How to Submit an Inventory Form in HICRIS

Inventory Form Initial Submission

This form is to be used by studies that do not involve a project review, such as University of Hawai'i field schools and other academic projects. If you are working on a project that needs to be reviewed by SHPD under HRS Chapter 6E or Section 106, do not use this form to submit your survey and resource information.

1) Click on the Submit page and select "**Inventory Form**" on the left hand side.
2) Enter your **Contact Information**. Once you do this you will receive an automated email from the HICRIS system indicating your "token" number. The token number is NOT a project number.
   a. Token number example: L74GSEU8W7J6
   b. Project number example: 2023PR00123
   c. If at any time during the submission you click on "Finish Later", you can find your submission and work on it later by looking for your token number in the My Submissions queue on the Home Page.
3) **Resource Information**
   a. Click on Add Resource and choose:
      i. **Above Ground Resource**: if you are submitting a historic building, historic object, historic site, or historic structure.
      ii. FYI: to submit a **historic district**, please use the Independent Survey form.
      iii. **Archaeological Resource**: if you are submitting an archaeological site.
      iv. **Burial Resource**: if you are submitting a burial site.

For **Above Ground Resources**:

Required Information:

- Resource Classification: choose Building, Object, Site, or Structure
- Resource Name: enter the name of your resource.
- Resource Description: enter a concise description of the resource.

Resource Location:

- House Number" street address number.
- Street Name: name of the street.
- City: name of the city.
- Zip Code: zip code area number
- Map Window: FOR MAP HELP, SEE THE MAP GUIDANCE DOCUMENT

Parent Districts: if the resource contributes to a district. A district resource will need to be in the system before you can relate a resource to it.

Supplemental Information:

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- Other Resource Numbers: enter any temporary IDs assigned in the field.
- Features: click on Add Feature and select the type of features this site is consisted of. For example, if your site has 4 features and they are a wall, a mound, a ditch, and an alignment, this is where you enter each feature type and how many are within the site.
- Current Functions: if the site is still being used, add the function it is currently being used as.
- Historic Functions: if your site was used for Agriculture, Habitation, Commerce/Trade, etc., enter each historic function here.
- Original year built: enter the year the site was built, if known.
- Builder: add the name of the person who built the site. Select and click Save.
- Owner Statuses: Federal, Leased, Private, Public, State, Unknown. Select and click Save.
- Land Use: choose a value and click Save.
- Architects: Enter the architect name, if applicable and if known. Click Save.
- Architectural Style: choose a value and click Save, if applicable.
- Above Ground Surrounding: choose a value.
- Owner Contact Information: enter information and click Save.
- Interior and Other Features: enter information, if applicable.
- Enter information about the building materials from Foundation Materials to Window Types. All are optional.

Significance:

- Summary of Significance, enter if applicable.
- Period of Significance: add the period of significance.
- Significant Dates: enter any dates that are significant.
- Significant Events: enter any events that are significant.
- Significant Persons: enter any significant persons.

Comments: enter comments on the resource that may help the reviewers.

Photos: click on Add A New Photo for every photo of the site. Important: **At least one photo is required**.

- Name/title
- Description
- Photo Date
- Select File

Attachments: click on Add a New Attachment for each report or document. Important: **At least one attachment is required.**

- Name/title
- Attachment Type
- Description
- Select File

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Once all information is entered, click on **Save and Close**. If the window doesn‘t close, scroll up and down the form to make sure there aren‘t any errors or red boxes indicating there is missing information. Fill in any required missing information and click on Save and Close again.

For **Archaeological Resources**:

Required Information

- Resource Name: name of the resource.
- Resource Classification: “site” is chosen by default.
- Site Type (at least one required)
  - Click on “Add a New Site Type” and choose from a list of possible site types. If you do not see your site type listed you can select “other” and type your site type into the “Other” text entry. Click Save when finished.
  - You can add multiple site types.
- Resource Description: provide a detailed description of the resource.

Resource Location: PLEASE REFER TO THE MAP WINDOW GUIDANCE DOCUMENT.

Parent Districts: if the resource location intersects with a district, the district will be listed here.

Supplemental Information:

- Site Function: choose from a list of possible site functions. You can add multiple functions.
- Features: enter all feature types by selecting them from a list and entering how many there are of that type. You can enter multiple feature types.
- Archaeological Site Condition: choose from a list of possible condition types.
- Other Resource Numbers: enter any temporary Site IDs or previously used numbers from the Bishop Museum.
- Owner Statues: click on Add An Owner Status and choose from a list of possible status types.
- Land Uses: click on Add a New Land Use and select from a list of possible land use types.

Significance

- Summary of Significance: enter a brief desciption summarizing the significance of the site according to the National Park Service Standards for assigning significance.
- Significant Periods: add a period of time that contributes to the site’s significance, if applicable.
- Significant Dates: add a date or range of dates that contribute to the site’s significance, if applicable.
- Significant Event: add an event that contributes to the site’s significance, if applicable.

- Significants Persons: add a person’s name that contributes to the site’s significance, if applicable.

Comments: add any comments that might help the reviewer.

Photos: click on Add A New Photo for every photo of the site. Important: **At least one photo is required**.

- Name/title
- Description
- Photo Date
- Select File

Attachments: click on Add a New Attachment for each report or document. Important: **At least one attachment is required.**

- Name/title
- Attachment Type
- Description
- Select File

Once all information is entered, click on **Save and Close**. If the window doesn‘t close, scroll up and down the form to make sure there aren‘t any errors or red boxes indicating there is missing information. Fill in any required missing information and click on Save and Close again.

For **Burial Resources**:

Required Information

- Resource Name: name of the site.
- Resource Description: description of the resource.
- Ethnicity: select from a list of options.
- Basis of Determination: describe the method for how ethnicity was determined.
- Resource Classification: “site” is selected by default.

Resource Location

- Burial Location Description: describe the area the burial was found in.
- Mapping Method: select from a list of option of how the burial was mapped.
- Mapping Method Comments: any comments on how the burial was mapped.
- Map Window: PLEASE REFER TO THE MAP WINDOW GUIDANCE DOCUMENT.

Parent Districts: if the resource location intersects with a district, the district will be listed here.

Supplemental Information:

- Features: enter all feature types related to the burial by selecting them from a list and entering how many there are of that type. You can enter multiple feature types.

Significance

- Summary of Significance: enter a brief desciption summarizing the significance of the site according to the National Park Service Standards for assigning significance.
- Significant Periods: add a period of time that contributes to the site's significance, if applicable.
- Significant Dates: add a date or range of dates that contribute to the site's significance, if applicable.
- Significant Event: add an event that contributes to the site's significance, if applicable.
- Significants Persons: add a person's name that contributes to the site's significance, if applicable.

Comments: add any comments that might help the reviewer.

Photos: click on Add A New Photo for every photo of the site. Important: **At least one photo is required**.

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- Select File

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Completing your submission:

Once all information is entered, click on **Save and Close**. If the window doesn't close, scroll up and down the form to make sure there aren't any errors or red boxes indicating there is missing information. Fill in any required missing information and click on Save and Close again.

If you are finished, click on **Submit to SHPD**. You will receive a Submission Token.

Note: SHPD Reviewers cannot look up your project until you have a project number, they cannot use your token number to look up a submitted project.

What happens after you submit an Inventory Form?

After you have succesfully submitted an Inventory Form it will be processed into a "project" (this is not the same as a "project review") and assigned a reviewer by the Intake Specialist. You will receive an automated email with the project number. (ex: 2023PR00123)

Note: Project Reviews are given priority by SHPD because they need to be reviewed within a certain period of time under current preservation laws. Inventory forms and independent surveys do not fall in that category, so you will need to follow up on the status of your submission by calling or emailing SHPD.