

HICRIS Request for More Information: Submit a Survey

Submitting a Survey through a Request for More Information

During a Project Review the SHPD reviewer may send you a “Request for More Information” through HICRIS to have you submit any resources that have been identified as part of your project. The “Survey” request module is used when more than one resource has been identified during the project.

Click on Email Link.

You should have received an email from the HICRIS system indicating a request for more information. It will look like this:

This is an automated notification sent by the Hawaii State Historic Preservation Division (SHPD) from the Hawaii Cultural Information System (HICRIS).

Please follow the link below to review SHPD's response to your submission (2023PR00005.001) for project 2023PR00005 named Test Project Area for sending More Information Requested. Further action on your part may be required, such as responding to SHPD's requests for additional information. If you need technical support with HICRIS, please email dlnr.hp.hicris@hawaii.gov.

<https://hicrisbeta.hawaii.gov/hicris/communicate/address-response/34770>

Important: if you receive this email **do not** submit an Inventory Form or Independent Survey, just click on the link.

If you are receiving an error when opening the link in Google Chrome you may need to clear your browser cache and delete cookies. See Google Chrome Support Page for help.

Process the Request

Once you have opened the link, it will take you to the Submission page. Scroll down to the Requests table, select the New Survey request and click on Process in the top right.

Requests				PROCESS
Status	Type	Submission	Description	
Information Requested	New Resource	584	Please submit the resource identified during your project.	
Information Requested	New Survey	585	Please submit the resources identified during your survey.	
< >				Requests: 2

Survey Details

- Survey Name: enter name of your project or survey.
- Survey Type: Choose from a list of options. (ex: Archaeological, Architectural, Ethnographic)
- Survey Subtype: Choose from a list of options. (ex: Archaeological Assessment, Osteological Analysis, Intensive Survey, Monitoring, etc.)
- Survey Description: briefly describe survey methodology and findings.

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- Sponsor: project proponent
- Date completed: date survey was complete.
- Comments: any comments to help the SHPD reviewer.
- Preparer Contact Information: enter your contact info.

Survey Location

- Describe Survey Area: describe geographic features, vegetation, etc.
- Mapping Method: choose from a list of options. (ex.: GPS, total station, etc.)
- Mapping Method Comments: comments on how the survey area was mapped.
- Survey Area: this will be automatically calculated once you draw the polygon or upload a shapefile into the Map Window.
- Percent Coverage: percent of project area covered by survey.
- Map Window: draw survey area polygon or upload shapefile. PLEASE REFER TO THE MAP WINDOW GUIDANCE DOCUMENT.

Resources Recorded within the Survey Area

Add Resource: Choose from Above ground (architectural), Archaeological, Burial, or District

Scroll below for instructions on submitting for each resource type:

For an Above Ground Resource:

Required Information:

- Resource Classification: choose Building, Object, Site, or Structure
- Resource Name: enter the name of your resource.
- Resource Description: enter a concise description of the resource.

Resource Location:

- House Number: street address number.
- Street Name: name of the street.
- City: name of the city.
- Zip Code: zip code area number
- Map Window: FOR MAP HELP, SEE THE MAP WINDOW GUIDANCE DOCUMENT

Parent Districts: if the resource contributes to a district. A district resource will need to be in the system before you can relate a resource to it.

Supplemental Information:

- Other Resource Numbers: enter any temporary IDs assigned in the field.

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- Features: click on Add Feature and select the type of features this site is consisted of. For example, if your site has 4 features and they are a wall, a mound, a ditch, and an alignment, this is where you enter each feature type and how many are within the site.
- Current Functions: if the site is still being used, add the function it is currently being used as.
- Historic Functions: if your site was used for Agriculture, Habitation, Commerce/Trade, etc., enter each historic function here.
- Original year built: enter the year the site was built, if known.
- Builder: add the name of the person who built the site. Select and click Save.
- Owner Statuses: Federal, Leased, Private, Public, State, Unknown. Select and click Save.
- Land Use: choose a value and click Save.
- Architects: Enter the architect name, if applicable and if known. Click Save.
- Architectural Style: choose a value and click Save, if applicable.
- Above Ground Surrounding: choose a value.
- Owner Contact Information: enter information and click Save.
- Interior and Other Features: enter information, if applicable.
- Enter information about the building materials from Foundation Materials to Window Types. All are optional.

Significance:

- Summary of Significance, enter if applicable.
- Period of Significance: add the period of significance.
- Significant Dates: enter any dates that are significant.
- Significant Events: enter any events that are significant.
- Significant Persons: enter any significant persons.

Comments: enter comments on the resource that may help the reviewers.

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

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.

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For an **Archaeological Resource**:

Required Information

- Resource Name: name of the resource.
- Resource Classification: “site” is chosen by default.
- Site Type (at least one required)
 - Click on “Add a New Site Type” and choose from a list of possible site types. If you do not see your site type listed you can select “other” and type your site type into the “Other” text entry. Click Save when finished.
 - You can add multiple site types.
- Resource Description: provide a detailed description of the resource.

Resource Location: PLEASE REFER TO THE MAP WINDOW GUIDANCE DOCUMENT.

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

Supplemental Information:

- Site Function: choose from a list of possible site functions. You can add multiple functions.
- Features: enter all feature types by selecting them from a list and entering how many there are of that type. You can enter multiple feature types.
- Archaeological Site Condition: choose from a list of possible condition types.
- Other Resource Numbers: enter any temporary Site IDs or previously used numbers from the Bishop Museum.
- Owner Statues: click on Add An Owner Status and choose from a list of possible status types.
- Land Uses: click on Add a New Land Use and select from a list of possible land use 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.**

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- 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

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.

For a **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 GUIDANCE DOCUMENT.

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

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.

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- 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

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.

For a **District** 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 WINDOW GUIDANCE DOCUMENT

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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.
- **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

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.

Save & Close: when finished adding all resources.

Survey Attachments

Add a New Attachment: Attach any reports or documents related to the survey.

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Click Save

Make sure you have filled out every field in the form. Some fields will not highlight red.

Once you click Save the window will close, notice the Status of the Request went from “Information Requested” to “Submitted” in the Requests table, see below.



The screenshot shows a web interface titled "Requests". Below the title is a table with three columns: "Status", "Type", and "Submission". There are two rows of data, both with a status of "Submitted". The first row has a type of "New Resource" and a submission number of 584. The second row has a type of "New Survey" and a submission number of 585.

Status	Type	Submission
Submitted	New Resource	584
Submitted	New Survey	585

What happens next?

SHPD Intake Processing

You will receive an email indicating that your submission has been received by SHPD.

The Intake Specialist will manually accept your submission and assign the same reviewer as your project. Once your submission is accepted you will receive another email indicating it had been accepted. If for any reason your submission is rejected you will receive an email indicating it has been rejected with the reason why. Usually a rejection is due to an error in adding features to the map, so please refer to the Map Window Guidance document.

If accepted, you will be able to see the survey and resources you submitted by clicking on the Resources and Surveys tab in the opened project and under “Project Resources” click on “Submitted” to see the resources you submitted and under “Associated Surveys” you will see your survey.



The screenshot shows a web interface titled "Project Resources". Below the title are two tabs: "SUBMITTED" (active) and "INVENTORIED". To the right of the tabs is a "VIEW" link. Below the tabs is a table with five columns: "Type", "Name", "Address", "Status", and "District". There is one row of data with a checkbox in the "Type" column, "Archaeological" in the "Name" column, "test" in the "Address" column, "Unknown Address" in the "Status" column, and "Unprocessed" in the "District" column. At the bottom right of the table, it says "Queue Resources: 1".

Type	Name	Address	Status	District
<input type="checkbox"/>	Archaeological	test	Unknown Address	Unprocessed

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SHPD Review

The reviewer assigned to your project will go over what you have submitted and inform the SHPD GIS Specialist that the submitted resources are ready to be processed and assigned SIHP numbers.

SIHP Numbers Assigned

The GIS Specialist will assign the SIHP numbers and update your resources in the SIHP and SHPD GIS. You will then be able to see your resources with the new SIHP numbers in the “Inventoried” section of the Project Resources under the Resources and Surveys tab of your project.