

Survey Report Cover Page Instructions

What you the consultant must complete:

Consultant Project No. – If you track your projects via a number, please put it here

Author(s) – Who wrote the report

Report Title – Please include what type of project you are reporting on: well pad, access road, pipeline, etc. This title should be the same as what is listed on your cover letter, as well as what the client calls the project.

Date of Report – Be aware that if the report is going to be late (reports are due 30 days after fieldwork), you request an extension.

Lead Agency – For BLM, please choose from the following (we do not have a Great Divide Field Office or a Green River Field Office anymore, nor do we have District Offices):

Worland Field Office	Cody Field Office
Rawlins Field Office	Rock Springs Field Office
Lander Field Office	Casper Field Office
Buffalo Field Office	Newcastle Field Office
Kemmerer Field Office	Pinedale Field Office

Survey Organization/Name – Please use the name that the permit was issued to.

Federal Permit No. – Please state the cultural resource use permit number and expiration date (this should remind you when you need to renew your permit)

Description of Undertaking – This is a description of what type of land-disturbing activity is going to happen out on the ground. See the example provided in the Report Standards.

Survey Methods – Please make sure you indicate survey width. That helps BLM decide whether sufficient survey has occurred for any additional work that might occur in the project area.

County – Please do not abbreviate the county name.

USGS Quad Maps – Please provide the names of all maps that were used. This includes when you tape two maps together to create the project map for the report. Please make sure that the map in the report is labeled with all map names.

Landowner – You may delete the spaces that will not be used. For instance, only mark BLM and private and delete the rest. It is helpful when you put which section is BLM and which is private.

Legal Description – Please provide Section, Township, Range and up to 4 quarter-quarters for the beginning and end of pipelines and access roads and (at least) the center of the well location. You must tell us which corner or section line was used to align the template for mapping purposes.

Acreage – Please check your addition!

File Search Date – This date must be no more than 60 days prior to your field work date! If you check it twice (or more), please put down all dates.

Field Work Date – Again, this should be no more than 60 days from the file search date. If you go in the field twice (or more) on this project, please put all dates down.

Field Personnel – Please indicate who the crew chief is and list all the personnel who went in the field, regardless of their status (volunteer, crew member, PI, etc.).

Survey Results – Please indicate whether cultural material was found on the survey. Put the number of isolated finds and number of sites in the spaces (not just a check mark).