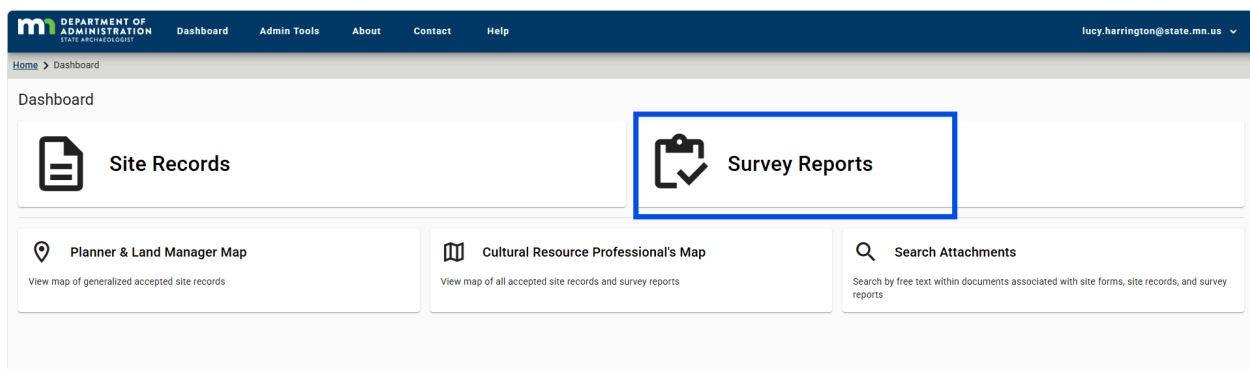


## How to Submit an Archaeology Report to SHPO for Cultural Resource Professionals

With the re-launch of the Office of the State Archaeologist (OSA) Portal in 2025, archaeology reports will ultimately be submitted and maintained in that application. SHPO requires that all archaeology reports submitted to them be submitted through the OSA Portal (<https://osaportal.gisdata.mn.gov/>) and marked as a “SHPO Environmental Review” or “SHPO Environmental Review and OSA Report Submission” under the field “Agency Submittal Type.”

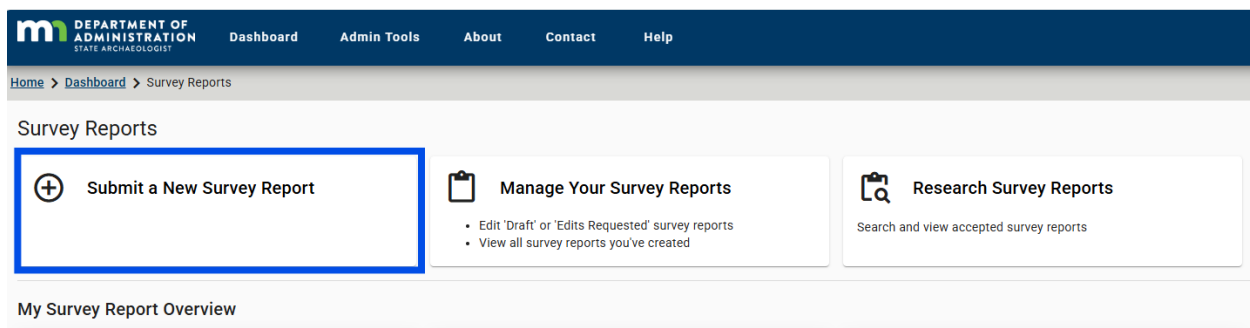
**Figure 1. Dashboard in the OSA Portal - Survey Reports Highlighted in Blue**



In order to send an archaeology survey report to SHPO, the archaeologist must have a user account for the OSA Portal. Once the archaeologist logs into the OSA Portal, select “Dashboard” from the banner at the top to see the different widgets that are available (Figure 1).

From the Dashboard, click “Survey Reports” to see the widgets related to survey reports.

**Figure 2. Survey Reports Widgets - Submit a New Survey Report Highlighted in Blue**



In order to submit a new survey report, click the widget “Submit a New Survey Report.” The first step will be to add the survey area location, which can be done by uploading a zipped shapefile (preferred), digitizing the boundary by hand, or plotting X,Y coordinates (Figure 3). All Phase Ia, Phase I, Phase II, Phase III, and any

combined, multiple phase reports are required to be submitted with a survey location. For other types of reports, please reach out to SHPO staff ([DataRequestSHPO@state.mn.us](mailto:DataRequestSHPO@state.mn.us)) if you are unsure whether you need to add the survey location.

**Figure 3. Add Location Information for the Survey Report - Digitize Survey Highlighted in Blue**

The screenshot shows the 'Minnesota Archaeology Survey Report' form. The 'Digitize Survey' section is highlighted with a blue box. It contains three options: 'Sketch' (Draw the boundary of the polygon on the map), 'Shapefile Upload' (Upload a zipped shapefile that contains the polygon boundary), and 'Plot X,Y Coordinates' (Map a polygon by providing a string of coordinate pairs). The 'Location Information' section on the right is partially visible, showing fields for 'Acres', 'County', and 'SHPO Region'. At the bottom right, there are 'Skip' and 'Save & Continue' buttons.

Once the survey location has been added, click Save & Continue to fill out additional information about the survey report (Figure 4) and upload the PDF/A of the survey report. Please be sure to select an option that includes “SHPO” under the Review or Submission Type.

**Figure 4. Additional Information About the Survey Report**

The screenshot shows the 'Minnesota Archaeology Survey Report' form. The 'Select Review or Submission Type' section is highlighted. It contains three radio button options: 'SHPO Environmental Review' (selected), 'OSA Report Submission', and 'SHPO Environmental Review and OSA Report Submission'. Below this is the 'Report Type' section with a text input field for 'No Geography' and a 'Report Date' field with a calendar icon. The 'Contractor Details' section at the bottom has three text input fields: 'Report Title', 'Author\*', and 'Contractor\*'. At the bottom right, there are 'Skip' and 'Save & Continue' buttons.

In order for SHPO to accurately report historic preservation activity in the state to the federal government, please be sure to fill out the following fields:

- **Date of Survey:** the last day of field work
- **Number of Acres Surveyed:**

- Area of Phase I investigation: applies to the area (in acres) of the field survey conducted at a reconnaissance or Phase I level. This does not include desktop assessments that have no field survey (i.e. Phase Ia reports).
- Area of Phase II Intensive Survey or Phase III Investigation: applies to the area (in acres) of the field survey conducted at an intensive level. This includes field work that results in an evaluation of an archaeological site (i.e. Phase II survey) or field work that results in the data recovery of an archaeological site (i.e. Phase III survey).

If you have questions about how to fill in these fields, please reach out to SHPO Staff ([DataRequestSHPO@state.mn.us](mailto:DataRequestSHPO@state.mn.us)).

**Figure 5. Additional Information and Attachments for Survey Reports - Attachments Section Highlighted in Blue**

The screenshot shows the 'Minnesota Archaeology Survey Report' form. The 'Attachments' section is highlighted with a blue border. The form includes the following fields:

- SHPO ERP Number
- SHPO Architecture History Report Number
- OSA License Number (with an 'Add' button)
- OSA License Type (dropdown menu)
- Number of Acres Surveyed
- Area of Phase I Investigation
- Area of Phase II Intensive Survey or Phase III Investigation
- Attachments section (highlighted in blue) with an 'Add Attachment' button and a message 'No attachments found.'

At the bottom of the form are three buttons: 'Save', 'Export PDF', and 'Submit'.

The survey report document, saved as an archive quality PDF (PDF/A format), must be uploaded to this record by adding it as an attachment (Figure 5). The file(s) attached must not exceed a total size of 1 gigabyte, but will preferably be less than 100 megabytes. If the file has to be compressed for attaching to the record in the OSA Portal, please ensure that the graphics in the document are still legible after compression.

After filling out the fields and adding the attachment, press Submit in the bottom right corner (Figure 5).

Submitting the report through the OSA Portal will send a notification to OSA staff, but it will not send a notification to SHPO staff. The notification to SHPO staff to review a given report will follow the processes developed for the relevant program. Meaning that for projects submitted to SHPO for review under state or federal law, the cover letter sent to SHPO's Environmental Review Program Team will need to reference the report title and that it was submitted through the OSA Portal. For Statewide Survey projects and other projects, please reach out to SHPO staff once submitting the report to the OSA Portal.