

Instructions for Archaeology Consultants Drafting Submissions on behalf of BC Government Archaeology Branch



Submitting an Engagement Request to the TNG Stewardship Planning Portal

BEFORE initiating a Portal Submission identify what **TSA Zone** your activity falls within. Please refer to the TSA Zone Map (Appendix A).

If activity falls in **Zone B or C**, all work must be referred as Level 2 Engagements. Follow the detailed instructions included in this document. This includes HCA blanket permits and Notice of Fieldwork.

If activity falls in **Zone A**: No Engagement is required for Applications in Zone A unless the activity meets criteria for Engagement Level 4 or 5. In the case of archaeology work, these criteria are not met, so **no Engagement in Zone A is required of Arch Branch**.

Archaeology Branch is not issuing permits that fall in **Zone D**.

If an Application overlaps with more than one Engagement Zone, the majority of the Application area will determine which Engagement Zone applies, and the Engagement level will be determined accordingly.

For questions and inquiries:

Please contact Portal Administration at portaladmin@tsilhqotin.ca or 250-392-3918 (Sarah Gash or Mary Thurow); or BC Government Portal Contact, Resource Coordination Officer, Ministry of Aboriginal Relations and Reconciliation, Cariboo Region, Erika Driedger, Erika.Driedger@gov.bc.ca or 250-398-4422.



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* to ensure that you are following the latest version, it is recommended that you **do not print** these instructions

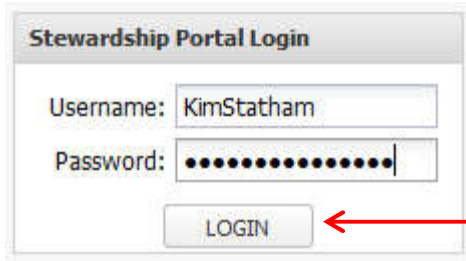
[Instructions for completing most of these steps are now available in the Portal itself – just click the arrow button to the left of “Instructions” in any of the form nodes.] 

1. Log onto the TNG Stewardship Planning Portal:

Open Mozilla Firefox  (While mostly compatible with Internet Explorer  the Portal works best in Mozilla Firefox)

Click the link [TNG Portal Site](http://www.tngportal.ca) to the www.tngportal.ca

Click  and log in using your Portal username (e.g., **FrankCraig**) and password (you chose a password over the phone. Please call TNG Portal Administration at 250-392-3918 if you require a reminder).



Usernames and passwords are case sensitive.

Click LOGIN 

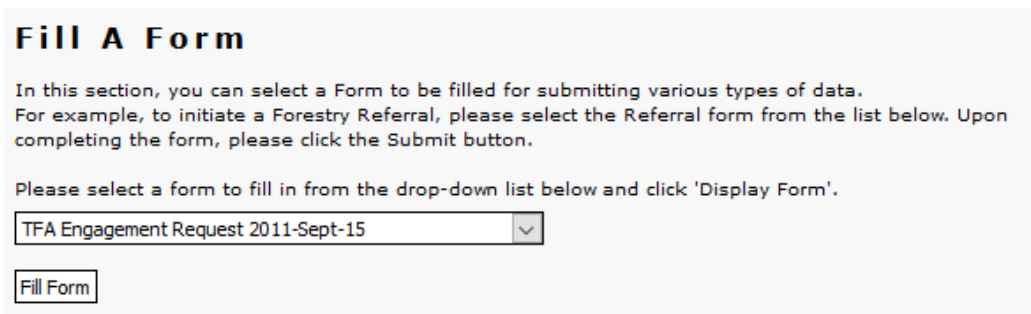
If you are NOT registered with the TNG Portal please download access form from here: <http://www.tngportal.ca/themes/tng/documents/Templates/PortalUserLoginForm.doc>

Email completed form to portaladmin@tsilhqotin.ca .

2. Initiate a Submission:

Click  .

From the Drop-Down list, choose **TFA Engagement Request Form 2011-Sept-15** and click **Fill Form**.



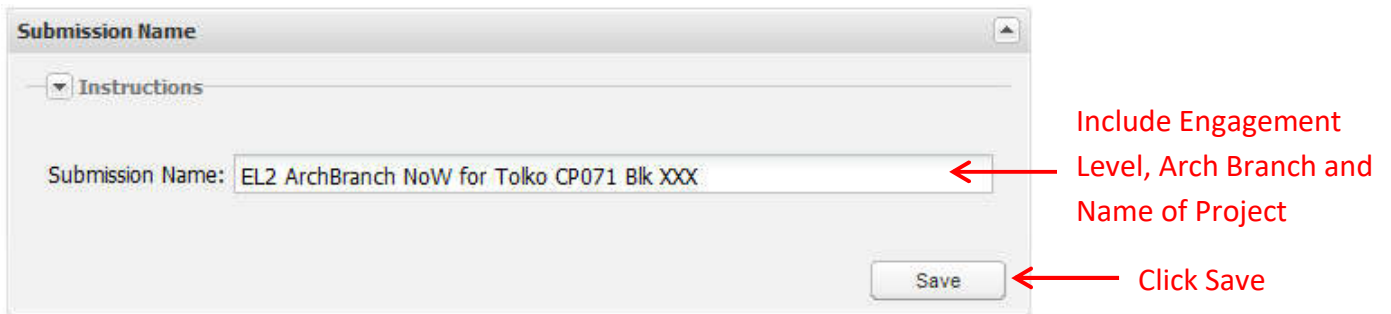
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Following is an example of a Notice of Fieldwork (Archaeology Branch NoW). Currently HCA Blanket Permits are submitted using the same TFA Engagement 2011-Sept-15 form, however, this process is under review.

Since this is your first submission for this file, *ignore* the **Parent Submission ID** field at the top of the page :

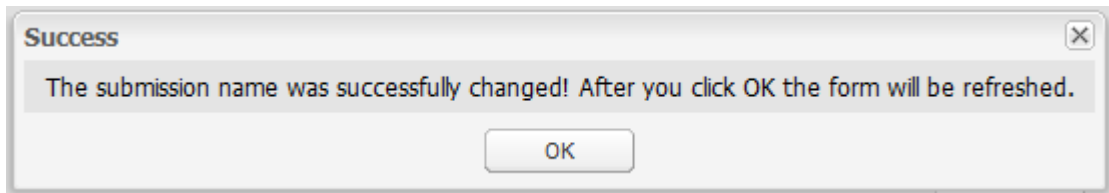
3. Submission Name Node:

Rename your submission with Engagement Level, Arch Branch, and Name of Project.
You will notice the text at the top of your Submission Form Changes to reflect your new name.



The screenshot shows a 'Submission Name' dialog box. It contains a text input field with the value 'EL2 ArchBranch NoW for Tolko CP071 Blk XXX'. A red arrow points to this field with the text 'Include Engagement Level, Arch Branch and Name of Project'. Below the input field is a 'Save' button, with a red arrow pointing to it and the text 'Click Save'. There is also an 'Instructions' dropdown menu at the top left of the dialog.

You must click the **SAVE** button before moving on. When you SAVE, you will be notified of a successful Name change:



The screenshot shows a 'Success' dialog box with the text: 'The submission name was successfully changed! After you click OK the form will be refreshed.' and an 'OK' button.

When you click OK, the page will refresh and your new name will be in the title bar of your submission:



The screenshot shows a submission title bar with two lines of text: 'Submission Name: EL2 ArchBranch NoW for Tolko CP071 Blk XXX' and 'Submission Title: ID: 11981 - TFA Engagement Request 2011-Sept-15 - admin'. A red arrow points to the 'Submission Name' text, and another red arrow points to the 'ID: 11981' part of the 'Submission Title'.

Make a note of the Submission ID (for example 11981). This is the number you will communicate to Archaeology Branch after holding your Submission in Draft.

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4. Engagement Form Content node:

Complete the form fields and Click **SAVE**.

The screenshot shows a web-based form titled "Content" with a "Instructions" dropdown menu. The main content area contains a text editor with a rich text toolbar. The form fields are as follows:

- Brief Overview of Project:** A text area containing the text: "Notice of Archaeological Fieldwork proposed for assessment of forestry operations proposed by Tolko Industries CP 071 blk XXX." A blue dashed arrow points to this field from the right-hand annotations.
- Location:** A text field with the value "Approximate Geographic location (ie Anah Lake or 4500 Road)".
- Proponent:** A text field with the value "Archaeology Consultant (Company and your name)". A green arrow points to this field from the right-hand annotations.
- Legal Description of Application Area:** A text field with the value "More detail about location, if available (ie District Lot #)".
- Size in Hectares:** A text field with the value "75". A green arrow points to this field from the right-hand annotations.
- Engagement Contact:** A text field with the value "Applicant's Name (Arch Branch Contact name)". A green arrow points to this field from the right-hand annotations.
- Lead Agency:** A text field with the value "Archaeology Branch".
- Government File Number:** A text field with the value "11200-30/11A0102". A blue dashed arrow points to this field from the right-hand annotations.
- Other Comments:** A text area with a rich text toolbar and the value "Tahoma". A green arrow points to this field from the right-hand annotations.

At the bottom right of the form is a "Save" button, with a red arrow pointing to it from the right-hand annotations.

Copy and Paste from APTS (Arch Branch). Provide details about what land-use proponent archaeology work is being done for. For Example: Tolko; West Fraser; BC Hydro etc.

Archaeology Consultant Company Name, and your name as Archaeology consultant contact

Numeric Field

Project Officers Name: Archaeology Branch Contact responsible for this submission. No email address

If available, please include Portal Parent ID of Proponent submitted referral. For example if Tolko has already referred CP 071 to TNG, include the ID of that submission here. Including this ID here makes it available to be searched in the database.

Click the **SAVE** button.

(For Blanket HCA Permits, several of these fields can be left blank).

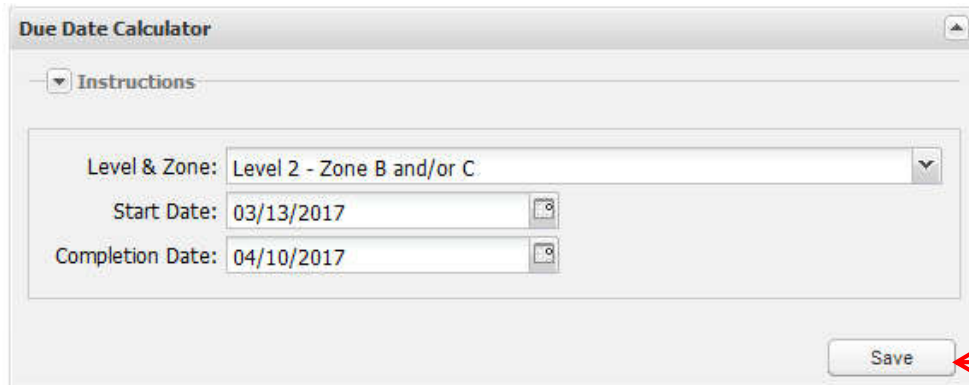
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5. Due Date Calculator:

Select the **Level & Zone** from the dropdown menu

For Arch Branch NoW you should select “**Level 2 – Zone B and/or C**”

The due date (for TNG comments) will be calculated automatically. Make sure that this matches your Evaluate Comments job due date in APTS. Click **SAVE**.



Due Date Calculator

Instructions

Level & Zone: Level 2 - Zone B and/or C

Start Date: 03/13/2017

Completion Date: 04/10/2017

Save

Click the **SAVE** button.

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6. File Attachment Loader:

There are a minimum of 2 files to upload here, you must upload them one at a time:
(The Portal accepts a number of different formats (*.pdf, *.doc, *.xlsx, *.txt, *.jpeg and so on))

- a. The **Application**: You must rename this file so that it is **less than 32 characters and contains no spaces**. It is suggested that you use: Arch_Permit[YY]A[ArchPermitNumber] (e.g., Arch_Permit17A0119.pdf).
- b. An Engagement Letter Template filled out. Download template here:
http://www.tngportal.ca/themes/tng/documents/Templates/ER_Template_2011_Sept%2026.docx

Consultants will be required to fill out the template, and post the completed *.doc file to the Portal draft submission.

The Arch Branch Project Officer will then download the document from the draft submission, review, edit, sign and scan. They will then repost a pdf of this Engagement letter to the attachment loader. They can then delete the draft Word document version.

Save this file with a name that is **less than 32 characters and contains no spaces**. It is suggested that you use: Arch_EngReq [YY]A[ArchPermitNumber] (e.g., Arch_EngReq17A0119).

| Link | File Name | Meta Data |
|------|------------------------|----------------------|
| | Arch_EngReq17A0119.pdf | No metadata supplied |
| | Arch_Permit17A0119.pdf | No metadata supplied |
| | MapCP071XXX.pdf | No metadata supplied |

Highlight file, and click **Delete Selected** to remove draft Engagement Letter from the list.

Signed Engagement Letter

NoW Permit Application

If map is not included in Permit Application, may be useful to include as attachment.

Click Browse to select the file you wish to attach.

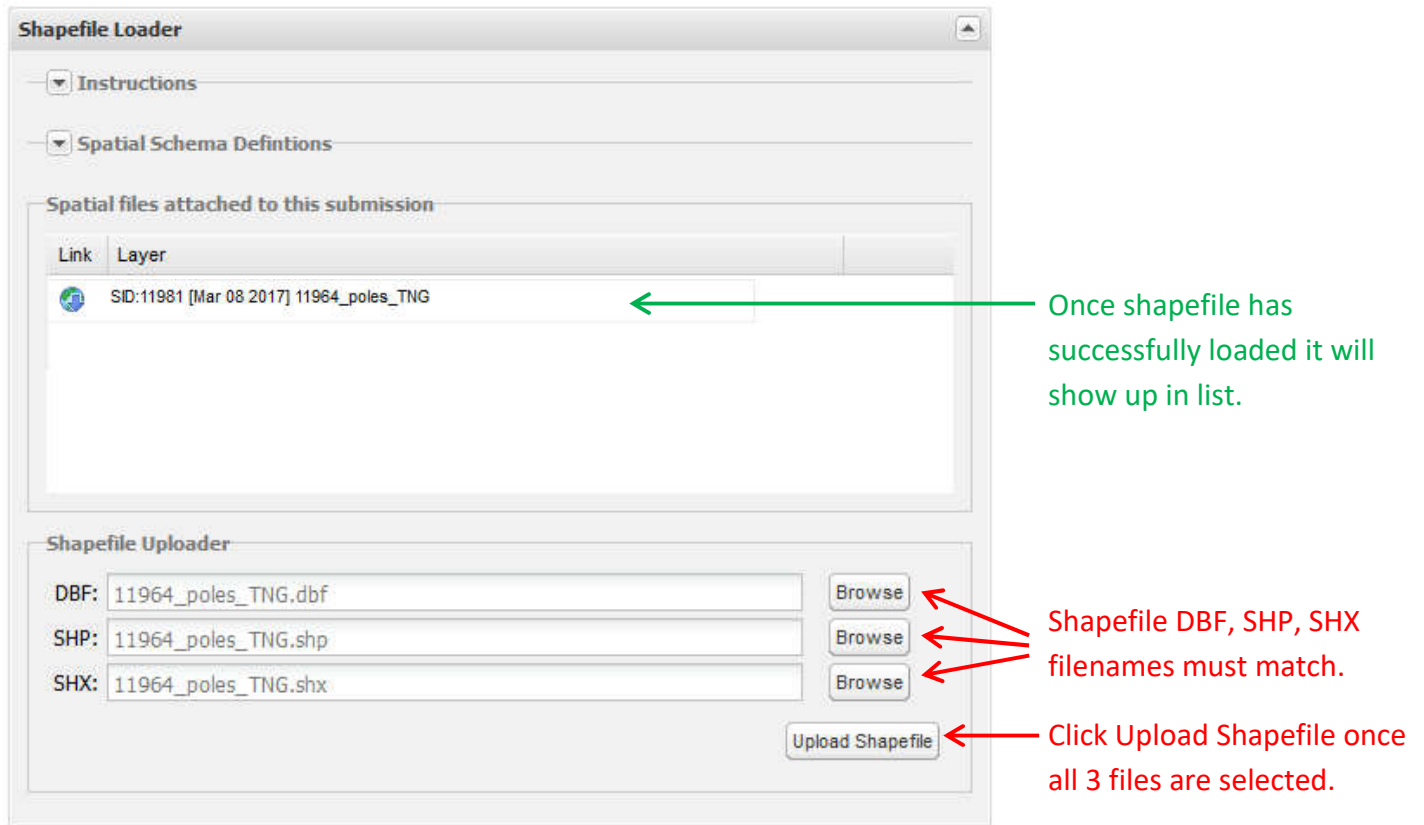
Add file description to the File Meta Data field.

Click Upload File to attach.

- c. You may enter a description of the file under **File Meta Data**, if you wish.
- d. Click **Upload** and the file should appear in the **Files Attached to this Submission** window.
- e. To delete an uploaded file from your draft submission highlight the file in the list, and click **Delete Selected**.

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7. Shapefile Loader:



The screenshot shows the 'Shapefile Loader' window. It has two main sections: 'Spatial files attached to this submission' and 'Shapefile Uploader'. The 'Spatial files attached to this submission' section contains a table with one row: 'SID:11981 [Mar 08 2017] 11964_poles_TNG'. A green arrow points to this row with the text: 'Once shapefile has successfully loaded it will show up in list.' The 'Shapefile Uploader' section has three input fields: 'DBF: 11964_poles_TNG.dbf', 'SHP: 11964_poles_TNG.shp', and 'SHX: 11964_poles_TNG.shx'. Each field has a 'Browse' button to its right. A red arrow points to the 'DBF' 'Browse' button with the text: 'Shapefile DBF, SHP, SHX filenames must match.' Another red arrow points to the 'SHP' 'Browse' button. A third red arrow points to the 'SHX' 'Browse' button. Below these fields is an 'Upload Shapefile' button. A red arrow points to this button with the text: 'Click Upload Shapefile once all 3 files are selected.'

Shapefiles must validate against a specific list of attributes. Please use Sample shapefiles found on the document download page here:

http://www.tngportal.ca/themes/tng/documents/Shapefiles/Sample_TFA_Engagement_Request_Shapefiles.zip

Shapefiles must have:

- singlepart geometry;
- must be in BC Albers NAD83 projection; and
- filenames must not contain spaces, or exceed 32 characters, or contain non-alpha-numeric characters (%\$#+ etc.).

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8. Permissions:

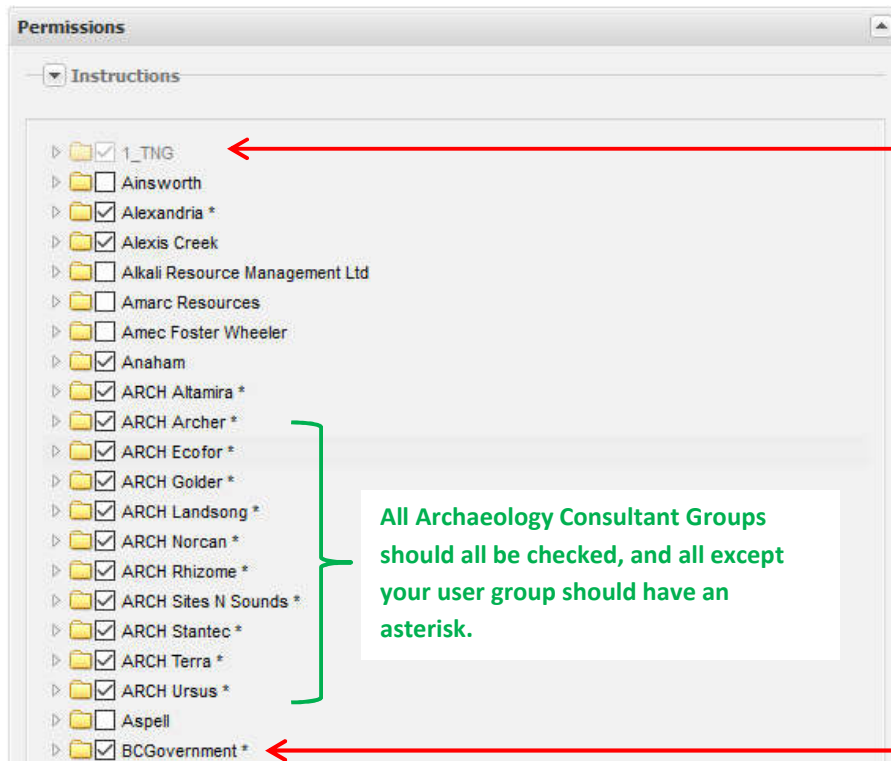
Accept the default permissions:

- 1_TNG user group is checked, and cannot be removed
- A number of community user groups will be checked
- **BCGovernment**, box should be checked
- All ARCH consultant user groups will be checked
- Your ARCH consultant user group should NOT have an asterisk, other ARCH consultant groups should have an asterisk next to the name thereby excluding the other consultants from viewing your submissions.
- If you make any changes, click **Save**.

Each Archaeology Consultant company has their own user group which is prefixed with “ARCH”. Each employee of the company, who requires access to the TNG Portal, is registered as a user within the company group with a unique user name and password.

Archaeology Branch employees are registered to BCGovernment user group, **and** ALL registered Archaeology Consultant groups. This allows the BC Government Arch Branch representative to review submissions drafted by the archaeology consultants.

An asterisk next to a user group name indicates that not all users in a group have access. All other Archaeology Groups will only have partial access, as all Arch Branch users are in each of those groups as well.



1_TNG user group is checked on and cannot be removed.

BCGovernment user group should be checked

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9. Send Email Notification:

In the **Send Notification Emails** window, ensure that the list includes: (a) the Project Officer (Arch Branch Representative);

(b) HCAPermitRef@gov.bc.ca ; and

(c) Yourself (you should be added automatically if you initiated the submission).

If you need to add any emails, type address into the field provided. Field will autofill if the email belongs to a registered Portal user. An email address does not have to exist in the system in order for it to be included in the email notification. Click **Add Recipient**.

| Recipient | Comment |
|---------------------------|--------------------------------|
| portaladmin@tsilhqotin.ca | Required by Stewardship Portal |
| Erika.Driedger@gov.bc.ca | Defined by this Submission |
| f.craig@archercrm.ca | Defined by this Submission |

Add Recipients Manually:

Enter a name or email address

Add Recipient

Add Recipients from:

Parent Submission Other Amendments

Enter extra email to include in email notification sent once Referral is submitted.

10. Submission Control:

Scroll down to the bottom of the screen and click **Hold as Draft**.

Submission Control Settings

Instructions

Delete this Draft Hold as Draft Submit to Stewardship Portal

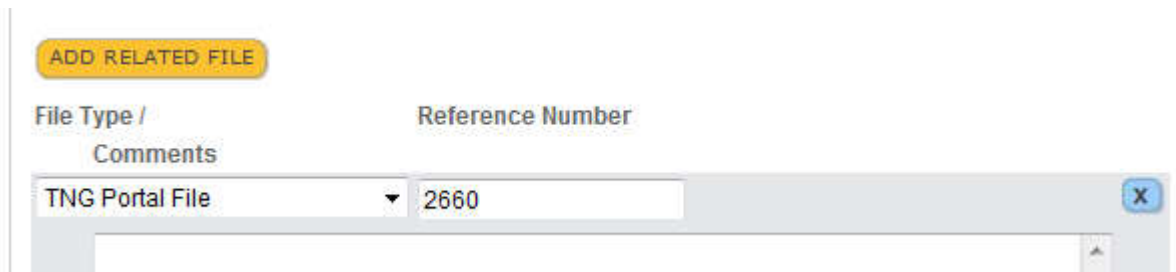
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Once Draft submission is complete please **EMAIL the Archaeology Branch Representative** to notify them that the submission has been drafted. Indicate the Portal Submission ID (11981 is example used here) in the subject so they can quickly retrieve the draft submission from the list of draft submissions in the [Resume Work on a DRAFT Submission](#) section of the Fill a Form page. You can also retrieve your draft in this way.

ONCE A SUBMISSION HAS BEEN SUBMITTED YOU CAN NO LONGER EDIT IT.

11. Record Submission

Once Submitter had Submitted to the Portal, Record the **Parent ID** in an **APTS File Note** and/or **APTS Cross Reference**.



| File Type / Comments | Reference Number |
|-------------------------|------------------|
| TNG Portal File | 2660 |

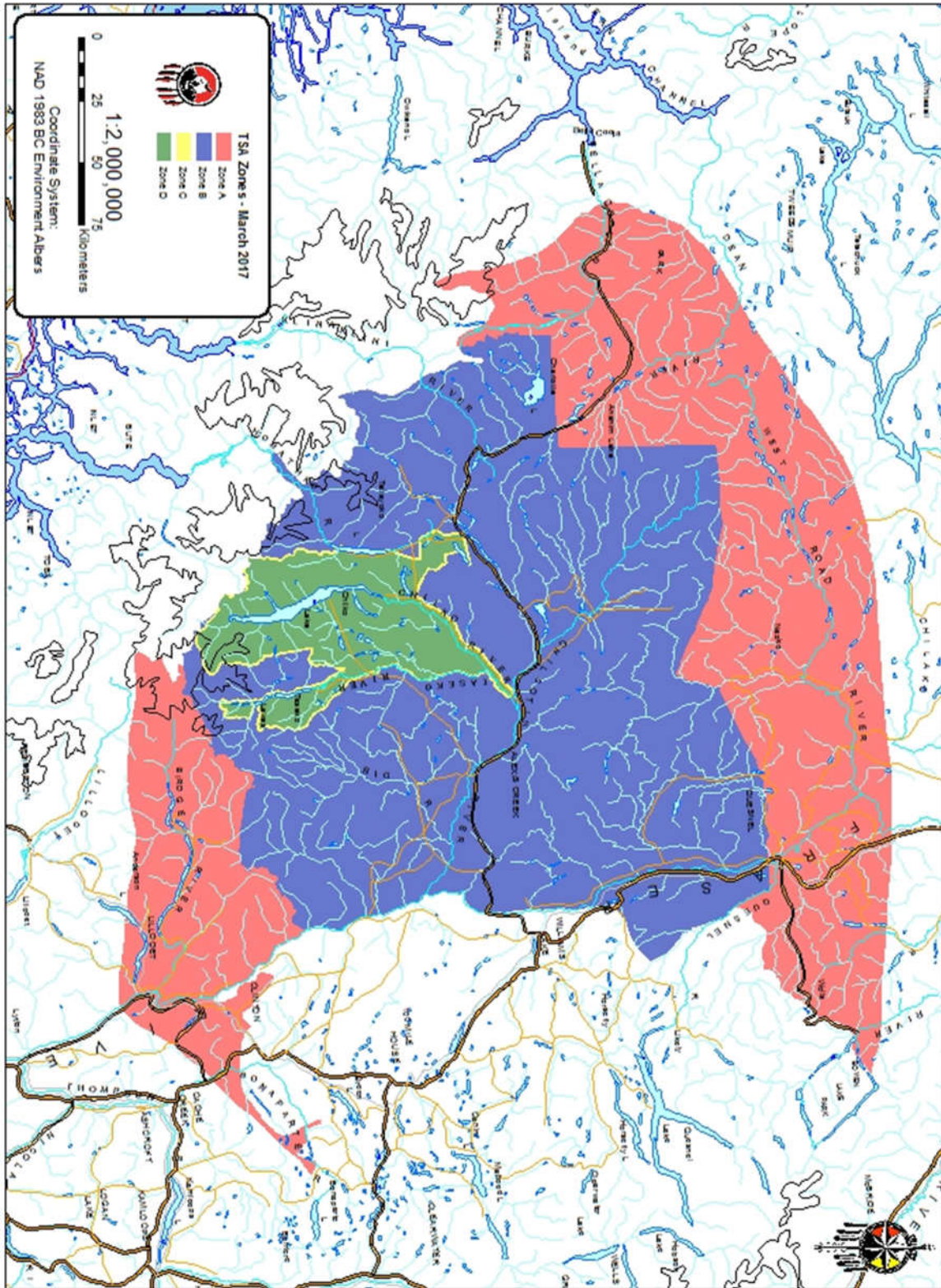
THANK YOU for using the TNG Stewardship Planning Portal. You are ready for your next submission.

Additional Notes:

As of March 9, 2017 All Archaeology Branch NoW referrals falling in TSA Zone B/C and Zone D; and HCA Blanket Permits overlapping Tsilhqoti'n territory (see attached map) must be submitted using the **TSA Engagement Request 2011-Sept-15 form** with all required shapefiles, documents, and content provided.

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Archaeology Branch

Appendix A: TSA Boundary Map current to April 1, 2017.



TSA Zone Map