

DLNR State Historic Preservation Division

# SIHP Requests using HICRIS

Procedure for Submitting Resources in HICRIS

April 2021

## SIHP Number Requests and Submitting Resources in HICRIS

The SIHP number request process can now only be performed within the HICRIS system. All SIHP numbers are assigned through HICRIS and there is no longer need for the old SIHP request forms and spreadsheet. You still need to provide the same site information, site plan maps and photos but it will all be submitted into HICRIS through several modules rather than directly emailing SHPD reviewers.

There are several ways to submit an SIHP request and create a new “resource” using HICRIS. The term “resource” applies to any historic property that has been identified by a report, survey, or form submitted to SHPD. The resource can be an historic site, structure, object, building, district, or burial.

The first step is to log in to HICRIS and click on the Submit tab at the top. You should now see multiple modules for submitting information to HICRIS. Most of these modules will allow you to submit an SIHP request, see below for a description of each:

1. Project Review

If you are working on a project that needs to be reviewed by SHPD, then you should enter your resources into this module when submitting your project. During the project review, the SHPD reviewer will either ask you for more information or notify the GIS Specialist to process the resources you submitted and then SIHP numbers will be assigned.

2. Inadvertent Discovery (of Human Remains)

In this module you will be asked to enter a burial resource. You cannot submit any other type of resource but you can submit multiple burial resources per inadvertent discovery. Archaeology firms will submit the request if the burial is identified during a monitoring project (external request). Burial Site Specialists will submit the request if the burial is identified in a non-monitored situation (internal request). The Burial Site Specialists will review the information and notify the GIS Specialist when a SIHP number needs to be assigned. If you do not see this module, and need to, please contact SHPD for access.

3. Inventory Form (for Non-Burial Finds or Resources)

This module is for when you have identified one or more non-burial resources (e.g., site, feature, cultural deposit) that is not part of a project currently under SHPD review. You can only submit one resource at a time, but all resources associated with the project need to be assigned to the same HICRIS Project Number. The SHPD GIS Specialist will review the submission and assign SIHP numbers accordingly.

For example, a construction project not under SHPD review or for which SHPD has completed review and closed the project. If a non-burial inadvertent find occurs, that find will require a SIHP #. If the find is tied to a reviewed project, the SIHP # should be added to that HICRIS Project. If it is a project not reviewed by SHPD (i.e., didn't require or permit was issued w/o SHPD because we took too long), then a new HICRIS Project likely will be needed as SHPD likely will request archaeological monitoring.

4. Independent Survey

These are limited to surveys undertaken by UH professors, field schools, etc. that do not require SHPD review under HRS 6E. These are surveys that are sent to SHPD as notification of archaeological work conducted by them as required by their archaeology permit. SIHP # requests will be reviewed by a reviewer from the appropriate branch and then forwarded to the GIS Specialist for assigning a number. An architectural survey

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(RLS, ILS), historic context study, etc., are not independent surveys. These are surveys requested by SHPD for SHPD review under HRS 6E.

### 5. State/Federal Tax Credit

You can submit multiple resources with these modules. This is a rare project type but will also be handled by a reviewer who will then notify the SHPD GIS Specialist when an SIHP number needs to be assigned.

### 6. Hawai'i & National Register Nomination

This module is for nominating a property to the State or National Register of Historic Places. The resource you are nominating needs to have already been assigned an SIHP # through a project review, independent survey, or inventory form. You can search for and select the resource to be nominated and then submit new resources associated to the one being nominated and they will be assigned new SIHP #s.

## Tips:

Read the Help sections on the right hand side of each module in HICRIS.

Please be as accurate as possible when drawing your project areas, survey areas, and resources. If what you draw is not accurate or does not contain all the necessary information then your project or submission could be closed and you will need to resubmit all of your information correctly.

If you have access to ArcGIS Pro or ArcMap, you can draw your features in GIS, export them as a shapefile (only one resource at a time), and submit the shape in HICRIS as a zip file. Please contact the SHPD GIS Specialist if you need assistance with this.

When submitting a resource, please attach any site plan maps, photos, or reports that will help reviewers and the GIS Specialist quickly determine the extent and accuracy of the resource, and the necessity for assigning a new SIHP number.

If you have submitted a resource and haven't received an email stating what the new SIHP # is then please contact the SHPD reviewer assigned to your project.

Take note of your project number, survey number, resource number, etc., in case you need to ask for assistance. This will make it easier for SHPD staff to assist you.

Please email: [dlnr.hp.hicris@hawaii.gov](mailto:dlnr.hp.hicris@hawaii.gov) for additional help.