



INSTRUCTIONS FOR REQUESTING AN ASM SITE NUMBER

Step 1. Submit a “Request an ASM Site Number” Excel spreadsheet

Guidance notes to complete “Section 1: Request Information”

- ASM Job No.: *Include the tracking number given at the time the quote is requested from the ASM Request Quote for Services website. Also called the Job/Quote Reference ID.*
- ASM Accession: *Record the ASM Accession Number received during Project Registration.*
- Institution: *Permitted company, agency, or institution conducting work.*
- Project Number: *The project your company, agency, or institution assigned to the project.*
- Project Name: *The project name your company, agency, or institution assigned to the project.*
- Requestor Name: *The person making this request*
- Requestor Email: *The email address of the person making this request.*
- Date Requested: *The date the request is submitted to the Archaeological Records Office.*

Guidance notes to complete “Section 2. ASM Site Number Request Data”

a. Examples for filling out each field:

Requested Information	Example
Field Number	FN 340
ASM Quad Number	AZ AA:12:NE
7.5’ USGS Map Name	RUELAS CANYON
Site Type	Abandoned railroad segment
Land ownership	ASLD
*UTM Easting	450002
*UTM Northing	3640598

* Coordinates are center point UTM’s projected in NAD83 Zone 12N. If the site is linear, please provide a center point for the segment that intersects the project area and meets the ASM site definition.

b. Submit with file name protocol: AccessionNo_siterequest.xlsx [ex. 2018-12_siterequest.xlsx]

Step 2. Submit USGS 7.5’, 1:24:000-scale quadrangle map(s) depicting UTM center points of requested sites.

Section 3. Guidelines for Creating Maps that Depict Locations of Requested ASM Sites

- a. Clearly depict center point UTM coordinates on a USGS 7.5’, 1:24:000-scale quadrangle map(s). Include all UTM coordinates that will fit within a map; please use as few maps as possible.
- b. Label center point UTM’s with the project field numbers
- c. Depict TRS boundaries on each map. See Section 3.d. for instructions regarding project areas with unplatted land.
- d. Each map should have a basic legend that includes: ASM Accession, Project Name, Project Number, known TRS information if project area is unplatted.
- e. The maps do not need to be publication quality as long as it meets the requirements listed in these guidelines.
- f. Submit all maps as PDFs, no larger than 8.5 x 11 inches.
- g. Use the following File Name protocol: AccessionNo_siterequestmap#.pdf [ex: 2018-12_siterequestmap1.pdf]



THE UNIVERSITY OF ARIZONA

**ARIZONA
STATE MUSEUM**

INSTRUCTIONS FOR REQUESTING AN ASM SITE NUMBER

Please Note:

a. All services offered by the ASM must first be initiated through the ASM Request Quote for Services website:

<https://uavpr.arizona.edu/ASM/quoterequest/index.php>

b. Each ASM Site Number request must include an ASM Accession Number. If this project does not yet have an ASM Accession Number, use the ASM Request Quote for Services website to complete a Project Registration.

c. Complete and email "Request an ASM Site Number" Excel spreadsheet and maps to Christina Jenkins | cjenkins@email.arizona.edu
