

## Frequently Asked Questions:

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**Q: Will I still log in through [Secure Access Washington \(SAW\)](#)?**

**A:** Yes, nothing will change about logging in. However, existing users will need to request the new service, which is titled New Wisaard. There are no longer two separate services called Wisaard and HPI. See the instructions for requesting the new service [here](#).

**Q: How do I print from the Wisaard?**

**A:** At this time you cannot print from Wisaard with one exception: It is possible to print a map. We are working to add printing as soon as possible.

**Q: Is all of the information that was in the old Wisaard going to be in new Wisaard?**

**A:** Yes. There has been no loss of data. However, the data may be listed under a different heading. We have rearranged the data fields and changed the name of some categories. For example, the old version had a field for Study Unit Theme. In the new version this field is called Historic Context. All of the data that was in the Study Unit Theme has been transferred to Historic Context.

**Q: Do the automated emails from Wisaard substitute for correspondence from DAHP?**

**A:** No. DAHP does not consider automated emails to be correspondence and should not be considered formal consultation.

**Q: Should I submit correspondence to DAHP via Wisaard?**

**A:** No, DAHP requests that all correspondence be submitted via email. Only historic property inventory forms and cultural resources reports should be submitted via Wisaard. Correspondence should be submitted via email to the appropriate regulatory email address below. The email addresses that you may submit to are as follows:

For Section 106 use: [106@dahp.wa.gov](mailto:106@dahp.wa.gov)

For GEO 0505 use: [0505@dahp.wa.gov](mailto:0505@dahp.wa.gov)

For SEPA use: [SEPA@dahp.wa.gov](mailto:SEPA@dahp.wa.gov)

**Q: If you already submit correspondence to a member of DAHP staff via email can I continue to do so?**

**A:** Yes. The new emails are for those who do not know which staff person to email to or for correspondence that would previously be mailed to our office.

**Q: How do I submit a cultural resources survey report?**

**A:** You will now upload survey reports into Wisaard instead of submitting them in paper or compact disc format. This includes built environment and archaeology survey reports. You will not upload project correspondence or

archaeology site forms. Reports may be uploaded at the Activity level of a Project.

**Q: Why do I get automated emails about a report I did not submit to Wisaard?**

**A:** Every time DAHP staff uploads a report to Wisaard automated emails occur. At this time we cannot turn them off. We are working on this. You do not need to do anything. Please ignore these emails.

**Q: Who should I call if I need help or would like to request training?**

**A:** Call Kim Gant at 360-586-3074 or send an email to [kim.gant@dahp.wa.gov](mailto:kim.gant@dahp.wa.gov). If Kim is not in the office send an email to [support@dahp.wa.gov](mailto:support@dahp.wa.gov) and someone will help you as soon as possible.

**Q: Should I submit archaeological site forms on Wisaard?**

**A:** No, nothing has changed about the submittal of archaeological site forms.

**Q: Is there a size limit for photograph or PDF documents?**

**A:** Yes. The system will accept documents and images up to 100 MB. However, please try to limit photos to 2MB each. This may require you to resize some photos.