Pennsylvania State Historic Preservation Office
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

PA State Historic Preservation Office (PA SHPO)

Guidelines for CRGIS Data Submission in Pennsylvania

Issued April 2018

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INTRODUCTION

The Guidelines for CRGIS Data Submission in Pennsylvania discusses how to electronically submit survey reports, archaeological sites, and historic resources for Section 106 review and inclusion in CRGIS in the Commonwealth of Pennsylvania. This manual is not intended to comment on any other part of the environmental review process. Information concerning the review process is available at the following link: http://www.phmc.pa.gov/Preservation/Project-Review.

The CRGIS Data Entry website is the interface by which the State Historic Preservation Office in Pennsylvania (PA SHPO) will receive electronic submissions of reports and resources for Section 106 review, assignment of resource numbers, and inclusion in CRGIS. You will also be able to monitor the progress of your records being reviewed. As part of the submission process, you will receive email notifications of the progress of the review, and you can monitor the progress on the Web page. You will also be notified via email if more information is required from you.

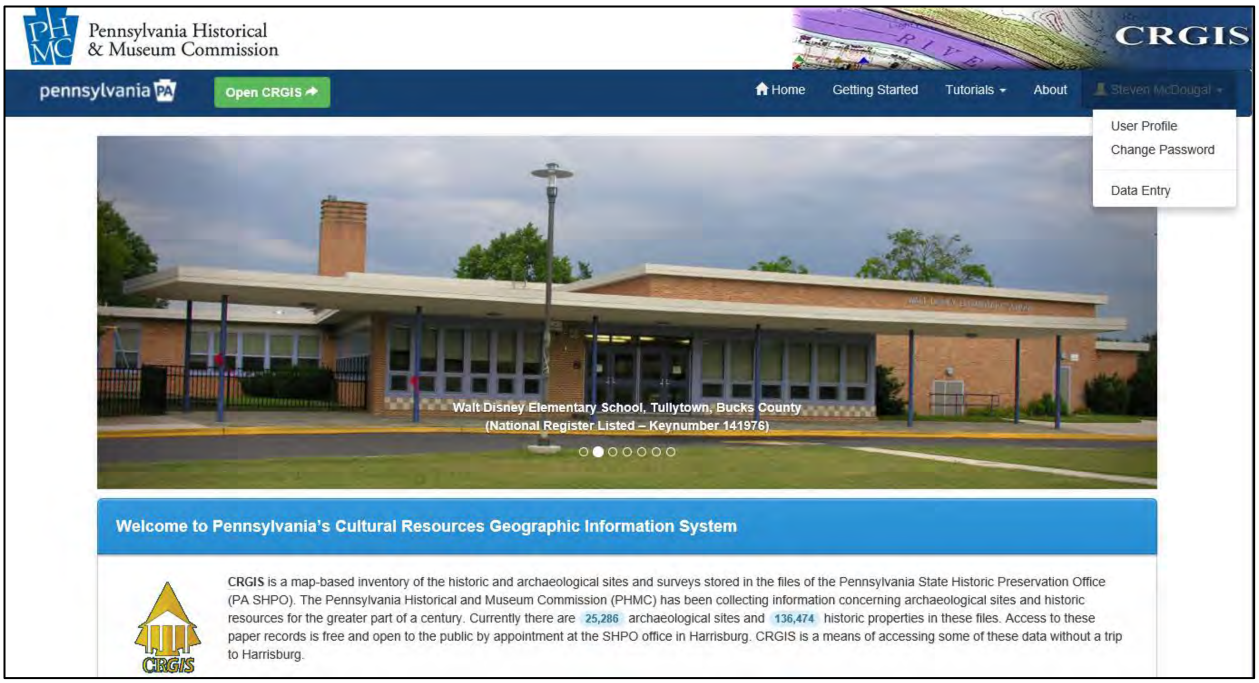
This manual is organized in a logical sequence that follows the structure of the CRGIS Data Entry website. The first section provides an overview of how to navigate the website and tracked the progress of your submitted reports and resources. The next three sections describe in detail how to correctly enter survey reports, archaeological sites, and historic resources. Each of these are broken into sub-sections that correspond to different tabs within each data entry record. Individual data entry fields are then described, with tips and screenshot examples for successful data entry. Additional helpful materials can be found in appendices at the end of the document.

The Table of Contents is linked to the many sections in the manual for easier navigation; simply put your mouse over the section in the Table of Contents chart, hold down the control button, and click with the mouse. For online viewers, links throughout the report will deliver you to the appropriate website.

USING THE CRGIS DATA ENTRY SITE

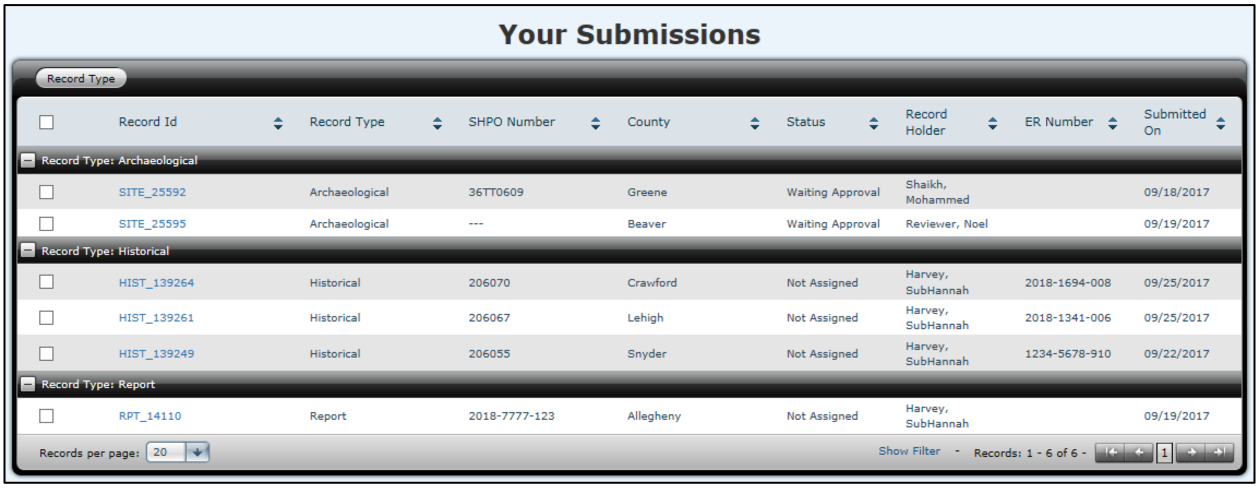
Accessing CRGIS Data Entry

Registered users with Submitter, Planner, and Archaeologist access can use the data entry website to submit resources and reports. To access the data entry interface, visit the [CRGIS home page](#) and log in. Once you are logged in, click the drop-down arrow next to your name and select "Data Entry."



Your Submissions Page

This is your home page in CRGIS Data Entry. You will see the list of records that you are readying for submission or that you have submitted and are currently being processed by SHPO staff. Records that have been submitted by other users will not display on this page. The list shows the type of records that you have submitted (Archaeological, Historical, and Report) and additional information such as the record's status in the approval process. Please see the screen shot below and the explanation of the different columns.



Your Submissions

Record Type

	Record Id	Record Type	SHPO Number	County	Status	Record Holder	ER Number	Submitted On
Record Type: Archaeological								
☐	SITE_25592	Archaeological	36TT0609	Greene	Waiting Approval	Shaikh, Mohammed		09/18/2017
☐	SITE_25595	Archaeological	---	Beaver	Waiting Approval	Reviewer, Noel		09/19/2017
Record Type: Historical								
☐	HIST_139264	Historical	206070	Crawford	Not Assigned	Harvey, SubHannah	2018-1694-008	09/25/2017
☐	HIST_139261	Historical	206067	Lehigh	Not Assigned	Harvey, SubHannah	2018-1341-006	09/25/2017
☐	HIST_139249	Historical	206055	Snyder	Not Assigned	Harvey, SubHannah	1234-5678-910	09/22/2017
Record Type: Report								
☐	RPT_14110	Report	2018-7777-123	Allegheny	Not Assigned	Harvey, SubHannah		09/19/2017

Records per page: 20 — Show Filter - Records: 1 - 6 of 6 - 1

Columns:

Record ID — A unique identifier that the database assigns to each record. To open a record, click on this ID.

Record Type — Identifies the record as being an Archaeological, Historical, or Report record.

SHPO Number — Identifies the record within the SHPO's filing system. Depending on record type, this will be an ER number, PASS number, or Key number.

County — Indicates the county or counties identified in the "Location" section of the record.

Status — The stage that the record is in in the approval process. ***Note:*** **This page does not show records that have been approved and are already published to the web site.**

Record Holder — Throughout the approval process, different individuals can edit a record. Those individuals are identified in the "Record Holder" column. If you are the record holder, you can click on the Record ID and edit the record. If you are not the record holder, you can click on the Record ID and view the record in read-only mode.

ER Number — If an ER number has been entered in the record for an archaeological site or historic resource, it will show in this column.

Submitted On — This indicates the date on which the record was submitted for approval.

Record Statuses:

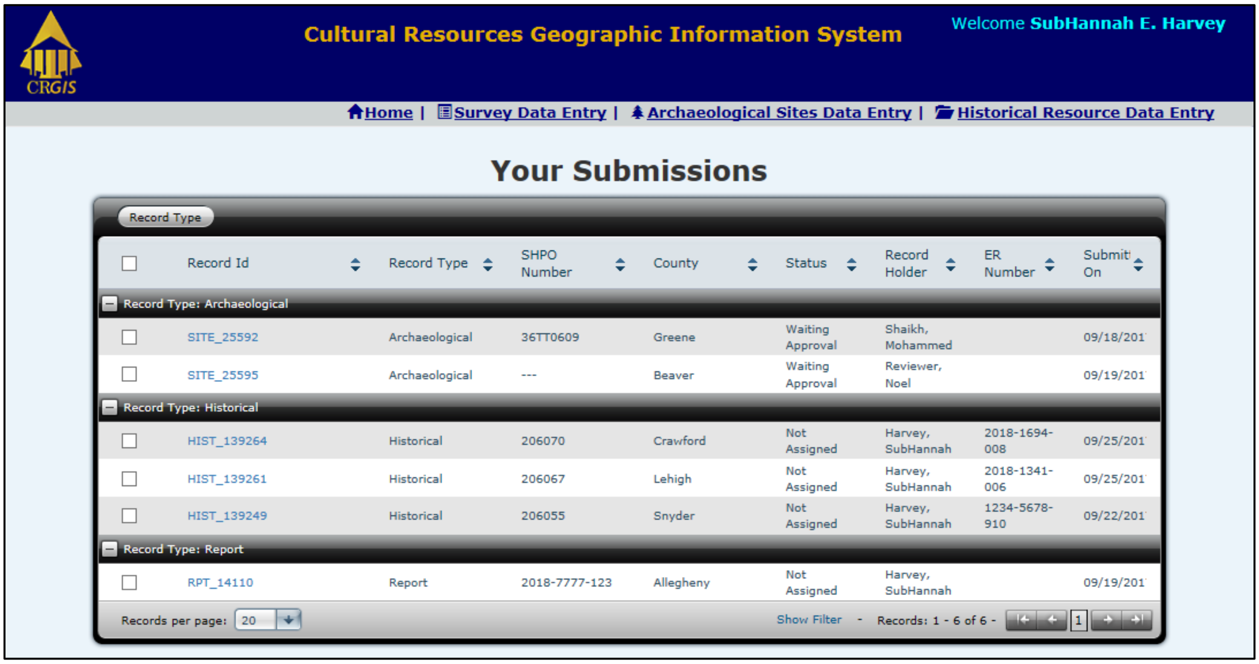
Each record has a status which indicates the stage that the record is in in the approval process. Below is an explanation of each status:

In Progress	Records with this status have not been submitted and are available for the submitter to edit. They will not be processed by SHPO staff as long as they are in this status.
Not Assigned	Once a record has been submitted, its status becomes "Not Assigned." Records with this status are awaiting assignment to a SHPO reviewer. They are available to the submitter in read-only mode.
Waiting Approval	Records with this status have been assigned to a reviewer and are in the process of being reviewed. From here, records will either be approved or returned to you, the submitter, to make any required updates. Records that are "Waiting Approval" are available to the submitter in read-only mode.
Returned	Records with this status have been processed by the SHPO reviewer and have been returned to you for additional information. To see what additional information is needed for the record, click the Record ID to open the record. Click the "Workflow Communication" tab to view comments from the reviewer. Once you have completed the instructions in the comments, you can resubmit the record. The process for submitting records is covered later in this document.
Approved	Records with this status will not show on the "Your Submissions" page. They have been approved by a reviewer. Anyone who can search for a record can search for and find the record. You will be notified via email when records that you have submitted have been officially added to CRGIS. Please note that having a record added to CRGIS does not constitute review by SHPO staff of any project or activity to which this record may be attached.

Submitting Records for Inclusion in CRGIS

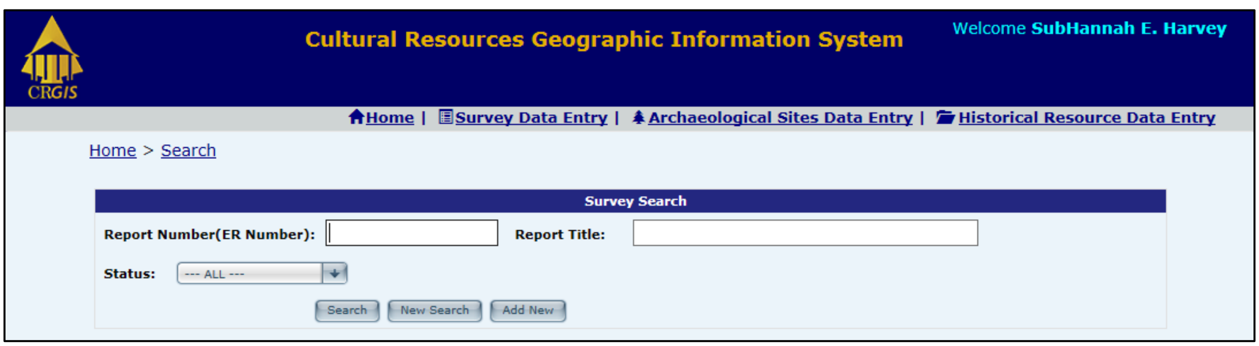
To create and submit a new record, follow the steps below.

1. Click on the link for the type of record that you will be submitting. These links can be found in the upper grey bar. Record types are:
   - Report (Survey)
   - Archaeological
   - Historical

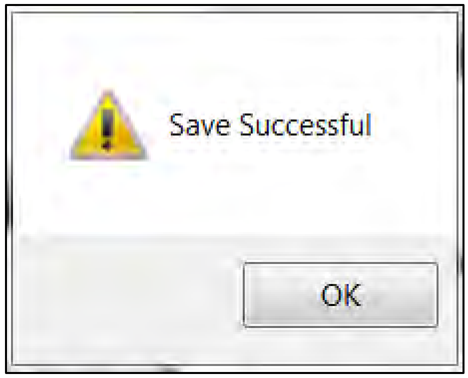


	Record Id	Record Type	SHPO Number	County	Status	Record Holder	ER Number	Submitt On
Record Type: Archaeological								
	SITE_25592	Archaeological	36TT0609	Greene	Waiting Approval	Shaikh, Mohammed		09/18/201
	SITE_25595	Archaeological	---	Beaver	Waiting Approval	Reviewer, Noel		09/19/201
Record Type: Historical								
	HIST_139264	Historical	206070	Crawford	Not Assigned	Harvey, SubHannah	2018-1694-008	09/25/201
	HIST_139261	Historical	206067	Lehigh	Not Assigned	Harvey, SubHannah	2018-1341-006	09/25/201
	HIST_139249	Historical	206055	Snyder	Not Assigned	Harvey, SubHannah	1234-5678-910	09/22/201
Record Type: Report								
	RPT_14110	Report	2018-7777-123	Allegheny	Not Assigned	Harvey, SubHannah		09/19/201

2. Click the "Add New" button. The data entry form opens. You will notice that the screen has several tabs.



3. Make note of the Record ID on the first tab of the record (**Record Id:**).
4. Enter data on all tabs. Fields that are marked with a red asterisk are required fields. You will not be able to save your record until you have completed all required fields. Some fields with a red asterisk are already populated before you begin creating your record. Do not change the information that is in those fields.
5. Click the "Save Record" button at the bottom of the page. If you missed any required fields, a popup will appear informing you of the fields that you need to complete before saving. Once you have completed all required fields and clicked "Save Record," a popup will appear, confirming that you have successfully saved the record.



6. Click OK. ***Note*: Clicking "Save Record" saves the record only. It does not submit the record to SHPO staff for processing.**
7. If you are ready to submit the record at this point, click the "Submit Record" button on the page:

A popup will appear confirming that you have successfully saved the record.

***Note:* If you have added any new data or attachments, always click "Save" before clicking "Submit Record."**

OR

If you are not ready to submit the record, click the "Home" link at the top of the screen, to be returned to the "Your Submissions" page. You can retrieve the record at a later time by locating it on the "Your Submissions" page and clicking the Record ID to open the record. When you are ready to submit the record, click the "Submit Record" button. A popup will appear confirming that you have successfully saved the record.

8. Click the "OK" button to close the popup. The page will refresh, and the status of the records will be updated to "Not Assigned." The Save and Submit Record buttons will no longer show on the page.
9. Check your email inbox. You will receive an email notifying you that the record was successfully submitted.

Once submitted, your record will await reviewer assignment. You can watch the status of your record as its being processed. The record status flow is as follows:

In Progress => Not Assigned => Waiting Approval => Approved

If the record is returned to you, you will receive an email informing you that more information is needed. Follow the steps below to view feedback and make any needed updates.

1. Click the link in the email to log in (if you are not already logged in). If you are already logged in, the record will open.
2. Click the tab for Workflow Communication.
3. Follow the directions provided in the Workflow Comments field.
4. Make any required edits.
5. Make note of your changes in the Workflow Comments field on the Workflow Communications tab.
6. Click "Submit Record" button. A popup will launch confirming that the record was successfully saved.
7. Click OK, and the popup will close. The page will refresh in read-only mode, and the record will be assigned back to the SHPO reviewer.
8. This process repeats each time a record is returned to you.

If a record is returned to you, its status is "Returned." You can access it from the link in the email as directed above, or you can click on the Record ID on the Your Submissions page to open the record and make your edits.

Once the reviewer approves your record, you will be notified by email that it has been officially added to CRGIS. From this point, the record is available for any user of the CRGIS Data Entry site to view. The record can also be accessed through AskReGIS. It will not show on the "Your Submissions" page, and you will no longer be able to make any changes to the record. SHPO staff will have the ability to edit the record if needed at any point. You may view the record by searching for it. Searching for approved records is covered in a later section of this document.

Searching Unapproved Records

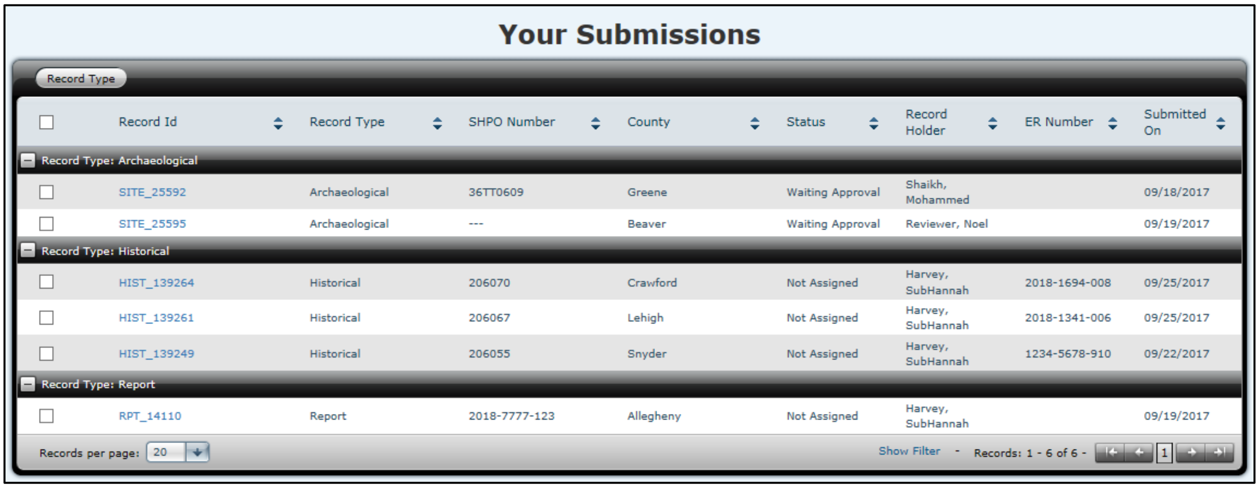
You can search for records that you have submitted or that you are working on by looking through the records on the "Your Submissions" page. You can also search for published (approved) records of any type. This section explains how to search for unapproved records, ie those that are in the approval process.

The "Your Submissions" page is your home page for CRGIS Data Entry. It shows records that you are creating and that you have submitted. Once a record is approved, you will not be able to locate it from the "Your Submissions" page.

There are several ways to search for a record from the page. Searching for a record from the "Your Submissions" page requires you to do a visual search of the list of records. Below are some tips for finding records:

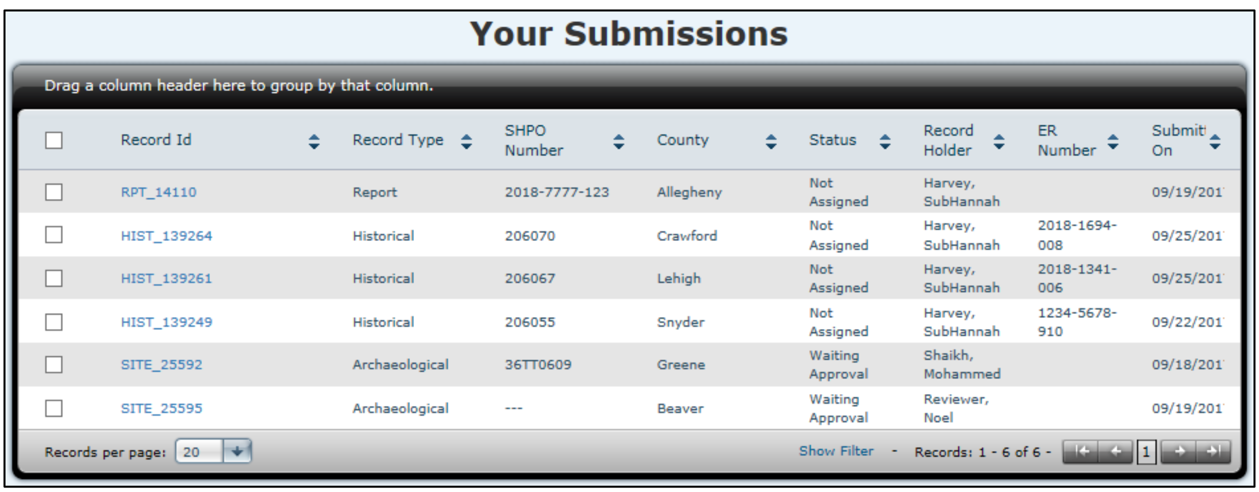
- By default, records are grouped by record type.
- The list of records may span multiple pages. Use the arrows in the lower right corner of the page to scroll through pages of your submissions.
- Sorting can help you locate records more easily. You can sort records by each column heading by clicking the up/down arrow icon for the heading.

- You can also change how records are grouped on the page. By default, the "Your Submissions" page is grouped by Record Type, as shown by the grouping indicator in the top left corner of your record list.



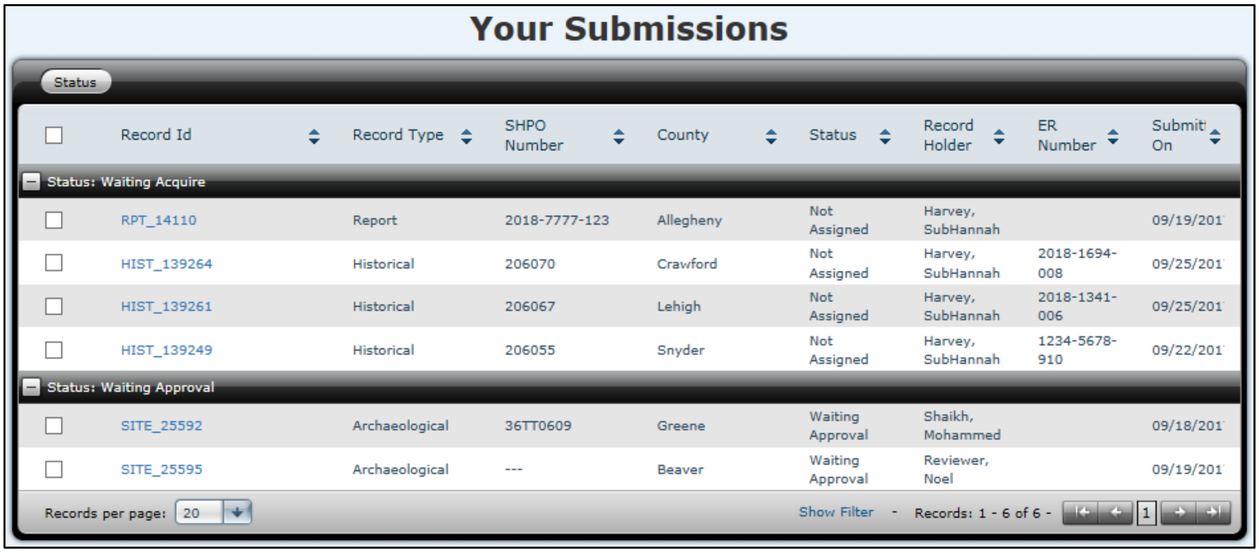
	Record Id	Record Type	SHPO Number	County	Status	Record Holder	ER Number	Submitted On
Record Type: Archaeological								
	SITE_25592	Archaeological	36TT0609	Greene	Waiting Approval	Shaikh, Mohammed		09/18/2017
	SITE_25595	Archaeological	---	Beaver	Waiting Approval	Reviewer, Noel		09/19/2017
Record Type: Historical								
	HIST_139264	Historical	206070	Crawford	Not Assigned	Harvey, SubHannah	2018-1694-008	09/25/2017
	HIST_139261	Historical	206067	Lehigh	Not Assigned	Harvey, SubHannah	2018-1341-006	09/25/2017
	HIST_139249	Historical	206055	Snyder	Not Assigned	Harvey, SubHannah	1234-5678-910	09/22/2017
Record Type: Report								
	RPT_14110	Report	2018-7777-123	Allegheny	Not Assigned	Harvey, SubHannah		09/19/2017

- To "ungroup" the records, drag the grouping indicator from the top of the record list, back to the column heading area.



	Record Id	Record Type	SHPO Number	County	Status	Record Holder	ER Number	Submit On
	RPT_14110	Report	2018-7777-123	Allegheny	Not Assigned	Harvey, SubHannah		09/19/201
	HIST_139264	Historical	206070	Crawford	Not Assigned	Harvey, SubHannah	2018-1694-008	09/25/201
	HIST_139261	Historical	206067	Lehigh	Not Assigned	Harvey, SubHannah	2018-1341-006	09/25/201
	HIST_139249	Historical	206055	Snyder	Not Assigned	Harvey, SubHannah	1234-5678-910	09/22/201
	SITE_25592	Archaeological	36TT0609	Greene	Waiting Approval	Shaikh, Mohammed		09/18/201
	SITE_25595	Archaeological	---	Beaver	Waiting Approval	Reviewer, Noel		09/19/201

- To group records by different criteria, drag the column heading for the field by which you want to group the records to the top black bar. You may group by more than one field.



Your Submissions

Status

	Record Id	Record Type	SHPO Number	County	Status	Record Holder	ER Number	Submit On
Status: Waiting Acquire								
	RPT_14110	Report	2018-7777-123	Allegheny	Not Assigned	Harvey, SubHannah		09/19/201
	HIST_139264	Historical	206070	Crawford	Not Assigned	Harvey, SubHannah	2018-1694-008	09/25/201
	HIST_139261	Historical	206067	Lehigh	Not Assigned	Harvey, SubHannah	2018-1341-006	09/25/201
	HIST_139249	Historical	206055	Snyder	Not Assigned	Harvey, SubHannah	1234-5678-910	09/22/201
Status: Waiting Approval								
	SITE_25592	Archaeological	36TT0609	Greene	Waiting Approval	Shaikh, Mohammed		09/18/201
	SITE_25595	Archaeological	---	Beaver	Waiting Approval	Reviewer, Noel		09/19/201

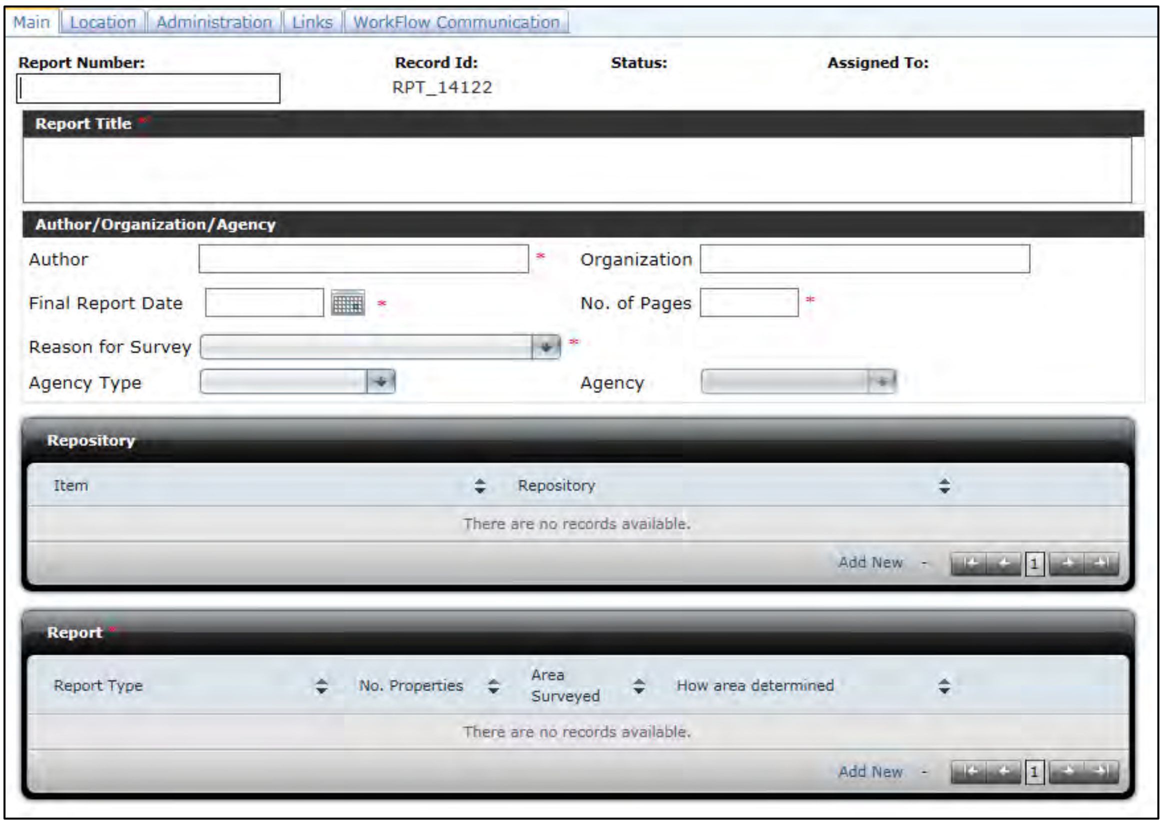
Records per page: 20 Show Filter - Records: 1 - 6 of 6 - 1

Once you have located the record that you would like to work on, click the Record Id for the record.

SURVEY DATA ENTRY

Use this interface to enter your digital Report Summary Form. Fields that are marked with a red asterisk indicate the minimum record that must be completed before the record can be saved. **However, all fields must be complete when it is submitted for Section 106 review unless specified "for internal SHPO use only" in the list below.** Helpful hints and formatting requirements for completing the fields within each tab are included below.

Main



Report Number

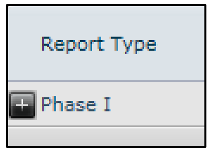
Enter the ER number for your project. SHPO staff will assign an alpha code. For more information about ER numbers please see Appendix A: Anatomy of an ER Number and Appendix B: County Codes.

If this is a new project, you must attach a Project Review Form in order to initiate consultation and obtain an ER number. If the report is not related to an ER project, put "No ER Number Needed" in this box. A report ID will be generated for you.

Report Title*

Type in the report title using the following format:
[Survey Type], [Project Name], [Municipalities], [Counties]

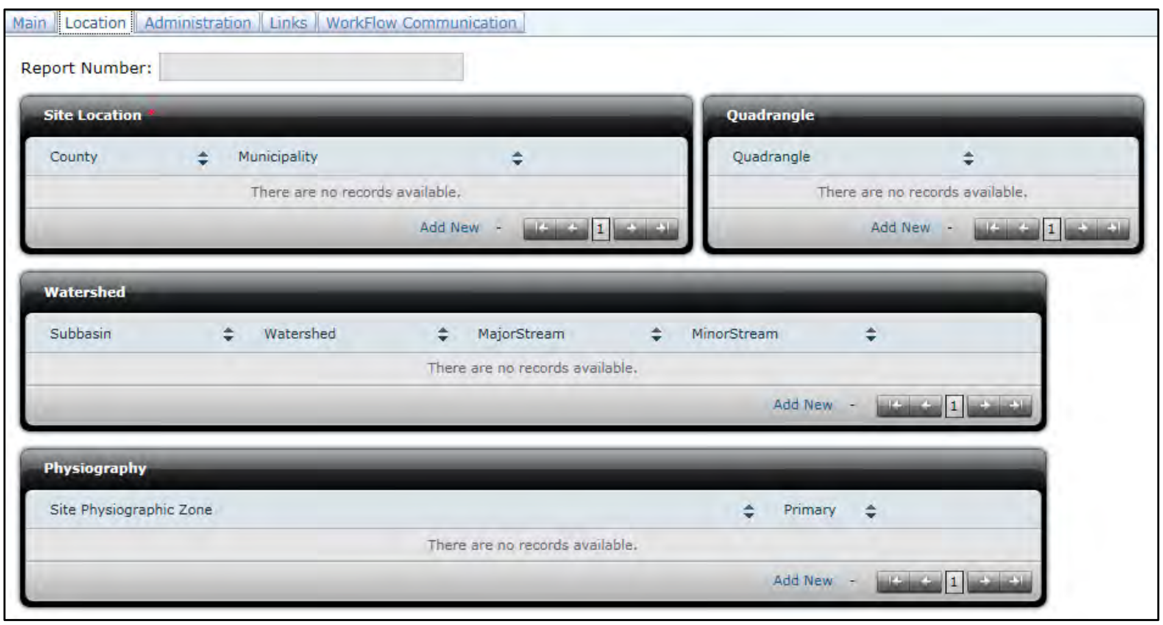
	Example: Phase I Archaeological Survey, Hempfield Township Sewer Expansion, Hempfield Township, Westmoreland County.
	Do not use all capital letters when entering the report title.
Author*	Type in the name of the primary author using the following format: Smith, J. If there are multiple authors, use: Smith, J., et al.
Organization	Type in the name of your company.
Final Report Date*	Either type in the date of your report or click the calendar button to the right of the entry field to select the date.
No. of Pages*	Enter the number of pages, excluding appendices.
Reason for Survey*	Select the reason for survey.
Agency Type	Select either State or Federal agency.
Agency	Select the specific State or Federal agency under which the project is being reviewed. The values in data entry are code abbreviations. Please refer to Appendix C: State and Federal Agency Codes for a full list of codes and their associated agency name.
Repository	***This field is for internal SHPO use only.***
Report*	Click "Add New" to create a new entry for the report type. Complete the fields to enter report type, number of properties or resources investigated for the project, the area of the survey ***in hectares***, and the method by which the area was calculated.
	The number of resources should include all archaeological sites, historic resources, and isolates/non-sites that were investigated for the project report, whether new or previously recorded. All of these resources will be linked to the report record on the "Links" tab.
	It is understood that the areas for Phase II and III archaeological reports may be quite small when shown as hectares, but the system will accept long decimals. Click "Save" within the Report box to store your entry. You may add additional report types as needed.
Method	After you add a report type, a plus (+) sign will appear to the left of your report type:



Click this symbol to expand the Method box.

Add survey methods from the drop down as needed. Each method entry must be entered and saved individually. ***Note:* If you are entering a Phase II or III report, methods will be added to the site record instead of the report record.**

Location



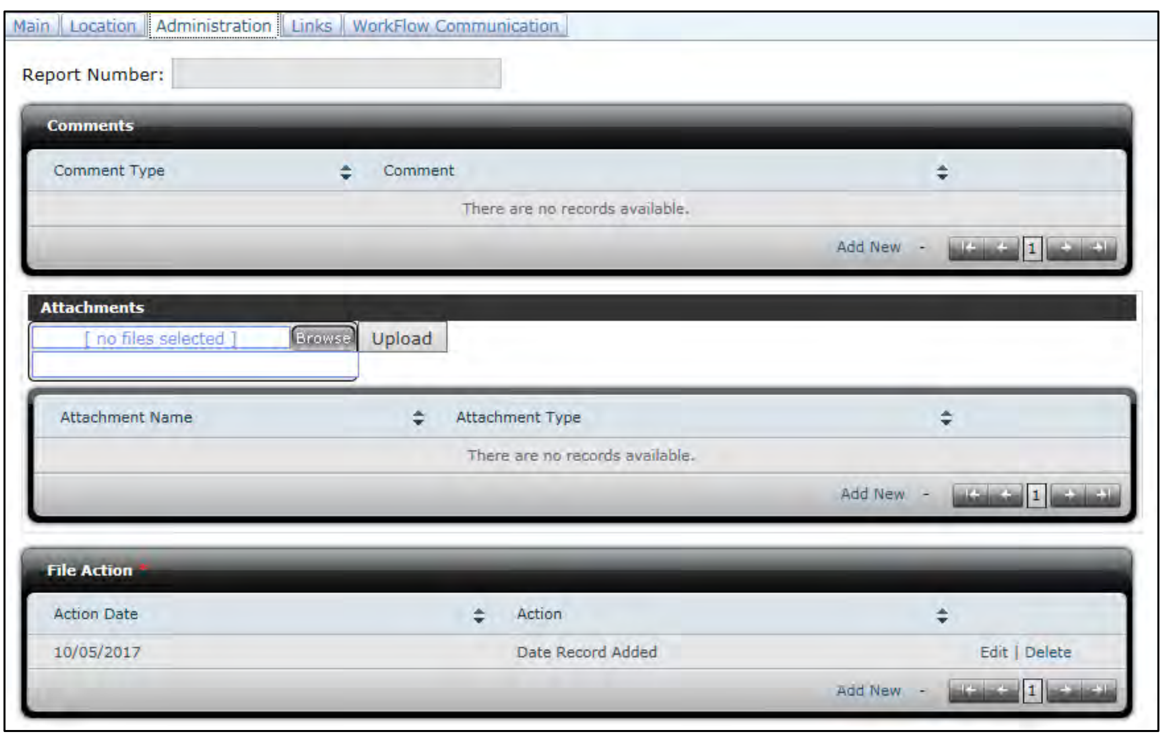
Site Location*

Enter all counties and municipalities covered by the survey. Each location entry must be added and saved individually.

***Note:* If you have more than one municipality in a county, you must also create an entry in which you select "Multi-Municips" in the Municipality field. If you have more than one county, you**

	must also create an entry in which you select "Multi-County" and "Multi-Municips."
Quadrangle	Enter ALL USGS topographic quadrangles that include portions of the survey area.
Watershed	For archaeological reports, enter all watersheds in which survey occurred. The Subbasin, Watershed, and MajorStream are required for each record. If possible please complete the MinorStream. Subbasin and Watershed information can be obtained from the Watersheds layer in CRGIS. ***This field is not required for above ground reports.***
Physiography	For archaeological reports, select all physiographic zones in which survey occurred. Enter yes in the Primary field if there is only one physiographic zone for the report. If there are multiple physiographic zones, use this field to indicate the zone in which the most survey was conducted. This information can be obtained from the Physiographic Zones layer in CRGIS. ***This field is not required for above ground reports.***

Administration



Comments

Use this space to enter any comments about the report summary form that do not fit into other fields. Be sure to select "Comment by Data Recorder" under Comment Type.

Attachments

Upload the following required attachments to complete your report submission:

- Full report, Record of Disturbance Form, or Negative Survey Form
- Spatial data for the report APE and resource boundaries within a zipped folder
- *If you do not have an ER number…* Completed Project Review Form
- *If you are reporting updates to a previously-recorded resource…* Completed PASS form and separate Administrative Information Page OR updated Historic Resource Form.

Report attachments should be named using the following conventions:

- Maximum length: 20 characters
- Avoid blank spaces or special characters
- If you have an ER number, name your files using the ER number with no dashes and ***no alpha code***. In place of an alpha code, apply a unique sequence number. If there have been other submissions under the same project number, you will need to check the other records to find the next number. ***Example: 20180059003_01.pdf.***
- If you do not have an ER number, name your files with the survey phase followed by an abbreviated project name. ***Example: phI_manheimsewer.pdf.***

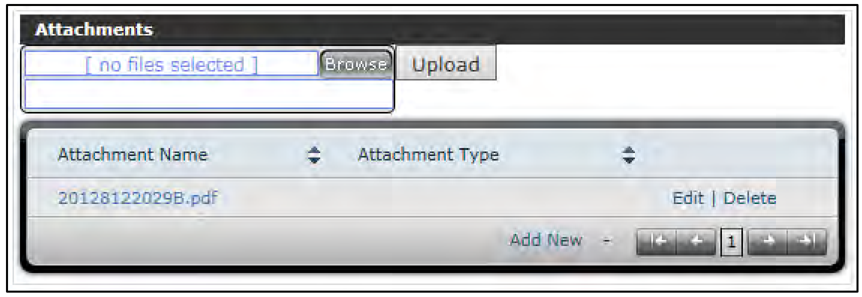
Files larger than about 25 MB will not load successfully. Try to compress the files, or if need be split them into volumes.

All spatial data (shapefiles or Google Earth KMLs) must be in zipped folders when attached. The information cannot be downloaded otherwise.

To upload attachments, follow these steps:

Click "Browse," open the file you want to load, and then click "Upload." A progress bar will appear:

When the upload is complete, it will appear in the "Attachments" box below.



Attachment Name The attachment name will be the name of the file that was uploaded. If it is changed after upload by editing the "Attachment Name" field, the attachment will not remain linked to the resource record.

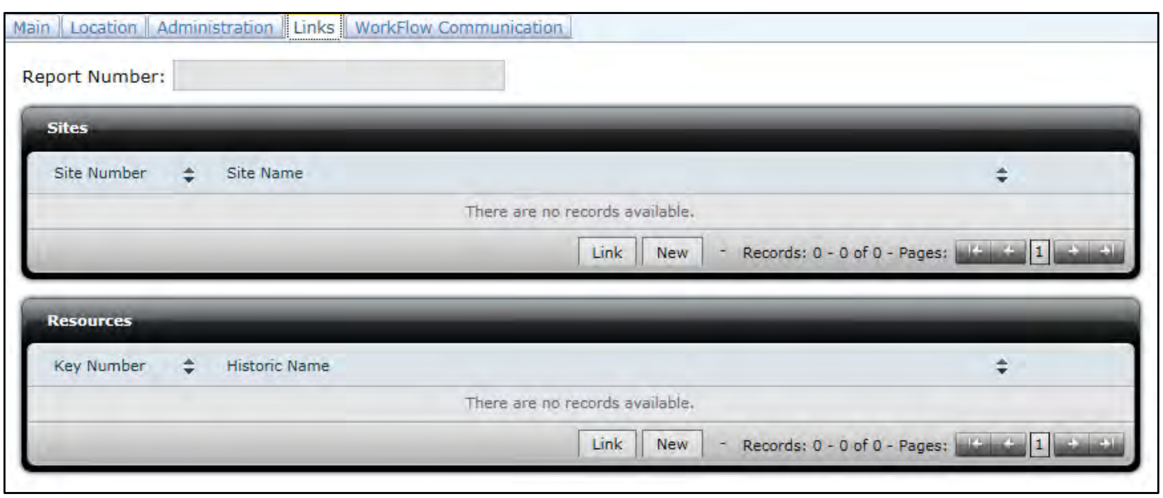
Attachment Type ***This field is for internal SHPO use only.***

Multiple attachments can be uploaded as separate entries.
***Note*: If you try to upload a file with the same file name, the original attachment will be overwritten in the database.**

File Action* This field will automatically populate when the record is created and published.

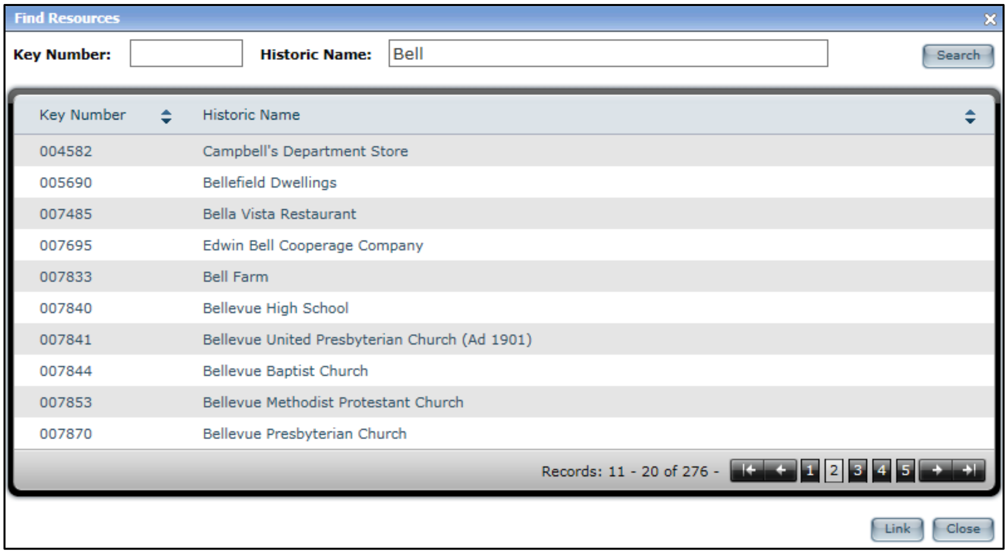
Links

Use the Sites and Resources boxes to create links to any archaeological sites or historic resources that were reported during the survey. If the resource was re-located and already has a PASS or Key Number, click "Link" to bring up a box where you can search for resources.

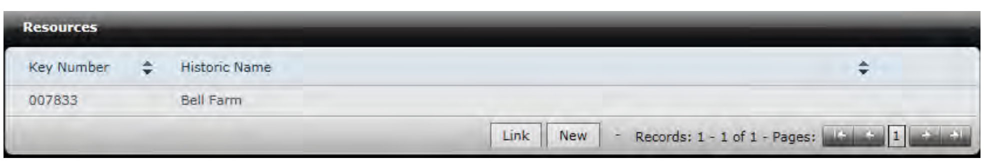


To link to an existing site or historic resource:

1. Click the "Link" button. This will bring up a box where you can search for a resource by number or name. ***Note:*** **You must click "Search" to bring up results. Hitting enter will not initiate the search.** This will bring up a list of all resources that match your criteria.



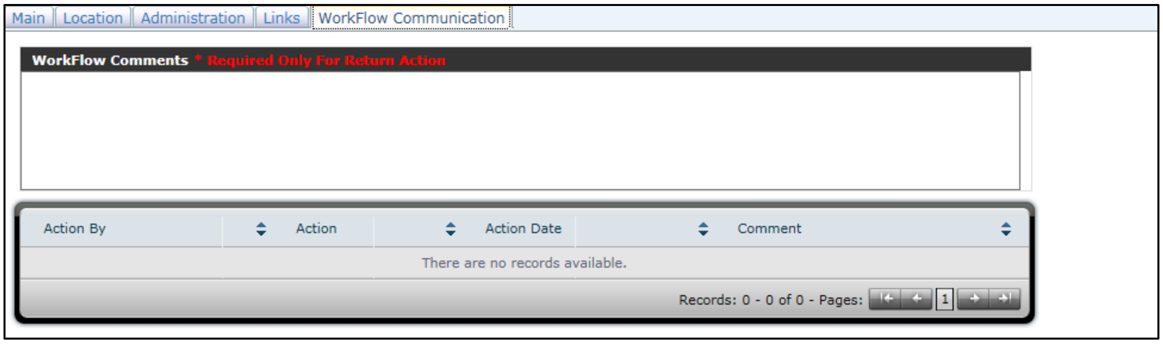
2. To create the link, select the resource and then click "Link." It will then appear under the Sites or Resources box.



If your report contains newly-identified resources, you may click the "New" button to create new sites and historic resources that will be linked with the report. **Be sure to save your report record first.** Please refer to the ARCHAEOLOGICAL SITES DATA ENTRY and HISTORICAL RESOURCE DATA ENTRY sections of this manual for more information.

WorkFlow Communication

This tab will maintain a log of submission and return actions until the record is approved and published. You may use the WorkFlow Comments box to record any communication (such as information for your reviewer) that will not become part of the report record published in CRGIS. If a record is returned to you, you will find the reviewer's comments and questions in this table.



ARCHAEOLOGICAL SITES DATA ENTRY

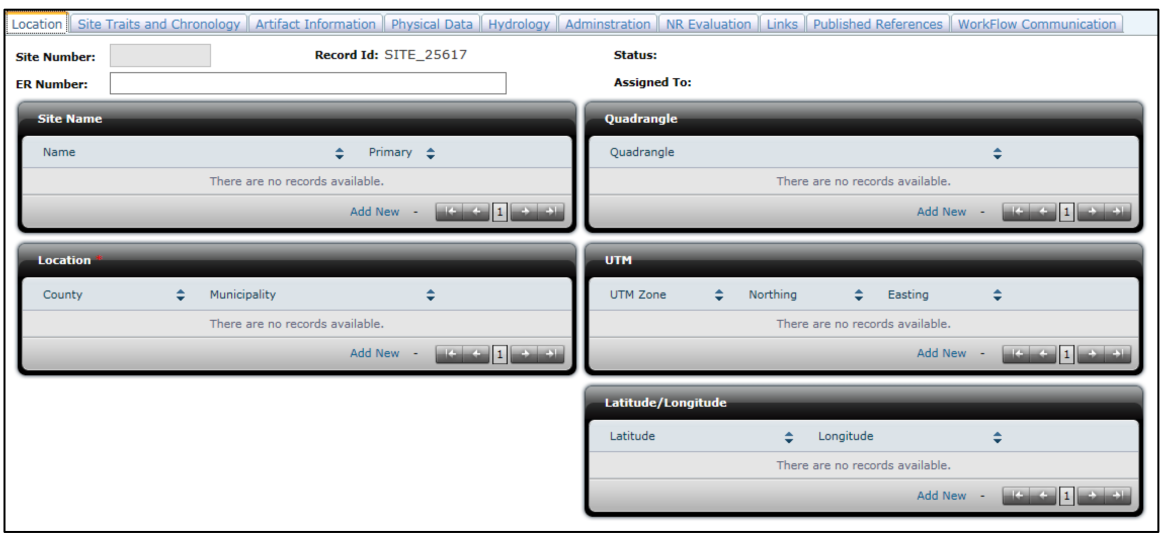
The Archaeological Sites Data Entry interface is the digital replacement for the PASS Form. There are some differences in the way the fields are structured within data entry. At present, this can only be used to submit newly-recorded sites, isolates, and non-site collections. PASS updates must still be submitted as pdf forms, and they should be attached to the report record when it is submitted.

Fields that are marked with a red asterisk in CRGIS indicate the minimum record that must be completed before the entry can be saved. Relevant sections of the record must be completed when it is submitted for assignment of a PASS number. Helpful hints for completing the fields within each tab are included below.

***Note:* If you are submitting isolated finds and non-site collections, you do not need to complete every field. Required fields are listed here:**

- **For Non-Site Collections**: ER Number, Location, Quadrangle, Site Discovery Method, Site Type, Chronology, *relevant sections on* Artifact Information *tab*, Physiography, Site Watershed, *and complete the* Administration *tab.*
- **For Isolated Finds**, also complete these fields: UTM *or* Latitude/Longitude, Site Elevation, Slope Aspect, Average Slope, Primary Disturbance, Vegetation Cover, Topographic Setting, Nearest Water

Location



Site Number

This field is disabled. The site number will be assigned after the record is reviewed by CRGIS staff. For more information about PASS numbers see Appendix D: PASS Numbers and Site Identification Criteria.

ER Number

If the site was discovered as part of a compliance project, enter the ER number of the project, *excluding* the alpha code.

Site Name Please enter a name for the site and set the Primary field to "Yes." If there are additional names for the site, you may enter them here.

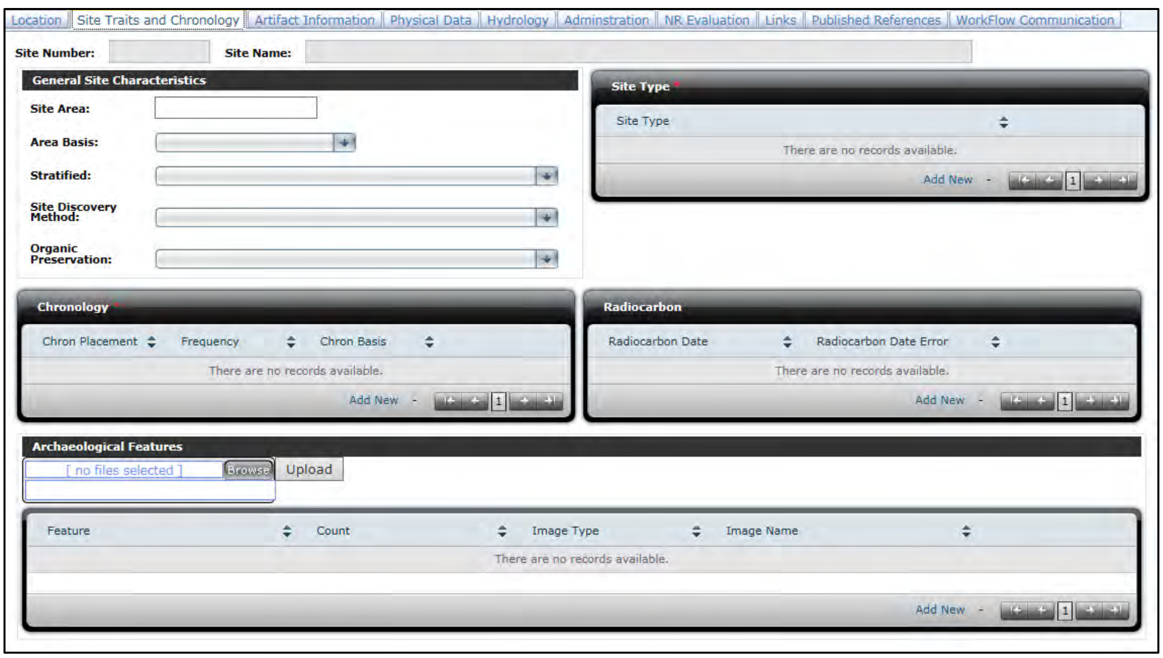
Location* Enter the county and municipality where the site is located.

***Note:* If the site clearly crosses municipal boundaries, create an entry for each municipality. You must also create an entry in which you select "Multi-Municips" in the Municipality field. If you have more than one county, you must also create an entry in which you select "Multi-County" and "Multi-Municips."**

Quadrangle Enter the USGS topographic quadrangle on which the site can be found.

UTM or **Lat/Long** Enter either UTM or Lat/Long coordinates for the site location. If the site is large, provide a central coordinate.

Site Traits and Chronology



Site Area Enter the area of the site ***in square meters***.

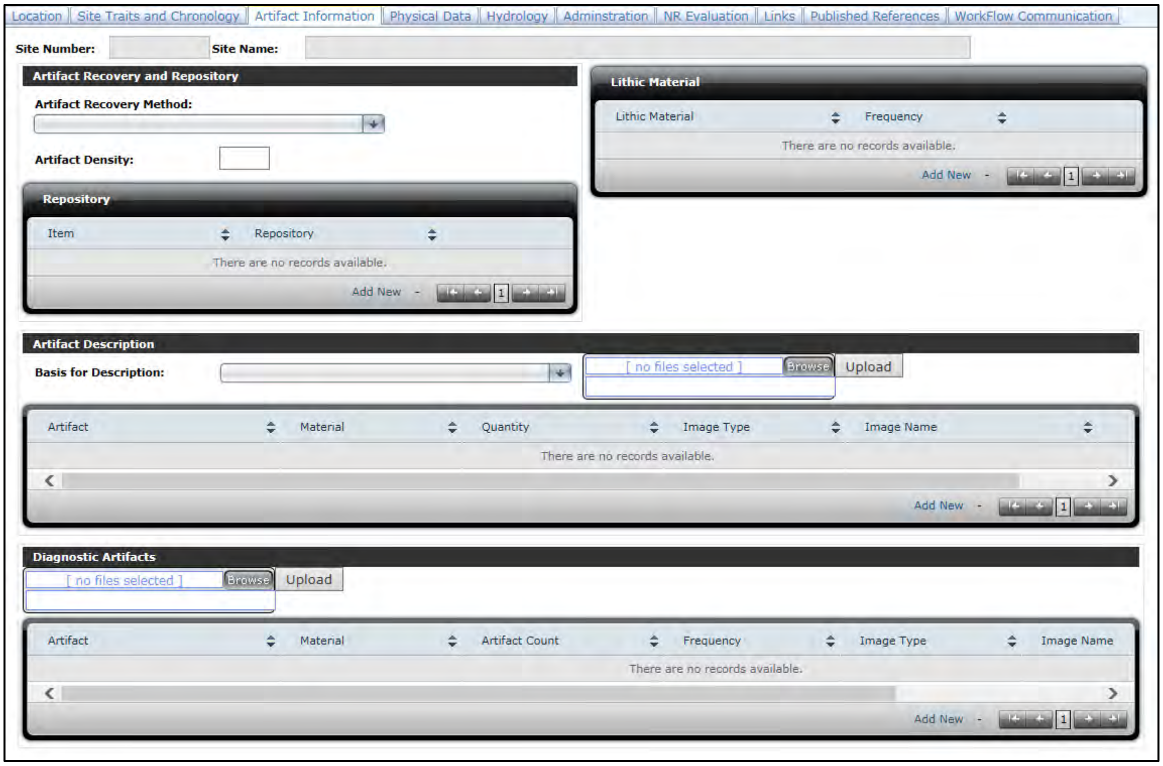
Area Basis Select the method by which the site's area was calculated.

Stratified Select the option that best characterizes the site's stratigraphy.

Site Discovery Method Select the method by which the site was first discovered. This will not capture all of the excavation methods that were employed at the

	site. Additional excavation methods are recorded in the Artifact Information tab and report records.
Organic Preservation	Select the option that best characterizes the site's potential for organic preservation.
Site Type*	Enter the site type or types that are most appropriate. ***Note*: This is the field that determines display in CRGIS as: Prehistoric Only, Historic Only, Multi-Comp Prehist/Hist, or Isolated Finds.** If you choose one site type that is historic and one that is prehistoric, it will be displayed as a multi-component site.
Chronology*	Create an entry in this box for each chronological period that is associated with the site. The breakdowns mimic the PASS form. Please enter as many entries as necessary. For each chronological placement, select a frequency and basis for chronological interpretation from the drop-down. The frequency should reflect what percentage of the site or assemblage is associated with that period. Chronological basis can be different for each entry.
Radiocarbon	Enter radiocarbon dates and error if available.
Archaeological Features	Create an entry for each type of feature identified on the site. If you have a feature type that does not fit the existing options, please e-mail the CRGIS staff, ra-crgis@pa.gov. In this box you may upload photos of features. To do so, click "Browse," select the file you want to load, and then click "Upload." The file name will populate in the feature table, and you will need to select the attachment type. ***Note*:** If you try to upload two files with the same file name, the first attachment with that name will be overwritten in the database.

Artifact Information



Artifact Recovery Method — Select the method by which the artifacts were recovered.

Artifact Density — ***Do not use this field.***

Lithic Material — Create an entry indicating the type and frequency of each lithic material present at the site.

Repository — Use this drop-down to indicate the proposed collection disposition. There are many values in this list; you will mostly use "PHMC-State Museum" or the options that begin with "Collection Retained by."

Basis for Description — ***This field is for internal SHPO use only.***

Artifact Description — Use this table to enter data from the Artifact Categories section of the PASS form. Please enter actual or approximate artifact quantities so that we can apply the Site Identification Criteria. ***Note:*** **If you do not have exact counts, list the quantity as a range (ex. 25-50, 101-200).** In this section, you may also upload images of the artifacts.

Ways of recording artifact information on the PASS form have changed over time, so there are options in the drop-down lists that are no longer used. As you complete the Artifact Description

Section, only use values that are included on the current version of the PASS form.

For pre-contact artifacts, the options listed in the three pre-contact artifact tables on the PASS form appear in the “Artifact” drop-down list.

- If you have multiple material types for one artifact type (e.g. chert *and* jasper debitage), create multiple entries for that artifact type in order to reflect the different materials present.
- For pre-contact pottery, enter the ceramic type under “Artifact,” and then list the temper under “Material”

For historic artifacts, use this box to re-create the historic functional class matrix from the PASS form. “Functional Class” will be selected from the “Artifact” drop-down; “Material Class” will be selected from the “Material” drop-down; and then the artifact quantities within the “Total” columns from the matrix will be entered in the “Quantity” field. See example below:

This historic artifact matrix…

			Material Class													
			Ceramic - Total	Diagnostic	Glass - Total	Diagnostic	Metal - Total	Diagnostic	Geological - Total	Diagnostic	Plastic - Total	Diagnostic	Biological - Total	Diagnostic	Composite - Total	Diagnostic
Functional Class	Activities	Arms & Weapons														
		Commerce					1	1								
		Recreation & Games														
		Tools & Writing														
		Transportation														
	Domestic	Heating & Lighting	1													
		Food Prep/Consumption											2			
		Food Storage	14		7						1					
		Furnishings														
	Personal	Accessories														
		Clothing & Footwear														
		Toys														
		Grooming/Health									1					
		Drugs/Alcohol/Tobacco														
	Struc-tural	Electrical														
		Hardware					1									
		Building Materials	1													
	Multiple Use	Closures														
		Containers														
		Fasteners														
		Metal Items														
		Fuel														
		Waste														
	Unidentified															

…will look like this in CRGIS data entry:

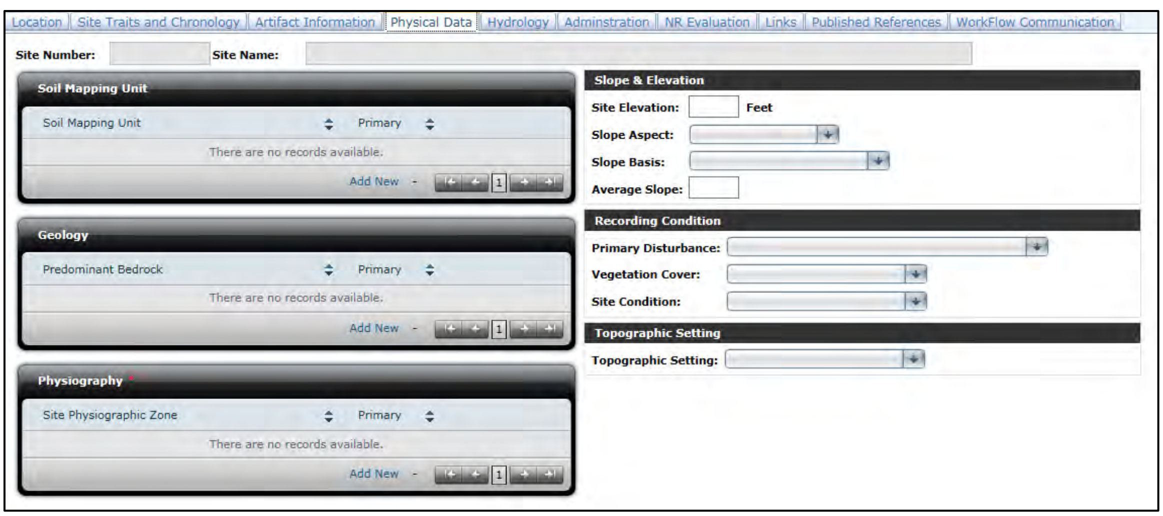
Artifact	Material	Quantity
Activities, Commerce	Metal	1
Domestic, Food Prep/Consumption	Biological	2
Domestic, Food Storage	Glass	7
Domestic, Food Storage	Plastic	1

Diagnostic Artifacts

Use this box to enter information about diagnostic artifacts if you have conducted artifact analysis. The "Artifact" drop-down contains all pre-contact artifacts listed in the PASS form instructions, and all historic diagnostic artifact types from previous versions of the PASS form. You may use this box to add images of diagnostic artifacts.

When entering historic diagnostic artifacts, you will enter functional categories from the matrix pictured above, rather than specific artifact types such as Creamware, Blown Bottle Base, etc. This will recreate the "Diagnostic" columns from the matrix. You do not need to recreate every entry from the artifact description box; only enter functional groups and quantities for identified diagnostic artifacts.

Physical Data



Soil Mapping Unit

Add entries for soil mapping units associated with the site. The field is free-entry; please enter the mapping unit codes rather than full soil series names. Mapping unit codes can be obtained from the PA Soils layer in CRGIS. Mark the soil unit on which the site is located as primary. Use this box to list other common soil types in the immediate vicinity.

Geology Select the predominant bedrock associated with the site and mark it as primary. Use this box to list the two most predominant bedrocks within 5 kilometers.

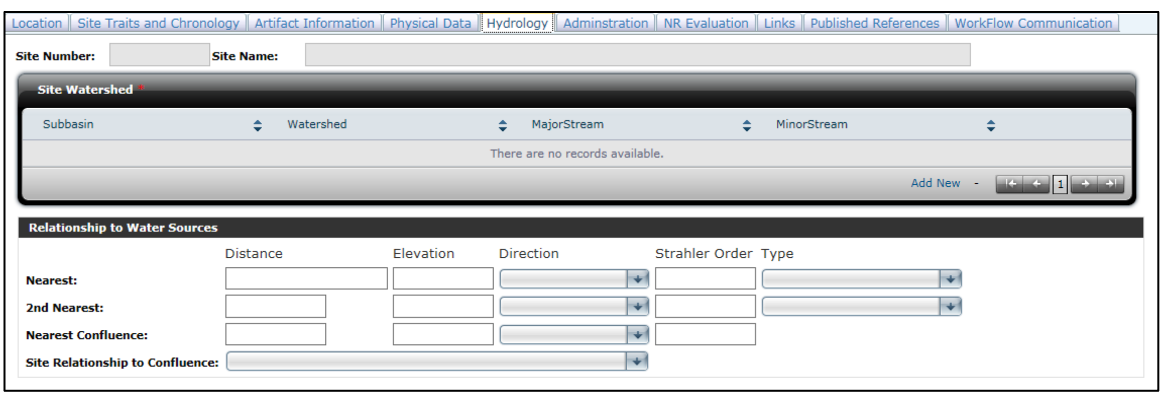
Physiography* Select the physiographic section in which the site located and mark it as primary. Use this box to list neighboring sections if the site is located within 10 kilometers of a physiographic section boundary. This information can be obtained from the Physiographic Zones layer in CRGIS.

Slope & Elevation Use the text and drop-down fields within this section to provide information about information about site elevation ***in feet***, slope aspect, basis for determining slope, and the average slope percentage.

Recording Condition Use the drop-down fields within this section to provide information about the condition of the site at the time you recorded it, specifically primary disturbance, vegetation cover, and an estimate of what percentage of the site is intact.

Topographic Setting Select the site's topographic setting.

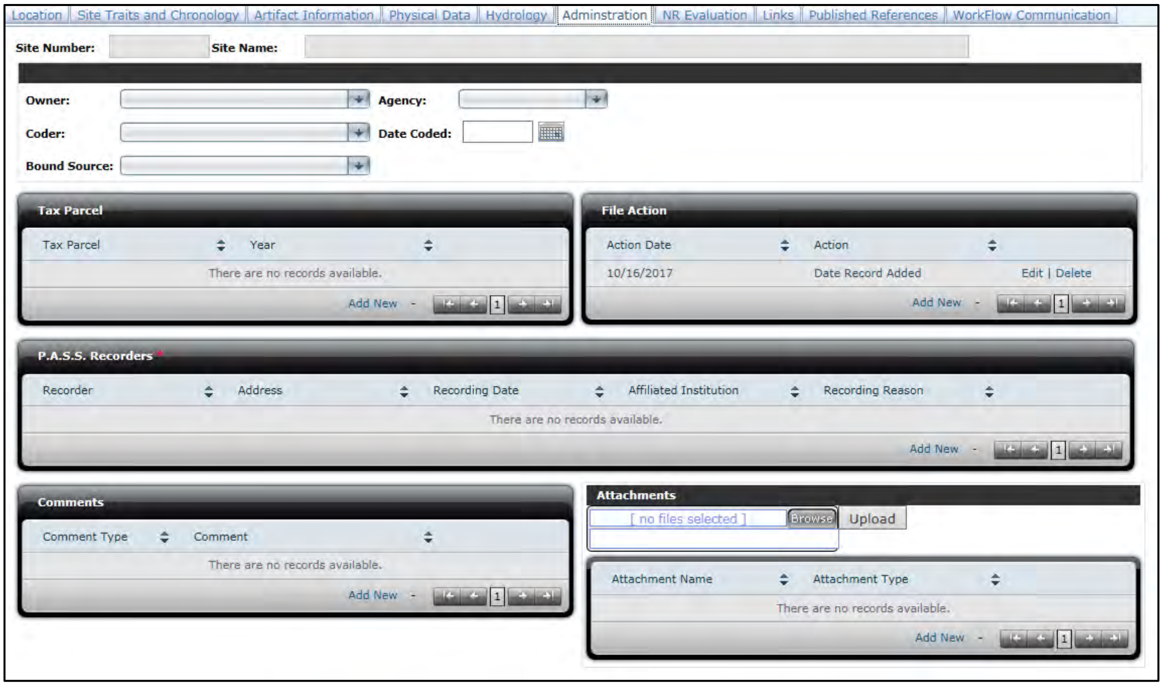
Hydrology



Site Watershed* Enter the watershed in which the site is located. The Subbasin, Watershed, and MajorStream are required for each record. If possible please complete the MinorStream. Subbasin and Watershed information can be obtained from the Watersheds layer in CRGIS.

Relationship to Water Enter information about water sources near the site. The direction and type are drop-down fields, as is the "Site Relationship to Confluence."

Administration



Owner	Select the category that best describes the land owner.
Agency	If the site is owned by a state or federal agency, select the agency in this drop-down field.
Coder	*This field is for internal SHPO use only.*
Date Coded	*This field is for internal SHPO use only.*
Bound Source	*This field is for internal SHPO use only.*
Tax Parcel	Enter the tax parcel and year for the property on which the site is located.
File Action	*This field is for internal SHPO use only.*
P.A.S.S. Recorders*	Use this box to provide your information. ***Note:*** The "Recorder," "Recording Date," and "Recording Reason" fields are required in order to save the record; "Address" and "Affiliated Institution" are optional. If the site is being submitted as part of a compliance project, select the name of the firm in the "Recorder" field, rather than the individual creating the submission. If the site was recorded as part of

museum, university, PHMC, or SPA research, please list the affiliated institution.

If your name or company does not appear in the "Recorder" list, please e-mail the CRGIS staff, ra-crgis@pa.gov.

Comments

Use this box to enter additional comments or information that does not fit in the other sections. If you are recording an isolated find or non-site collection, include the non-site justification in this field.

Note: **The comment box is publicly viewable in CRGIS once the record is published, so do not include sensitive site location information.**

Attachments

When recording a new site: upload the following required, conditional, and optional attachments to complete your submission.

Required:

- Administrative information page (may be uploaded after site number is obtained)
- 7.5 min USGS map with site location and boundaries
- Minimum site narrative
- Artifact inventory

Conditionally Required:

- *If it is a historic site…* Historic mapping or aerials
- *If the site was identified during a CRM project…* Site plans or testing strategy map
- *If you conducted analysis and identification of diagnostics…* Photographs or drawings of artifacts

Optional:

- Bibliography
- General site and excavation photos/drawings

If you are recording an isolate or non-site collection: upload the following required attachments:

- Administrative information page
- 7.5 min USGS map with find location(s)
- Artifact catalog
- Photos of diagnostics
- Drawings of pre-contact artifacts

Attachments should be named using the following conventions:

- Maximum length: 20 characters
- Avoid blank spaces or special characters

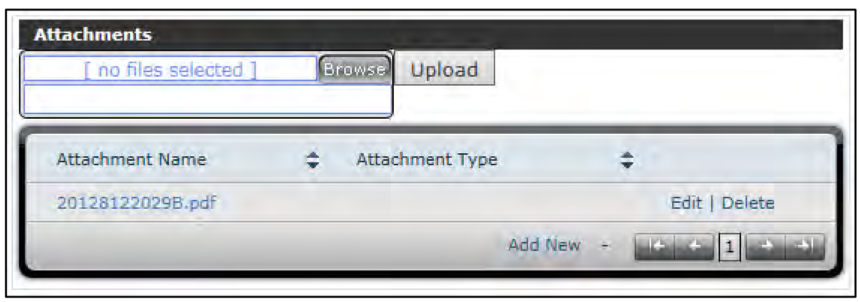
- Name your files using the site name followed by a brief description of the attachment's contents. ***Examples: loganwell_topo.jpg; shadefurn_artifacts.pdf.***

All spatial data (shapefiles or Google Earth KMLs) must be in zipped folders when attached. The information cannot be downloaded otherwise.

To upload attachments, follow these steps:

Click "Browse," open the file you want to load, and then click "Upload." A progress bar will appear:

When the upload is complete, it will appear in the "Attachments" box below.



Attachment Name The attachment name will be the name of the file that was uploaded. If it is changed after upload by editing the "Attachment Name" field, the attachment will not remain linked to the resource record.

Attachment Type *This field is for internal SHPO use only.*

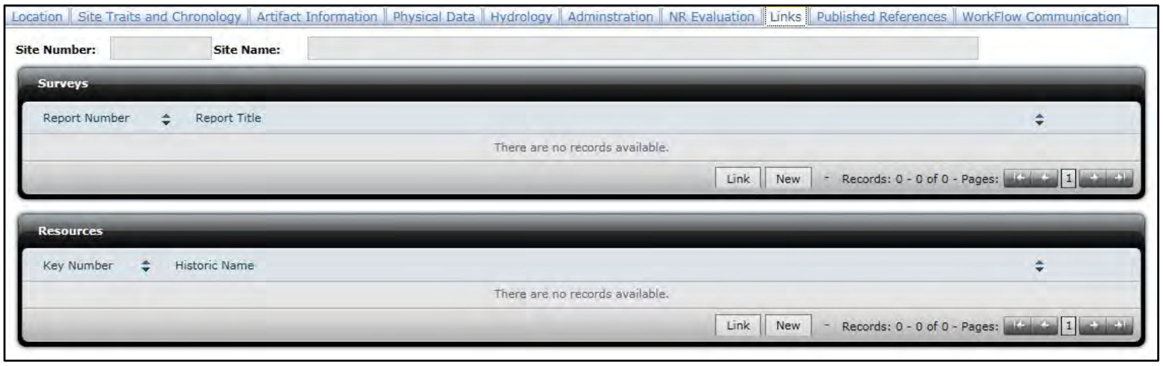
Multiple attachments can be uploaded as separate entries.
***Note*: If you try to upload a file with the same file name, the original attachment will be overwritten in the database.**

NR Evaluation

This tab is for internal SHPO use only. You may leave this blank. If you have recommendations for the site's NR eligibility, include them within the required site narrative attachment.

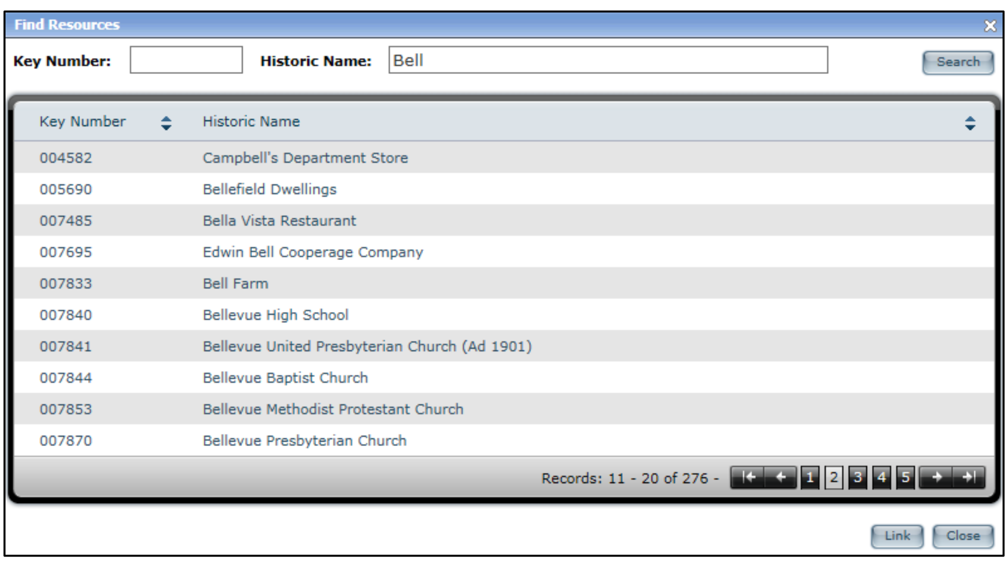
Links

Use the Surveys and Resources boxes to create links to any survey reports or historic resources associated with the site. If you created the new site record from an existing survey or resource record, then this link will automatically populate. Otherwise, click “Link” to bring up a box where you can search for resources. When you type in a resource number or name, you must click “Search” to bring up results. Hitting enter will not initiate the search. To create the link, select the resource and then click “Link.” It will then appear under the Surveys or Resources box.

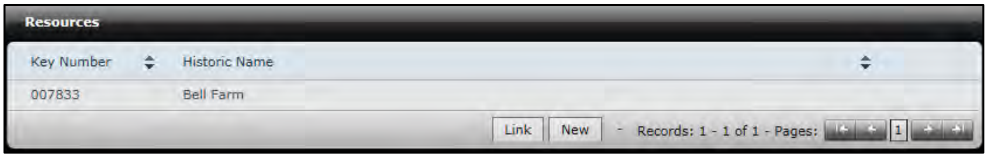


To link to an existing survey or historic resource:

3. Click the “Link” button. This will bring up a box where you can search for a resource by number or name. ***Note:* You must click “Search” to bring up results. Hitting enter will not initiate the search.** This will bring up a list of all resources that match your criteria.

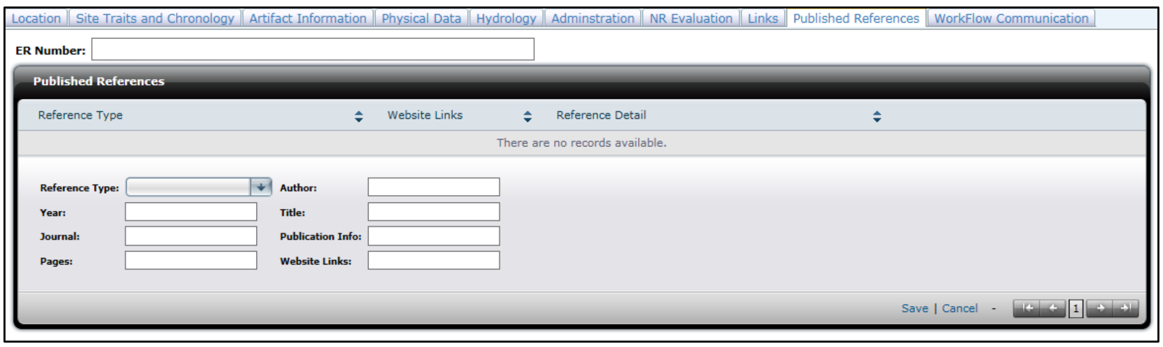


4. To create the link, select the resource and then click “Link.” It will then appear under the Surveys or Resources box.



If your site is associated with a new historic resource or a new survey report, you may click the "New" button to create new surveys and historic resources that will be linked with the site. **Be sure to save your report record first.** Please refer to the Survey Data Entry and Historical Resource Data Entry Isections of this manual for more information.

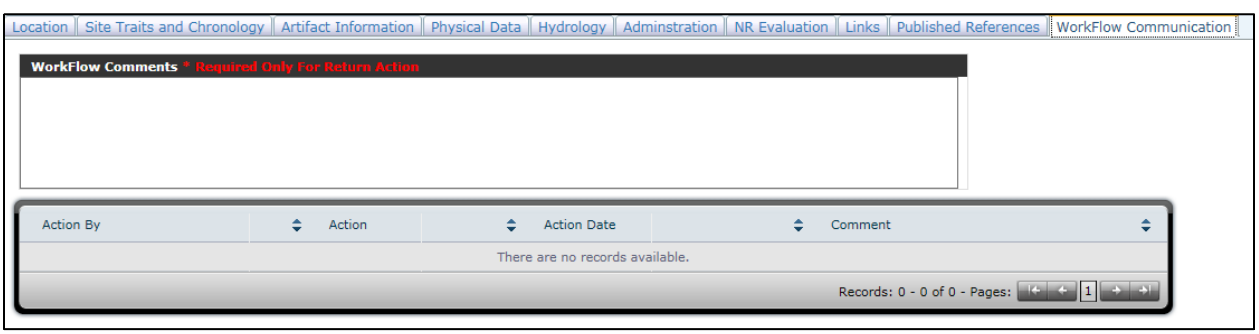
Published References



This tab can be used to record references to articles, books, websites, or other published sources that were written about the site. The purpose is to build a bibliographic database of research about Pennsylvania's historic and archaeological resources. ***Note:*** **This section should not be used to enter your research bibliography, and you do not need to include CRM reports.**

WorkFlow Communication

This tab will maintain a log of submission and return actions until the record is approved and published. You may use the WorkFlow Comments box to record any communication that will not become part of the report record published in CRGIS. If SHPO staff return a record to get more information, you will find their instructions in this tab.



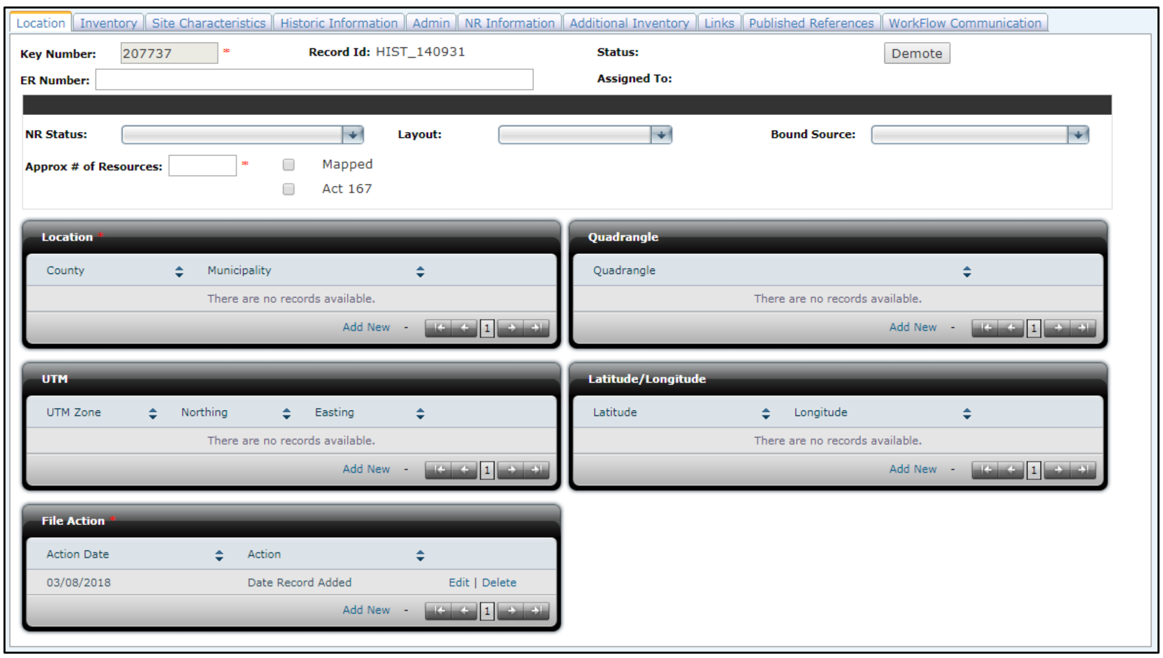
HISTORICAL RESOURCE DATA ENTRY

The Historical Resource Data Entry interface is the digital replacement for the Historic Resource Survey Form. There are some differences in the way the data are organized and structured within data entry, and there are opportunities to submit more information than what is currently required as part of the PA SHPO's minimum record. Furthermore, there are fields included in the Historical Resource Data Entry interface that are only for internal SHPO use.

Fields that are marked with a red asterisk in CRGIS indicate the minimum record that must be completed before the entry can be saved. Fields that are denoted as "***SHPO Required***" in the following list must be completed for the resource to be accepted for Section 106 review.

Helpful hints for completing the fields within each tab in the data entry interface are included below.

Location



Key Number — The SHPO Key Number is automatically assigned by the Historic Resource Data Entry interface. It cannot be changed.

ER Number — ***SHPO Required***. If the historic resource is being recorded as part of a compliance project. Please enter the ER number of the project, *excluding* the alpha code.

NR Status — ***This field is for internal SHPO use only.***

Layout — If relevant, select a layout option from the dropdown menu. Leave blank if irrelevant.

Bound Source *This field is for internal SHPO use only.*

Approx # of Resources* Enter the total structure count for the resource, including modern structures. For example, if an agricultural resource has a Farmhouse, a barn, and a modern shed, the number of resources to enter here is three.

Mapped *This checkbox is for internal SHPO use only.*

Act 167 *This checkbox is for internal SHPO use only.*

Location* Enter the county and municipality where the resource is located. If the resource boundary spans municipal boundaries, create an entry for each municipality.

Note: **If the resource boundary does span multiple municipalities, you must also create an entry in which you select "Multi-Municips" in the Municipality field.**

Example:

Location *

County	Municipality	
Clinton	Lock Haven City	Edit | Delete
Clinton	Flemington Borough	Edit | Delete
Clinton	Multi-Municips	Edit | Delete

Add New - 1

Or, if the resource boundary spans county boundaries, select "Multi-County" and "Multi-Municips" as one entry, and then proceed with entering the other counties and municipalities.

Example:

Location *

County	Municipality	
Multi-County	Multi-Municips	Edit | Delete
Centre	Miles Township	Edit | Delete
Clinton	Logan Township	Edit | Delete

Add New - 1

Quadrangle Enter the USGS topographic quadrangle (or multiple quadrangles) on which the resource can be found.

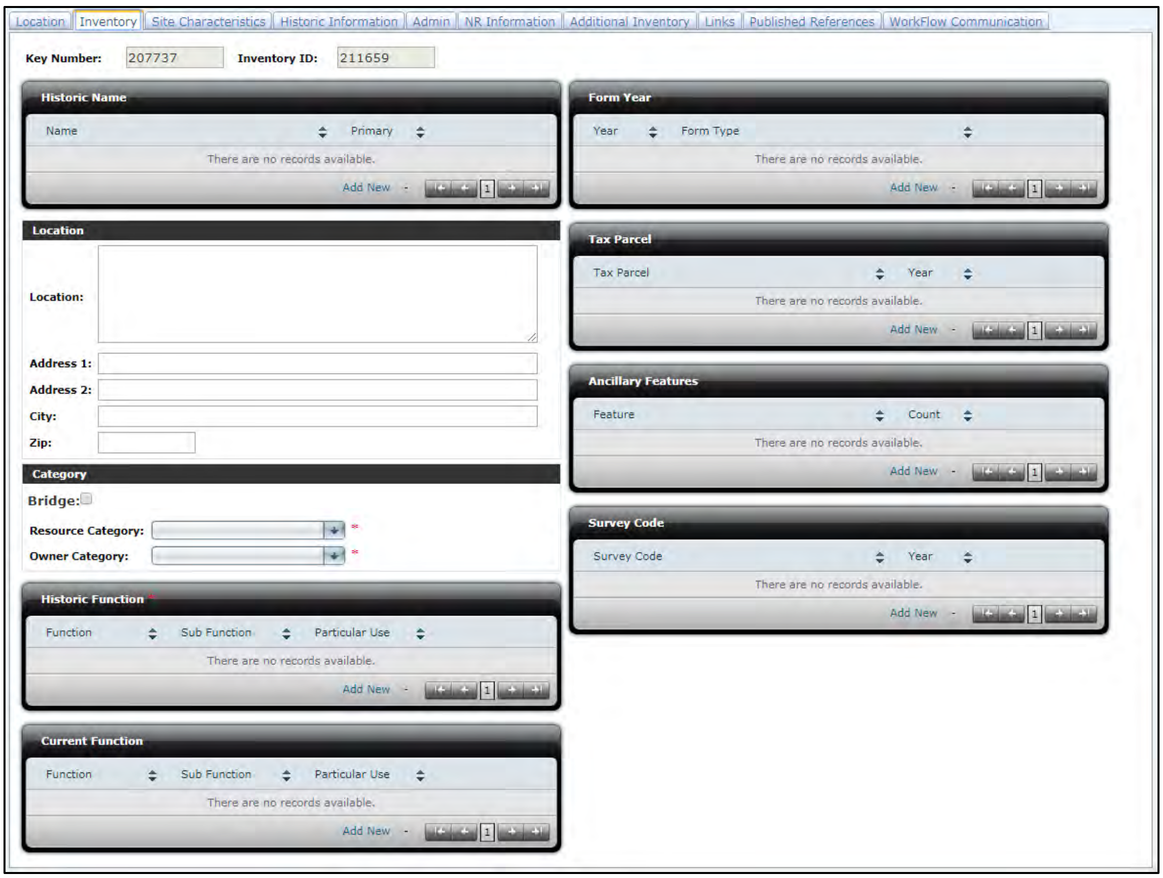
UTM Enter the UTM coordinates for the resource.

Latitude/Longitude Enter the Latitude/Longitude coordinates for the resource.

File Action* The "Date Record Added" automatically populates with the creation of the record. This field is generally for internal SHPO use only.

Inventory

Note: To record a bridge, click the "Bridge" check box on the Inventory Tab under the "Category" sub heading.



Historic Name Enter the names by which the resource is known, with one name per line. The historic name is the one that should be identified as the "Primary Name" by selecting "Yes" from the "Primary" dropdown menu. Note that there can only be one primary name, but unlimited non-primary names.

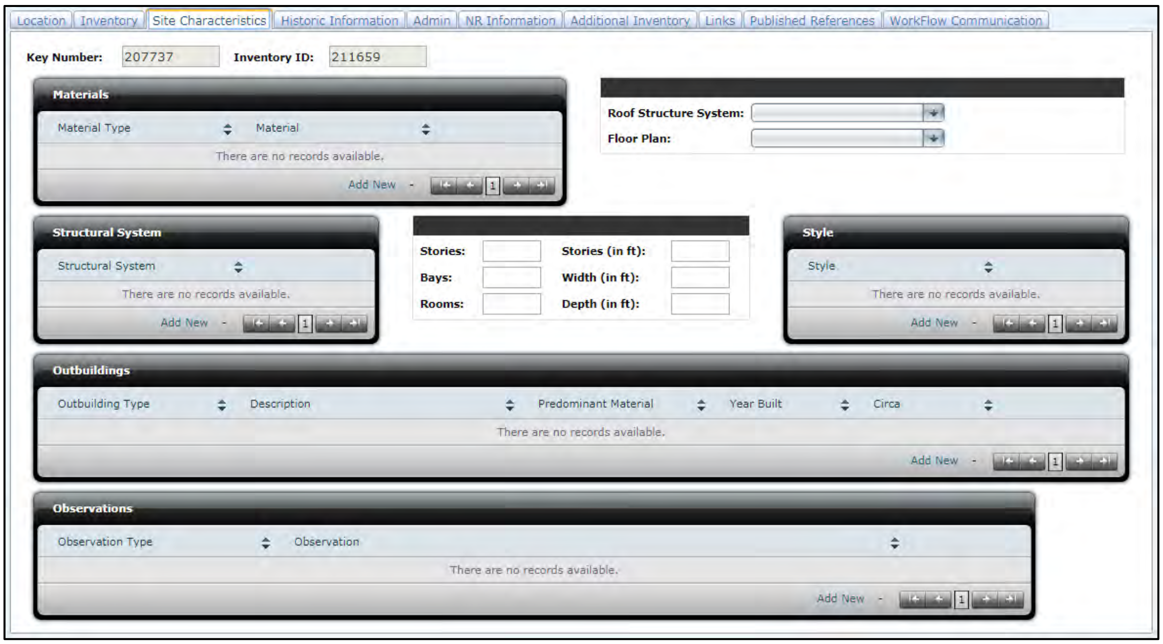
Location* Either the location or the address is required to save the record. (Note that the address is a ***SHPO Required*** field that is necessary for the review process.) Location is a text description of the

	placement of the resource. Example: "0.5 miles southwest of the junction of LaBarre Road and Crafa Avenue in the village of Myers Crossing."
Address*	***SHPO Required.*** Enter the street address of the resource.
Bridge	If the resource that is being recorded is a bridge, click the "Bridge" checkbox. Clicking this checkbox will convert the record to that of a bridge inventory, and will add the Bridge tab to the record. The information contained on this tab is ***SHPO Required*** if the resource in question is a bridge.
Resource Category*	Select the appropriate resource category from the dropdown menu.
Owner Category*	Select the appropriate owner category from the dropdown menu.
Historic Function*	In the "Historic Function" box, select the appropriate historic function from the dropdown menu. This selection will bring up the options on the "Historic Sub Function" list. Note that there can be a number of historic functions entered on separate lines. **Historic Sub Function*** Select the appropriate historic sub function from the dropdown menu. **Historic Particular Use** This text field that allows you to more completely describe the function. For example, if the Historic Function is "Domestic," and the Historic Sub Function is "Multiple Dwelling," then the Historic Particular Use could be "Apartment Building."
Current Function	In the "Current Function" box, select the appropriate current function from the dropdown menu. This selection will bring up the options on the "Current Sub Function" list. Note that there can be a number of current functions entered on separate lines. **Current Sub Function** Select the appropriate current sub function from the dropdown menu. **Current Particular Use** See Historic Particular Use above.
Form Year	Select "Remote Data Entry" from the dropdown and then enter the corresponding year.
Tax Parcel	Enter the tax parcel and its corresponding year on one line. Multiple tax parcel numbers and years can be entered on subsequent lines. The year should indicate the year of the tax parcel database that was consulted.

Ancillary Features Select an ancillary feature from the dropdown menu and then note in the "Count" how many of that feature are present as part of the resource. Multiple types of ancillary resources can be entered as part of the record for every historic resource. This field is used to count features that you want to note, but not to describe. See Outbuildings below.

Survey Code Enter your survey code for the historic resource and the corresponding survey year.

Site Characteristics



Materials *SHPO Required.* Select "Material Type" from the dropdown menu on the left to identify where a certain material is located on the resource, and select the material itself from the "Material" dropdown menu on the right side of the Materials box.

Roof Structure System Select the appropriate "Roof Structure System" from the dropdown menu.

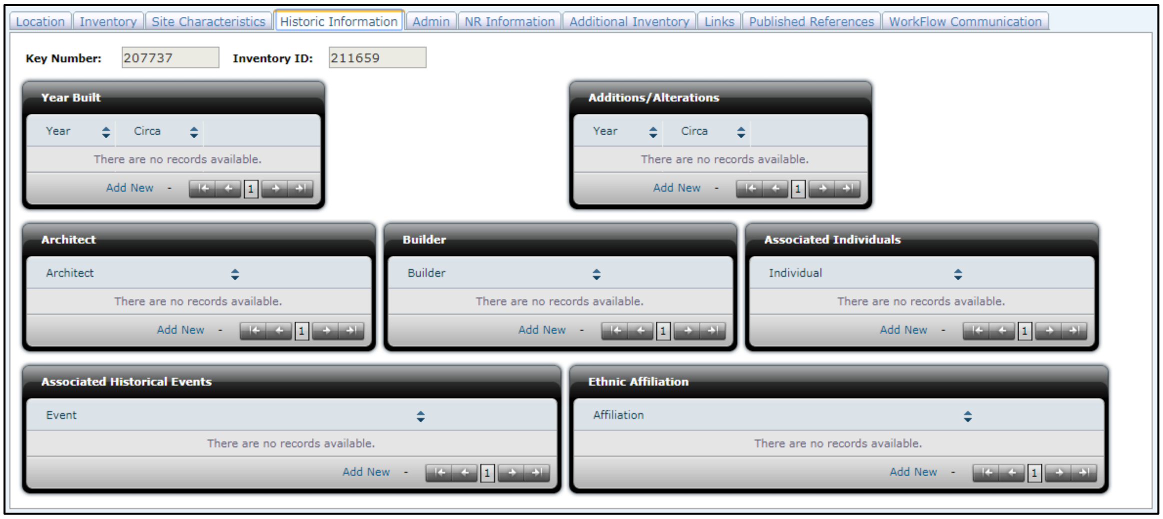
Floor Plan Select the appropriate floor plan from the "Floor Plan" dropdown menu.

Structural System Select the structural system from the dropdown menu. Multiple structural systems can be added on different lines.

Stories, Bays, and Rooms	***SHPO Required.*** Fill in the numerical values of stories, bays, and rooms by either basic count or by height or width in feet.
Style	Select the appropriate architectural style from the dropdown menu. Multiple architectural styles can be added as separate entries.
Outbuildings	If the resource contains outbuildings, enter the relevant descriptive information in this table. Multiple outbuildings can be entered as separate entries. Though similar to the ancillary features mentioned above, this table is used to provide minimal description of non-primary buildings and structures. **Outbuilding Type** ***Required to Save List Entry.*** Select the relevant outbuilding type from the dropdown menu. If the needed outbuilding type is not listed as part of the dropdown menu, select "Other" from the list, and then enter the outbuilding type in the "Description" box. **Description** This field will remain inactive unless "Other" is selected as the "Outbuilding Type." If "Other" is selected, enter the outbuilding type into the "Description" box. **Predominant Material** Enter the primary exterior wall material. Only one material may be entered per outbuilding entry. **Year Built** ***Required to Save List Entry.*** Enter the year that the outbuilding was constructed. If the date entered is an approximate date, select "C" from the "Circa" dropdown menu. **Circa** If the construction year that has been entered in the "Year Built" field is an approximate date, select "C" from the "Circa" dropdown menu. If the year built is not an approximate date, leave the "Circa" field blank.
Observations	Enter information related to the landscape of the resource, noting features such as cropland, streams, creeks, walls, exotic plants, et cetera. Select these features, as well as others, from the dropdown menu. Multiple observations can be entered as separate entries. **Observation Type** For above ground resources, select "Landscape" from the "Observation Type" dropdown menu. If the resource that you are recording contains identified archaeological resources, you may select "Archaeological" from the "Observation Type" dropdown menu.

Observation Select an observation from the "Observation" dropdown menu. Multiple observations can be entered as separate entries.

Historic Information



Year Built — *SHPO Required.* Enter the year built in the "Year" field. If the date is approximate, select "C" from the "Circa" dropdown menu.

Additions/Alterations — If dates of alterations or additions made to the historic resource are known, enter them here in the "Year" field. Multiple alteration/addition dates can be entered as separate entries.

Architect — If the name of the architect, or architectural firm, is known, enter that information here.

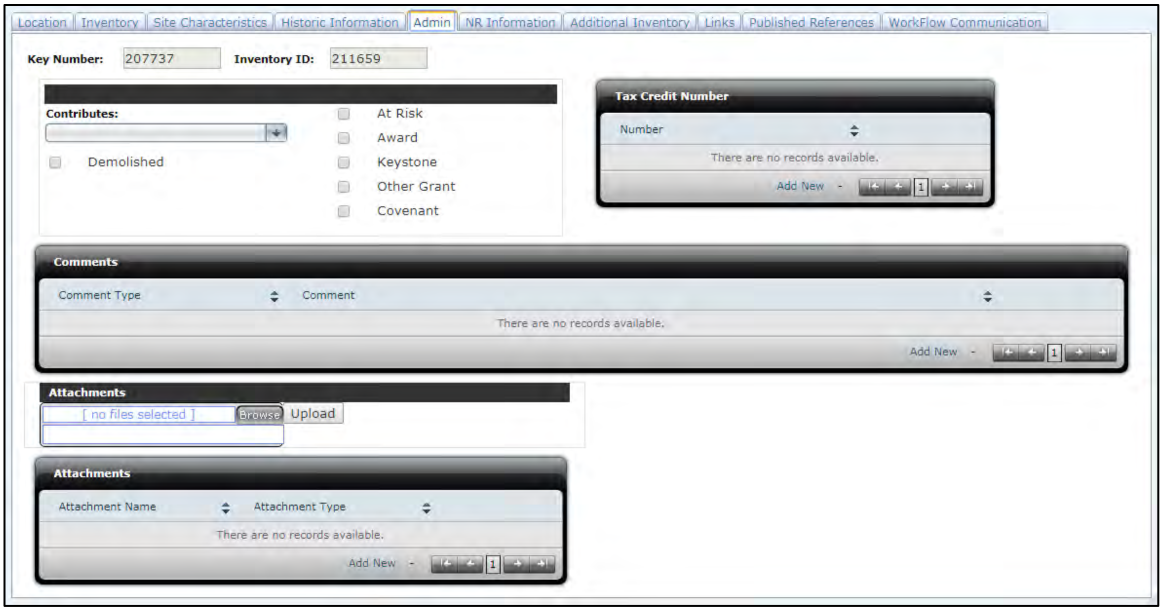
Builder — If the name of the builder, or the construction or engineering firm, is known, enter that information here.

Associated Individuals — If known, enter the names of any individuals associated with the resource. Enter one name per entry.

Assoc. Historical Events — If known, enter any associated historical events, such as "Lumber Industry" or "Anthracite Coal Mining."

Ethnic Affiliation — If relevant, select the appropriate ethnic affiliation from the dropdown menu. Multiple ethnic affiliations can be entered as separate entries.

Admin



Contributes *This field is generally for internal SHPO use only.*

Demolished *This field is generally for internal SHPO use only.*

At Risk/Award/Keystone/ Other Grant/Covenant *This field is generally for internal SHPO use only.*

Tax Credit Number *This field is generally for internal SHPO use only.*

Comments Use this box to enter additional comments or information that you feel is relevant for a deeper understanding of the resource, and that does not fit neatly into any other sections of the data entry interface. *Note:* **The comment box is publicly viewable in CRGIS once the record is published, so do not include sensitive information. Please note that extensive narratives should be added as attachments instead of comments.**

Comment Type Always select "Comment by Data Recorder" from the "Comment Type" dropdown menu.

Comment Enter any comments or notes.

Attachments *SHPO Required.*

Important Note: **Uploading your attachments to the record should be your last step in data entry before submission.** Once attachments are uploaded, they are accessible via data entry after thirty minutes, and for the following thirty days. Once that period has elapsed, they are only visible through CRGIS's map viewer and AskReGIS function once the record has been approved and published. Consequently, it is recommended that you refrain from uploading your attachments until you are ready to submit your record for review.

Please see [Appendix E: SHPO-Accepted HRSF Attachment Document Types and Naming Conventions]() for guidance on the document types and naming conventions that are appropriate for CRGIS attachments.

Use this box to upload your attachments:

Click the "Browse" button to browse to your attachment. Then click the "Upload" button to begin the upload process. A progress bar will appear:

When the upload is complete, it will appear in the "Attachments" box below:

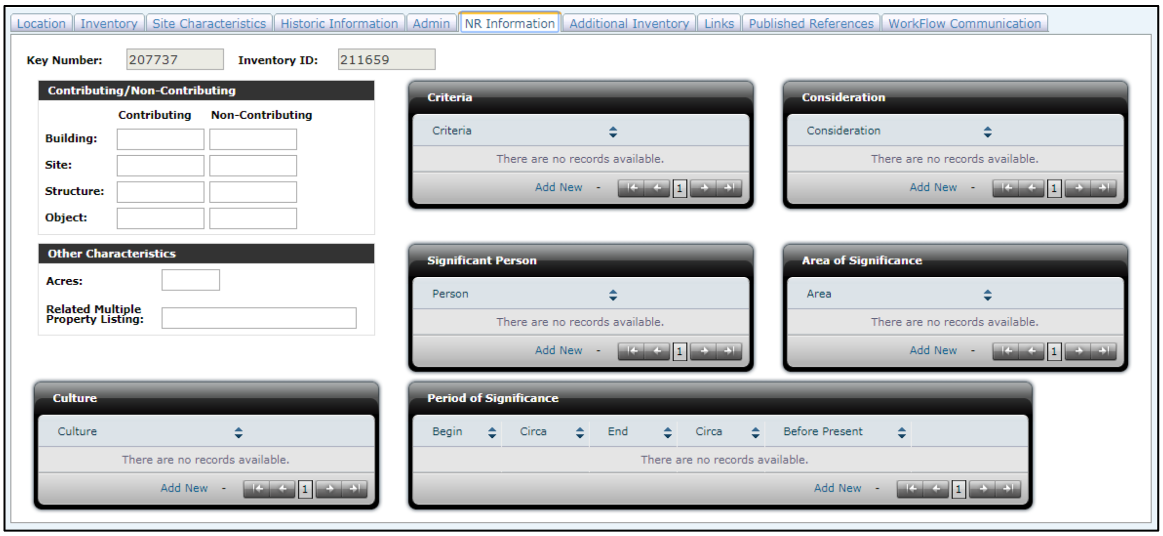
Attachment Name The attachment name will be the name of the file that was uploaded. If it is changed after upload by editing the "Attachment Name" field, the attachment will not remain linked to the resource record. Name attachments according to SHPO accepted attachment naming conventions, found in [Appendix E]().

Attachment Type Select the most accurate attachment type from the "Attachment Type" dropdown menu.

Multiple attachments can be uploaded as separate entries.

NR Information

Please note that the majority of this tab is for internal use only. Please fill out only the Acres field and any Related Multiple Property Listing.

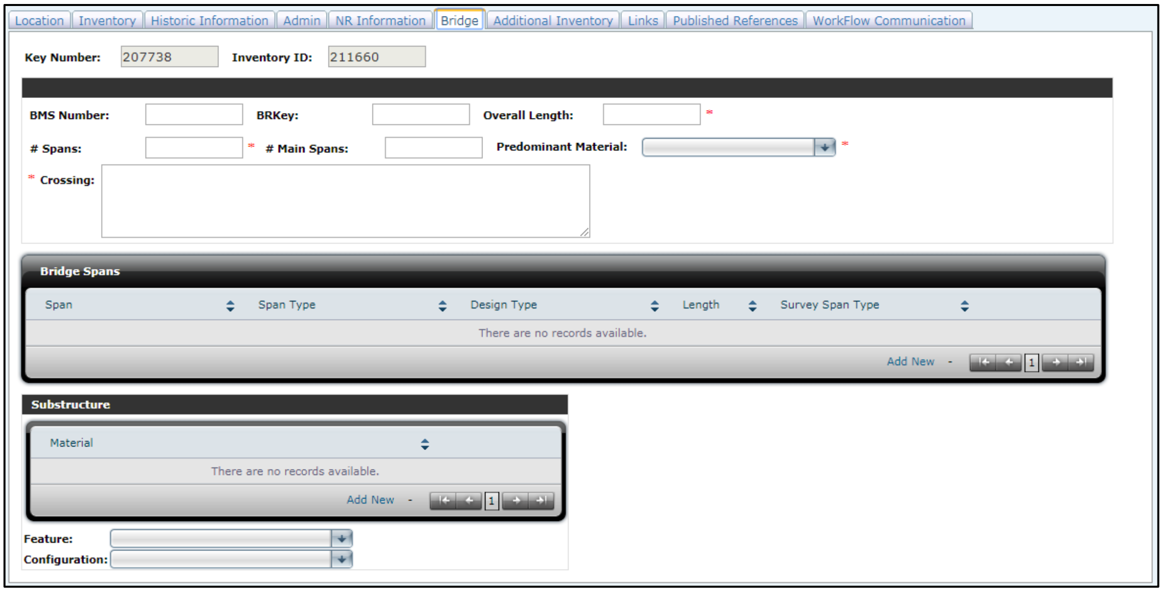


Acres Enter the total acreage to two decimal places for the resource being recorded.

Related Multiple Property Listing If relevant, enter the name of the related MPDF.

Bridge

Note: To record a bridge, click the "Bridge" check box on the Inventory Tab under the "Category" sub heading.



BMS Number	Enter the current BMS number for the bridge. If an older BMS number exists, please include that in the Comments field on the Admin tab.
BR Key	Enter the current BR Key number for the bridge. If an older BR Key number exists, please include that in the Comments field on the Admin tab.
Overall Length*	Enter the overall length of the resource.
# Spans*	Enter the number of spans that make up the entire resource.
# Main Spans	Enter the number of main spans – those that comprise the predominant massing of the bridge.
Predominant Material*	Select the predominant bridge material from the dropdown list.
Crossing*	Enter the name of the feature that the bridge is crossing, i.e., "Susquehanna River," "Adams Road," "Pennsylvania Railroad: Main Line (Philadelphia City)," et cetera. If the feature crossed does not have a name, enter an accurate description of the feature – i.e., "Minor Tributary of Close Creek," "Woodward Township hiking trail, approximately 600 feet southwest of Riverside Drive," et cetera.

Bridge Spans

Span Select the appropriate span category from dropdown list.

Span Type Select the most accurate span type from the dropdown list.

Design Type Select the appropriate design type for the span being described, if known.

Length Enter the length of the span being described, if known.

Survey Span Type Select the appropriate survey span type from the dropdown list, if known.

Substructure Select materials for the substructure. Multiple materials can be entered as separate entries.

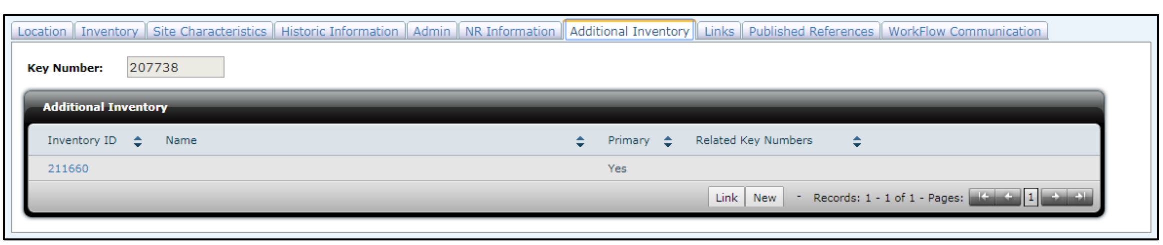
Feature Select intrados type from dropdown list, if known.

Configuration Select configuration from dropdown list, if known.

Additional Inventory

If the resource that is being entered contains multiple features that could be individually recorded if sufficient information is possessed – such as multiple buildings within a historic district or an agricultural property with outbuildings – the individual components should be added to the record as inventory items.

With the addition of inventory items, every component of the larger resource will receive its own unique identifier – called an Inventory ID – within the larger SHPO Key Number. For example, if the resource that is being recorded is a farm, the SHPO Key Number 789602 will cover the entire farm property, while the information recorded under Inventory ID 782000 will only refer to the Pennsylvania Barn present on the property. *Note: For detailed guidance on Inventory IDs, and to find out if they are necessary, please contact Elizabeth Shultz at* elishultz@pa.gov *or 717-346-5968 or Noel Strattan at* dsttrattan@pa.gov *or 717-214-6572.*

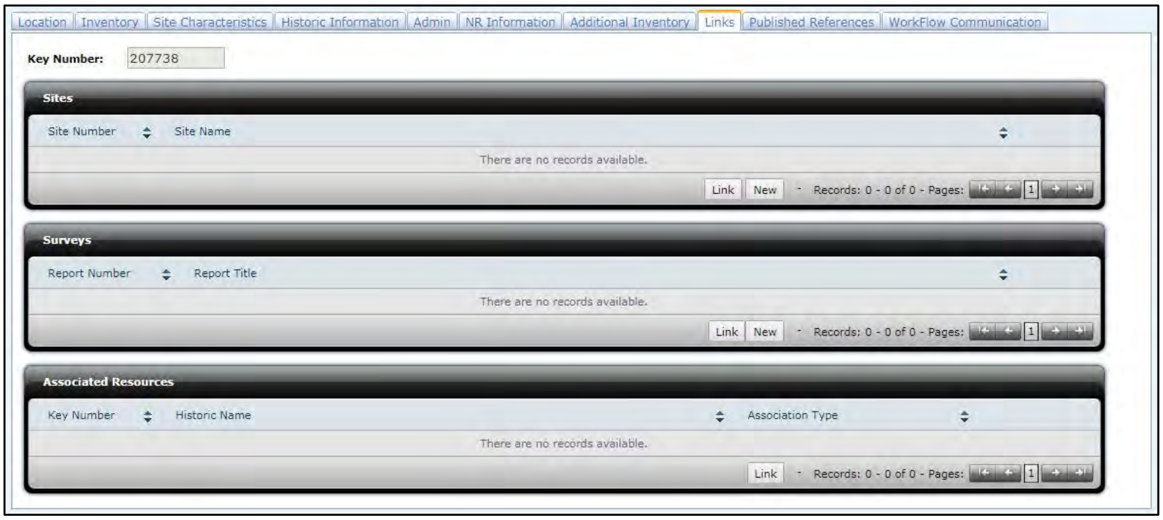


Add New Inventory ID To add an inventory item to your record, click the "New" button in the bottom righthand corner of the Additional Inventory box on the Additional Inventory tab. Clicking this button will open a new window where the information that is specifically for an individual

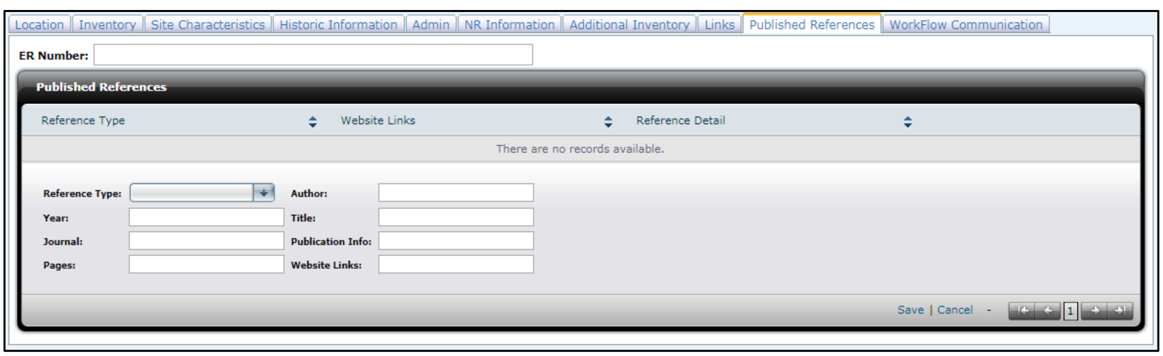
	feature within the larger resource will be entered. The information that can be entered for a new inventory item is identical to the information included on the Inventory, Site Characteristics, Historic Information, and Admin tabs in the main SHPO Key Number record. To fill in these fields, please refers to the instructions included above for the Inventory, Site Characteristics, Historic Information, and Admin tabs. Once the descriptive information for the inventory item has been completed, press the "Save Record" button on the bottom righthand corner of the screen.
Link Existing Inventory ID	In certain cases, it may be appropriate to link an existing inventory item (with its existing Inventory ID) to the record that you are creating. An example of such an occasion would be that a new historic district is being recorded, and within its proposed boundary there are buildings/structures/sites/objects that have already been recorded in CRGIS and which will be assessed for the contributing status to the historic district. To link an existing inventory item, first identify the Inventory ID number to be linked by clicking on the "Link" button on the bottom righthand corner of the Additional Inventory box. A "Find Inventory" box will pop up and will allow you to search by Inventory Number or by Historic Name. Once you have identifying the inventory item that you would like to link, click on the item in the list to highlight it, and then press the "Link Inventory" button on the bottom righthand corner of the Find Inventory box. The inventory item will then be linked to the record. Then press the "Close" button in the bottom righthand corner of the Find Inventory box to close the pop-up window. For guidance on whether is it appropriate to link existing Inventory IDs to the record, please contact Elizabeth Shultz at elishultz@pa.gov or 717-346-5968, or Noël Strattan at dstrattan@pa.gov or 717-214-6572.

Links

Use the Sites, Surveys, and Associated Resources boxes to create links to any survey reports or historic resources associated with the record. If you created the new record from an existing survey or resource record, then this link will automatically populate. Otherwise, click "Link" to bring up a box where you can search for resources. When you type in a resource number or name, you must click "Search" to bring up results. Hitting enter will not initiate the search. To create the link, select the resource and then click "Link." It will then appear under the Surveys or Resources box.



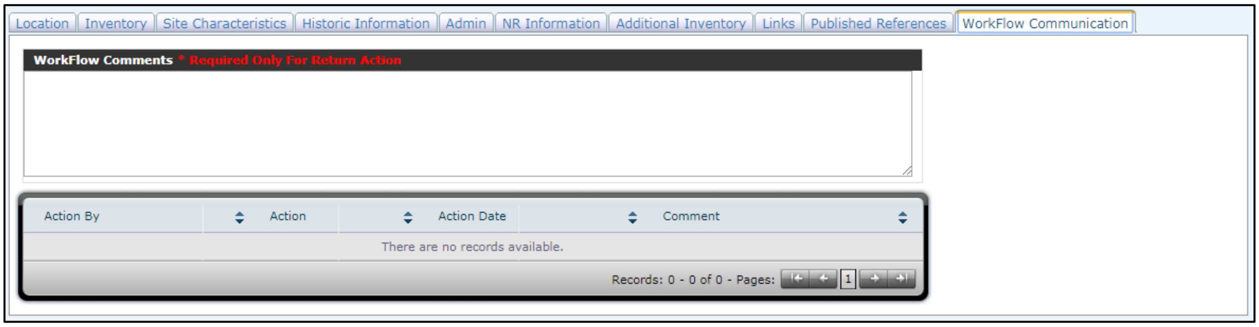
Published References



This tab can be used to record references to articles, books, websites, or other published sources that were written about the resource. The purpose is to build a bibliographic database of research about Pennsylvania's historic and archaeological resources. ***Note:*** This section should not be used to enter your research bibliography, and you do not need to include CRM reports.

WorkFlow Communication

This tab will maintain a log of submission and return actions until the record is approved and published. You may use the WorkFlow Comments box to record any communication that will not become part of the resource record published in CRGIS. If SHPO staff return a record to get more information, you will find their instructions in this tab.



Appendix A: Anatomy of an ER Number

Environmental Review (or ER) Numbers are the internal project tracking numbers used by our office. These numbers are assigned to projects at the receipt of the first project submission, usually the Project Review Form. These numbers are unique by project. The number consists of four parts:

1) Federal Fiscal Year of initial project submission.
2) Sequential number assigned within each federal fiscal year. The first project received each October 1 will be assigned 0001, the second 0002, and so on.
3) County code (see Code Sheet, Appendix B).
4) Alpha Code, unique to each submission. The first submission received for a new ER number will be the A submission, the second the B submission, and so on.

Example:

2015 – 0110 – 003 – C

2015	0110	003	C
Submission first received in 2015	110^{th} submission received since Oct 1	Allegheny County	Third Submission w/in ER Number

Appendix B: County Codes

County	ER Code	PASS County Abbreviation
Adams	001	AD
Allegheny	003	AL
Armstrong	005	AR
Beaver	007	BV
Bedford	009	BD
Berks	011	BK
Blair	013	BL
Bradford	015	BR
Bucks	017	BU
Butler	019	BT
Cambria	021	CD
Cameron	023	CM
Carbon	025	CR
Centre	027	CE
Chester	029	CH
Clarion	031	CL
Clearfield	033	CD
Clinton	035	CN
Columbia	037	CO
Crawford	039	CW
Cumberland	041	CU
Dauphin	043	DA
Delaware	045	DE
Elk	047	EL
Erie	049	ER
Fayette	051	FA
Forest	053	FO
Franklin	055	FR
Fulton	057	FU
Greene	059	GR
Huntingdon	061	HU
Indiana	063	IN
Jefferson	065	JE
Juniata	067	JU
Lackawanna	069	LW
Lancaster	071	LA
Lawrence	073	LR
Lebanon	075	LE
Lehigh	077	LH

County	ER Code	PASS County Abbreviation
Luzerne	079	LU
Lycoming	081	LY
McKean	083	MC
Mercer	085	ME
Mifflin	087	MI
Monroe	089	MR
Montgomery	091	MG
Montour	093	MO
Northampton	095	NM
Northumberland	097	NB
Perry	099	PE
Philadelphia	101	PH
Pike	103	PI
Potter	105	PO
Schuylkill	107	SC
Snyder	109	SN
Somerset	111	SO
Sullivan	113	SU
Susquehanna	115	SQ
Tioga	117	TI
Union	119	UN
Venango	121	VE
Warren	123	WA
Washington	125	WH
Wayne	127	WY
Westmoreland	129	WM
Wyoming	131	WO
York	133	YO
Multiple County	042	

Appendix C: State and Federal Agency Codes

CODE	State or Federal?	AGENCY
537	S	***Old Agency; Do Not Use***
BLM	F	Bureau of Land Management
BSP	S	Bureau of State Parks; DCNR
CDBG	F	US Community Development Block Grant Program
CDBGE	F	***Old Agency; Do Not Use***
CDBGS	F	***Old Agency; Do Not Use***
CG	F	US Coast Guard
COALC	F	***Old Agency; Do Not Use***
COALD	F	DEP, Deep Coal Mine
COALF	F	***Old Agency; Do Not Use***
COALG	F	***Old Agency; Do Not Use***
COALP	F	***Old Agency; Do Not Use***
COE	F	US Army Corps of Engineers
COR	S	***Old Agency; Do Not Use***
COV	F	***Old Agency; Do Not Use***
COV	S	***Old Agency; Do Not Use***
CZM	F	Coastal Zone Management
DA	S	***Old Agency; Do Not Use***
DCED	S	PA Department of Community and Economic Development
DCNR	F	***Old Agency; Do Not Use***
DCNR	S	PA Department of Conservation and Natural Resources
DE	S	Department of Education
DEP	S	Department of Environmental Protection
DER	S	***Old Agency; Do Not Use***
DGS	S	Department of General Services
DH	S	***Old Agency; Do Not Use***
DHS	F	Department of Homeland Security
DMA	S	***Old Agency; Do Not Use***
DOD	F	US Department of Defense
DOE	F	US Department of Energy
DOJ	F	US Department of Justice
DOT	S	Department of Transportation (PennDOT)
DPW	S	***Old Agency; Do Not Use***
DRBC	F	Delaware River Basin Commission
EA	F	***Old Agency; Do Not Use***
ED	F	US Department of Education
EDA	F	Economic Development Administration
EPA	F	US Environmental Protection Agency
FAA	F	Federal Aviation Administration
FC	S	Legislative Budget and Finance Committee
FCC	F	Federal Communications Commission
FDIC	F	Federal Deposit Insurance Corporation
FEMA	F	Federal Emergency Management Agency
FERC	F	Federal Energy Regulatory Commission

FHWA	F	Federal Highway Administration
FMHA	F	***Old Agency; Do Not Use***
FRA	F	Federal Railroad Administration
FS	F	Forest Service
FTA	F	Federal Transit Administration
FWS	F	US Fish and Wildlife Service
GBO	S	Governor's Budget Office
GC	S	PA Game Commission
GSA	F	US General Services Administration
HHS	F	US Health and Human Services
HUD	F	US Department of Housing and Urban Development
ISTEA	F	Intermodal Surface Transportation Efficiency Act
KEY	S	Keystone Grant Program
LAND	S	***Old Agency; Do Not Use***
LIB	F	***Old Agency; Do Not Use***
MINE	S	***Old Agency; Do Not Use***
NEA	F	National Education Association
NEH	F	National Endowment for the Humanities
NPS	F	National Park Service
NRC	F	Nuclear Regulatory Commission
NRCS	F	US Natural Resources Conservation Service
OCC	F	US Office of Comptroller of the Currency
ORD	S	***Old Agency; Do Not Use***
OSM	F	US Office of Surface Mining
PEMA	S	Pennsylvania Emergency Management Agency
PENNV	S	***Old Agency; Do Not Use***
PFBC	S	***Old Agency; Do Not Use***
PHFA	S	Pennsylvania Housing Finance Agency
PHMC	S	Pennsylvania Historical and Museum Commission
PTC	S	Pennsylvania Turnpike Commission
PUC	S	Public Utility Commission
PV	F	PennVest
RECDS	F	***Old Agency; Do Not Use***
SBA	F	Small Business Administration
SCS	F	***Old Agency; Do Not Use***
SRBC	F	Susquehanna River Basin Commission
SSHE	S	State System of Higher Education
STB	F	Surface Transportation Board
TEA21	F	***Old Agency; Do Not Use***
UDAG	F	Urban Development Action Grant
UMTA	F	***Old Agency; Do Not Use***
USDA	F	US Department of Agriculture
USPS	F	US Postal Service
VA	F	US Department of Veterans Affairs

Appendix D: PASS Numbers and Site Identification Criteria

The State Historic Preservation Office (SHPO) records all cultural resources in our CRGIS (Cultural Resources Geographic Information System). Each type of resource has different recording needs, so our office has developed a series of forms as well as some general guidance for recording resources. Please visit the Recording Resources section of our website to access the forms and guidance (www.phmc.pa.gov/Preservation/Cultural-Resources-GIS/Pages/Recording-Resources).

Recording Archaeological Sites in the PASS Files

PASS numbers are assigned to all archaeological sites meeting the Site Identification Criteria (see below), regardless of whether the site is pre- or post- contact or part of a larger resource.

What Does a PASS Site Number Look Like?

The format of these numbers follows the Smithsonian Trinomial System. This system, which was developed by the Smithsonian Institution in the 1930's and 1940's is now used in some variation by most of the 50 states. The numbers are coded in three parts:

36	AL	0001
Pennsylvania's Unique Identifier	County Code	Sequential Number within County

In Pennsylvania, Smithsonian Trinomial PASS numbers are only issued by the SHPO.

How to Record Other Types of Resources

Industrial resources frequently have both above and below ground components still extant. We have a form for recording these resources that combines the appropriate portions of the PASS forms and the Historic Resource Forms. All industrial forms obtain a PASS number, and sometimes a six-digit historic resource Keynumber is also assigned. Industrial resources should be added to CRGIS by completing the appropriate fields in both the archaeological sites and the historical resource data entry, and then linking the two records.

Cemeteries also have unique recording needs and they will continue to be recorded using the paper or pdf cemetery forms. Cemetery numbers include the county designation and a sequence number (e.g. CEM AD0001).

Pennsylvania Archaeological Site Survey Files Site Identification Criteria

The following represent Pennsylvania Archaeological Site Survey (PASS) site identification criteria and standards developed by the Section of Archaeology, The State Museum of Pennsylvania and the Pennsylvania State Historic Preservation Office (PA SHPO), Pennsylvania Historical and Museum Commission.

These criteria do not represent the diversity of possible site types but are intended to serve as minimum guidelines for assessing if a collection represents a site. Any assemblage meeting these criteria should be recorded as a site using theCRGIS data entry website. Updates to previously recorded sites should be submitted using the paper or digital PASS form. PA SHPO archaeology staff can define sites at their discretion based on contextual circumstances.

According to guidance from the National Register of Historic Places, "A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archaeological value regardless of the values of any existing structure." (NR Bulletin 15: How to Apply the National Register Criteria for Evaluation, 1997:5).

The National Register refers to "pre- and post-contact" archaeological sites, offering a basic temporal and cultural division for site types in North America. The PA SHPO uses "historic" in place of "post-contact".

Not all materials collected in the field will meet the criteria outlined below, but you may still need to record them in CRGIS under two specific circumstances:

- to record isolated diagnostic pre-contact artifacts (Isolated Find)
- to record project assemblages that will be submitted to the State Museum for curation, but do not meet any of the site criteria (Non-Site Collection)

These non-site finds are submitted to the PA SHPO for review and assignment of a general county catalog number by The State Museum, Section of Archaeology. That numeric designation must be used in labeling the assemblage.

Drawing Boundaries

Site numbers are meant to designate locations of past human activity, not necessarily patterns of survey or collection. During Phase I, site boundary definition should heavily consider landform and topography. Larger site areas, including multiple artifact concentrations more than 50 feet apart, should be grouped appropriately within the same landform. Should additional investigation at the Phase II level show that multiple sites exist, the site can be split and a second site trinomial can be assigned.

For projects limited to a narrow transect through a portion of a site (e.g. pipeline or sewer line rights-of-way or highway sliver-takes) the extent of the site within the right-of-way should be defined. The likely extent of the site beyond the right-of-way should be estimated based on topographic or other features, such as landforms and waterways. For historic sites, associated standing structures and other historic features should be included within the site boundary.

Please refer to the PA SHPO's Guidelines for Archaeological Investigations for more information about site identification and boundary definition for historic and pre-contact sites.

Pre-Contact Sites

Minimum Standards

1. Two or more culturally modified objects (points, flakes, stone tools, pottery sherds, etc.), excluding fire-cracked rock (FCR), represent a site:
    a. When found within a 50 ft (15 m) diameter area when surface collecting a plowed field, or
    b. When recovered from an individual or adjacent shovel tests/units spaced no more than 50 ft (15 m) apart.
2. The presence of any subsurface culturally derived feature requires designation of the locality as a site.
3. A rock shelter containing at least one pre-contact artifact (excluding FCR) is a site.
4. Reminder: Isolated **diagnostic** pre-contact artifacts (points or ceramics), regardless of context, should be fully recorded on the Isolated Find form. These will not be assigned official PASS site numbers but will be given isolated find numbers that can be used for curation, and they will remain on file as important information concerning pre-contact land use.

Historic Sites

For the Pennsylvania Archaeological Site Survey (PASS), record **all** of the following as historic archaeological sites if they are 50 or more years of age. In keeping with this standard, diagnostic artifacts used to assess a find's status as an archaeological site should be 50 years old or older. Diagnostic is defined as securely datable based on period of manufacture, decoration, and/or function.

For historic sites, in addition to recovered artifacts and identified features, documentary research and the evaluation of visible natural or cultural landscape features are often necessary to arrive at a site boundary. **Documentary sources such as historic and modern aerial photographs, historic maps, and deed information must be used in this endeavor**. For many types of historic sites, especially residential sites and sites in urban areas, site boundaries may coincide with legal property boundaries.

Historic site types are diverse, complicated to define, and exist within a variety of contexts. These criteria serve as minimum standards for the recordation of historic sites, but they cannot encompass all possible scenarios. Certain site types are likely to exhibit a lower artifact density than is prescribed in the minimum standards. Examples include, but are not limited to, pre-19th century sites, battlefields, military encampments, and made-land settings.

Minimum Standards

1. Any building foundation, ruin, or structural feature—whether discovered above or below the surface—should be recorded as a site.
    - Standing structures should be recorded as a historic building using the HRSF. If the property's archaeological potential has not been investigated, then it is not necessary to also complete a PASS form.
2. Any historic structure, foundation, ruin, or structural feature AND any number of associated historic artifacts found within 100 ft (30 m) of the feature constitute a site. If the artifact scatter extends beyond 100 ft, the site's boundary should be extended to reflect the occupation or activity represented by the site.
    - In urban settings or situations where there is historic parcel data, the site's boundaries should be defined by historic land parcels.
3. Artifact concentrations should be recorded as sites in the following circumstances. Generally speaking, the recovered assemblage must contain artifacts from at least two functional classes and include three securely diagnostic artifacts to constitute a site. If all artifacts come from the same functional class (as in a bottle dump) there must be five securely diagnostic artifacts to define a site.
    - Currently unplowed contexts (including urban sites):
        - A minimum of 30 artifacts recovered from adjacent or non-adjacent shovel tests/units within a half-acre or smaller area constitute a site.
    - Currently plowed contexts:
        - If your resource shows on a historic map, a minimum of 30 artifacts recovered from a one-acre or smaller area is a site.
        - In the absence of map evidence, site definition requires the presence of 50 artifacts within a one-acre or smaller area.

Appendix E: SHPO-Accepted HRSF Attachment Document Types and Naming Conventions

Document Types

For uploading as attachments to CRGIS, all documents need to be saved as PDF/A. This is an archival quality digital document, and the use of this document type follows the Pennsylvania State Archives' standards for digital preservation. For guidance on the PDF/A document type, please contact Shelby Splain at ssplain@pa.gov or 717-574-8232.

Naming Conventions

To ensure that all attachments uploaded to CRGIS by both internal staff and external partners are consistently and appropriately named, the PA SHPO has implemented CRGIS-wide naming conventions for all attached documents.

To apply these naming conventions to attachments, follow the subsequent formula:

H + SHPO Key Number + _ + SHPO Inventory ID + _ + Sequence Number + Image Type Code

Example: **H + 207720 + _ + 211652 + _+ 01 + B** = **H207730_211652_01B**

- **H:** All attachment names for should begin with H.
- **SHPO Key Number:** Find the appropriate SHPO Key Number on the upper left-hand corner of every tab in data entry.
- **SHPO Inventory ID:** Find the appropriate SHPO Inventory ID on the "Inventory" tab in data entry.
- **Sequence Number:** The Sequence Number refers to where this particular attachment falls in the sequence of uploaded attachments for the Inventory ID. If this is the first attachment uploaded, the sequence number is 01, and if it is the second, it is 02, et cetera.
- **Image Type Code:** The Image Type Code refers to the content that is contained in the attachment. Image Type Codes are listed in the next section.

Image Type Codes

CODE	CODE DESCRIPTION
1	Abstract
2	Pre-Decisional Materials (Internal)
3	Report
4	Recordation
5	2001 Bridge Survey Data
6	Restricted Report
7	Administrative Page
8	Bibliography
9	Mitigation Project
A	Map
B	Photograph
C	Drawing
D	Form
E	Artifact Photo
F	Feature Photo
G	Site Plan
H	National Register Form
I	Inventory
J	National Historic Landmark Form
K	Floor Plan
L	HDA Certification
M	HDA Map
N	HDA Assoc Doc
O	Narrative
P	Profiles
Q	Correspondence
R	Railroad Lineage
S	Historic Structures Reports
T	Tax Credit Documents
U	Catalog
V	Historic Context
W	Covenant
Y	Disturbance Record/Demolition
Z	Grant Documentation

Select the most appropriate code to complete the file name prior to uploading the attachment.

Please note that if the name of the attachment is changed after upload by editing the "Attachment Name" field, the attachment will not remain linked to the resource record. The naming convention must be applied when saving the document prior to uploading it to CRGIS.

Please note that uploading your attachments to the record should be your last step in data entry before submission. Once attachments are uploaded, they are accessible via data entry after thirty minutes, and for the following thirty days. Once that period has elapsed, they are only visible through CRGIS's map viewer and AskReGIS function once the record has been approved and published. Consequently, it is recommended that you refrain from uploading your attachments until you are ready to submit your record for review.