

ARMS Inspection/Review Form-Instructions

The following information is item-by-item instructions for completing the ARMS Inspection/Review Webform. Additional questions not addressed here may be directed to croinfo@slo.state.nm.us

Do not lose data. Save the Form (Click on the Save Form button at the end of the form) as often as you wish.

ARMS Inspection/Review

View or Download Form Instructions



Please enable your browser to view, save, or download files

Note: * is a required field

To

Cultural Resources Office, New Mexico State Land Office, Santa Fe, New Mexico

From (Permittee Company Name) *

Phone *

Email *

email@gmail.com

Consultant Report No.

Lease Number (Required for Oil & Gas Leases - i.e., VB06320001; include if available for other leases: Business, Renewables, Minerals, Water Bureau, ROW, or Agricultural leases - i.e., BL05220001, GR0232, R40893, SW0520, HA0102)

- **To.** No entry needed. Webform submissions will always be directed to Cultural Resources Office, New Mexico State Land Office, Santa Fe, New Mexico.
- **From (Permittee Company Name).** Enter the name of the cultural resource consultant completing the archaeological survey (your organization).
- **Phone.** Enter contact number for Permittee (Your Principal Investigator or main office line).
- **Email.** Enter contact email for Permittee (Your Principal Investigator or main office email).
- **Consultant Report No.** Enter number used internally by Permittee to track their own survey/report.
- **Lease Number (Please include if available for Business, Renewables, ROW or Ag leases; required for Oil & Gas Leases).**
 - Enter NMSLO Lease number associated with survey. This number should be provided by the Project Proponent.
 - The Lease Number is a string of letters and digits 6 to 10 characters in length.
 - Do not include any spaces, dashes, or any other characters between (For example, R43210, BL1111, ES0001, GS0001, L012340014).

Project Details

Proponent Name *

Project Name *

Lead Agency For This Project (Use short abbreviations for the agency involved. Example: BLM, NRCS, NMDGF...) *

The proposed project is located on New Mexico State Trust Lands in:

Project Location (Township, Range, Section) *

Examples: for a single entry T23S R27E S22- multiple sections on the same Township/Range as T23S R27E S22, 27, 32- multiple townships/ranges as T23S R32E S32, 36; T17S R22W S12, 15

County (select all that apply) *

| | | | |
|-------------------------------------|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Bernalillo | <input type="checkbox"/> Catron | <input type="checkbox"/> Chaves | <input type="checkbox"/> Cibola |
| <input type="checkbox"/> Colfax | <input type="checkbox"/> Curry | <input type="checkbox"/> De Baca | <input type="checkbox"/> Doña Ana |
| <input type="checkbox"/> Eddy | <input type="checkbox"/> Grant | <input type="checkbox"/> Guadalupe | <input type="checkbox"/> Harding |
| <input type="checkbox"/> Hidalgo | <input type="checkbox"/> Lea | <input type="checkbox"/> Lincoln | <input type="checkbox"/> Los Alamos |
| <input type="checkbox"/> Luna | <input type="checkbox"/> McKinley | <input type="checkbox"/> Mora | <input type="checkbox"/> Otero |

- **Proponent Name.** Enter the name of the project Proponent who commissioned the archaeological survey (your client).
- **Project Name.** Enter the Project Name associated with the archaeological survey. This should be provided by the project Proponent (*For example, Titan 2345 buried flowlines and access road*).
- **Lead Agency For This Project.** Enter the Lead Agency for the archaeological survey project. Use short abbreviations for the agency involved. Example: BLM, NRCS, NMDGF.
- **The proposed project is located on New Mexico State Trust Lands in:**
 - **Project Location (Township, Range, Section).** Enter locational information for the archaeological survey you will conduct on State Land. Township (N/S), Range (E/W) & Section. Examples: for a single entry T23S R27E S22- multiple sections on the same Township/Range as T23S R27E S22, 27, 32- multiple townships/ranges as T23S R32E S32, 36; T17S R22W S12, 15
 - **County (select all that apply).** Select the county, or multiple counties if your project spans across more than one county, where archaeological survey will take place.

Date the ARMS Inspection/Records Review associated with this project has been conducted per the pre-field requirements of 4.10.15.9 NMAC *

The review was conducted for the Area of Potential Effect (APE) and 500 meters surrounding the APE. Information regarding the review results can be found in Table 1-Cultural Surveys within 500 meters of proposed project and Table 2-Cultural Resources within 500 meters of proposed project.

Recommendation

- **Date** the ARMS Inspection/Records Review associated with this project has been conducted per the pre-field requirements of 4.10.15.9 NMAC. Enter the start date of the archaeological survey, when NMSLO land will be accessed by the permittee.
- **Recommendation.** Enter your recommendation based on the results of the ARMS Inspection/Review. Indicate whether the entire area of potential effect has been subject to archaeological survey and whether any cultural properties were identified, or not. If additional survey or any mitigation measures are necessary, indicate here

Submission of Required Documents

A. Upload the following in one combined pdf file, if possible:

1. NMSLO Cultural Resources Cover Sheet - [Download Empty Fillable PDF](#)
2. Review Results (Tables 1 and 2)
3. ARMS Map, and
4. Project Location Maps and Cadastral Plats, if available

B. Upload digital files for the proposed project in ArcGIS shapefile, or kmz/kml format

Upload Files (Click "Save as Draft" to complete uploading the files you chose) *

Choose Files | No file chosen

Uploaded Files

no file uploaded

Signature

Permittee/Principal Investigator Name *

Principal Investigator Signature *

Clear Signature

Save as Draft Submit

Form ID:

- Upload Files.** Upload pdf files including the NMSLO Cultural Resources Cover Sheet, Tables which illustrate all NMCRIS activities (Table 1) and identified resources (Table 2) within 500 meters of the project area, a map illustrating the current view in the ARMS database, and a project location map. The cadastral plats (provided to the Permittee by the Proponent) should also be included, if available.
 You can Shift-Click to select multiple files. Each file will be shown separately on your form.
 Click Save as Draft-to save your uploaded files on the form.
- Signature.** Enter the name of the Principal Investigator/Responsible Archaeologist. Check the box, which will act as an electronic signature certifying that the included information is correct and accurate.

Save as Draft or Submit

| | |
|-----------------------------|--|
| <p>Save as Draft</p> | <p>You have the option for your form to Save as Draft as often as you wish in order to keep the data you have already submitted until all required fields and documentation have been filled in and the form is complete and ready for submission.</p> <p>The Saved as Draft will show on your Dashboard as an empty cell under Date Submitted. That means that you can go back to the Web Portal at your convenience, log in, access your dashboard, and click on the name of the form you saved to complete filling it in.</p> |
| <p>Submit</p> | <p>Once you filled in all fields on the Web Form, and uploaded all required documents, click on Submit.</p> <p>A small window will pop up to alert you that you cannot alter, go back or cancel a form once you click Submit. That is why it is important to Save as Draft as often as you wish in order to keep the data you have already submitted until the form is complete.</p> <p>If you are sure that you have completed the web form and uploaded the required documents, proceed with Submit.</p> |

Dashboard

| Lessees / Operators | | For Cultural Resource Consultants | |
|--|--|--|--|
| Cultural Properties Protection Acknowledgment Start Form | | ARMS Inspection/Records Review Start Form | |
| Oil & Gas Project Description Start Form | | Notification of Intent to Conduct Archaeological Survey Start Form | |

| | | | |
|---|---|--------------------------------------|---|
| Form Type <input type="text"/> | Lease Number <input type="text"/> | Project Name <input type="text"/> | Consultant Report No. <input type="text"/> |
| Date Submitted From Date <input type="text" value="mm/dd/yyyy"/> | Date Submitted To Date <input type="text" value="mm/dd/yyyy"/> | | |

[Clear Filters](#)

Activity Log

[Generate Report](#)

| Form ID ↓ | Form | Lease No. | Project Name | Proponent / Signatory | Consultant Report No. | County | Date Submitted | PDF Form & Uploaded Documents | Request Edit |
|-------------------|--|-----------|----------------------------|-------------------------|-----------------------|------------------------|----------------|--|-------------------------------------|
| A-20221113-000034 | ARMS Inspection/Review [Edit Requested] | R50365 | Elephant Butte Reservoir 3 | Oilfield Services, Inc. | ERC 23586 | Luna, Quay, Rio Arriba | 11/12/2022 | ARMS Inspection Review.pdf Acknowledgment Form with Sig and Instructions Acknowledgment Form with Sig and Instructions Zip File | <input checked="" type="checkbox"/> |
| | ARMS | | Oilfield | | | McKinley, Rio Arriba | | ARMS Inspection Review.pdf Apollo Area.jpg | <input type="checkbox"/> |

When you log in to the Cultural Compliance Portal at <https://culturalcompliance.nmstatelands.org>, you will reach the Dashboard. The Dashboard gives you access to four web forms, one of which is the ARMS Inspection/Records Review.

The Activity Log contains a list of your submitted or saved web forms with corresponding form IDs, name of the form, submission dates, project names, county, Lease number, consultant report number, and uploaded documents. When a web form is submitted, the submission date is displayed on the Activity Log. When a web form is saved for later completion, the submission date shows as empty.

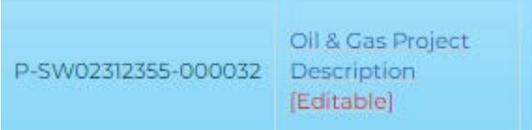
For your own record keeping, you can download a pdf version of your web form submission.

- Go to your Dashboard and find the form you have submitted.
- Click on the corresponding Upload Documents link.

Even if you misplace the downloaded pdf of your submitted form, you can always go back to your Dashboard and download it again.

You can also download all your documents at once by clicking on the Zip file. All the documents you uploaded will be downloaded as one zipped file at the location of your choice.

Request Edit

| | |
|--|--|
| <p>Request Edit</p> <p>Did you realize that the submitted form contains erroneous information after you submitted the form?</p> | <p>Despite all efforts, sometimes you realize after you have Submitted the form, that it may contain erroneous information.</p> <p>The Activity Log contains a checkbox field Request Edit. When you become aware of errors in submission, please, check that box.</p> <ul style="list-style-type: none">• An email will automatically reach the Administrators of the portal.• The Administrators will allow edits to your form.• You will receive a notification that your form is editable. You will see the word [Editable] next to the name of your form  <p>The screenshot shows a light blue background with two columns of text. The left column contains the form ID 'P-SW02312355-000032'. The right column contains the text 'Oil & Gas Project Description' followed by '[Editable]' in red text.</p> |
|--|--|

You can sort your Activity Table to show the submitted forms in chronological order or per type of form submitted (for example all Notifications) and their corresponding dates. You can also sort per Lease Number, Project Name, and Consultant Report Number (if applicable).

Once you complete and submit the form, NMSLO will be notified of your submission through an automated email. This real time, immediate notification will help NMSLO to process the information you submitted in due time.

In case there is an issue with your Dashboard panel display, or for any other functions that do not work properly, please, email us at croinfo@slo.state.nm.us with the Form ID and other pertinent information so that we can work in resolving the specific issues.