

COVER PAGE

**Must Accompany All Project Reports
Submitted to the Utah SHPO**



SHPO Project Number: _____

Report Title: _____

Report Date: _____

Org. Project Number: _____

Report Author(s): _____

County(ies): _____

Principal Investigator: _____

Record Search Date(s): _____

Field Supervisor(s): _____

Intensive Acres Surveyed (<15m intervals): _____

Recon/Intuitive Acres Surveyed (>15m intervals): _____

USGS 7.5' Series Map Reference(s): _____

Sites Reported	Count	Smithsonian Trinomials
Revisits (no updated site forms)		
Updates (updated site forms provided)		
New recordings (site forms provided)		
Total Count of Archaeological Sites in APE		
Historic Structures (structures forms provided)		
Total National Register Eligible Sites		

*Please list all site numbers per category. Number strings are acceptable (e.g. "42TO1-13; 42TO15"). Cells should expand to accommodate extensive lists. Sites where a UASF is provided but site was not relocated can be listed in *italics*.

Checklist of Required Items for Submittal to SHPO

- ☐ Report in a PDF/A format – not a fillable form
 - ☐ SHPO Cover Sheet
 - ☐ File Name is the SHPO Project Number with no hyphens or landowner suffixes
- ☐ Site forms in PDF/A format – not a fillable form
 - ☐ UASF with embedded maps and photos
 - ☐ File name is Smithsonian Trinomial without leading zeros (e.g. 42TO13 not 42TO00013)
 - ☐ Photo requirements (including size and quality)
- ☐ Archaeological Site Tabular Data
 - ☐ Single spreadsheet for each project
 - ☐ Follows UTSHPO template ([template and instructions are located here](#))
- ☐ GIS data submission [following standards](#)
 - ☐ Zipped polygon shapefile or geodatabase of surveyed area per standards
 - ☐ Zipped polygon shapefile or geodatabase of site boundaries per standards
 - ☐ Zipped polygon shapefile or geodatabase of isolated finds per standards