

How to Submit an Inadvertent Discovery Form in HICRIS

Inadvertent Discovery Initial Submission

This form is to be used either by the SHPD Burial Sites Specialist or in coordination with the History & Culture Branch.

Click on **Inadvertent Discovery** on the Submit page in HICRIS.

Enter **Contact Information** by clicking on “Click to Start Your Submission”. Once you do this you will receive an automated email from the system indicating your “token” number. The token number is NOT a project number.

Token number example: L74GSEU8W7J6

Project number example: 2023PR00123

If at any time during the submission you click on “Finish Later”, you can find your submission and work on it later by finding your token number in the My Submissions queue on the Home page.

Inadvertent Discovery Report

- Discovery Description: describe how the find was discovered.
- Informant wishes to remain anonymous: click this button if true.
- Remains Exposed By: select from a list of options.
- Remains Exposure Description: describe additional details on how the remains were exposed.
- Discovered in the course of a project: select from a list of options.

Add Burial

- Click on “Add Burial Resource”

Required Information

- Resource Name: name of the site.
- Resource Description: description of the resource.
- Ethnicity: select from a list of options.
- Basis of Determination: describe the method for how ethnicity was determined.
- Resource Classification: “site” is selected by default.

Resource Location

- Burial Location Description: describe the area the burial was found in.
- Mapping Method: select from a list of option of how the burial was mapped.
- Mapping Method Comments: any comments on how the burial was mapped.
- Map Window: PLEASE REFER TO THE MAP WINDOW HELP DOCUMENT.

Parent Districts: if the resource location intersects with a district, the district will be listed here.

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Supplemental Information:

- **Features:** enter all feature types related to the burial by selecting them from a list and entering how many there are of that type. You can enter multiple feature types.

Significance

- **Summary of Significance:** enter a brief description summarizing the significance of the site according to the National Park Service Standards for assigning significance.
- **Significant Periods:** add a period of time that contributes to the site's significance, if applicable.
- **Significant Dates:** add a date or range of dates that contribute to the site's significance, if applicable.
- **Significant Event:** add an event that contributes to the site's significance, if applicable.
- **Significant Persons:** add a person's name that contributes to the site's significance, if applicable.

Comments: add any comments that might help the reviewer.

Photos: click on Add A New Photo for every photo of the site. Important: **At least one photo is required.**

- Name/title
- Description
- Photo Date
- Select File

Attachments: click on Add a New Attachment for each report or document. Important: **At least one attachment is required.**

- Name/title
- Attachment Type
- Description
- Select File

Click **Save and Close** to continue submitting the Inadvertent Discovery

Inadvertent Discovery Locations: this is a map window that will show the locations of the burials that have been added. You do not need to do anything with this window.

Project Documents

Attachments: click on Add a New Attachment for each report or document. Important: **At least one attachment is required.**

- Name/title
- Attachment Type
- Description
- Select File

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Photos: click on Add A New Photo for every photo of the site. Important: **At least one photo is required.**

- Name/title
- Description
- Photo Date
- Select File

Completing your submission:

Once all information is entered, click on **Save and Close**. If the window doesn't close, scroll up and down the form to make sure there aren't any **errors** or **red boxes** indicating there is missing information. Fill in any required missing information and click on Save and Close again.

If you are finished, click on **Submit to SHPD**. You will receive a Submission Token.

Note: SHPD Reviewers cannot look up your project until you have a project number, they cannot use your token number to look up a submitted project.