

WORKING WITH THE RGFO

(GENERAL)

Note: follow the latest Digital Specifications Guide for details not addressed here.

Fieldwork Authorizations (“FWAs”)

This process is best done electronically. E-mail us a PDF containing the completed application form and map of the proposed inventory area (shapefiles are even better, and help speed up the process). We attempt to complete the process on the same day the FWA request is received, or very shortly thereafter.

Follow the BLM Colorado Handbook for inventory requirements (e.g., 50’ on both sides of a corridor centerline).

Permittees may not place physical datum markers on sites. If this occurs, the permittee will be required to return to the field and retrieve them.

Pre-Field Literature Reviews

There is no need to visit the office. RGFO and SHPO have the same information, which can be accessed in the Compass database.

Reporting and Finalizing

Follow the SHPO guidelines for reporting and for site forms.

Permittees must strictly adhere to Colorado permit stipulations, specifically regarding reporting. Final reports must be submitted to the BLM, **not** to the client.

Before finalizing reports, send us shapefiles of inventory areas and any sites found, following requirements described in detail in the Digital Specification Handbook. Draft documents must be in Word format and final documents must be in PDF format and compiled (not submitted in sections). The RGFO will not compile documents or create shapefiles for permittees.

When we receive acceptable shapefiles, we will request a SHPO document number. After the SHPO assigns the number (usually the same or next day), we send it and our report number back to you to incorporate into your reports.

When the reports are complete, send us final PDF files of reports and of any site forms, following SHPO file naming conventions. Also mail us two hard copies of reports and site forms. We will e-mail you a scanned copy of our letter to the SHPO after it has been signed.