

Cultural Properties Protection Acknowledgement Form-Instructions

The following information is item-by-item instructions for completing the Cultural Properties Protection Acknowledgement Webform. Only one Acknowledgment Form is necessary per Lease Number. 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.

This is the page you will see when you click on the Cultural Properties Protection Acknowledgment Form.

Cultural Properties Protection Acknowledgment

View or Download Form Instructions



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

Note: * is a required field

All lessees, operators, grantees, permittees, and/or applicants (collectively, "Parties") requesting any authorization from the Commissioner of Public Lands, or conducting any project or activity on state trust land, are expected to review and abide by all applicable laws and rules related to the protection of cultural properties on state land, including the New Mexico State Land Office's ("NMSLO") Cultural Properties Protection Rule, 19.2.24 NMAC. The Cultural Properties Protection Rule can be viewed at <https://www.nmstatelands.org/culturalproperties/>.

Parties conducting surface-disturbing activity on state trust land must follow the procedures and timelines outlined in 19.2.24.8 NMAC. To minimize processing delays, Parties are strongly encouraged to supply NMSLO with appropriate documentation as early as possible pursuant to 19.2.24.8 (C), (D), (E) & (F) NMAC. Parties are advised to always exercise due caution to ensure that cultural properties on state trust land are not inadvertently excavated, disturbed, dislodged, damaged, destroyed, or removed by any person, pursuant to the Cultural Properties Protection Rule, 19.2.24.8 (A) NMAC and Section 18-6-9 (A) and (B), NMSA 1978.

Type and Number of Instrument (Lease Number)

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

Name of Party (Company Name, if applicable) *

Name of Signatory (Person Signing) *

Relationship to Party/Title (position) * Lessee Operator Grantee Applicant Other

Phone *

Email *

- **Type and Number of Instrument (Lease Number)** Enter the Lease Number. The Lease Number is **Required** for Oil & Gas Leases. Include if available for Business, Renewables, ROW or Ag leases.
 - The Lease Number is a string of letter and digits 6 to 10 characters in length.

- Do not include any spaces, dashes or any other character between (*For example, R43210, BL1111, ES0001, GS0001, L012340014*).
- **Name of Party (Company Name, if applicable)** The Party is a company or a natural person who requests any authorization from the Commissioner or conducts a project or activity on state lands. The Party can be a lessee, lease operator, grantee, and/or an applicant. Enter the name of the Party here.
- **Name of Signatory (Person Signing).** Enter the name of the person signing the Cultural Properties Protection Acknowledgement Form on behalf of the Party or for themselves.
- **Relationship to Party/Title (position).** Enter the relationship of the Signatory to the Party (For example, lessee, operator, grantee, applicant, self, or other).
 - If you are unsure of the relationship to the Party, utilize your own email to send a message to the Oil & Gas Division at oginfo@slo.state.nm.us to clarify this issue. Or you can call the personnel at the Oil & Gas division with whom you have frequent contact to help you in this case.
 - In your email, include any pertinent information that will make it easy for NMSLO personnel to answer your questions.
 - You will receive a response from NMSLO. Once you have a clear idea of what your role is, continue filling in the form.
- **Phone.** Enter contact number for the Signatory (the person who is signing this acknowledgment form). Please, make sure that your phone number is correct and we can reach you at the phone number you provide.
- **Email.** Enter email information for the Signatory (the person who is signing this acknowledgment form). Please, make sure that your email address is correct and we can reach you at the email address you provide.

By signing this acknowledgment form, Parties affirm that they have read this document, including the accompanying [Instructions for Compliance](#), and have reviewed and agree to comply with NMSLO's Cultural Properties Protection Rule. If a Party is other than a natural person, the individual signing below attests that they have the authority to execute this acknowledgment on behalf of and bind that Party.

Yes, I have read and will comply*

Signature

Lessee or Legal Representative Signature *

Form ID:

Instructions for Compliance Cultural Properties Protection Rule (19.2.24 NMAC)

The following instructions apply to all lessees, operators, grantees, permittees, and/or applicants (collectively, "Parties") that intend to conduct new surface disturbing activities on state trust lands. The instructions provide additional guidance for fulfilling the requirements of NMSLO's Cultural Properties Protection Rule. A copy of the Cultural Properties Protection Rule can be found at <https://www.nmstatelands.org/culturalproperties/>.

- **Agree with the statement** "Yes, I have read and will comply" by clicking on the check box.
- **Signature** Use your mouse to enter your signature on the Signature panel. Your signature is binding and legal and certifies 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
<p>Cultural Properties Protection Acknowledgment</p> <p>Start Form</p> <hr/> <p>Oil & Gas Project Description</p> <p>Start Form</p>	<p>ARMS Inspection/Records Review</p> <p>Start Form</p> <hr/> <p>Notification of Intent to Conduct Archaeological Survey</p> <p>Start Form</p>

Form Type:

Lease Number:

Project Name:

Consultant Report No.:

Date Submitted From Date:

Date Submitted To Date:

[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		

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 Cultural Properties Acknowledgment Form.

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.

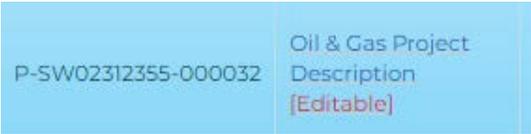
For your own record keeping, you can download a pdf version of your web form submission.

- 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 
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You can sort your Activity Table to show the submitted forms in chronological order or per type of form submitted (for example all Oil&Gas Projects) 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.