


Notification of Intent to Conduct Archaeological Survey-Instructions

The following information is item-by-item instructions for completing the Notification of Intent to Conduct Archaeological Survey 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.

This is the page you will see when you click on the Notification of Intent to Conduct Archaeological Survey web form.

Notification of Intent to Conduct Archaeological Survey

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

This survey will be conducted under the auspices of:

New Mexico Annual State Land Archaeological Survey Permit Number *

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).

- **This survey will be conducted under the auspices of:**
 - **New Mexico Annual State Land Archaeological Survey Permit Number.** Enter your organization's permit number for General Archaeological Investigation for New Mexico State Land.
 - **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...) *

Start Date *

- **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.
- **Start Date.** Enter the start date of the archaeological survey, when NMSLO land will be accessed by the permittee.

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; T77S 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"/> Coffey	<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
<input type="checkbox"/> Quay	<input type="checkbox"/> Rio Arriba	<input type="checkbox"/> Roosevelt	<input type="checkbox"/> Sandoval
<input type="checkbox"/> San Juan	<input type="checkbox"/> San Miguel	<input type="checkbox"/> Santa Fe	<input type="checkbox"/> Sierra
<input type="checkbox"/> Socorro	<input type="checkbox"/> Taos	<input type="checkbox"/> Torrance	<input type="checkbox"/> Union
<input type="checkbox"/> Valencia			

Acres / Acreage this Project will cover *

- **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.
 - **Acres/Acreage this Project will cover.** Enter the total number of acres to be surveyed on State Land. In the Comments you may include information on acreage or locations for other involved land jurisdictions if pertinent to this project.

Submission of Required Documents

- **Upload Files.** Upload pdf files which illustrate where the survey is taking place and the area of potential effect for the project. This should be illustrated in a project location map. The cadastral plats (provided to the Permittee by the Proponent) should also be included, if available. Any digital files of the project location should be submitted as well, if available. Uploaded files will appear as illustrated below.
- **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.**

All survey will be accomplished on foot with parallel transect intervals spaced no greater than 15 meters (50ft.) apart with additional inspection of any deflated areas in the project area. The survey will conform to a Class III (100%) inventory of the project area. Further information on survey methodology, mapping and recording procedures, collections, analysis, personnel, etc. is available from the State Historic Preservation Division.

Submission of Required Documents

Upload the following documents in support of this Notification Form:

1. Project Location Map and Cadastral Plats, if available, in one contained PDF file
2. Digital files in shapefile or kml/kml format

Upload Files *

No file chosen

Uploaded Files

Project APC- sample.kml	<input type="button" value="Delete"/>
Project Location Map and Plats- sample.pdf	<input type="button" value="Delete"/>

Comments

Signature

Permittee/Principal Investigator Name *

Principal Investigator Signature *

- **Comments.** Enter any additional comments or information that should be included with this notification.
- **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
<p>Cultural Properties Protection Acknowledgment</p> <p>Start Form</p>	<p>ARMS Inspection/Records Review</p> <p>Start Form</p>
<p>Oil & Gas Project Description</p> <p>Start Form</p>	<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	<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 Notification of Intent to Conduct Archaeological Survey.

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.

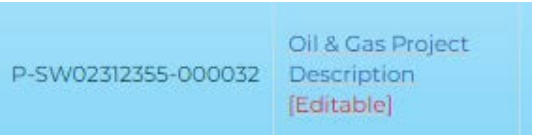
For your own record keeping, you can download a pdf version of your web form submission.

- 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 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.