



U.S. Department of the Interior
Bureau of Land Management

Permit for Archaeological Investigations Application Instructions Bureau of Land Management – Utah



**PERMIT FOR ARCHAEOLOGICAL INVESTIGATIONS
APPLICATION INSTRUCTIONS
BLM-UTAH**

UNITED STATES DEPARTMENT OF INTERIOR
BUREAU OF LAND MANAGEMENT
UTAH STATE OFFICE

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Cover: Sands Cabin, Vernal Field Office

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I. THE ARCHAEOLOGICAL PERMIT SYSTEM

As a Federal land managing agency, the Bureau of Land Management (BLM) is responsible for complying with legislation pertaining to cultural resources on lands managed by the BLM, hereinafter called "public lands." The authority to issue archaeological permits under the Antiquities Act of 1906, Archaeological Resources Protection Act of 1979 (ARPA), and the Federal Land Policy and Management Act of 1976 (FLPMA) is held at the State Office level with issuance is guided by 36 CFR 2920 and BLM Manual 8150. The BLM encourages appropriate scientific use of cultural resources on public land and authorizes such use, consistent with cultural resource laws and regulations.

The Bureau has a two-level permit system consisting of a qualifications level review and operational level approval. The qualifications level is conducted at the State Office with support from Field Offices, when appropriate. It consists of reviewing and processing the permit application and issuance of the Permit for Archaeological Investigations. Unless this permit is issued for a specific project (e.g., excavation of a specific site), it cannot be used until the next level of the permit system is complete.

The second level, the operational level, is conducted at the Field Offices. This level is represented by the Fieldwork Authorization. The Fieldwork Authorization provides a measure of protection to both the BLM and the permittee by documenting that the permittee has been approved to conduct certain activities for lands administered by the BLM. These written authorizations are to be obtained prior to beginning each fieldwork work episode under a permit. This gives the BLM the opportunity to assure compliance with existing cultural and land management legislation and records the legal operation of the contractor under his/her permit.

To ensure appropriate treatment of cultural and natural resources, the BLM attaches terms and conditions to permits. After a permit is issued, the BLM may monitor the project in the field to ensure the permittee complies with the permit conditions.

Permits for Archaeological Investigations are issued to qualified academic and scientific institutions, cultural resource consulting firms, State Agencies, and other qualified institutions and/or individuals to conduct professional cultural resource investigations on public lands. Permits for Archaeological Investigations issued are of three basic types (1) non-collection survey/recordation work, (2) limited testing (ARPA permit), (3) excavation and/or removal (ARPA permit). Permits for these types of work are explained in detail in the following sections.

"Blanket" non-collection survey/recordation permits are issued for consulting work to provide users of public lands with timely access to professional services. The BLM in Utah issues these permits to cover all public lands within one of three permitting areas (Great Basin, Virgin, or San Juan) or statewide so that applicants need not obtain separate permits for each non-

collection project. Permits are either issued for one or three years, dependent on past work and performance. Limited testing may be conducted under a survey and recordation permit to assess the nature and extent of a cultural resource for the purpose of determining its eligibility for the National Register of Historic Places, subject to permit terms and conditions. Permits for work involving excavation or collection, including testing as part of a testing plan, are issued only for specific projects and for specific locations and time frames relating to these projects. Issuance of such permits is contingent upon BLM approval of a definitive research design that describes the work to be done.

The BLM reviews and evaluates all permit applications prior to issuance or denial of a Permit for Archaeological Investigations. Each application package is reviewed to ensure that the application form includes all required information, that all supporting documents have been submitted, and that the CV's and experience tables include enough information to determine the amount of relevant and qualifying experience for each individual to be listed on the permit.

Applications which are lacking information or required documentation will be withheld from further review until the needed information or documentation is provided. Applicants with incomplete submissions will be contacted by email or telephone with a request for submission of the missing documents or information. If an applicant fails to respond within 10 days to the request for additional information, the application for a permit will be rejected.

If review of individual applicants to be listed on an organization's permit are found to be lacking the experience and qualifications for listing on a permit in the requested capacity, the request will be denied. Applicants may also be denied a permit based on a documented history of inadequate performance under a previous permit.

II. PERMIT TYPES

A. Survey and Recording

A survey and recording permit authorizes non-disturbing pedestrian survey and limited subsurface probing for defining the nature and extent of a site. This permit type does not authorize the excavation of test units for site evaluation. No collection of any archaeological resource is authorized under this type of permit. This permit is generally issued for consulting services for specific permitting areas or on a statewide basis.

B. Limited Testing and/or Collection

A limited testing and or collection permit is issued on a project-specific basis and for a definite location. It covers small scale testing and/or systematic collection and removal of material remains during field identification, evaluation, and recording activities, so that the significance

or research potential of a cultural property may be better understood but not substantially diminished.

These types of permits are issued under the authority of the Archaeological Resources Protection Act. All permits issued under the ARPA are subject to the consultation requirements of 43 CFR 7.7 which requires 30 days advance notification to Indian Tribes of possible harm to, or destruction of sites on public lands having religious or cultural importance prior to the issuance of a permit.

Additionally, ARPA permits are subject to the Native American Graves Protection Act (NAGPRA) and its associated regulations at 43 CFR 10, which requires the BLM to develop a Plan of Action with associated Indian Tribes prior to authorizing any excavation. The BLM will also consider the results of the consultation related to the development of a Plan of Action in deciding whether to approve a permit application.

If Indian Tribes express concerns through routine consultation either under the National Historic Preservation Act or during the development of a NAGPRA Plan of Action, there may be a considerable delay from the time the application is received before a decision can be made. If the BLM decides that Native American cultural values or NAGPRA concerns take precedence over other values of the proposed work, the permit will not be issued or maybe issued contingent upon modifications to the proposal. Applications should be submitted as early as possible to avoid delay or possible denial which could result from this process.

C. Excavation and Removal

An excavation and removal permit authorizes the excavation and/or removal of material remains at a greater scale than a limited testing permit, with the result that the significance and/or future research potential of a cultural property may be substantially altered. This category of permit includes major testing programs designed to answer research questions and to guide future data recovery efforts and requires a research design.

In cases where the proposed work would affect cultural resources that are listed on or eligible to the National Register of Historic Places, the BLM may need to consult with the State Historic Preservation Officer (SHPO) and/or Advisory Council on Historic Preservation (ACHP) before issuing the permit.

These types of permits are issued under the authority of the Archaeological Resources Protection Act. All permits issued under the ARPA are subject to the consultation requirements of 43 CFR 7.7 which requires 30 days advance notification to Indian Tribes of possible harm to, or destruction of sites on public lands having religious or cultural importance prior to the issuance of a permit.

Additionally, ARPA permits are subject to the Native American Graves Protection Act (NAGPRA) and its associated regulations at 43 CFR 10, which requires the BLM to develop a Plan of Action with associated Indian Tribes prior to authorizing any excavation. The BLM will also consider the results of the consultation related to the development of a Plan of Action in deciding whether to approve a permit application.

If Indian Tribes express concerns through 43 CFR 7.7 consultation or during the development of a NAGPRA Plan of Action, there may be a considerable delay from the time the application is received before a decision can be made. If the BLM decides that Native American cultural values or NAGPRA concerns take precedence over other values of the proposed work, the permit will not be issued or maybe issued contingent upon modifications to the proposal. Applications should be submitted as early as possible to avoid delay or possible denial which could result from this process.

III. PROCESS TO OBTAIN A NEW PERMIT

The following steps outline the process for obtaining a new permit from the Utah Bureau of Land Management.

1. Obtain a permit application (DI 1926) available online at <https://www.blm.gov/sites/default/files/docs/2021-09/ApplicationPermitArcheologicalInvestigations.pdf>
 2. Complete all items on the application form according to the instructions provided in this handbook.
 3. Send one copy of the signed and completed application form, together with accompanying documentation consisting of applicant CVs, organizational qualifications, curation agreement, and work experience tables for each individual listed to the BLM Utah Permitting Email address: BLM_UT_CR_Permits@blm.gov. For a project specific permit, a research design must also be submitted.
 4. The application will be reviewed by the BLM for completeness and to ensure all necessary project and personnel information meets BLM requirements and qualification standards.
 5. Applicants should anticipate a 2-to-4-week processing time for survey permits and 6 to 8 weeks for testing/excavation permits. In some cases, testing and excavation permits may take longer, due to Tribal consultation, NAGPRA Plan of Action Development National Environmental Policy Act (NEPA) document completion. In these cases, the applicant will be informed of the need for additional processing time.
 6. The BLM will issue the permit subject to terms and conditions or will deny the permit and notify the applicant.
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7. Applicants must return a signed copy of the permit to the BLM within 30 days, as required by the permit terms and conditions. Signature signifies the permit holder's acceptance of all permit terms and conditions. Failure to sign and return within the 30 days will result in an invalid permit and may result in immediate suspension of the permit.
8. To initiate work for a specific project, send one copy of a completed Fieldwork Authorization Request Form to the Field Archaeologist with jurisdiction over the lands involved. This is required for each project.
9. The appropriate Field Office will approve the Fieldwork Authorization Request and return a copy to the applicant or will deny the authorization and notify the applicant. Applicants should anticipate a ten-business day processing time for fieldwork authorization, and plan fieldwork dates accordingly. Requests for approval of fieldwork authorizations for fieldwork scheduled less than ten business days after submissions will not be honored. Field work may not be initiated without the issuance of a Project Authorization Form.
10. Should the applicant be dissatisfied with any decision regarding the application and/or permit, dispute procedures may be initiated. (See Section 6).

IV. PROCESS TO MODIFY AN EXISTING PERMIT

1. Obtain a BLM Utah Permit Modification Form from the BLM Utah Cultural Resources Website.
 2. Complete the form according to the instructions in this handbook.
 3. Send one copy of the signed and completed application form, together with accompanying documentation consisting of applicant CVs, organizational qualifications, curation agreement, and work experience tables for each individual listed to the BLM Utah Permitting Email address: BLM_UT_CR_Permits@blm.gov
 4. The application will be reviewed by the BLM for completeness and to ensure all necessary project and personnel information meets BLM requirements and qualification standards.
 5. Applicants should anticipate a 2-to 4-week processing time for permit modification requests.
 6. The BLM will issue the permit modification subject to the most recent terms and conditions or will deny the modification and notify the applicant.
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V. PROCESS TO RENEW AN EXISTING PERMIT

Existing permits which are due to expire may be renewed by following the steps for obtaining a new permit. Documentation of organizational qualifications need not be submitted to renew an existing permit. All requests for renewal of an existing permit must be submitted in writing no later than one month prior to the expiration of the current permit. Renewal requests received less than one month prior to the expiration of the permit may result in permit lapses or denial of renewal.

Permits under which work has not been conducted for three years will be deemed speculative in nature (in accordance with BLM manual 8150) and will not be renewed. Rather the application will receive a pre-review and the application notified. Once the applicant has definite work and the BLM is notified, the application will be processed.

VI. ANNUAL REQUIREMENTS FOR PERMIT HOLDERS

Permit holders must fulfill certain annual obligations to maintain a permit in good standing.

As per the BLM-Utah Standard Cultural Resources Use Permit Terms and Conditions, the permit holder must submit an updated, current, curation agreement no later than one month prior to the expiration of the current curation agreement.

No later than December 31 of each year the permit is in effect, the permit holder must submit an annual report to BLM Utah's Deputy Preservation Officer. The annual report must summarize all projects conducted under the permit during the calendar year. For survey and recordation projects, the report should include report titles, project numbers, number of acres inventoried, number of sites recorded on BLM-administered public lands, and whether or not collections were made. For testing and excavation projects, the report shall include a listing of all materials deposited in curatorial facilities, including the name of the facility, the site number and accession numbers of the materials deposited, and the date(s) of the deposit. If no work is conducted under a permit, the permit holder must report that fact.

Failure to submit an annual report or updated curation agreement is a violation of permit terms and conditions and is grounds for permit suspension.

VII. STATE REQUIRED PERMIT

Applicants seeking to conduct work on BLM lands within the state of Utah must also apply for and receive a state issued permit, prior to commencing work.

A State of Utah Public Lands Policy Coordination Office (PLPCO) permit is required by the Utah Division of State History's State Historic Preservation Office (SHPO) in order to access archaeological records, to use the statewide online data viewer, and to obtain project numbers. A PLPCO permit is also required for survey and data recovery projects which involve state owned lands in addition to BLM administered lands.

PLPCO Permit applications are available online at <https://publiclands.utah.gov/archaeology-2/>.

VIII. WHO MAY APPLY FOR A PERMIT?

Any individual or any public non-federal, scientific, or educational institution proposing to locate, examine, collect, or excavate cultural resources on public lands must have an authorization in the form of a Permit for Archaeological Investigations. A permit is necessary whether or not cultural resources are to be collected. The only exception to this requirement is for individuals, such as volunteers, carrying out official BLM cultural resource management activities under the direction of a BLM Field Office Manager.

The BLM developed professional qualification standards in accordance with 43 CFR 3,7 and 2920 to ensure that individuals permitted to conduct cultural resource work have sufficient training and expertise to properly evaluate and make recommendations for the management of cultural resources in accordance with existing legislation. These qualification standards are in effect for all cultural resource work conducted on lands administered by the BLM in Utah and will cover all projects, whether of a consulting or research nature.

Applicants must meet all the following standards for their respective duties.

IX. APPLICANT DUTIES AND QUALIFICATION STANDARDS

A. Administrator

This individual must be listed in item No. 10 of the permit application and must sign the application.

1. Duties

- Signs application and assumes legal responsibility for the permit.
- Is responsible for carrying out terms and conditions of the permit.
- Assures adequate technical and administrative support and organizational capability.
- Signs issued permits within 30 days of receipt

2. Qualifications Standards

The administrator must be legally empowered to obligate the organization for all permit-related matters. This individual will be allowed to request changes in any of the items on the permit (i.e., personnel, permit type, permit extensions, and termination).

There are no professional qualification standards for this position if the administrator will not be performing any cultural resource work. Under some circumstances, the administrator will also be a cultural resource specialist functioning as a project director and/or field supervisor. In such cases, the administrator must meet the qualifications for those duties.

A. Project Director/Principal Investigator

This individual must be listed in item No. 8 of the permit application.

1. Duties

Project directors are responsible for the technical completeness and competency of all submissions and work performed. These tasks include the following, which cannot be delegated to individuals not listed on a permit in this capacity.

- Field supervisor performance
 - The review and approval of reports
 - Development of work plans, research designs, and mitigation proposals
 - Crew competence and adherence to professional standards
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- Integration of field data into comparative regional perspectives for analytical (evaluative) purposes.

2. *Qualifications Standards*

- Formal education consisting of a graduate degree in anthropology or related area (anthropology/archaeology, history, architecture). Equivalent training and experience equaling 24 months of pertinent, professionally supervised experience will be accepted in lieu of a graduate degree.
- Competence in theory and methods, and in recording, collecting, handling, analyzing, evaluating, and reporting cultural property data, relative to the type and scope of work proposed.
- Ability to plan, equip, staff, organize, and supervise activity of the type and scope of work proposed, as evidenced by previous experience or relevant training.
- The ability to carry research to completion, as evidenced by timely completion of theses, research reports, and/or similar documents which would be acceptable to the professional academic community.
- Completion of at least 16 months of professional cultural resource management experience and/or specialized training including similar duties as proposed in the application. This experience must include at least 4 months of experience in the geographic and/or culture area involved.
- At least 12 months of experience in research concerning cultural resources of the period (historic or prehistoric) which is the focus of the proposed work. This experience may be part of the experience required above.

B. *Field Director/Crew Chief*

This individual must be listed in item No. 9 of the permit application.

1. *Duties*

Field Supervisors are responsible for overseeing the work of field crews and the preparation of reports. These tasks include the following, which cannot be delegated to individuals not listed on a permit in this capacity.

- Directs on-site supervision of fieldwork.
- Makes initial evaluations and recommendations for site significance, effect, and treatment. This duty may not be delegated to, or conducted by, any individual not approved to serve as field supervisor.
- Writes descriptive technical reports.

2. *Qualifications Standards*

- Formal education resulting in a baccalaureate degree in appropriate discipline OR at least 30 months of equivalent training and experience including increasing responsibilities leading up to responsibilities equivalent to those proposed in the application.
- Competence in recording, collecting, handling, analyzing, evaluating, and reporting cultural resource data relative to the type and scope of work proposed, as evidenced by previous experience or relevant training.
- Demonstrated ability to supervise activity of the type and scope proposed.
- Completion of at least 4 months of professional cultural resource management experience consisting of laboratory or field work in similar cultural contexts and environmental settings. This may be part of the experience required in #1.
- At least 12 months of experience in research concerning cultural resources of the period (historic or prehistoric) which is the focus of the proposed work. This experience may be part of the experience required above.

X. INDIVIDUALS NOT SPECIFICALLY LISTED ON PERMIT

A. Monitors

Project excavation or trenching monitors must meet the same minimum qualifications as field director(s)/field supervisor(s)/crew chief(s) with the exception of having demonstrated supervision ability. Monitors must also have experience in excavation methods, either through an approved field school or through at least thirty (30) days supervised experience in excavation.

B. Architectural Historian

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following: (1) At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or (2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history (Secretary Standards Professional Qualifications Standards).

XI. BLM UTAH PERMITTING AREAS

In September 2018 BLM Utah implemented three cultural resource permitting areas. These areas consist of the Great Basin, San Juan, and Virgin areas. The permitting areas correspond to three archaeological cultures found in Utah. Archaeology found within each defined permit area is sufficiently different to require sufficient work experience within each area before listing an individual on a permit. An individual must have four months of relevant and applicable experience within each permit area, along with the standard requirements of the permit capacity applied for, to obtain a permit for work statewide.

A map of the permit areas and a table of the counties which comprise relevant and applicable experience can be found on BLM-Utah's cultural resource webpage.

XII. ARCHAEOLOGICAL PERMIT FORMS

A. DI-1926 Permit Application

1. Name of Applicant Enter the official name of the company or individual as it is to appear on the permit.
 2. Mailing Address Enter the address to which all correspondence regarding the permit should be sent. It is not necessary to enter branch offices here, as those should be identified in the description of organizational capabilities.
 3. Telephone Number Provide the number at which the individual or organization can be reached for any questions regarding the permit, or any work conducted under the permit.
 4. Email Address Enter the email address for the main point of contact(s).
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5. Nature of Cultural Resource Work Proposed There are three types of work for which permits may be issued: survey and recordation; limited testing and/or collection; and excavation. Check the box on the application which corresponds to the proposed type of work. If you have questions, contact the BLM Utah State Office before submitting the application.
 6. Location of Proposed Work For any type of permit, identify the area of proposed work as specifically as possible. For broad cultural resource survey and documentation permits, a listing of requested permit areas or statewide is acceptable. In those cases where the permit will cover a specific project or area, such as for an excavation permit, give the legal description and provide a map showing the project's location. Use an additional sheet if necessary. If previously recorded cultural resources will be involved in the proposed work, list them in box No. 6b.
 7. Time of Proposed Work Request a specific term for which the permit will be valid. Survey and collection permits may be issued to established companies or individual consultants with a good performance record under existing or previous permits, for up to a period of three years. Newly established companies will be granted a one-year probationary permit. Excavation permits should list the timeframe during which project activities will occur and should be as specific as possible. If a beginning or ending time for a specific project or projects is not known, a reasonable estimate should be provided.
 8. Principal Investigator All individuals proposing to oversee projects including monitoring of field supervisor performance, review and completion of reports, development of research designs and mitigation proposals, and verification of crew competence. Telephone numbers and email addresses must be listed in the box to the right.
 9. Field Director Names of individual(s) responsible for carrying out field projects, technical quality of fieldwork, on-the ground supervision of all aspects of fieldwork and data gathering, proposing resource evaluations, and for preparing field records and descriptive reports. Telephone numbers and email addresses must be listed in the box to the right.
 10. Permit Administrator The individual listed in this item must be an authorized officer of the applicant's organization. By listing an individual here, the applicant is certifying that this person is legally empowered to obligate the organization. Normally only one individual should be listed in this section, although in some cases, two individuals may be acceptable. Contact information for the permit administrator should be listed in the box to the right.
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11. Applicant must include the following attached to the application form:

(a) Description of the purpose, nature and extent of the work proposed and how and why it is to be conducted. For excavations this includes a research design, methods, and curation.

(b) Summary of Organizational Capabilities Include the location of the company headquarters and any branch offices and describe the facilities and equipment available to conduct the type of work proposed. A company or individual applying for a permit to do survey and/or limited testing would need to provide a description of the type of equipment available for standard survey and testing work. For any permit under which excavation or other detailed studies are proposed, the availability of facilities and equipment to conduct more comprehensive work must be demonstrated. The purpose of this is to document that the applicant has the necessary equipment and staffing to conduct the proposed work.

(c) Organizational History The applicant must include a brief history of their organization, listing any Federal permits held, along with the other information requested in this section of the application. For new companies, refer to the qualifications and work history of the individuals involved.

(d) Summary of Education, Training, and Experience Provide a vitae or other statement of education, training, and experience for each individual listed in item No. 8 of the application. The vitae or other statement should identify experience in terms of specific job functions (project director, fieldwork supervisor, etc.) and specific time (years and months; where work period is less than one full month, applicant should list either number of work weeks or days on a project) spend at each job. This information should be current to ensure that an otherwise qualified individual is not rejected because information was not supplied. Please note that BLM Utah requires that work experience also be listed in a work experience table for each individual listed. A work experience table template is provided in Appendix I.

(e) Certification of Curatorial Facility An agreement to permanently curate materials collected or generated as a result of work conducted under the permit must be submitted with all permit applications, regardless of the type of work proposed. Such materials include artifacts, as applicable, and records, data, photographs, and other documents resulting from the work. This agreement may be in the form of a letter to your organization from the proposed curatorial facility. Any agreement provided as part of an application must be signed by an official of the curatorial facility. The curation agreement must be current for each application. If the curation agreement expires before the expiration date of the permit, a new curation agreement must be submitted to the BLM Utah Deputy Preservation Officer to avoid termination of the permit.

12. Proposed Outlet(s) for public written dissemination of the results List the manner and location where information about the work conducted under the permit will be distributed. Distribution of information must be reviewed and approved by the respective Field Office manager.
13. Signature The application must be signed by the individual listed in No. 10.
14. Date The application must be dated when signed.

One copy of the application and accompanying documentation should be submitted to the permitting email address.

XII. REQUEST FOR PERMIT MODIFICATION

Permit holders request changes to personnel, curation facilities, organization name or address, or changes to location by submitting a permit modification request form.

1. Name of Permittee List the individual or organization under which the permit is held.
2. Mailing Address List the current mailing address for the permit holder.
3. Telephone number, fax, and email address List the relevant contact information.
4. Date of Permit Issuance List the date the existing permit was issued.
5. Nature of Modification Requested Check the box next to the appropriate permit modification.
6. Provide Pertinent Information about Modification Request Indicate names of individuals to be added or removed, new address, new requested permit location, or name of new curation facility. Include supporting documentation for each action as an attachment.
7. Existing Permit Status List the names of current individuals listed on the permit under the relevant capacity.
8. Signature The permit administrator must sign and date the modification request.

The remainder of the form is for administrative use by the reviewing authority.

XIII. REQUEST FOR PERMIT RENEWAL

As indicated above, all requests for permit renewal should follow the same procedures as a request for a new permit. Applicants for a permit renewal do not need to resubmit organizational history and capabilities.

At the time of renewal, the status of the current permit and its compliance with the permit terms and conditions will be reviewed. A request for renewal will not be granted if performance under the permit has violated permit terms and conditions, including failure to submit an annual report.

Permits under which work has not been conducted for three years will be deemed speculative in nature (in accordance with BLM manual 8150) and will not be renewed. Rather the application will receive a pre-review and the application notified. Once the applicant has definite work and the BLM is notified, the application will be processed.

XIV. DOCUMENTATION OF EXPERIENCE TABLE

Each individual seeking to be listed on a Permit for Archaeological Investigations must submit a table documenting their experience within one or more of the permit areas defined by the BLM Utah State Office. Applicants must document at least four months of qualifying experience within each permitting area. Tables should be divided into prehistoric and historic archaeological experience.

Applicants should review the "Qualifying Regional Experience for Utah BLM Permit Areas," when compiling experience tables. The county and state with the relevant experience for the permit subarea should be clearly listed in the experience table. Examples of experience tables are located below.

Table 1. Prehistoric Archaeological Resources Geographic Experience

Project Name	Subarea	County, State	Similar/Related Duties (e.g., field, lab, report)	Employer/Sponsor	Total (in work months)
	Great Basin				
	Virgin				
	San Juan				

Table 2. Historic Period Archaeological Resources Geographic Experience

Project Name	Location	Similar/Related Duties (e.g., field, lab, report)	Employer/Sponsor	Total (in work months)

XV. FIELDWORK AUTHORIZATION REQUEST

Fieldwork Authorization Requests are processed at the Field Office level. Such authorizations are required prior to any fieldwork episode conducted. Normally, approval of a Fieldwork Authorization Request will entail a 10-business day processing period at the Field Office where the request is submitted. When Permits for Archaeological Investigations are issued for a specific project, issuance of the permit itself constitutes authorization to begin fieldwork, and no further project authorization is necessary.

1. Permit Number and Date Issued Enter the number of the Permit under which the work will be conducted, and the date the permit was signed.
 2. Name of Permittee Enter the name of the permit holder as is appears on the permit.
 3. Mailing Address and Telephone Number Enter as stated on the permit.
 4. Nature of Cultural Resource Work Identify concisely the type of work proposed under this Fieldwork Authorization Request. The type and area of work identified on the Fieldwork Authorization Request must be consistent with the level of permit that has been issued to the organization proposing work.
 5. Location of Work Identify the area(s) of proposed work to be conducted under this Fieldwork Authorization Request. If possible, please illustrate those areas of potential
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surface disturbance. The Project Authorization cannot be issued to exceed the jurisdictional boundaries of the issued permit. If the proposed work will consist of a project which crosses field office boundaries, a copy of the Fieldwork Authorization Request must be sent to each Field Office. In such a case, one of the Field Offices may be designated to take the lead in coordinating the review and authorizing the fieldwork. For specific projects or specific cultural properties, the area of concern must be clearly identified using legal locations on the request form. In these cases, a map must be provided which accurately locates the immediate area of the proposed work.

6. Period During Which Work Will Be Conducted Enter a realistic estimate of the time necessary to conduct the proposed fieldwork and report. The time requested cannot exceed the expiration date of the permit. In most cases fieldwork will be authorized for a period of 1 month or less.
7. Name of Individual Responsible for Planning and Supervising Fieldwork and Approving Reports, Evaluations, and Recommendations Include all individuals who will be working in a supervisory capacity under this particular project authorization. Only those individuals listed on the Permit may be used for this purpose. Individuals may be added to the permit upon BLM receipt and approval of their professional qualifications and experience.
8. Signature The request must be signed. The signature may be that of any individual listed in items No. 7 or 8 of the permit.

One copy of the Fieldwork Authorization Request should be sent to the Field Office Manager in the BLM Field Office with jurisdiction over the lands involved, accompanied by a map which clearly depicts the project location. Allow up to ten business days for processing a fieldwork authorization request. Fieldwork may not commence until written or verbal authorization to proceed is received.

XVI. CHECKLIST FOR PERMIT APPLICATIONS

The BLM Utah State Office examines each application upon receipt to determine if it meets the permitting requirements. Applications lacking necessary information or required documentation will be withheld from further review until the needed information or documentation is provided. When missing information has been requested but not received within 10 business days, the application will be rejected, and the applicant notified.

A. New Survey/ Recordation Permit

A complete application for a new survey and recordation permit would include:

- Completed DI-1926 Permit Application
- Summary of applicant's abilities to carry out the work requested.
- Resumes of all individuals to be considered for permitting at the Principal Investigator or Crew Chief level.
- Documentation of Experience Tables for all proposed Principal Investigators and Crew Chiefs
- Copy of current curation agreement
- Copy of current Utah PLPCO permit if the cultural resource investigation is known or likely to affect non-federal public lands.

B. New Excavation and/or Removal Permit

A complete application for an excavation and/or removal permit would include:

- Completed DI-1926 Permit Application
 - Summary of applicant's abilities to carry out the work requested.
 - Resumes of all individuals to be considered for permitting at the Principal Investigator or Crew Chief level.
 - Documentation of Experience Tables for all proposed Principal Investigators and Crew Chiefs
 - Copy of current curation agreement
 - Copy of current Utah PLPCO permit if the cultural resource investigation is known or likely to affect non-federal public lands.
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- Copy of cultural resource treatment plan or research design
- SHPO correspondence indicating concurrence with treatment plan or research design
- Signed MOA addressing any adverse effect (if applicable)

C. Modification

A complete application for modification of a survey and recordation permit would include:

- Completed Request for Modification of Permit Form
- Resumes of all individuals to be considered for permitting at the Principal Investigator or Crew Chief level if requested modification is to add new individuals to the permit
- Documentation of Experience Tables for all proposed Principal Investigators and Crew Chiefs if adding new personnel.
- Copy of current curation agreement, if changing curation facility

D. Renewal

A complete application for a new survey and recordation permit would include:

- Completed DI-1926 Permit Application
 - Resumes of all individuals to be considered for permitting at the Principal Investigator or Crew Chief level (if changes to permit areas or personnel)
 - Documentation of Experience Tables for all proposed Principal Investigators and Crew Chiefs (if changes to permit areas or personnel)
 - Copy of current curation agreement
 - Copy of current Utah PLPCO permit if the cultural resource investigation is known or likely to affect non-federal public lands
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XVII. PERMIT TERMS AND CONDITIONS

Terms and Conditions are attached to all permits to assure minimal disturbance to other resources, set forth minimum information requirements for cultural resource reports, and provide instructions for dealing with special situations which may occur during cultural resource work. Special conditions for research projects usually address concerns centered around the compatibility of the project with other land uses, the professional or scientific benefits of the investigations, and keeping damage to cultural and natural resources in the project area within limits justified by the gain in scientific knowledge resulting from the project.

XVIII. VIOLATIONS

The BLM Manual 8150 outlines the measures the BLM may take for permit violations. Please refer to the manual for additional information in permit warnings, suspensions, and revocations and the associated effects.

IX. DISPUTES AND APPEALS

Any applicant, permittee, or revoke (“the disputant”) may dispute and/or appeal the decision of the authorized officer with respect to denial of a permit application or Fieldwork Authorization Request, the including of specific terms and conditions in a permit or project authorization, or the modification, suspension, or revocation of a permit. Procedures for disputes and appeals are as follows:

A. Request for Review

The disputant may file a written request for the authorized officer to review the authorized officer’s decision, stating reasons for believing that the decision should be reconsidered. The authorized officer may modify the original decision considering information presented, or may sustain the original decision, in either case providing the disputant with a written explanation.

B. Request for Conference

Either the disputant or the authorized officer may request a conference to discuss the basis of the original decision. The authorized officer may modify the original decision considering information presented, or may sustain the original decision, in either case providing the disputant with a written explanation.

C. Request for Higher Level Review

Either the disputant, if unsatisfied with the outcome of a review or conference, may request that the decision be reviewed at the next higher organizational level. Decisions of a Field Office Manager or the Cultural Program Lead may be reviewed by the State Director or Deputy State Director, and those of the State Director may be reviewed by the Director. The Director may request that the Departmental Consulting Archaeologist participate in the Director's review. The authorized officer's decision shall stand during the course of any higher-level review.

D. Appeals

After exhausting the dispute opportunities described above, the disputant or any other affected person wishing to appeal a decision connected with a permit may file a formal appeal with the Interior Board of Land Appeals (IBLA) following the procedures in 43 CFR Part 4, Subpart E. The appeal must be filed within 30 days after the disputant has been notified of the decision.
