



Procedure for University Lands Antiquities Permits



UNIVERSITY LANDS
FUNDING THE UNIVERSITY OF TEXAS AND TEXAS A&M UNIVERSITY SYSTEMS SINCE 1839



Step 1: Procedure for Antiquities Permits

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- ❑ University Lands (UL) receives a Texas Historical Commission (THC) **Antiquities Permit Application** (2 pages) from companies' permit agents or their contractors performing archeology surveys for activities that create land surface disturbances [e.g. pipeline Right-of-Way (ROW), seismic work, commercial leases, etc.]. Prior to any archeological surveying, companies must **contact a UL field representative** for approval of route or location and include scope of work (SOW).

Step 2: Procedure for Antiquities Permits

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- ❑ The permit application will be reviewed. If the route or location has been approved and the application is completed to UL's satisfaction, the document will be signed by UL.

Step 3: Procedure for Antiquities Permits

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- ❑ The scanned permit application (plus SOW) is returned to its originator (company, agency, or institution). They will submit the application to the THC for approval.
- ❑ Once the THC approves the permit, a **Project #** will be assigned and the approved permit and accompanying letter with the **Project #** will be returned to the originator and UL.

Step 4: Procedure for Antiquities Permits

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- ❑ Archeological survey may commence once the THC has approved the permit application and UL has received a copy of the permit approval letter.

Step 5: Procedure for Antiquities Permits

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- ❑ Upon completion of the archeological survey, the company requesting the work must submit a report of its findings to UL. The report will be forwarded to a third-party reviewer. Once reviewed and approved, the company may submit the report to THC for final review.
- ❑ THC must approve the report before company applies for the UL surface contracts and/or initiates any field work that causes ground disturbance.

Step 6: Procedure for Antiquities Permits

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- ❑ If the archeological survey company produces any specimens that need to be curated, a Curation Agreement with the receiving research laboratory must be submitted. The agreement should include the following information:
 - ❑ Project name and number
 - ❑ Permit number
 - ❑ Submitting archeologist
 - ❑ Description of materials submitted
- ❑ Document must be signed by the UL Surface Manager and returned to the authorized archeological agent.