

## NRCS INSTRUCTIONS FOR COMPLETING NEGATIVE FINDINGS REPORT

### ITEM:

**FIELD OFFICE AND COUNTY:** Identify the field office conducting the field inspection and the county where the project is located.

**TWN-RNG-SEC-QUARTER:** Provide the legal description of the project down to the quarter quarter (40 acres), if applicable.

**STATE LAND:** List any DNRC owned land covered by this report.

**ACRES:** Provide the acres covered by the field inspection. This figure should correspond to the project/survey area identified on the topo map.

**FILE SEARCH RESULTS:** File searches will be conducted for all "Y" and non-exempt "M" undertakings (Exhibit 1). Field office personnel will conduct the file search through the NRIS website (<http://nris.state.mt.us/>). If no cultural resource sites found on the data base enter, "Negative". However, if a site is found within that section contact State Archaeologist, to discuss how to proceed. Attach a copy of file search page showing the township and range to this form.

**CONTRACT #:** Enter the appropriate contract number from Protracts. This is optional, not required, was requested for tracking purposes.

**PROGRAM:** Applicable program—i.e., EQIP, etc.

**PROJECT DESCRIPTION:** LIST PRACTICE NAME, PRACTICE CODE, CONTRACT ITEM NUMBER IN APPROPRIATE BOXES. IF PRACTICE FALLS INTO THE "EXEMPT (M)" CATEGORY LIST, COMPLETE THE EXCEPTION BOX WITH THE APPROPRIATE 1,2,3 OR 4 FROM BELOW. **METHOD OF SURVEY AND WIDTH:** State how ground investigation was completed on foot, parallel or zigzag transects, etc. Also, include the width of the area surveyed, i.e., 100 feet on each side of planned pipeline and any other pertinent information.

- 1 – previously cultivated or otherwise disturbed area
- 2 – application does not involve ground disturbance
- 3 – no sites present and non-intrusive or minimal ground disturbance (*implies some level of looking to make sure sites are not present and that the practice relatively non-intrusive such as steel posts or insulated power fences*)
- 4 – changes to historic structures are not permanent nor is structure moved

**DATE OF INVENTORY AND SURVEYOR'S NAME:** Give the date(s) when the field inspection was done and list the people who did the inspection.

**TRIBAL/ALLOTTED LAND:** If land is within reservation boundary complete the name of appropriate contact person.

**COMMENTS:** This section can be used to further explain field methods, clarify a project, provide any information of interest, or make notes concerning any possible future projects in the area.

**MAP:** Attach a copy of a USGS Quad map showing the survey boundaries. Maps are not required if M category.