

How to Submit an Independent Survey Form in HICRIS

Independent Survey Initial Submission

This form is to be used by studies that do not involve a project review, such as University of Hawai'i field schools and other academic projects. If you are working on a project that needs to be reviewed by SHPD under HRS Chapter 6E or Section 106, **do not use this form** to submit your survey and resource information.

- 1) Click on **Independent Survey** on the Submit page in HICRIS.
- 2) 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.

3) Survey Details

- Enter the Survey Name
- Survey Type: Archaeological, Building Survey, or Ethnographic
- Survey Subtype: depending on the Survey Type you choose you will have different options to select the subtype of survey you are doing.
- Survey Description: concise description of your survey, the survey area, it's purpose, and if any resources were identified.
- Sponsor: project proponent who funded or facilitated the survey.
- Comments: any additional information about the survey.
- Preparer Contact Information: for people who are submitting on behalf of someone else.

4) Survey Location

- Describe Survey Area: description of the survey area.
- Mapping Method: the method used to map the survey area.
- Mapping Method comments: any limitations or explanation of the accuracy of the mapping method.
- Survey Area: this will be automatically calculated once the surveyed area is drawn out or uploaded as a shapefile to the map window.
- Percent Coverage: percentage of survey area covered by the survey.
- Map Window: FOR MAP HELP, SEE THE MAP HELP DOCUMENT

5) Resources Recorded within the Survey Area

- If you have identified a historic property within your survey area, click on Add Resource:
 - Above Ground: architectural property (building, site, object, structure)
 - Archaeological: archaeological site

How to Submit an Independent Survey Form in HICRIS

- Burial
 - District (see below for more information)
 - See **Inventory Form Submission** guide for more information on submitting an Above Ground, Archaeological, or Burial resource.
 - Enter every resource identified and fill out all of the information in the form that pops up. Once you have entered the first resource, click on Add Resource again and add the second resource, continue doing this until you are finished adding all of your resources.
 - If you have identified a District, enter the district first and once you have entered all of your resources, you can then select each one in the table and click on “Assign to District” to assign those resources to the district. If the district already exists in HICRIS, you can assign these resources to that district (you may need to know the SIHP number or Resource number of the district to do this).
- 6) **Survey Attachments**
- Click on “Add a New Attachment” and add any survey forms or reports. You can view, edit, or delete any attachments.
- 7) If you are finished, click on **Submit to SHPD**. You will receive a Submission Token.

Completing your submission:

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.

What happens after you submit an Independent Survey?

After you have successfully submitted an Independent Survey it will be processed into a “project” (this is not the same as a “project review”) and will be assigned a reviewer by the Intake Specialist. You will receive an automated email with the project number. (ex: 2023PR00123)

Note: Project Reviews are given priority by SHPD because they need to be reviewed within a certain period of time under current preservation laws. Inventory forms and independent surveys do not fall in that category, so you will need to follow up on the status of your submission by calling or emailing SHPD.

How to Submit an Independent Survey Form in HICRIS

To enter a **District** as a resource:

Required Information:

- Resource Name: name of the district.
- District Description: detailed description of the district.
- Summary of Significance: enter a brief description summarizing the significance of the site according to the National Park Service Standards for assigning significance.
- District Boundary Description: describe the boundary of the district.
- District Boundary Justification: describe how the boundary was derived.

Resource Location: FOR MAP HELP, SEE THE MAP HELP DOCUMENT

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.
- Sources: enter a references and sources of information related to the district.

Contributing Resource: list of resources (contributing and non-contributing) associated with the district. To associate a resource to the district, you will need to do that through the resource submission page.

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

How to Submit an Independent Survey Form in HICRIS

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

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.