

DLNR State Historic Preservation Division

# SIHP Requests using HICRIS

Procedure for Submitting Resources in HICRIS

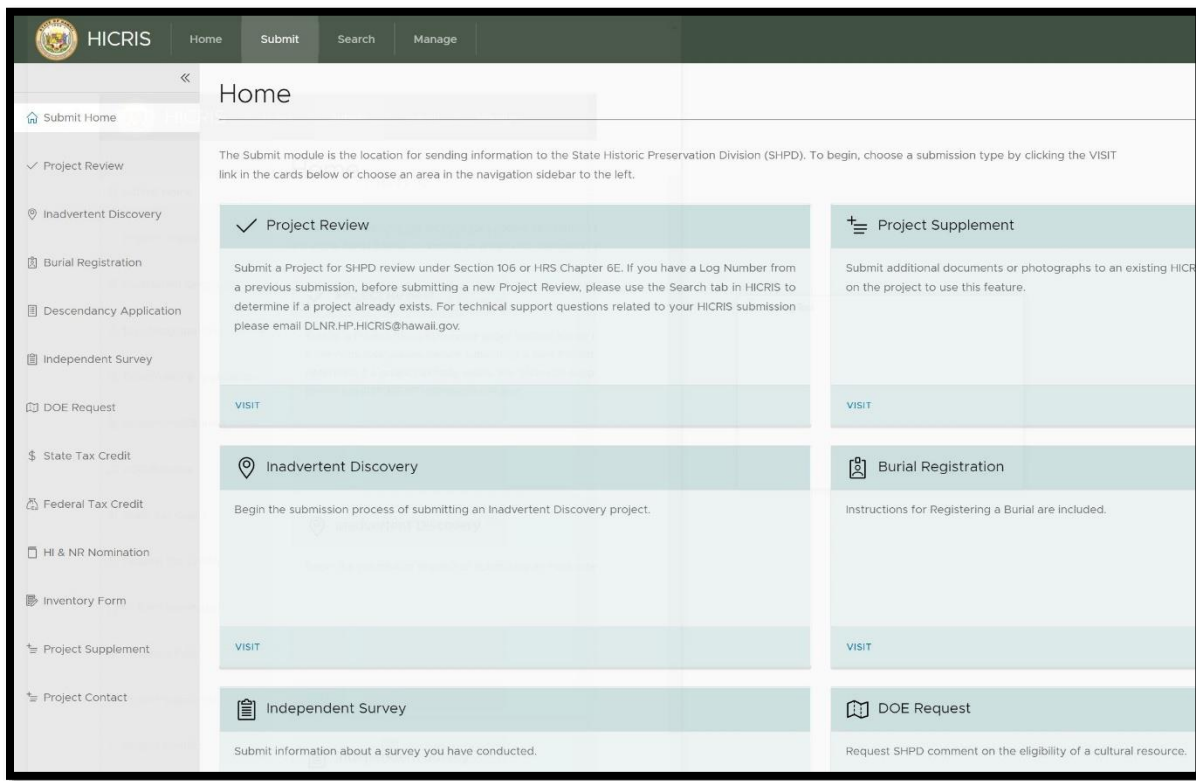
January 2022

## SIHP Number Requests and Submitting Resources in HICRIS

This document details what users of HICRIS need to request SIHP numbers from SHPD. To those familiar with the former SIHP request procedure you will still need to provide the same site information: the SIHP request documents (downloaded here: <https://dlnr.hawaii.gov/shpd/forms/>), site plan maps, site descriptions, photos, etc. All of this information will now 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 a 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 see multiple modules for submitting information to HICRIS on the left hand side. 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 requires a review by SHPD, then you have several options on when to enter your resources using this module. The first option is to submit all of the resources you’ve identified in your project area when you are submitting the project. It is not common for sites to have been identified at this time in the project since SHPD may have not requested an AIS or other survey yet. So resources will need to be submitted later when the SHPD reviewer requests more information. The request can be for either a **resource** or a **survey**.

**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. If your project is being reviewed, please do not submit your resources using this module.

**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 the appropriate SHPD branch and then forwarded to the GIS Specialist for assigning a number. An architectural survey (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. These project types will also be handled by a reviewer who will then notify the SHPD GIS Specialist when SIHP numbers need 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 # and HICRIS resource # through a project review, independent survey, or inventory form.** You can select the resource to be nominated using its HICRIS resource number and submit the nomination to SHPD.

**Procedure for Submitting Resources as part of a Project Review:**

1. User submits their project for review, a SHPD reviewer reviews it.
2. SHPD reviewer makes a request for more information: either for a single “resource” or for a “survey” to be conducted. **Important: If the reviewer requests a “resource” the user can only submit one resource per request. If the reviewer requests a “survey” to be done then the user can submit multiple resources at one time and have it associated with the project and survey area.**
3. The user receives an email with a link directing them on how to submit the requested information.
4. User conducts the recommended survey, completes the [SIHP request forms](#), and then follows the link in the email to submit the information to their HICRIS project.
5. User draws out the survey area or resource in the HICRIS map window (or attaches a zipped shapefile of the survey area or resource in HICRIS). **See below for detailed steps on how to add resources to the map window.** Then they attach the SIHP request forms to the survey (if multiple resources) or the single resource, and complete the submission.
6. Once all applicable resources and surveys are submitted, user notifies the SHPD reviewer.
7. After the SHPD reviewer agrees that these resources need SIHP numbers, they will notify the SHPD GIS Specialist to assign SIHP numbers and process the resources in HICRIS. The user will be notified by the SHPD reviewer of their new SIHP numbers.

**Adding resources to the map window:**

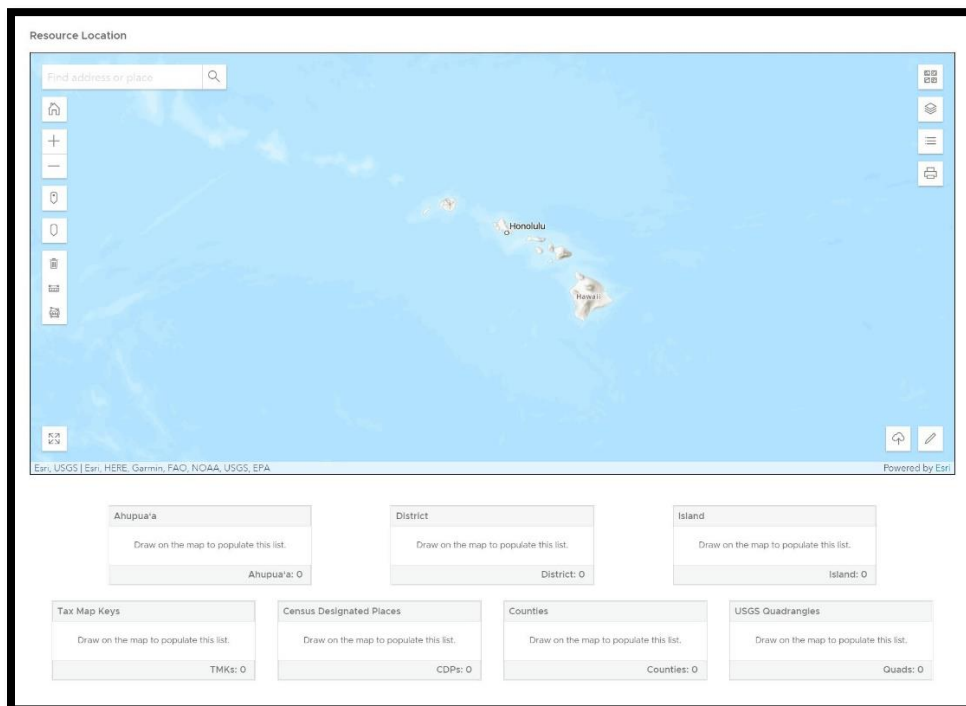


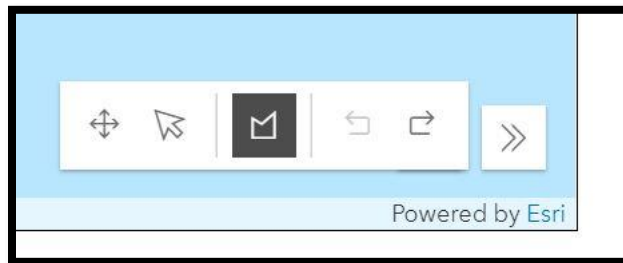
Figure 1: Resource Map window

## SIHP Number Requests and Submitting Resources in HICRIS

1. There are two options to add a polygon in the HICRIS map window. At the bottom right there is an upload button and a drawing button:



2. **To upload a polygon**, you need to have a shapefile (wrapped in a zip file) using the Esri shapefile format. The coordinate system for the HICRIS map is the same for all ArcGIS Online map windows: Web Mercator Auxiliary. You don't need to use this coordinate system as the shape should transform on the fly. TIP: If your polygon has an edge that overlaps itself it may cause an error in the upload. Make sure the edges of your polygon do not overlap itself.
  - a. Click on the Upload button and click Choose File.
  - b. Navigate to the zip file you put your shapefile in and click Open.
  - c. Once the shapefile uploads you should receive a Success message and the map window will zoom to your polygon.
  - d. Fill out the rest of the applicable information for the resource and submit.
3. **To draw a polygon**:
  - a. Click on the drawing button.



- b. A menu will appear. The middle button will allow you to draw a polygon. The arrows to the right are the undo/redo buttons. The far left button will let you move a polygon you have drawn already. The cursor button will let you modify the vertices (points) of the polygon.
- c. Zoom to your project area or site area and click on the middle button.
- d. You can draw your polygon one vertex at a time or you can hold down the right mouse button and drag and draw your polygon. Please try to be as accurate as possible.
- e. When you are done drawing the polygon, double-click to finish.

### 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.

## SIHP Number Requests and Submitting Resources in HICRIS

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 SIHP request documents, site plan maps, photos, or reports that will help reviewers and the GIS Specialist quickly determine the extent and accuracy of the resource or surveyed area.

You can submit resources that have been previously identified. You may need to do this to update the site information or because the resource does not exist in HICRIS. These resources will be reviewed just the same as newly identified resources.

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.