

Agency Representative Guide 2016



NEVADA

**STATE HISTORIC
PRESERVATION OFFICE**

Nevada Site Stewardship Program’s Agency Representative Guide

Table of Contents

WELCOME.....	2
OVERVIEW OF THE PROGRAM.....	3
ROLES AND RESPONSIBILITIES.....	4
OVERVIEW OF STEWARDING PROCESS.....	9
APPENDIX I – AGENCY EMERGENCY CONTACT INFORMATION.....	12
APPENDIX II – SITE INFORMATION.....	15
APPENDIX III – VOLUNTEER AGREEMENT: STEWARDS.....	17
APPENDIX IV – PROJECT DESCRIPTION: REGIONAL COORDINATORS.....	20
APPENDIX V – NSSP AGENCY REPRESENTATIVE CONTACTS.....	21



Nevada Site Stewardship Program

Welcome!

The Nevada Site Stewardship Program (NSSP) is happy to meet and work with new agency representatives. This guide is designed to introduce you to the program and, if you like what you see, get you set-up to have site stewards.

To assist with this introduction I have also provided copies of our *Nevada Site Stewardship Program Basic Training Manual 2015*, all of our forms, the *Regional Coordinator Guide 2015*, and the Basic Training Class PowerPoint in an accompanying disc.

If you have any questions please feel free to contact me at any time. I am here to help you!

Thank you,

Samantha Rubinson
SHPO Southern Nevada Representative
And NSSP Site Stewardship Coordinator
(702) 486-5011
srubinson@shpo.nv.gov



Nevada Site Stewardship Program

OVERVIEW OF THE PROGRAM

The Nevada Site Stewardship Program (NSSP), managed by the Nevada State Historic Preservation Office (SHPO), is an organization of volunteers sponsored by federal and state land managing agencies that share a commitment to the preservation of archaeological and paleontological resources. The program provides an opportunity for concerned citizens to volunteer as site stewards to monitor at-risk archaeological and paleontological sites for vandalism, theft, excessive visitation and natural deterioration.

The NSSP currently coordinates over 250 stewards for five federal agencies and one state agency. As each agency has their own regulations concerning volunteerism and cultural/paleontological resources, this guide is designed to be a general introduction to the program and the benefits to you, as an agency representative.

PROGRAM GOALS

Volunteers in the Nevada Site Stewardship Program work toward the following goals:

- To preserve archaeological, historic, and paleontological resources for the purposes of conservation, scientific study, interpretation, and their significance to native peoples.
- To increase public awareness of the significance and value of cultural resources through education and outreach.
- To promote the acceptance and reinforcement of national, state, and local preservation laws and regulations.
- To discourage site vandalism and the illegal trafficking of antiquities and scientifically crucial paleontological resources.
- To assist public land managers with site surveys, document and report new discoveries, and monitor existing sites selected for stewardship.

Nevada Site Stewardship Program

ROLES AND RESPONSIBILITIES

THE STEWARD

The primary mission of a Nevada site steward is to assist in the preservation and protection of cultural resources by monitoring their assigned archaeological or paleontological sites for natural disturbances, visitor impacts, and evidence of vandalism or looting. Duties include:

- Visit their assigned site(s) approximately four times a year (once a quarter) or other schedule agreed upon with the land manager.
- Take photographs from established photo points and maintain a photographic log to document site condition and impacts.
- Submit a Site Monitoring Report for each site visited including photographs and documentation of any changes to the site to the NSSP office and the regional coordinator. (After review by NSSP office, these documents are sent to the appropriate agency representative.)
- As soon as possible, notify the land manager, the regional coordinator, and the NSSP office of any recent impacts to the site from looting or vandalism.
- May participate in other volunteer projects sponsored by land managing agencies

Site stewards are required to sign and abide by the NSSP Code of Ethics given to them during their basic training class. They will maintain a current signed Volunteer Agreement with each agency office for which they monitor sites.

Upon leaving the program, stewards are required to return all of the photographs and paperwork related to their sites to the land managing agency or Nevada Site Stewardship Program.

REGIONAL COORDINATOR

These are stewards who serve as liaison for the stewardship program in their designated region. They work with the SHPO Site Stewardship Coordinator and agency representative's to help ensure site stewards are fully supported. Duties include:

- Assist in training courses, workshops, and outreach programs.
- Assist in assigning stewards to sites and conducting baseline site visits.
- May recommend sites for stewardship.
- Help stewards to report their monitoring activities appropriately.
- Maintain an in-depth knowledge of stewarded sites in their region to assist both the agency representatives and the NSSP office in matching the right steward to the right site.

Nevada Site Stewardship Program

- Keep track of steward monitoring and other volunteer activities.
- Report severe impacts noted by stewards to the agency representative.
- Act as a point of contact between agency representative, stewards, and the NSSP office.
- Assist in organizing and promoting local events and awards ceremonies for the volunteers in their region
- Record and submit event attendance records for the site stewards in their region.
- Assist in promoting the program to local communities in their region.

SITE STEWARDSHIP COORDINATOR (SHPO's Southern Representative)

Nevada Site Stewardship Coordinator, State Historic Preservation Office (SHPO), is a paid position as mandated through legislation (NRS 383.075) to oversee Nevada's site stewardship program. The NSSP Coordinator works with the federal, state, and other land managing agencies, to ensure that the program is operating within their regulations and providing a service that helps them reach their goals.

The NSSP Coordinator's duties include:

- Schedule, organize and conduct basic training and regional coordinator training classes.
- Work with agency representative to ensure that sites are suitable for stewardship and that NSSP has all necessary site information including site location, directions, and a site form.
- In consultation with agency representative and the local regional coordinator, assign site stewards to cultural and paleontological sites.
- Receive, process, archive and forward to the agencies reports generated from site steward activities.
- Maintain a database and paper record of volunteer information, site information, monitoring activities, and photographs.
- On a quarterly, annual and/or as-needed basis, provide reports on all stewarding activities, volunteer hours, and miles to each participating agency office.
- Conduct public-education programming.
- Maintain the safety and security of confidential cultural resource records.
- Ensure that the program follows federal and state agency safety guidelines.
- Ensure that the program suits the needs of the agency and receives the level of support that is needed from the agency.

Nevada Site Stewardship Program

The NSSP Coordinator also functions as the SHPO's Southern Representative in planning and consultation as required by the National Historic Preservation Act (NHPA).

YOUR ROLE: AGENCY REPRESENTATIVE

The site stewardship program was designed to assist agency representatives, such as yourself, in your site monitoring duties. As such, you play a major role in how the program functions on the lands your office manages. As a part of the site stewardship program, your responsibilities will fall into two categories: Volunteer management (all stewards monitoring your sites volunteer through your agency) and land management (the sites that are under your protection). These responsibilities are accomplished through the following duties:

- Supervise and/or approve volunteer activities on agency managed lands.
- Provide the NSSP office information regarding recent changes to agency policies.
- Identify sites in need of stewardship. (See Site Selection Section below for more information.)
- Provide site information, such as site location, driving/hiking directions, and official site forms (IMACS), to the NSSP Office.
- In coordination with the SHPO Site Stewardship Coordinator and local regional coordinator, assist in assigning stewards to sites.
- When possible, accompany stewards and the local regional coordinator on baseline visits.
- Ensure that all stewards have an active volunteer agreement.
- Ensure that volunteer agreements are managed in accordance with agency policies.
- Provide updates on agency activities that may affect the stewards when visiting their sites.
- Pass along information provided in site monitoring reports to other agency personnel such as law enforcement or wildlife specialists.
- May provide other volunteer opportunities such as group days focusing on site restoration or protection.

SAFETY AND EMERGENCY

Safety is a major concern when it comes to volunteers going out into the Nevada deserts and mountains on their own. The *Nevada Site Stewardship Program Basic Training Manual 2015* has entire sections dedicated to safety. In order to ensure that the stewards understand what to do in an emergency on the land you manage, please complete the Agency Contact Information and Emergency Call Order form (on accompanying CD; for an example see Appendix I) and provide the NSSP office with a copy of your risk assessment for site stewardship (if you have one). Also,

Nevada Site Stewardship Program

if you have any other safety paperwork you would like the stewards to have, NSSP would be happy to assist in the distribution of it to the stewards.

SITE SELECTION

NSSP stewards the sites you select. To assist you in selecting sites that would be suitable for stewardship and will retain the interest of stewards in the long-term, NSSP would like new sites to meet at least one of the following requirements:

- Have significant historical value (i.e. a published history or approved context)
- Be in immediate danger from the public (close to populated areas or recreational areas)
- Be unique or special (high research value, unique to region, etc.)
- Easily identifiable by the general public (Structures, Rock Art, Rock Shelters, Mines, etc.)
- Be a designated site (National Register site, National Landmark, etc.)

If you select a new site to add to the stewardship program, please submit the following paperwork to the NSSP office:

- Site Information Form completed for each site –see Appendix II
 - This form includes the following information:
 - A description of the site.
 - Directions on how to get to the site.
 - How often do you want the site visited?
 - Is the site highly sensitive?
 - Is the site an interpreted and/or public site?
 - What kinds of impacts are you most worried about?
 - What kind of vehicle is needed to get to it?
 - What distance does the steward need to hike to get to it?
- Location/Access Map of the Site (indicate US Quad)
- Site Map (if available)
- GIS Shape file (if available)
- Site Forms/IMACS (if available)
- Optional: Local Background Information (context: paleontology/archaeology/history)

The NSSP Coordinator is more than happy to work with you to get stewards on your sites. If they do not fall within the suitability requirements or you are unable to provide the required information, please contact the NSSP Office to discuss options.

Please remember, the NSSP has limited staff and resources, so they may not be able to cover all of your sites. However, they will work hard to ensure that highest priority sites are monitored.

Nevada Site Stewardship Program

VOLUNTEER AGREEMENTS

Prior to being assigned a site to monitor, volunteers must sign a Volunteer Agreement with each local land managing agency for which they volunteer. The project description of the Volunteer Agreement defines duties and provides permission for the stewards to access the sites. These agreements are updated annually and are based on the federal fiscal year Oct. 1st through Sept. 30th. These are binding legal documents between the volunteer and the agency which ensure that the stewards are afforded the same protections when volunteering as federal employees for the duration of the agreement.

We rely on you to ensure that the NSSP office has the most up-to-date version of this document along with your office's preferred description of work to send to the stewards each year. In Appendix III a copy of the current Department of the Interior Volunteer Agreement and the description of work for stewards working with the Bureau of Land Management Stillwater Field Office has been provided as an example.

Regional coordinators will need separate descriptions of work to be included with their volunteer agreements. Appendix IV is an example description of work for regional coordinators.

Please remember that the volunteer agreement is a binding contract that needs both the signature of the steward and the land manager. As a contract, it is a legal requirement that the steward has a copy of this agreement as soon as it has both signatures. It is important that the land manager signs the document and copy gets sent to the steward as soon as possible.

Nevada Site Stewardship Program

OVERVIEW OF STEWARDING PROCESS

TRAINING

Stewards receive six hours of free classroom instruction presented by the NSSP Coordinator and an introductory visit to their sites with experienced regional coordinators and agency personnel. Overall stewards learn: preservation laws; archaeological and paleontological site identification; photography and documentation; impact assessment; and outdoor safety.

During this training the trainees are required to sign both a stewardship agreement and a code of ethics. These documents are a declaration by the volunteer to uphold the laws pertaining to cultural resources on federal land and maintain the confidentiality of these resources.

Copies of the *Basic Site Stewardship Training Presentation* and the *Nevada Site Stewardship Program Basic Training Manual 2015* are provided in the accompanying disc.

VETTING STEWARDS

The NSSP Office has several methods of vetting stewards. Prior to attending the Basic Training Class, trainees are expected to fill-out an extensive application form which includes questions about their physical capabilities, medical information, vehicle information and background checks. Stewards are further vetted by NSSP staff and regional coordinators during the Basic Training and the initial site introduction. Should a volunteer behave in a manner not suitable for the program, not be properly equipped for field work and/or not have the appropriate vehicle, they will be assigned to a public site that is easily accessible and has limited-to-low artifact density.

SITE VISITS

Once the newly trained stewards have valid Volunteer Agreements, the stewards are taken on a baseline site visit with you and the local regional coordinator(s). During this baseline visit, the agency representative instructs the steward on the history of the site, what to monitor, the importance of the site, and what threats it is facing. The regional coordinator reviews the monitoring process with the steward, ensures that the steward can fill out the forms, record what is necessary and establish photos points. The regional coordinator will also provide the new steward with a site assignment form (see accompanying CD) which includes data about the location, access, contents and history of prior impacts. This form will be signed by all parties and you will retain a signed copy for the agencies records.

Nevada Site Stewardship Program

After the introductory baseline visit, stewards will conduct regular site visits to assess any changes to the site and record any impacts that occurred since the previous visit. Each time they visit, they will fill out a Site Monitoring Report and, if they take photographs, a Photographic Log.

MONITORING REPORTS

Every time a steward goes out to monitor they will submit a monitoring report for each site they visit. Since NSSP works with five different agencies, these have been standardized for all participating agencies and are provided to the stewards in multiple formats (pdf, MS Word, MS Excel, rich text). For directions on how to complete this form and examples of completed forms please see Chapter 6 in the *Nevada Site Stewardship Program Basic Training Manual 2015*.

Please be aware that impacts to the sites are rated on scale of **0-4** (0 meaning no new impacts and 4 meaning the steward witnesses the site being vandalized) depending on severity of the damage and the necessary responses from the stewards are clearly outlined in the Site Action Guidelines (Chapter 6 page 10) provided in the *Nevada Site Stewardship Program Basic Training Manual 2015*.

These reports also include a summary of the stewarding party's the volunteer hours, mileage, and costs of stewarding.

Stewards are expected to submit monitoring reports to their regional coordinator and the NSSP office as soon as possible. These reports are then processed and forwarded to you on a weekly basis. In the case of a major impact, levels 3 or 4, you will receive a phone call from the steward and/or the NSSP office immediately and the report will be sent to you as soon as possible.

NSSP SUMMARY REPORTS

The NSSP office maintains a database of all site monitoring information and associated photos. Utilizing this data, NSSP will supply summary reports on a quarterly and yearly basis. However, up-to-date reports on monitoring and stewardship activities are available upon request. These reports summarize volunteer hours, mileage, monitoring activities, and impacts to your sites. Copies of the general report formats have been included on the accompanying CD.

VOLUNTEER APPRECIATION

NSSP provides workshops, picnics, group events and awards to the site stewards statewide. If you choose to arrange local events or awards, we are always happy to help. These activities



Nevada Site Stewardship Program

show how much the stewards are appreciated. They also help create a stewardship community, allowing the agency and NSSP staff to get to know each steward personally.

BENEFITS OF TAKING PART IN THE PROGRAM

There are many advantages to taking part in the Nevada Site Stewardship Program.

Some benefits include:

- Your agency counts steward volunteer hours towards congressional reporting requirements.
- Sites get monitored regularly as per agency requirements.
- Volunteer training and coordination is provided by the NSSP Office.
- Records of stewards, monitoring information and associated photos are archived by the NSSP.
- A variety of reports are readily available upon request.
- Stewards are happy to help you and your agency with other projects.

Nevada Site Stewardship Program

APPENDIX I Agency Emergency Contact Sheet

Nevada Site Stewardship Program

Agency Emergency Contact Information

(Please Print)

The following information is intended for the Southern Nevada State Historic Preservation Office and only the information designated for the stewards will be shared. Please remember that this is how we contact you and your agency in an emergency.

Agency: BLM

District/Field Office/Area/Park: Mars District Office

Physical Address: 4747 W. Ares Drive, Mars, USA 89044

Mailing Address: PO Box 999999

Office Phone: (555) 999-9999

General Reference Numbers (For NSSP Office)

Name of Main Contact: Jane Doe

Title: Archaeologist

Work Phone: (555) 999-9991

Cell Phone: (555) 999-9992

Home Phone: (requested for emergencies only will not be given to the stewards)

Email: Jane.doe@bml.gov

Name of Alt. Contact: Mark Something

Title: Field Manager

Work Phone: (555) 999-9993

Cell Phone: (555) 999-9994

Home Phone: (requested for emergencies only will not be given to the stewards)

Email: Mark.Something@blm.gov

Field Office Manager: Mary Someone

Work Phone: (555) 999-9995

Cell Phone: (555) 999-9996

Home Phone: (requested for emergencies only will not be given to the stewards)

Email: Mary.Someone@blm.gov

Nevada Site Stewardship Program

Nevada Site Stewardship Program

Volunteer Coordinator: _____

Work Phone: _____

Cell Phone: _____

Email: _____

Agency LEO: Deputy John Smith

Work Phone: (555) 999-9997

Cell Phone: (555) 999-9998

Email: _____

Daytime Dispatch #: _____ **Hours:** _____

Nighttime Dispatch #: _____ **Hours:** _____

Weekend Dispatch #: _____ **Hours:** _____

Emergency Dispatch #: (555) 999-8881 **Hours:** 24/7

Other #: _____

Other #: _____

Name of Local Emergency Search and Rescue: Mars Search and Rescue

Local Emergency Search and Rescue #: (555) 999-8883

Please note if there are any fees that the volunteers would have to pay associated with using dispatch or search and rescue.

Please also provide an office phone list with alternatives to call should the people listed above not be available when an emergency occurs.

Nevada Site Stewardship Program

Nevada Site Stewardship Program

Emergency Call Procedures

(Please Print)

Emergency Response Scenarios (for Site Stewards):

Please list the persons whom need to be contacted in each of these scenarios in the order they should be contacted. Please note that stewards may be contacting people on weekend or after hours.

Steward is injured while stewarding:

Call Order	Contact Name	Contact Title	Phone Number (if not listed above)
First	Dispatch		
Second	Jane Does	Archaeologist	
Third	Mark Something	Field Manager	

Seeking medical attention after getting hurt while stewarding:

Call Order	Contact Name	Contact Title	Phone Number (if not listed above)
First	Jane Does	Archaeologist	
Second	Mark Something	Field Manager	
Third	Mary Someone	Field Office Manager	

Stranded or lost while stewarding:

Call Order	Contact Name	Contact Title	Phone Number (if not listed above)
First	Dispatch		
Second	Jane Does	Archaeologist	
Third	Mark Something	Field Manager	

Steward does not return from stewarding, check out/in person calls:

Call Order	Contact Name	Contact Title	Phone Number (if not listed above)
First	Jane Does	Archaeologist	
Second	Mark Something	Field Manager	
Third	Mary Someone	Field Office Manager	

Encountering illegal activity while stewarding (including looting)

Call Order	Contact Name	Contact Title	Phone Number (if not listed above)
First	John Smith	Deputy	
Second	Jane Does	Archaeologist	
Third	Mark Something	Field Manager	

Thank you for helping us protect your volunteers!

Nevada Site Stewardship Program

APPENDIX II

Site Information Form (completed by agency)

SITE INFORMATION FORM

(PLEASE PRINT)

Agency: BLM District Office/Field Office/Area/Park: Tudor NCA
Site Name: Shakespeare Site Alt. Site Names: Onion Site
Trinomial: 26MO9999 Alt. Site Numbers: CRNV-99-3333
District Name: Big Lakes County: Moose USGS Map: Devils Peak
UTM Zone: 11 E 666666 N 4000001 NAD (27 or 83): 83

Directions to Site

From Othello City drive north three miles north on Highway 33 and at mile marker 24 take the unmarked road east another 2 miles to its end. Follow the path north west ½ mile to the large boulder covered in petroglyphs.

Site Access

Special Vehicle Requirements: High Clearance
Needs 4wheel Drive? Needs Off-Road Experience? Entrance Key Needed?
Hiking Distance (from parking area): 1mile Other Access Information: _____

Site Description (please include features and any visible signs of earlier impacts)

A large boulder 8ft x 9ft in size with petroglyphs with anthropomorphic figures and big horn sheep. At the base of the boulder is a small lithic scatter.

Nevada Site Stewardship Program

SITE INFORMATION FORM

(PLEASE PRINT)

Site Dimensions: 2m x 5m Interpreted Site? no
Is the site easily accessed by the public? no

Agency Concerns (Other than ARPA violations, please check all impact types that you want us to call you about)

Human Impacts:

Collectors Pile	<input type="checkbox"/>	Significant Trash/Dumping	<input type="checkbox"/>	Visitation	<input checked="" type="checkbox"/>
Sign Down/Damage	<input type="checkbox"/>	Camping	<input type="checkbox"/>	Campfire	<input type="checkbox"/>
Trails	<input type="checkbox"/>	Vehicle Tracks/Parking	<input checked="" type="checkbox"/>	Cattle Grazing	<input type="checkbox"/>
Fencing/Gate Damage	<input checked="" type="checkbox"/>				

Natural Impacts:

Wildfires	<input type="checkbox"/>	Animal Activity	<input checked="" type="checkbox"/>	Erosion	<input type="checkbox"/>
Rock Falls	<input type="checkbox"/>	Rock Art Exfoliation	<input type="checkbox"/>		

Stewarding Needs

Number of Stewards (x2) Needed: 4 groups (8+ people)

Site Priority: Urgent High Medium Low

Other Site Paperwork provided to NSSP

IMACS/ Site Form? Map? GIS Shape File? Baseline Photos?

Notes (please identify specific areas of the site that are of concern)

Area is an ACEC. Please report evidence of cattle immediately.

A professional archaeologist in cooperation with the land owning agency should complete this form.

Recorder

Date

Agency Representative

Date

Nevada Site Stewardship Program

OMB 0596-0080

PARENTAL CONSENT FOR VOLUNTEER UNDER AGE 18		
26. PARENT OR LEGAL GUARDIAN (First, Last)	27. PHONE Home: Mobile:	28. EMAIL ADDRESS
29. STREET ADDRESS	30. CITY, STATE, ZIP CODE	
31. I affirm that I am the parent/guardian of the above named volunteer. I understand that the agency volunteer program does not provide compensation, except as otherwise provided by law; and that the service will not confer on the volunteer the status of a Federal employee. I have read the attached description of the service that the volunteer will perform. I give my permission for _____ to participate in the specified volunteer activity. <div style="text-align: center;">(NAME OF YOUTH)</div>		
32. Parent/Guardian Signature		Date
VOLUNTEER & GROUP LEADER AFFIRMATION		
33. I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees for any purpose other than tort claims and injury compensation. I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the government or I may cancel this agreement at any time by notifying the other party. I understand that my volunteer position may require a reference check, background investigation, and/or a criminal history inquiry in order for me to perform my duties. I understand that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services as specifically stated in the attached job description, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws. I understand the health and physical condition requirements for doing the work as described in the job description and at the project location, and certify that the statements I have checked below are true: <input type="checkbox"/> I or group leader know of no medical condition or physical limitation that may adversely affect my or members of the group ability to provide this service. If a group see attached OF301b. <input type="checkbox"/> I or a member of the group have a medical condition or physical limitation that may adversely affect my ability to provide this service and have informed the Government Representative. If a member of a group see attached OF301b. <input type="checkbox"/> I or group member do not consent to being photographed or to the release of my photographic image. If a member of a group see attached OF301b.		
I do hereby volunteer my services as described above, to assist in authorized activities at _____ and I agree to follow all applicable safety guidelines. See attached OF301b attached if a member of a group. <div style="text-align: right;">(NAME OF FEDERAL AGENCY)</div>		
34. Signature of Volunteer or Group Leader		Date
The above-named agency agrees, while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described above, and to consider you as a Federal employee only for the purposes of tort claims, liability and injury compensation to the extent not covered by your volunteer group, if any.		
35. Signature of Government Representative		Date
TERMINATION OF AGREEMENT		
36. Agreement Terminated Date:		Total Hours Completed:
37. Signature of Government Representative:		
PUBLIC BURDEN STATEMENT		
According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0080. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. USDA, DOI, DOC and DOD prohibit discrimination in all programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Not all prohibited bases apply to all programs.		
PRIVACY ACT STATEMENT		
Collection and use is covered by Privacy Act System of Records OPM/GOVT-1 and USDA/OP-1, and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested on this form. The data will be used to maintain official records of volunteers of the USDA and USDI for the purposes of tort claims and injury compensation. Furnishing this data is voluntary, however if this form is incomplete, enrollment in the program cannot proceed.		

Nevada Site Stewardship Program

Bureau of Land Management Carson City District

Volunteer Agreement Description of Work:

Job Title: *Nevada Site Steward* volunteer in the Nevada Site Stewardship Program (NSSP) administered by the Nevada State Historic Preservation Office on the **Department of Interior (DOI) Bureau of Land Management (BLM) Carson Stillwater Field Office.**

Time Commitment: This agreement is valid within the fiscal year signed (October – September), from the date of signature. The volunteer is expected to contribute a minimum number of 10 hours per year.

Training: The steward is to have completed the Nevada State Historic Preservation Office (SHPO) – NSSP sponsored or Southern Nevada Agency Partnership (SNAP) Interagency Cultural Site Stewardship Program in Clark County basic training to be a site steward.

Description of Duties: Stewards will visit and inspect at least one assigned archaeological and/or paleontological site at least once a quarter to record and report on the site condition observed, including vandalism or other damage or changes. Stewards will inform their assigned regional coordinator of their steward activities and turn in written reports to both their regional coordinator and the NSSP Office on a quarterly basis. Stewarding duties may include mapping, field notes, and photographs. Archaeological and paleontological resource information, patrol routes, and records are the property of the land managing agency and the location information is confidential and cannot be made available to anyone without prior agency approval. This includes the contact with the media. All records and materials provided to me by the **BLM/NSSP** or created by me while in volunteer status shall be surrendered to the **BLM/NSSP** or a designee upon demand or resignation.

Physical Demands: Physical requirements will at times consist of mild to moderate walking off-trail on uneven terrain or rocky surfaces. The volunteer may also be exposed to rough driving conditions.

Work Environment: Fieldwork may occur in remote areas and hiking to and from selected sites may result in exposure to variable temperatures throughout the year. Poisonous reptiles and spiders may be occasionally encountered, as well as thorny vegetation.

Safety: Stewards will not engage in any activity that jeopardizes their safety, others authorized to be with them, or the general public using federal land. Personal protective equipment (PPE) such as hats, long pants and shirts, and gloves are essential to maintaining volunteer safety in field conditions. They will follow the check-out and check-in protocol as established by the land managing agency and use the ‘buddy system’ in the field. Volunteers will inform the land managing agency of stewardship safety concerns as necessary. If a volunteer chooses to ignore the safety protocols presented during training and stated within this volunteer agreement, they may not be covered by the Federal Workers’ Compensation Insurance Program while volunteering as a site steward. Site stewards are not authorized to act in any law enforcement capacity, nor possess firearms while performing duties as a volunteer.

Vehicles: The use of All-Terrain Vehicles (ATVs), Utility Vehicles (UTVs), motorcycles, and horses is not authorized without prior **BLM** approval and **BLM**-approved training. Volunteer stewards will not be reimbursed for damaged personal equipment, including but not limited to backpacks, cameras, GPS units, boots, or clothing. When the volunteer is driving their personal vehicle they must possess a valid driver’s license and current insurance. Insurance or reimbursement will not be provided. Any damage to any volunteer’s personal vehicle will be the responsibility of the volunteer.

Supervision: The volunteers will be supervised by the **BLM** Archaeologist/Site Stewardship Program Coordinator under the direction of the **BLM District Manager.**

Volunteer _____ Date _____

Print Name _____

Supervisor _____ Date _____

Print Name _____

Nevada Site Stewardship Program

APPENDIX IV Project Description: Regional Coordinators

DOI Bureau of Land Management Carson City District Office

Volunteer Agreement Description of Work:

As a *Regional Coordinator* volunteer in the Nevada Site Stewardship Program (NSSP) administered by the Nevada State Historic Preservation Office for the **Department of the Interior (DOI) Bureau of Land Management Carson Stillwater Field Office** I have completed the site stewardship basic training class through the NV-SHPO site stewardship program and will maintain any necessary supplementary training. As needed I will keep track of steward activities and be a point of contact between stewards and agency. Other duties may include accompanying stewards on initial site visits and being the checkout and check in point of reference for volunteer stewards. Other related activities may be conducted at the request of the Agency Representative.

Safety is the most important part of the volunteer service. I understand that I am not authorized to act in any law enforcement capacity, nor possess firearms while performing as a volunteer steward. The use of All Terrain Vehicles (ATV's), Motorcycles, Utility Vehicles (UTV's) and Horses while volunteering as a Regional Coordinator will require the completion of a federal certification training and approval by the **DOI BLM**. I will not engage in any activity that jeopardizes my safety, others authorized to be with me, or the general public using federal land. I will follow the check-out and check-in protocol as established by the land managing agency and use the 'buddy system' in the field. I will inform the **DOI BLM** of stewardship safety concerns as necessary. If I choose to ignore the safety protocols presented during training and stated within this volunteer agreement, then I may not be covered by the Federal Workers' Compensation Insurance Program while volunteering as a site steward.

I understand that all cultural and paleontological resource information, patrol routes, and records are the property of the **DOI BLM** and confidential and cannot be made available to anyone without **DOI BLM** approval. My service is on a volunteer basis with no other compensation. All records and materials provided to me by the **DOI BLM** or created by me while in volunteer status shall be surrendered to the **DOI BLM** or a designee upon demand.

When the volunteer is driving their personal vehicle they must possess a valid driver's license and current insurance. The **DOI BLM** will not provide insurance or reimbursement. Damage to any volunteer's personal vehicle will be the responsibility of the volunteer. This agreement does not cover the use of private vehicles, private vehicle mileage or travel within private vehicles as a driver or passenger.

This agreement is valid within the fiscal year signed (October – September), from the date of signature.

Volunteer _____ Date _____

Print Name _____

Supervisor _____ Date _____

Print Name _____

Nevada Site Stewardship Program

APPENDIX V **Agency Representative Contacts**

NSSP Contact Information:

Program Coordinator

Samantha Rubinson
srubinson@shpo.nv.gov

Program Assistant

Rayette Martin
ramartin@shpo.nv.gov

Office Location and Mailing Address

State Historic Preservation Office
4747 W. Vegas Dr.
Las Vegas, NV 89108

Phone: (702) 486-5011

Fax: (702) 486-5186

Other Agency Representative Contact Information:

Bureau of Land Management

Carson - Stillwater FO	Kristin Bowen	775-885-6005
Carson - Sierra Front FO	Rachel Crews	775-885-6152
Elko District	-----	
Ely - Caliente FO	Harry Konwin	775-726-8140
SN - Las Vegas FO	Mark Boatwright	702-515-5359
SN - Red Rock/Sloan FO	Mark Boatwright	702-515-5359
SN - Pahrump FO	Mark Boatwright	702-515-5359
Winnemucca District	Kathryn Ataman	775-623-1589

US Forest Service

HTNF - Spring Mountains	Kelly Turner	702-515-5424
HTNF - Austin - Tonopah		775-964-2671
HTNF - Bridgeport	Eric Dillingham	760-932-5817
HTNF - Carson	Kalie Crews	775-884-8108
HTNF - Ely		775-289-5137

Bureau of Reclamation

Lower Colorado Region	Mark Slaughter	702-293-8143
-----------------------	----------------	--------------

Nevada Site Stewardship Program

National Park Service

Lake Mead NRA

Steve Daron

702-293-8859

US Fish and Wildlife Service

Desert NWR

Anan Raymond - Regional Archaeologist

503-625-4377

Pahranagat NWR

Anan Raymond - Regional Archaeologist

503-625-4377

Regional Coordinator Contact Information:

Gold Butte Area

Betty Conway (702) 346-2784

Michele Burkette (801) 557-8823

Tom Cluff (801) 391-2967

rcgoldbutte@gmail.com

Lincoln County Area

Anne Carter (702) 869-3219

annecarter@embarqmail.com

Dry Lakes

Jeff Thelen (775) 745-8080

thelenjd@gmail.com

West Central Nevada Area

Tim Stalder (209) 296-5167

stalder@volcano.net

Sloan and Southern Area

Paul Renois (415) 272-8241

southernstewards@gmail.com

Lagomarsino

Joan Johnson (775) 847-9343

joan6331@sbcglobal.net

Las Vegas Area

Sue and Roger Kolar (702) 360-0032

lvregionnssp@cox.net