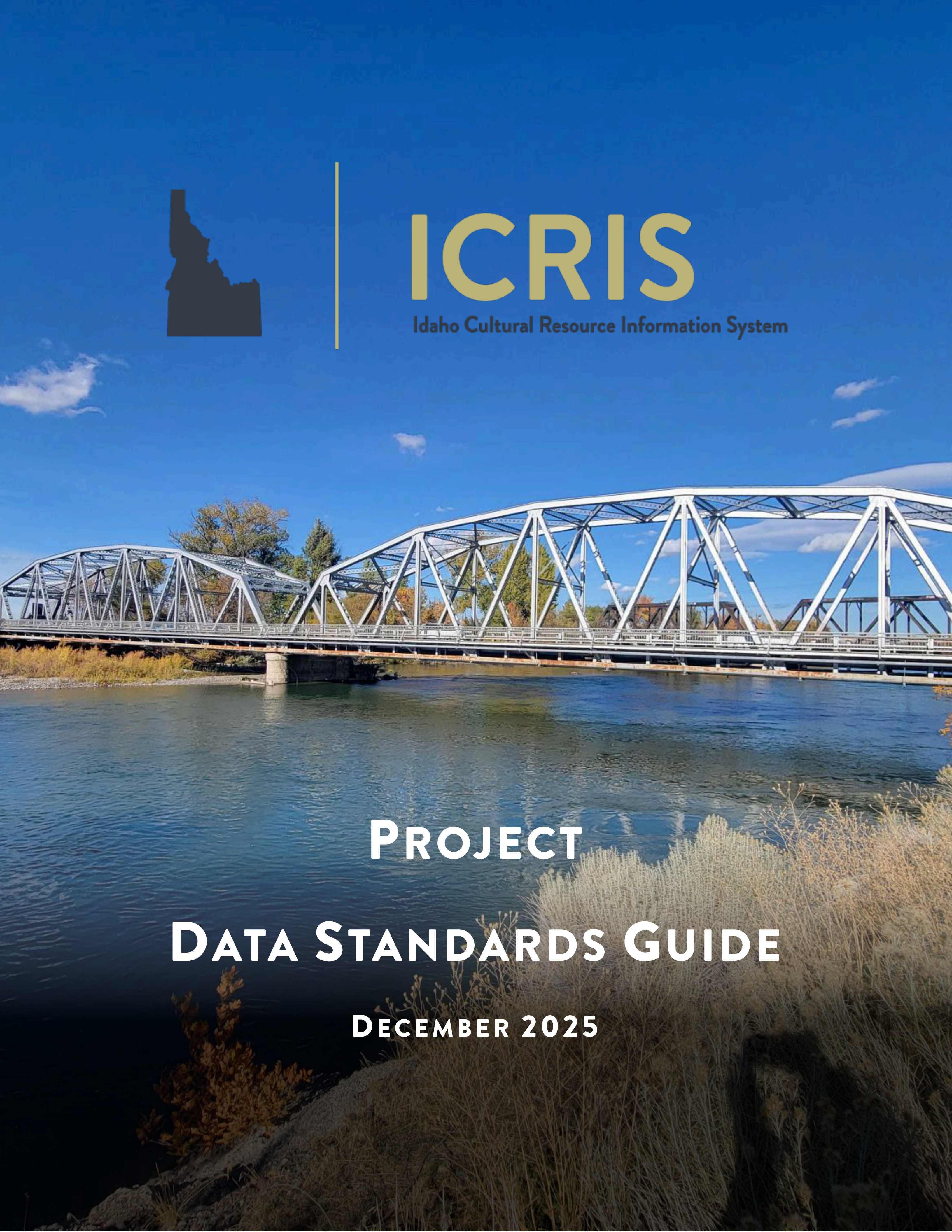


ICRIS

Idaho Cultural Resource Information System

Project Data Standards Guide

December 2025

The **Project Data Standards Guide** provides instructions for creating, submitting, reviewing, and managing projects within ICRIS. These standards ensure that project information is documented in a clear, consistent, and comprehensive manner that supports regulatory review, consultation, and long-term archival value. All users entering project information—whether Lead Agencies, consulting firms, or SHPO staff—should follow the data field definitions and formatting guidance in this manual. Consistent project data improves communication among consulting parties, streamlines SHPO review, and strengthens the accuracy and integrity of Idaho's cultural resource records. For step-by-step instructions on how to survey, describe, and evaluate historic properties, please refer to the guidance materials available on the Idaho SHPO website: https://history.idaho.gov/shpo/idaho-shpo-guidance/.

Front Cover: West Street Bridge, Blackfoot, Bingham County, Idaho

STATE HISTORIC
PRESERVATION
OFFICE
/ IDAHO STATE
HISTORICAL SOCIETY

Contents

PROJECT TYPES

TYPE	DESCRIPTION
Determination of Eligibility	Use this option only when there is no associated undertaking under review and the sole purpose is to determine whether a resource is eligible for the National Register of Historic Places (NRHP). This applies when a person or agency specifically needs a Determination of Eligibility (DOE) outside of a broader Section 106 or other planning review process
Section 106 Review	Applies to undertakings involving federal funding, permitting, licensing, or land. This project type documents the consultation process required under Section 106 of the National Historic Preservation Act, including identification of historic properties, assessment of effects, and resolution of adverse effects.
Section 110 Review	Used when federal agencies are fulfilling their proactive stewardship responsibilities under Section 110 of the National Historic Preservation Act. This includes inventory, documentation, resource management, and planning efforts not tied to a specific undertaking.
Annual Report	For agencies or entities that submit yearly summaries of cultural resource compliance work, field surveys, site evaluations, and findings. This project type enables reporting required under federal or state programmatic agreements.
CLG Survey	For Certified Local Governments conducting local historic resource surveys, planning studies, or other preservation projects supported by CLG grants. This project type tracks survey boundaries, methodology, and resource documentation submitted to SHPO.
Non-Federal Review	Use this option only when there is no federal undertaking and Section 106 does not apply. This includes state-funded projects, local government actions, private development requiring SHPO comment, or other courtesy reviews. This project type documents SHPO coordination and comments outside of the Section 106 review process.

PROJECT DATA SECTIONS

YOUTUBE TRAINING VIDEOS

Creating a New Project – https://youtu.be/-WIjZvAHat8

Note: ICRIS dynamically displays fields based on the Project Type. If a field does not apply to the selected project type, it will not appear. This is expected behavior and does not indicate a system error.

PROJECT DETAILS

FIELD NAME	DESCRIPTION
Project Number	Auto-generated by ICRIS. Assigned sequentially based on the federal fiscal year in which the project is initiated. This number cannot be edited by users.
Project Name	A brief, descriptive title for the project. Use a clear, project-specific name (e.g., Highway 55 Shoulder Widening, Smith Creek Vegetation Treatment, Historic Depot Rehabilitation). Avoid overly general terms such as "ID," "Project," or consultant job numbers.
Lead Agency Name	The federal agency (or state agency acting as a federal agent) responsible for initiating consultation under Section 106. If no federal involvement, select the primary state or local agency requesting review.
Lead Agency Reviewer	The individual(s) representing the Lead Agency who will receive SHPO communication and coordinate the agency's consultation. Multiple reviewers may be selected if the agency uses a shared review workflow.
Submitter Organization	The organization (typically a consulting firm, agency, or tribal government) that is preparing and submitting the project package in ICRIS.
Submitter	The primary point of contact, generally a heritage professional from the Submitter Organization who is responsible for assembling, uploading, and submitting the project documentation. This individual will receive system notifications
Secondary Agencies	Additional federal, state, or local agencies, or sub-contractors involved in the project or requiring coordination. Select all that apply when multiple agencies share responsibility. *Note: Secondary agencies have the ability to edit the project in the system.*
Organization Project Number(s)	The internal project identifier used by the Lead Agency, consultant, or applicant. This may include contract numbers, project tracking codes, or other reference numbers. Multiple entries are allowed. Press *Enter* after each number to add it as a separate entry in the list.
Applicable Programmatic Agreement	Select the Programmatic Agreement (PA) under which this review is being conducted, if applicable. The dropdown list will display only those PAs that are relevant to the selected Lead Agency, ensuring that users choose from agreements appropriate to their agency's jurisdiction. If the project is not being conducted under a PA, leave this field blank.
Agency Project Finding	The Lead Agency's formal determination regarding the project's effect on historic properties (e.g., No Historic Properties Affected, No Adverse Effect, Adverse Effect). This field should reflect the agency's official finding under Section 106, if applicable. If the project is being prepared by a consultant, the consultant may select a *recommended* project finding for the Lead Agency to review; however, the final determination must be made and confirmed by the Lead Agency.
Agency Comments	Any narrative explanation supporting the Agency Project Finding, including justification, methodology, or considerations used in reaching the determination. Also used for clarifying project intent or scope.
Description	A concise summary of the project scope and activities. Focus on the action being proposed, where it will occur, and any ground disturbance or construction elements. Avoid copying full proposal text; summarize key actions.
Related Project Number(s)	Use to link this project to previously submitted or associated ICRIS projects (e.g., addenda, phased projects, supplemental surveys, or long-term relicensing efforts). This supports continuity and historical tracking.

PROJECT ATTACHMENTS

A cover letter or agency consultation form must be uploaded for every project. Examples include the Forest Service Determination of Significance and Effect (DoSE) form or ITD Form 1502. All required attachments must be submitted as PDF files. Refer to SHPO GUIDANCE on acceptable cover letter content.

In addition to the required consultation form, upload any **supplemental attachments** necessary to support understanding of the project, including:

- Legible architectural plans, drawings, elevations, or other design documents needed to describe proposed work or alterations.
- Relevant correspondence with Tribes, city or county governments, historic preservation commissions, Certified Local Governments (CLGs), historical societies, or other consulting parties involved in the consultation process.

Attachments should be clearly labeled and organized to assist reviewers in evaluating the project scope, consultation history, and potential effects. Use the document type dropdown to classify each attachment appropriately. **Available document types include:** *Cover Letter*, *Agency Form/DSE*, and *Other*. Selecting the correct document type ensures that reviewers can quickly identify required materials and understand how each attachment supports the project review.

PROJECT PHOTOS

Use this section to upload overview photographs of the project area. For Section 106 undertakings, **at least two general orientation photos** (in .jpg format) are required. If additional photographs are needed to illustrate specific project elements or provide context for SHPO review, upload them here.

The system **does not currently support embedded photo metadata**, so each image should be **clearly named** to indicate what it depicts (e.g., *NorthView_Roadway.jpg*, *APE_EastBoundary.jpg*). Clear filenames ensure reviewers can easily understand orientation, location, and the purpose of each photo.

Photo filenames should also be referenced in the cover letter or applicable form so reviewers can easily match each image to the written description.

PROJECT GIS

Upload a shapefile or use the map drawing tools to define the Project Location / Area of Potential Effects (APE). For guidance on drawing or editing map features, refer to the *ICRIS Basics* manual. Use the buffer tool to refine the literature review area; the standard search radius is a 1-mile buffer around the project location.

Use the **Enter Fullscreen** tool to expand the map to full screen. Use the **Exit Fullscreen** tool (or press **ESC**) to return to the main resource screen.

For best performance, project shapefiles should contain a single feature that represents the full project area. If the uploaded shapefile contains multiple separate features, the system will treat each feature individually and will require the user to complete the required data entry (including buffer distance selection) for each feature. If possible, merge multiple shapes into one feature before uploading to reduce duplicate data entry and ensure clearer representation of the project footprint.

MAP COLOR KEY

- Current Project Boundary
- Current Project Buffer
- Other Project Boundary
- Building, Structure, Object, or Site
- Archaeology
- District
- THPO

Resources Shape Outline

- Overall Eligible
- Overall Not Eligible
- Overall Unevaluated

VERTEX LIMIT AND GEOMETRY SIMPLIFICATION

ICRIS has a **maximum geometry size of 10,000 vertices** for uploaded shapefiles. If a shapefile exceeds this limit, ICRIS will not load the file and will produce an error message. To prevent upload failure, simplify or generalize the geometry before uploading. Simplifying reduces the number of vertices while preserving the project boundary shape at a scale appropriate for cultural resource review.

Overly detailed shapefiles commonly result from:

- Tracing high-resolution aerial imagery
- Exporting engineering or design drawings without generalization
- GIS processes that retain sub-meter complexity along boundaries

For regulatory review purposes, coordinate-level precision is not required. A simplified shapefile remains fully adequate for APE definition and literature review.

Reducing Vertices (General Guidance)

Before uploading to ICRIS:

- Merge features when possible, so the project footprint is represented as one feature.
- Remove slivers, unintended fragments, or micro-segments.
- Simplify geometry to remove excess vertices while maintaining the recognizable project boundary.

Using ArcGIS Pro

1. Open your project and open the **Geoprocessing Pane**.
2. Search for **Simplify Polygon** (Cartography Tools).
3. Select a simplification method:
   - POINT_REMOVE (recommended): Removes unnecessary vertices while preserving boundary shape.
   - BEND_SIMPLIFY: Maintains the general form but reduces detail.
4. Start with a low simplification tolerance and adjust as needed.
5. Export/save the simplified feature class as a new shapefile before uploading to ICRIS.

If Using Other GIS Software

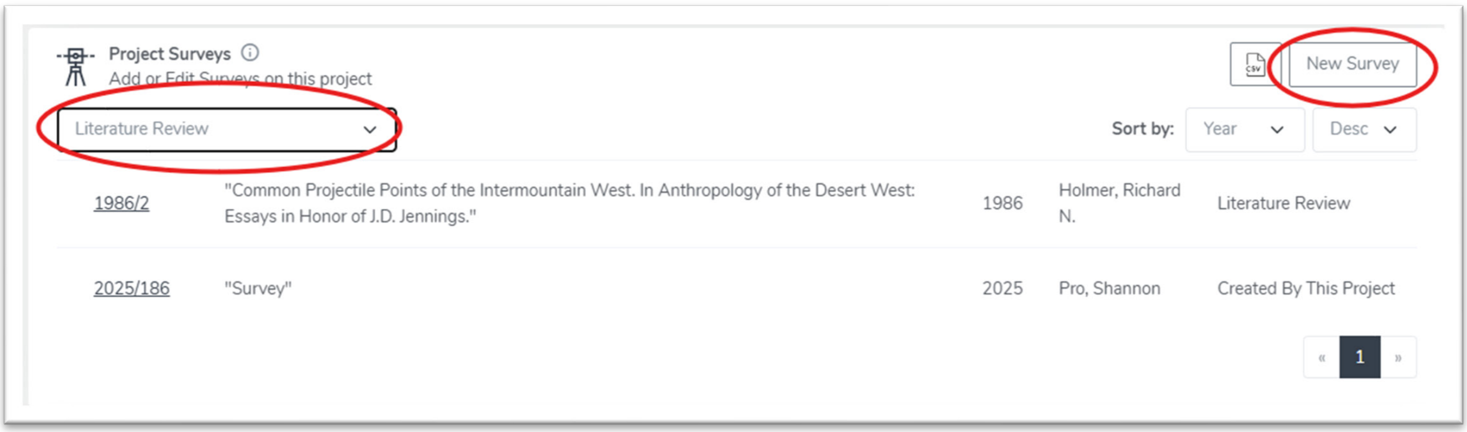
Look for tools labeled:

- *Simplify Geometry*
- *Generalize Features*
- *Reduce Vertices*
- *Topology Cleanup*

Choose a method that keeps the boundary recognizable while reducing complexity.

PROJECT SURVEYS

The Project Surveys section allows users to either review previously completed survey work or view survey reports uploaded specifically for the current project. Use the drop-down menu to toggle between **Literature Review** (to view existing survey reports from prior work in the area) and **Created by this Project** (to view survey documentation submitted as part of the current project). The information displayed in the Literature Review tab is based on the **GIS buffer applied to the project location**, which is typically set at **1 mile**, but may be expanded or reduced as appropriate to include additional relevant previously recorded surveys. The option selected determines whether you are reviewing historic survey data or newly submitted information for this project.



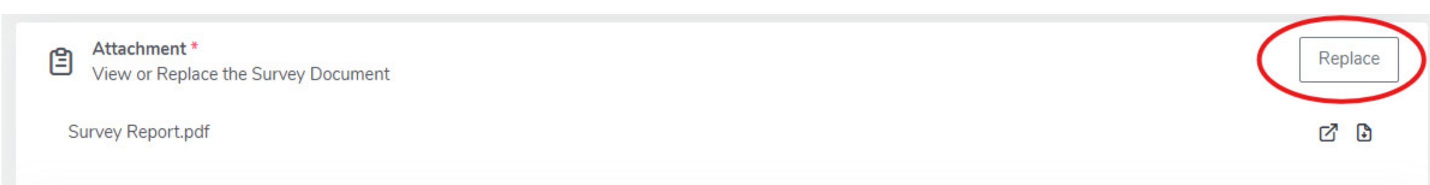
LITERATURE REVIEW (SURVEYS)

Displays previously submitted survey reports associated with the project area. Use this option to review past work before determining survey needs or scope.

NEW SURVEY

Select **New Survey** to upload a new survey report associated with the project. Refer to the SURVEY DATA ENTRY FIELDS section for required metadata and field descriptions.

If revisions are made to the survey report after it has been uploaded, do **not** create a new survey record. Instead, use the **Replace** button to update the existing attachment with the revised document.



SURVEY TOOLS

The Survey Tools provide options for exporting survey information and associated GIS data. All users can **download a CSV** of the surveys currently displayed, including any filters applied. **Shapefile download is available only to Pro-level subscribers.** Pro users may download GIS data for the surveys visible in the table. Surveys without GIS data—particularly older legacy surveys—will still be included in the download, but they will not have any associated spatial geometry in the shapefile.

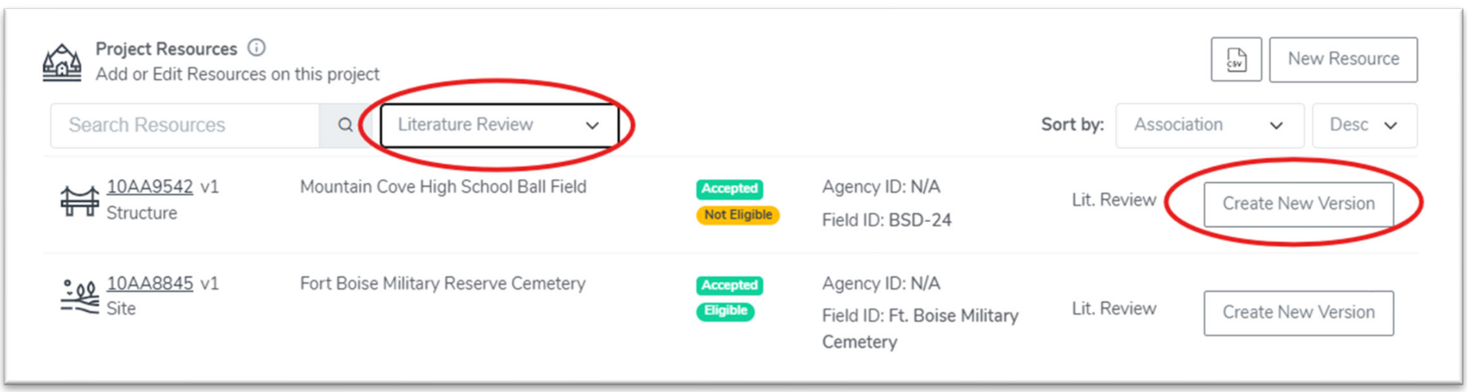
ACCESS	ICON	ACTION	DESCRIPTION
BASIC		Download Table (CSV)	Click this icon to download a CSV file containing the surveys currently displayed. The exported table reflects applied filters, but does not reflect search criteria.
PRO		Download Polygon Shapefile	Click this icon to download a shapefile containing GIS data for all surveys currently visible in the Project Surveys section. The exported data reflects any filters applied. Surveys that do not have associated GIS data (common for legacy surveys) will still appear in the download, but their shapefiles will not contain geometry.

PROJECT RESOURCES

The Project Resources section allows users to either review previously recorded cultural resources or view resource records created or updated as part of the current project. Use the drop-down menu to toggle between **Literature Review** (to view existing resource records in or near the project area) and **Created by this Project** (to view new resource records or updated versions submitted through this project).

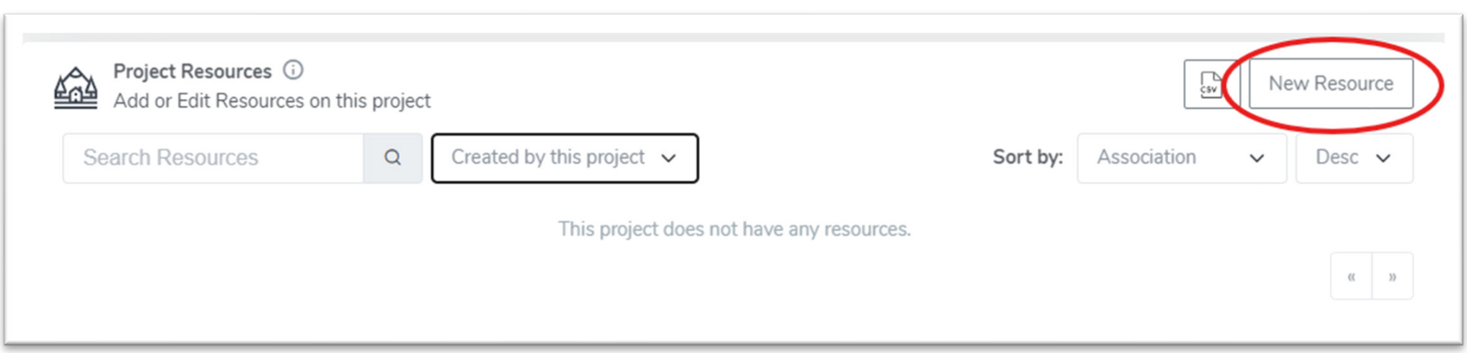
LITERATURE REVIEW (RESOURCES)

Displays previously recorded cultural resources located within or near the project area. Use this for context review and to identify whether resources require update or additional evaluation. Select **Create New Version** to update an existing resource record when new information is available (e.g., new eligibility evaluation, condition change). Resources previously recorded in other formats must be updated in ICRIS upon re-visitation or if the resource will be adversely affected by the project. After which, resources must be updated after 10 years or before if changes to a resource have occurred upon re-visitation



NEW RESOURCE

Select **New Resource** to create a new resource record for previously unrecorded resources identified during survey or monitoring. Resources that remain **In Progress** and have not been assigned a Smithsonian Number may be deleted from the project if they were entered in error or are no longer needed.



RESOURCE STATUS	
STATUS	**DESCRIPTION**
In Progress	Resource is still being edited. Resources that are In Progress will not be visible to users outside of the Project.
Complete	Resource has been completed and all required data entry has been met. Resources that are Complete are not visible to users outside of the Project
Accepted	Resource has been accepted by SHPO and is now visible to users.

RESOURCE TOOLS

The Resource Tools provide options for exporting resource information from the table. All users can **download a CSV** of the resources currently displayed, including any filters applied. **Shapefile download tools are available only to Pro-level subscribers.** Pro users may download GIS data as polygon or linear shapefiles for the resources currently visible in the table, depending on how each resource was mapped. Basic users will see the CSV download option only.

ACCESS	ICON	ACTION	DESCRIPTION
BASIC	CSV	Download Table (CSV)	Click this icon to download a CSV file containing the resources currently displayed. The exported table reflects applied filters, but does not reflect search criteria.
PRO		Download Polygon Shapefile	Click this icon to download a shapefile containing polygon geometry for the resources currently visible in the Project Resources section. Polygon shapefiles typically represent building footprints, site boundaries, and district extents. The exported data reflects any filters applied to the table.
		Download Linear Shapefile	Click this icon to download a shapefile containing line geometry for the resources currently visible in the Project Resources section. Linear shapefiles typically represent canals, ditches, roads, rail lines, trails, and other linear cultural features. The exported data reflects any filters applied to the table.
	Survey123 Import		Click this icon to import resource data that has been collected through the ArcGIS Survey123 field collection app. (See SURVEY123 section)
	Survey123 Linear Import		Click this icon to import linear resource data that has been collected through the ArcGIS Survey123 field collection app. (See SURVEY123 section)

EVENTS

The Events section provides a chronological log of actions taken on the project. Each event records when an action occurred, who performed it, and what was completed (e.g., project creation, status change, SHPO response). This section functions as the official activity history for the project and can be used to track progress, confirm submission dates, and review communication steps throughout the consultation or review process.

PROJECT STATUS

STATUS	SUB-STATUS	DESCRIPTION
In Progress	—	The project is being prepared by the Submitter Organization and has not yet been submitted to SHPO. This status may also indicate that the project was returned by SHPO or Lead Agency for revisions, additional documentation, or clarification. The project remains editable by the Submitter Organization in this status.
Lead Agency Review	—	The project has been submitted to the Lead Agency and is awaiting the agency's official determination and submittal to SHPO. This status may also indicate that the project was returned by SHPO for updates, additional documentation, or clarification. No SHPO review is active while the project is in this status.
SHPO	Submitted	The project has been submitted to SHPO but has not yet been assigned to a reviewer. The submission is in SHPO's queue.
	Review	The project has been assigned to a SHPO reviewer and is undergoing review. SHPO may request revisions, additional documentation, or clarification during this stage; if revisions are required, the project may be returned to the Lead Agency or Submitter.
Complete	—	SHPO review is finished and the project is closed in ICRIS. All consultation steps have been completed, and no further action is required. A **Consultation Summary** is automatically generated and available under **Project Attachments**. It is the responsibility of the Lead Agency and Submitter to review the Consultation Summary for any official SHPO comments or conditions of compliance.
MOA	Needed	The agency has determined **Adverse Effect** and consultation has proceeded to development of a **Memorandum of Agreement (MOA)**. Parties are working to identify, negotiate, and draft stipulations.
	In Progress	The **MOA has been executed**, and the Lead Agency is now responsible for carrying out the agreed-upon stipulations. This status remains active until all stipulations are fulfilled.

MOA STIPULATION TRACKING

When a project results in an Adverse Effect finding and a Memorandum of Agreement (MOA) is executed, the Lead Agency is responsible for uploading the signed MOA to the MOA Attachments section of the project. Once the document is uploaded, the Agency must complete the MOA Stipulation data entry to track progress toward meeting the stipulations. This section allows SHPO, consulting parties, and the Lead Agency to monitor fulfillment of agreed-upon mitigation measures.

For additional guidance on mitigation and MOA development, see: https://history.idaho.gov/section-106/mitigation-process/

MOA DETAILS

FIELD NAME	DESCRIPTION
MOA Signed	The date the MOA was fully executed by all required signatories.
Expiration Date	The date the MOA expires. This is typically defined within the MOA text and may be based on a specific timeframe or project milestone.
Stipulation Description	A brief description of the stipulation being tracked (e.g., *HABS documentation*, *survey of downtown historic district*, *National Register nomination*). The description should clearly reflect the action required.
Status	Indicates the current stage of stipulation implementation. Four statuses are available (see MOA Stipulation Status table).
Date Completed	The date the status was last updated or the stipulation was completed, depending on the status selected.

MOA ATTACHMENTS

Upload supporting documentation associated with MOA development and implementation.

Document types include:

- **Signed MOA** – The fully executed Memorandum of Agreement.
- **MOA Supporting Document** – Any documentation demonstrating completion of stipulations (e.g., HABS documentation, nomination forms, public interpretation materials, etc.).

Attachments should be clearly labeled to correspond with the appropriate stipulation(s).

MOA STIPULATION STATUS

STATUS	DESCRIPTION
In Progress	Work required by the stipulation is currently underway.
Completed by Agency	The Lead Agency has completed the work required by the stipulation and has submitted documentation for SHPO review.
Returned by SHPO	SHPO has reviewed the submitted documentation and determined that revisions or additional work are needed before the stipulation can be accepted.
Accepted by SHPO	SHPO has reviewed and accepted the documentation as meeting the terms of the stipulation. No further action is required for this stipulation

SURVEY DATA ENTRY FIELDS

YOUTUBE TRAINING VIDEOS

Creating a New Project – https://youtu.be/gUHVKmkxpfY

SURVEY DATA

STATUS	DESCRIPTION
Title	The official title of the survey report. Use the report title exactly as it appears on the document cover or title page. Avoid internal filenames or abbreviations.
Author	List the author(s) of the survey report in **Last Name, First Name** format (e.g., *Smith, Jane*). For multiple authors, separate names with semicolons and follow the order listed in the report.
Organization Project Number	The internal reference or tracking number used by the conducting organization, consultant, or agency. This may be a contract number, task order number, or firm-specific project ID.
Keywords	Enter key terms that describe the survey scope, location, or resource types (e.g., *bridge*, *irrigation*, *CCC*, *monitoring*). Keywords improve searchability and support thematic research within ICRIS.

KEYWORD SELECTION GUIDANCE

Use keywords to improve searchability and support thematic research in ICRIS. Keywords should reflect the **type of work**, **resource themes**, **landscape or setting**, or **analytical methods**. Avoid overly general terms (e.g., *project*, *report*) or repeating information already included in the title.

Recommended keyword categories include:

- **Project Type:** *inventory*, *monitoring*, *excavation*, *reconnaissance*
- **Resource Types:** *canal*, *bridge*, *ditch*, *airfield*, *railroad*, *CCC*
- **Geographic Focus:** *Warm Lake*, *Snake River*, *Pahsimeroi Valley*
- **Artifact & Analysis:** *Clovis*, *projectile point typology*, *faunal analysis*, *X-ray fluorescence (XRF)*, *obsidian hydration*, *lithic reduction*, *ceramic temper analysis*

SURVEY ATTACHMENTS

Each survey entered into ICRIS requires **one Survey Attachment**, uploaded as a **PDF**. This attachment should be the **final survey report** associated with the survey record and is limited to **50 MB** in size. To maintain system performance, reduce file size before uploading by removing unnecessary blank pages, minimizing embedded high-resolution imagery, compressing images, and exporting at a **standard document resolution (150–300 dpi)**. If large map figures or photo plates are needed, place them in an appendix and compress that section before export. Avoid scanning printed reports when digital originals are available, as scans often create large, unoptimized files.

If revisions are made to the survey report after upload, use the **Replace** button to upload the updated document in place of the existing attachment.

SURVEY GIS

A GIS shapefile is required for every survey entered in ICRIS. The shapefile documents the survey area, supports literature review, and enables spatial comparison. Surveys cannot be completed in ICRIS without an associated GIS upload.

Multiple shapefiles may be uploaded for a single survey if needed to reflect different Survey Classes (e.g., *Class III Inventory*, *Reconnaissance*, *Monitoring*, *Architectural Inventory).* Assign the appropriate Survey Class to each shapefile to ensure that survey extents and methods are accurately represented on the map, e.g., Architectural Inventory should be defined separately from a Class III archaeological inventory.

Shapefiles should depict the survey boundary, not individual resources. If the survey area includes multiple discontiguous polygons, they may be merged into a single feature to simplify data entry.

ICRIS enforces a **maximum geometry size of 10,000 vertices** for any uploaded shapefile. If a file exceeds this limit, **ICRIS will return an upload error and the shapefile must be simplified before it can be accepted**. For guidance on vertex reduction, refer to the PROJECT GIS section of this guide.

For instructions on drawing, editing, or correcting map features, refer to the **ICRIS Basics** manual.

Key expectations:

- GIS upload is mandatory for every survey.
- Use polygon geometry to represent survey areas.
- Assign SURVEY CLASS and MAP METHOD to each uploaded shapefile.
- Simplify or merge features as needed to meet system limits and streamline data entry.

SURVEY GIS DETAILS

The GIS Details *(Counties, USGS Quads, PLSS, and Acres Surveyed)* are automatically calculated from the uploaded shapefile. If they are not visible, select the shape on the map and **Update Survey Shape**

MAP COLOR KEY

Current Survey Boundary

Other Survey Boundary

Building, Structure, Object, or Site

Archaeology

District

THPO

Resource Shape Outline

Overall Eligible

Overall Not Eligible

Overall Unevaluated

GIS DATA TERMINOLOGY

MAP METHOD	
METHOD	DETAILED DESCRIPTION
Digitize from paper	Boundary was drawn manually by freehand based on a non-georeferenced paper map, sketch, or form.
Generate from GPS	Boundary was collected using a GPS unit, regardless of receiver grade or accuracy level.
Buffered centerline or point	Boundary was inferred by buffering a recorded path, centerline, or point location based on a verbal description, standard offset, or measurement radius.
Imported data from GIS or CAD	Boundary was imported directly from an existing GIS dataset, CAD file, or digital spatial source.
Heads-up digitizing	Boundary was manually drawn by tracing features on a georeferenced map or imagery displayed in GIS software.
Method used unknown	Legacy record where the original mapping method cannot be determined from available documentation.

SURVEY OR INVESTIGATION CLASS

CLASS	DETAILED DESCRIPTION
Architectural survey only	A systematic survey that identifies, documents, and evaluates **historic buildings, structures, and districts**. Architectural inventories are commonly completed by federal agencies for Section 106 compliance, by **Certified Local Governments (CLGs)** for local preservation planning, and as part of mitigation measures developed through consultation.
Class I Inventory	A documentary research effort used to determine whether cultural resources have been previously identified in the area. This work is based on existing records, literature, maps, and archives and involves **no field survey or ground disturbance**.
Class II Inventory	A field inventory that does **not** meet Class III standards. Often includes **probabilistic or sample-based survey** methods used to characterize the likely density, diversity, and distribution of archaeological resources across a large area by surveying limited, discontinuous portions of the landscape.
Class III Inventory	**Intensive field survey** of the entire target area, conducted systematically to identify all cultural resources with observable surface expression. Survey is completed using close-interval parallel transects (typically **30 meters or less**, depending on regional standards) to ensure thorough ground coverage.
Reconnaissance	A **preliminary field survey** intended to identify the general presence or absence of historic properties within an area. Sometimes referred to as a **"windshield survey"**, **drive-by**, or **walk-over**, and is often the basis for determining whether a more intensive survey is warranted. Reconnaissance-level survey is generally not an acceptable survey method for Section 106 compliance or CLG-funded surveys.
Excavation	**Subsurface archaeological investigation** at a known resource location, typically involving controlled excavation units or test probes to evaluate integrity, stratigraphy, or research questions.
Collections/Non-Field Study	Study or analysis of **existing materials, artifacts, samples, or documentation** collected during prior investigations. No new fieldwork is conducted.
Monitoring	**Observation of ground disturbance** or resource condition assessment at known cultural resource locations or high-probability areas. May result in documenting changes to resource condition.
Ethnographic Study	A **systematic study of people and cultures**, often involving interviews, oral history collection, cultural landscape use documentation, and community-based knowledge. Generally, no new fieldwork is conducted.
Site Specific Study	**Focused research** at a known cultural resource intended to answer **defined research questions** beyond standard inventory or documentation requirements. This may also include an intensive-level inventory or detailed study of a specific building.
Other	Use when the investigation does **not conform** to one of the categories above.

SURVEY123

ArcGIS Survey123 is a mobile and web-based, form-driven tool that uses the same data fields as ICRIS resource records. It allows users to record locations, capture photographs, and field data in the field. Users complete Survey123 forms in the field, and the results are imported to an ICRIS project with a click of a button, allowing for more efficient data entry.

Note: Survey123 can only be used to record newly identified resources. Previously recorded resources must be updated directly within the ICRIS application

Survey123 access is available only to organizations with an active ICRIS subscription at the Pro level.
Users with **Basic** or **Basic+** access can view the results once uploaded, but do not have access to submit or create Survey123 forms.

The Survey123 – ICRIS Resource Collect app uses the same data fields, terminology, and definitions outlined in the ICRIS Resource Data Standards Manual. Field users should enter information according to the standards described in that manual to ensure consistency in resource documentation, eligibility evaluations, and GIS records. Data collected in the Resource Collect app will flow directly into ICRIS resource records, and once the resource has been imported into a project, all fields remain fully editable within ICRIS to support refinement, additional research, or reviewer feedback. **Survey123 does not currently support creating new versions of previously recorded resources and should only be used for resources that have not been previously documented.**

QR codes to access ICRIS Survey123: https://icris-history.idaho.gov/survey123-help

YOUTUBE TRAINING VIDEOS

Adding New Resources with Survey123 – https://youtu.be/642HQ0bE8XM

Using Survey123 Offline – https://youtu.be/CYQATuM4uF0

USER WORK QUEUE

Work queues are a key benefit of the **Pro** subscription. Rather than locating projects through email links, your work queues allow you to see all projects that require your attention in one place. These queues support workflow transparency and help ensure that projects continue to move through consultation and review steps without delay.

MY WORK QUEUE

The My Work Queue displays projects that currently require action from you or your organization in order for the project to advance in the submittal and review process. This includes:

- Projects you are preparing as the **Submitter** and have not yet forwarded to the Lead Agency or SHPO.
- Projects that have been **returned to you** from either the **Lead Agency** or **SHPO** for revisions, clarification, or additional documentation.
- Projects your agency has created and is responsible for managing through review.

Projects will remain in this queue while in In Progress, Lead Agency Review, or MOA status, until the necessary actions have been completed. Once a project is forwarded to the next party (Lead Agency or SHPO), it will be removed from this queue.

MY PROJECT LIST

The My Project List displays all projects in which you are listed as:

- Submitter
- Lead Agency
- Secondary Agency Reviewer

This list includes projects that are active, recently completed, or in progress but do not currently require action from you. Use the filtering and sorting tools to locate, review, or monitor project status over time. This list is especially useful for tracking projects your agency is following, even when another agency or consultant is responsible for the next action. Complete projects will remain in the queue for one year

QUEUE FUNCTIONS		
FUNCTION	FIELD	DESCRIPTION
Filter	Search by Name or Project No	Begin typing any part of the project name or project number. The list will automatically filter as you type.
	Year	Filter projects by year. Options include *This Year* or *Any Time*.
	Status	Filter by project status: *In Progress*, *Lead Agency Review*, *SHPO*, *MOA*, or *Complete*. (See PROJECT STATUS section for full definitions.)
	Agency	Filter projects by agency. Begin typing the agency name and select from the dropdown.
Sort by	Project Name	Sort the table alphabetically by project name (Ascending or Descending).
	Project No	Sort the table numerically by project number (Ascending or Descending).

ORGANIZATION WORK QUEUE

The **Organization Work Queue** is an additional feature available to **Pro** subscription users. This queue displays all projects associated with the **organization linked to your account**, allowing agencies, consulting firms, and Tribal/State partners to coordinate workload and monitor project progress across staff. Projects remain visible in this queue through all workflow stages and will remain viewable for **one year after reaching "Complete" status**. The Organization Work Queue is particularly useful for assigning work internally, tracking pending reviews, and maintaining continuity when staff roles change.

QUEUE FUNCTIONS		
FUNCTION	FIELD	DESCRIPTION
Filter	Search by Name or Project No	Begin typing any part of the project name or project number. The list will automatically filter as you type.
	Unassigned Only	When selected, displays only projects that are not currently assigned to a reviewer or staff member within your organization. Use this filter to identify projects that need internal assignment. The Assignee column in the table shows who within your organization is assigned to the project; if the column is blank, the project is unassigned.
	Status	Filter by project status: *In Progress*, *Lead Agency Review*, *SHPO*, *MOA*, or *Complete*. (See Project Status section for full definitions.)
	Relationship	Filter by your organization's role in the project: Submitter, Lead Agency, or Secondary Agency
Sort by	Project Name	Sort the table alphabetically by project name (Ascending or Descending).
	Project No	Sort the table numerically by project number (Ascending or Descending).

ICRIS PROJECT PROCESS FLOW