



**United States Department of the Interior**  
BUREAU OF LAND MANAGEMENT  
Wyoming State Office  
P.O. Box 1828  
Cheyenne, Wyoming 82003-1828



In Reply Refer To:  
3150 (930) P

March 22, 2007

Instruction Memorandum No. WY-2007-014  
Expires: 09/30/2008

To: Field Office Managers and Cultural Resources Staff  
From: State Director  
Subject: Draft Geophysical Cultural Resource Report Standards  
DD 4/23/2007

The International Association of Geophysical Contractors (IAGC) has requested that the Bureau of Land Management (BLM) in Wyoming and the Wyoming State Historic Preservation Officer (SHPO) consider an alternative process for submission of cultural resource inventory reports used to authorize geophysical operations in Wyoming. The attached draft alternative report process has been proposed as a method of reducing the time between completion of field inventory for geophysical operations and BLM's approval of those operations.

The proposed process would require that the cultural resource contractor submit an abbreviated interim report containing only that information that a Field Office must have in order to authorize a geophysical operation. The interim report would contain some but not all of the information required by the Wyoming State Historic Preservation Office Format, Guidelines and Standards for Class II and Class III reports (WY Report Standards). It would not contain completed site records. Submittal of a final report meeting the WY Report Standards would be required within 60 days of BLM's acceptance of an interim report.

Because a number of questions have arisen regarding this proposed process and its implementation, it is important that Field Office management and staff review this proposed alternative carefully and provide comments. Field Offices are also encouraged to suggest alternatives to this proposal, or methods you have already developed to work with geophysical companies to expedite processing their applications.

Please submit written comments and suggestions to Judyth Reed, WSO, by April 23, 2007. Judyth may be reached at 307-775-6017 if there are questions.

/s/Mary Trautner  
Acting

1 Attachment

1 - Wyoming State Historic Preservation Office and Bureau of Land Management Format, Guidelines, and Standards for Interim Class III Reports for Geophysical Projects (5 pp.)

**DRAFT  
10/3/2006**

**APPENDIX F (?)**

**WYOMING STATE HISTORIC PRESERVATION OFFICE AND  
BUREAU OF LAND MANAGEMENT  
FORMAT, GUIDELINES, AND STANDARDS FOR  
INTERIM CLASS III REPORTS FOR GEOPHYSICAL PROJECTS**

This appendix to the 2006 State Protocol (Protocol) between the Bureau of Land Management (BLM) and the State Historic Preservation Office (SHPO) has been developed as a supplemental document after the signing of the Protocol on March 3, 2006. It has been developed with input from BLM State and Fields Offices, the Wyoming SHPO, and representatives from the International Association of Geophysical Contractors (IAGC).

Per this appendix, a geophysical company may choose to submit an interim report to BLM on a proposed undertaking. Interim reports for geophysical projects will be accepted by the BLM in order to expedite the permitting process of geophysical undertakings under the State Protocol. Sections III.B.4, IV.C.2.a and V.C of the Protocol pertain to geophysical projects. In section V.C it states:

“Cultural resource inventories conducted specifically for geophysical exploration projects will not be required to evaluate identified properties provided the properties are avoided by an appropriate distance as defined in BLM Handbook H-3150. Proper avoidance will be regarded as a no effect situation. The BLM will submit the report to the SHPO per Section VI.A and proceed with the undertaking.”

The last sentence of the above paragraph is being modified by this Appendix and is effective as of (date?).

An interim report following the “Format, Guidelines, and Standard for an Interim Class III Reports for Geophysical Projects” as outlined below in this document may be submitted to BLM. Proper avoidance of cultural resources (as stated above in the Protocol) must still be followed when an interim report is submitted. Interim reports should be commensurate with the project size and the quality and quantity of cultural resources present. Sixty (60) days after the BLM has approved an interim report, a final report per Section IV.C.2 of the Protocol which meets the “Wyoming State Historic Preservation Office Format, Guidelines, and Standards for Class II and III Reports” (*WY Report Standards*) must be submitted to the appropriate BLM Field Office. Interim reports are optional; a geophysical company may follow the process in the March 2006 Protocol and submit a final report per Section IV.C.2

Keep in mind, the final and official determination of eligibility and effect will not occur until BLM has received the final report documenting all resources meeting the current *WY Report Standards*. Geophysical companies must be aware of potential adverse effects, which might require additional stipulations, treatment, or mitigation of historic properties after the

geophysical project has been permitted by BLM. The Wyoming SHPO will only provide comment to BLM when the final determination of effect by BLM is “No Adverse Effect” involving sites eligible under A, B, or C or “Adverse Effect.”

The BLM will submit the electronic record to SHPO through the CRMtracker database, include a standard signed notification (*see Appendix E*), and submit the project report, meeting the *WY Report Standards* to the WYCRO within 30 days after determining the final report is acceptable.

### **Format, Guidelines, and Standard for Interim Class III Reports for Geophysical Projects**

1. A standardized survey report cover page and site summary table is required. This shall be created in CRMtracker; however, the consultant will not submit the electronic record at the time the Interim report is submitted to the BLM, but will hold the record in their CRMtracker account until the final report is submitted. The consultant will print the CRMtracker record and include it with the interim report materials submitted to the BLM. The final report, meeting the “Wyoming State Historic Preservation Office Format, Guidelines, and Standards for Class II and III Reports” must be submitted no later than 60 days after the interim report has been approved by BLM. Below are report elements included in CRMtracker:

- A. *Consultant Project Number (optional)*
- B. *Agency Number (for agency use)*
- C. *Review and Compliance Number (for SHPO R&C use)*
- D. *Cultural Records Office Number (enter WYCRO ID# if applicable)*
- E. *Author(s)*
- F. *Report Title - The title should reflect the name and type of project. It should be the same as what is listed on the cover letter and how the agency or client refers to the project. The word “Interim” must be included in the title.*
- G. *Date of Report*
- H. *Lead Agency*
- I. *Survey Organization/Name*
- J. *Federal Permit Number – permit number and expiration date.*
- K. *Description of Undertaking - Briefly describe the type of action.*
- L. *County*
- M. *USGS Quad Maps - Provide the names of all the maps used.*
- N. *Legal Description -- Please provide township, range, and section(s) with ¼ location descriptions of the undertaking. The ¼ locations should describe the area covered by the inventory. General ¼ locations may be acceptable e.g. transmission lines, seismic lines, pipelines.*
- O. *Activities: Check boxes for standard cultural resource projects. In general, geophysical projects with have “Lit. Review” and “Class III Survey” checked.*
- P. *Landowner, Protocol, and Acres – Select the appropriate landowner owner from the pull down menu, choose the Protocol of the inventory, and enter the acres surveyed by the Protocol.*
- Q. *File Search Date – File searches should be conducted no more than 60 days prior to your fieldwork date.*
- R. *Fieldwork Date - Indicate beginning and ending fieldwork dates*

- S. *Crew Chief: List the crew chief.*
- T. *Field Personnel - List all field personnel.*
- U. *Results – Give a brief description of the cultural materials found on the survey. Enter the*
- V. *Types Recorded*
- W. *Site Summary Table - The field agent is required to fill out the site summary table for each resource reported.*
  - a. Site/IR # (State identifier “48”, County, Number and Segment)
  - b. Other identifier (e.g. consultant number, site name)
  - c. General age (historic, prehistoric, both or unknown)
  - d. Resource type (per NRHP)
  - e. Brief Description
  - f. Revisit (yes/no)
  - g. Collections (yes/no)
  - h. No Mappable centroid (yes/no)
  - i. UTM Zone
  - j. NAD
  - k. Coordinates
  - l. Maximum dimension
  - m. Township, Range, Section and ¼ locations
  - n. Previous NRHP eligibility
  - o. Current eligibility
  - p. NRHP Criteria (if applicable)
  - q. Contributing element (yes/no)
  - r. Owner
  - s. In APE (yes/no)
  - t. Potential Impacts (drop down pick list)
  - u. Proposed Mitigation (e.g. avoid)
  - v. Comments

## **Interim Written Report Content**

### **I. Undertaking/Project Description**

Describe the geophysical project (e.g. 40 square miles of 3-D seismic lines with shot holes and vibrosis locations). Include the total acreages involved; specify the length and width of linear projects. For example:

*“The project involves 40 square miles of seismic lines. A 100 foot corridor(50 ft on either side) of the proposed of seismic lines were surveyed at the Class III level; a total of 2,500 linear acres were inventoried; all lines were relocated to avoid cultural resources.”*

Describe the area and nature of any anticipated disturbance if any or if known.

Describe the area of potential effect (APE) as determined by the responsible lead agency including any considerations for indirect effects such as visual, auditory, or atmospheric. Remember that the APE for specific eligible sites, such as historic trails, may be greater than the APE for the project in general.

Describe relationship of survey area to APE and any special inventory strategies for indirect effects.

Provide general overview photograph(s) of the proposed project area. (Digital photos are acceptable. See “Wyoming SHPO Photographic and Archival Standards” (<http://wyoshpo.state.wy.us/photo.htm>) for detailed information and instructions.)

Provide a high quality copy of a 1:24,000 scale standard 7.5’ USGS topographic map. Do not enlarge or reduce the primary map. The primary map should illustrate the inventory area, the site locations, and any potential project impact zone. Ensure that each map is labeled with legal coordinates and legends as appropriate. Include highlighted areas as needed to help illustrate project and site areas. Topographic lines should be visible. Maps should not be cropped to an individual section but should show as much area as possible around the inventory area. Supplemental maps, which are enlarged or reduced, may be included in the report to enhance the illustration of the project or sites areas.

### Environmental Setting

Provide a discussion of the environmental setting; including any major landforms, prominent topographic features, or drainages. Discuss any factors which may have affected the discovery and preservation of cultural resources (e.g. previous disturbance, grazing, fire) Discuss any soil conditions which may exist that have the potential for buried cultural materials.

### Field Conditions

Provide a brief discussion of weather and ground conditions at the time of the survey (e.g., it is overcast and foggy with 10 percent snow cover). Address the following if applicable:

1. To what extent did field conditions alter methods?
2. To what extent did field conditions alter results?

### Inventory Results:

- A. Summarize Cultural Resource Findings (e.g., 23 sites were recorded, 19 prehistoric and four historic; nine IFs were recorded, eight prehistoric and one historic. Two prehistoric sites are re-evaluations)
- B. Site Descriptions (Each individual site should be discussed separately using the following format. Include the Smithsonian number. For definitions of site and isolated find in Wyoming, see: “<http://wyoshpo.state.wy.us/SHPOweb2002/2002webpages/sitedef.htm> Repeat VIII.B 1-12 as necessary.)
  1. General topographic location
  2. Size (length, width, total area)
  3. Describe the physical remains, include artifact and feature descriptions
  4. Cultural affiliation (if known)
  5. Condition
  6. Assessment of potential threats to the resource

7. Site sketch map (site map may be hand drawn for the interim report)
 

Illustrate the following as appropriate:

    - a. Site boundaries
    - b. Site orientation (north arrow)
    - c. General artifact distribution
    - d. Features and/or concentrations of artifacts
    - e. Diagnostic artifacts
    - f. Site datum
    - g. Pertinent physiographic features (i.e., schematic topographic lines, drainages, depressions, outcrops, modern features, and disturbances)
    - h. Map key (explain all symbols)
    - i. Smithsonian site number/or field number
    - j. Scale
    - k. Relationship to APE, proposed avoidance and relationship to anticipated disturbance, if known.
  8. Site photographs (see standards <http://wyoshpo.state.wy.us/photo.htm>)
    - a. Site overview photographs. For large projects, you may provide a sample set of photographs as appropriate to illustrate representative types of sites found on the project inventory.
    - b. Feature photographs as appropriate
    - c. Scaled photographs or line illustrations of diagnostic artifacts
    - d. If setting is an important consideration for determining site eligibility (i.e., National Register criteria A, B, or C), appropriate photographs should be used to document the condition of the setting or to justify your determination.
  9. National Register of Historic Places (NRHP) Evaluation - Sites found on geophysical projects may be left unevaluated for the NRHP. However, for sites that are easily evaluated as eligible or not eligible by the field consultant, should be reported to BLM in the interim report. For known eligible properties provide the following:
    - a. A discussion of the aspects of integrity (location, setting, feeling, materials, workmanship, association, design) as appropriate – not all aspects may apply.
    - b. Identify the significance of the property under the appropriate NRHP criteria
  10. Recommendations
    - a. Discuss any avoidance measures which the BLM should address with the geophysical company.
    - b. Provide recommended alternatives for reducing or avoiding potential adverse effects to eligible sites that may result from implementation of the undertaking.
- C. Isolated Find Descriptions – Provide brief description of each isolate. May be submitted in a tabular format.

Complete Wyoming Cultural Properties Forms (WYCPF) and Wyoming Isolated Resource Forms (WYRIF) are not required as part of the Interim Report submission. They must be completed and submitted with the final report.