



INSTRUCTIONS FOR REQUESTING AN ASM SITE NUMBER

Section 1: Request Information

- a. 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.*

- b. ASM Accession: *Record the ASM Accession Number received during Project Registration. If Project Registration and ASM Site Number Request are in the same quote, submit this form without the ASM Accession Number.*

- c. Date Requested: *The date the request is submitted to the Archaeological Records Office*

- d. Institution: *Company, agency, or institution conducting work.*

- e. Project Number: *The project number your company, agency, or institution assigned to the project.*

- f. Project Name: *The project name your company, agency, or institution assigned to the project.*

- g. Requestor Name: *The person making this request and person(s) to direct any questions regarding this request.*

- h. Requestor Email: *The email address of the person making this request and person(s) to direct any questions regarding this request.*

Section 2: ASM Site Number Request Data

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
Landownership	ASLD
UTMs Easting**	450002
UTMs Northing**	3640598

* The ASM quad map numbers list is available for download from the ASM website: (<https://statemuseum.arizona.edu/crm/document/quad-map-numbers>).

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

Section 3: Attach USGS 7.5', 1:24:000-scale quadrangle map(s) depicting UTM center points of requested sites.

- a. Clearly depict center point UTM coordinates or site boundaries on a USGS 7.5', 1:24:000-scale quadrangle map(s). Please use as few maps as possible by placing as many sites on a map as possible.
- b. Label center point UTM's or site boundaries with the project field numbers.
- c. Depict TRS boundaries on each map. Provide any known TRS information if project area is unplatted
- d. Each map should have a basic legend that includes: ASM Accession or ASM Job No., 7.5' USGS Map Name or ASM Quad Number, and Project Number.
- e. The maps do not need to be publication quality, as long as they meet the requirements of these guidelines.
- f. Submit all maps as PDFs, no larger than 8.5 x 11 inches.
- g. Use the following PDF file name protocol when submitting:
 AccessionNo_siterequestmap#.pdf [ex: 2018-12_siterequestmap1.pdf] or
 ASMJobNo_siterequestmap#.pdf [ex: 003456_siterequestmap1.pdf]



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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. ASM staff will not process forms emailed to staff email accounts. To avoid delays, follow these instructions:
Email completed form to: **asm_crm@email.arizona.edu**
Use this subject heading when submitting the completed form via email: **Request an ASM Site Number**
- d. When requesting an ASM Accession Number make sure that your site meets all ASM Site criteria, including the ASM Policy on Historical Sites and Features (21 June 2017) and ASM Policy on Historical Waste Piles (17 Feb 2021).
- e. Prior to requesting an ASM Accession Number for a standard site, ensure that all site boundaries are greater than 100 meters from any other ASM site boundary or any other new site boundary being requested.
Examples of exceptions to this rule include (see ASM Site Recoding Manual for further guidance):
- Two sites less than 100 meters apart are separated by elevation change, where each site is located on a different grade; these sites may have two different ASM Site numbers despite the distance between them being less than 100 meters.
 - Two field sites are separated by a natural landform (such as a river) that is less than 100 meters wide and it predates the formation of the sites; these sites may have two different ASM Site numbers despite the distance between them being less than 100 meters.
 - A modern disturbance that is more than 100 meters wide extends through a site; these sites should have the same ASM Site number despite the distance between them being greater than 100 meters.
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