return the affected facilities to their prior condition.
21. The permit holder shall clean all camp and work areas before leaving the public lands. The permit holder shall take precautions to prevent littering or pollution on public lands, waterways, and adjoining properties. All refuse shall be packed out and properly disposed of.

Reporting Terms and Conditions

1. No later than December 31 of each year that this permit is/was in effect, the permit holder shall submit an annual report to BLM-Utah's Deputy Preservation Officer summarizing all projects performed under this permit for each permit year. For survey and recordation projects, the report should include project titles, project numbers, number of acres inventoried, number of sites recorded on BLM-administered public lands, and whether or not collections were made. For testing and excavation projects, the report shall include a listing of all materials deposited in curatorial facilities, including the name of the facility, the site number and accession numbers of the materials deposited, and date(s) of deposit. If no work is conducted under this permit, the permit holder shall report that fact by letter or email.
2. The permit holder shall report project findings to the standards set in the project Statement of Work, BLM Utah's Handbooks 8110 ([Guidelines for Identifying Cultural Resources](#)) and 8120 ([Guidelines for Protecting Cultural Resources](#)), and BLM-Utah's Digital Data Standards (August 2018). The permit holder shall have quality control procedures in place to ensure that submitted project documents are complete, correct, professional, and meet BLM-Utah standards. BLM-Utah will reject project reports that BLM-Utah determines are not complete, correct, professional, and/or do not meet BLM-Utah standards.
3. Cultural resource sites must be mapped at an appropriate scale with sufficient detail to allow site evaluations and determinations of effect. Maps must include project name and number, site number(s), legend or appropriate labeling, north arrow, scale bar, UTM datum and zone (if applicable), firm and author names, and the date the map was produced.
4. No later than 60 days after the completion of permitted fieldwork, the permit holder shall submit a draft project report and all associated documentation to the appropriate District or Field Office Manager. Extension requests must be submitted in writing to the appropriate District or Field Office Manager at least five business days before the project report is due. The manager will respond in writing, approving or denying the request, and this letter must be attached to the project report when it is submitted.
5. Site data and maps shall not be transmitted to project proponents or disclosed to the general public. Project proponents may receive a project letter or project report that contains limited or abbreviated site descriptions only. All references to site features and artifacts shall be omitted from such letters or reports. Any maps provided to the project proponent should only indicate the relationship of undertaking boundaries to cultural property outlines, and only when necessary. Feature or artifact locations may not be shown. Upon request, BLM-Utah may establish data sharing agreements with project proponents.
6. All cover pages of project reports and accompanying maps must contain the following statement in a large, bold font: **"For Official Use Only: Disclosure of Site Locations Prohibited (43 C.F.R. § 7.18)."**
7. The permit holder shall submit one hard copy and one digital copy of all publications resulting from the permitted work to the appropriate District or Field Office Manager.
8. No later than 90 days after the final project report is submitted to the appropriate District or Field Office Manager, the permit holder shall deposit all artifacts, samples, collections, original records, data, photographs, and other associated records resulting from permitted field work with the agreed upon curatorial facility. No later than 180 days after the final project report is submitted to the manager, the permit holder shall provide BLM-Utah's Deputy Preservation Officer with a catalog of all materials deposited with the curatorial facility, including the facility's accession and/or catalog numbers, the name of the item, the name of the project, and the name of the BLM-Utah field office the materials originated from. Extension requests may be submitted in writing to the appropriate manager at least five business days before the collection would be due for curation.
9. The permit holder shall provide BLM-Utah's Deputy Preservation Officer with written confirmation that all materials have been deposited with the approved curatorial facility. Such confirmation must state the type, number, and condition of the materials deposited at the facility, the date the materials were deposited, and be signed by the authorized curatorial facility official.

Paperwork Reduction Act and Estimated Burden Statement: This information is being collected pursuant to 16 U.S.C. 470cc and 470mm, to provide the necessary facts to enable the Federal land manager (1) to evaluate the applicant's professional qualifications and organizational capability to conduct the proposed archeological work; (2) to determine whether the proposed work would be in the public interest; (3) to verify the adequacy of arrangements for permanent curatorial preservation, as United States property, of specimens and records resulting from the proposed work; (4) to ensure that the proposed activities would not be inconsistent with any management plan applicable to the public lands involved; (5) to provide the necessary information needed to complete the Secretary's Report to Congress on Federal Archeology Programs; and (6) to allow the National Park Service to evaluate Federal archeological protection programs and assess compliance with the Archaeological Resources Protection Act of 1979 (16 U.S.C. 470). Submission of the information is required before the applicant may enjoy the benefit of using publicly owned archeological resources. To conduct such activities without a permit is punishable by felony-level criminal penalties, civil penalties, and forfeiture of property. A federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. Public reporting for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Departmental Consulting Archeologist; NPS; 1849 C Street, NW (2275); Washington, DC 20240-0001.

Utah Bureau of Land Management

Digital Data Standards

February 2019

Reports will be accompanied by a SHPO Cover Page, UT 8110-3 BLM Summary Report, site forms, a table of isolated resources, photographs, and maps. Reports and all associated documentation shall be clear, legible, and submitted in a quality format as specified below.

I. DIGITAL DATA SUBMISSION

Format

A digital copy will be submitted in PDF/A format at a resolution of 300 ppi or higher. Digital copies allow documents to be easily searched, reduce impacts to archival paper copies from less handling, and provide a backup in the event the paper document is lost or destroyed.

Born Digital

All records should be born digital, meaning the records are originally created and later submitted in a digital format (i.e. in Adobe Acrobat, Microsoft Word, or other digital form generator) without being printed and re-scanned. Digital creation without rescanning assures accurate digital text recognition. Any record being submitted that is not born digital, and was scanned, requires Optical Character Recognition (OCR) processing by the submitter. OCR allows full text searching of the record within our content management system.

Reports

Reports shall be formatted in an Archival Portable Document Format (PDF/A) with Optical Character Recognition (OCR) PDF files required as they allow the document to be searchable. The PDF/A report should be a mirror image of the paper submission. Utah Archaeology Site Forms (UASF) will not be included with the report file, but submitted as separate PDF/A files. The PDF/A report file name will consist of the State Antiquities Project number (no hyphens or land status identifiers). Example: U95IG456.pdf

UASF Site Forms

Each UASF site form will be submitted as a separate PDF/A file. The file should include all relevant parts of the UASF form including site sketch and location maps, artifact illustrations, and photographs. The naming convention for site PDF files shall be the Smithsonian Trinomial with county abbreviations capitalized, and no leading zeros. Amendments or updates for the same site will consist of the Smithsonian Trinomial followed by a hyphen and a sequential number. If more than one site form is being submitted, please put all the site form PDFs in a single .zip file. Example: 42BE205.pdf or 42BE205-1.pdf or U95IG0456_Siteforms.zip

Tabular Data

A spreadsheet in .xlsx or .tsv format containing key tabular data corresponding with each site form submitted must also be included in submissions. The spreadsheet contains 21 data points across 37 fields. The spreadsheet must be structured the same as the template provided by the SHPO, which is located on the SHPO's website at <https://heritage.utah.gov/history/archaeology-records>. One spreadsheet for each project is required. Each site located during the project will constitute one row and every site recorded shall be included. Please name this excel file as shown below.

Example: U95IG0456_tabular.xlsx

GIS Data

GIS Data must be submitted in the form of shapefiles or a file geodatabase. Shapefiles should consist of one shapefile of the area inventoried and a separate shapefile for archaeological site boundaries. Spatial data must meet the following specifications listed below:

GIS Data – Sites

- File will be named with the state project number preceded by a 's'. Ex. sU18UC0001.shp;
- All file components must be zipped into one file titled as shown above;
- One shapefile or geodatabase should include all project site boundaries, versus one shapefile per site;
- Include a field named "Smith_Tri" where the site number is stored without leading zeros (e.g. 42SL100 not 42SL00100);
- NAD 83 datum required;
- Only polygon features are accepted. Polygons must depict actual, ground verified site boundaries;
- A new polygon should be provided for any new site recording or updated site submitted with an updated site form. For updated sites, a duplication of the previous site boundary is acceptable if no boundary has changed. Sites revisited, but not updated, should not be included in the submitted spatial data.

GIS Data – Projects

- File will be named with the state project number preceded by a 'p'. Ex. pU18UC0001.shp;
- All file components must be zipped into one file titled as stated above;
- Include a field named "StateProj" where the state project number is stored with no hypens/dashes or landowner suffixes;
- NAD 83 datum required;
- Polygons required;
- Different survey intensity should be clearly denoted with different record attributing;
- Accurate and clear representation of surveyed area (vs APE).

Maps

Maps related to the site and/or report shall be embedded in the appropriate PDF/A version of the site form and/or report. If the size or scale of the map is such that including the map in the PDF/A document would in some way be detrimental to the document, the map may be submitted as a separate PDF/A file. All map images should be properly displayed to the scale listed on the Map. For example, a 1:24,000 scaled map should be free from distortions that alter the accuracy of the scaling.

Maps must be appropriately labeled and include at a *minimum* the following information: Map Title/Project Name, Project Number, legend, north star, scale, firm name/authors name, date the map produced, and a *clear* depiction of the area of potential effect, area surveyed, sites recorded, and land status.

Maps depicting the GPS'd location of sites and project boundaries on the appropriate USGS 7.5' Quadrangle shall be included in the report. Good quality hand drawn site sketch maps or GPS produced site maps are acceptable.

Digital Media Format

Data must be submitted electronically using a secure platform. Files should be organized in the following manner:

- Reports and appendices to be placed in a folder named "Report"
- UASF forms to be placed in a folder named "Site_Forms"
- GIS Data should be placed in a zipped folder named with the state project number preceded by a 's'. Ex. sU18UC0001.shp.
- Maps should be placed in a folder named "Maps"

II. GPS/GIS STANDARDS

Field Observation Standards

- Site boundaries shall be recorded as polygons, as acreage cannot be calculated for linear or point features in GIS. In addition, a polygon best represents the size and shape of a site.
- For linear sites, a single linear feature down the centerline may be appropriate with the width of the feature noted in the site form and/or metadata. If possible, a linear site may be recorded as a line in the field then appropriately buffered and converted to a polygon using GIS.
- At a *minimum*, a site datum (located near the approximate center of the site) and site boundary must be recorded with a GPS unit for each site. This coordinate should correspond with the UTM listed in the UASF. Features and other site detail may be recorded with a GPS unit, however, how such details are recorded is at the archaeologist's discretion.

III. PROJECTION STANDARDS

All horizontal position data shall be reported in the NAD 1983 datum in UTM coordinates in the appropriate zone and Meridian.

IV. ACCURACY STANDARDS

Any type or model of GPS unit may be used so long as it meets the following standards:

- The positional accuracy should be within +/- **3 meters**.
- GPS data will require real time or post processed differential correction to ensure data accuracy. Data must be differentially processed using a base station closer than 200 miles.
- PDOP is less than or equal to 6.
- Minimum of 4 satellites (3D) for every position.
- In situations where GPS observations are not practical or possible due to geography, vegetation, satellite availability, or the presence of hazardous materials, the recorder should locate the resource using GPS offset equipment and capabilities, map coordinates, or a combination of GPS and other techniques. Such non-GPS methods must be described in the site form, report, and/or metadata.

V. FEATURE ATTRIBUTE STANDARDS

GIS polygons for cultural resources must be associated with attributes that describe these cultural resources in accordance with the tabular data required.

Submitted data must conform to the attribute names Ag for the tabular data submitted for the sites. Data should be collected using the same attribute names or the names may be assigned later. A BLM database with these specific fields is available upon request.

VI. PHOTOGRAPH STANDARDS

Photographs

Photos should be embedded in reports and site forms. Each report and site form should have at least one photograph. Multiple photographs should be included in site forms and isolated occurrences of diagnostic artifacts and features. A maximum of two photos per page with captions is acceptable. Photographs may be back to back, so long as the caption is visible without having to remove the photo. Captions should include at a minimum the site number, project number, date, direction facing, and a brief description. If photographs are printed, they will need to be printed on acid-free paper. Photographs may be submitted in either JPEG or TIFF formats and numbered using the site or isolate number, a hyphen followed by a sequential number.