TEXAS HISTORICAL COMMISSION

eTRAC SYSTEM

FREQUENTLY ASKED QUESTIONS

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eTRAC SYSTEM FREQUENTLY ASKED QUESTIONS

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GENERAL

- What is eTRAC?

The Texas Historical Commission's eTRAC, short for Texas Review and Compliance, is an online portal where registered users can submit materials for review by the THC for projects subject to Section 106 of the National Historic Preservation Act and/or the Antiquities Code of Texas. For more information about eTRAC, see our Users' Guide. For more information about THC's review process and submission requirements, see our website.

- Why should I use eTRAC?

Using eTRAC will eliminate the need to print and mail hard copies of submissions, offer the ability to instantly check the status of current projects under review, provide accurate project reviewer contact information, and allow for easy record keeping and reporting.

- Will it save me time and money?

Using eTRAC will save time and costs associated with preparing and delivering hard copy project submissions to our office. In general, THC will have 30 days from the receipt of all necessary application materials to complete our review. Using eTRAC will not decrease this review time, but will make sending or receiving correspondence with THC faster.

- Do I have to use eTRAC?

No, using eTRAC is not required. THC will continue to accept hard copy submissions. Please see our website for more information on submitting hardcopies.

ACCOUNT

- How do I set up an account?

Visit our eTRAC homepage (https://xapps.thc.state.tx.us/106Review/) and click "Register" in the upper right-hand corner. After completing the short form, you will receive an automated email from eTRAC (Info_Tech@thc.state.tx.us) with a link to activate your account. Be sure to check that this email did not get sent to your junk or spam inbox folder. Once activated, you will be able to log in and begin submitting projects immediately. Your email address will serve as your account name.

- My organization has multiple people who submit projects for review. How should we set up our account(s)?

For security reasons, only the account that submitted a project will be able to check its project review status, upload attachments, submit supplemental reviews, or receive the THC response. For organizations with multiple people submitting projects there are three suggested options:

- Individual Accounts: Each person sets up an individual account to submit their projects. This is the most secure option, but will not allow others to check the status of a review.
- Multiple Accounts with a Shared Password: Each person sets up an individual account but shares their password with their organization allowing others to check the status of a review.
- Shared Account: Set up a single, shared account using a dedicated email address for all members of the organization to allow anyone to check the status of a review. For security reasons, the password should be changed anytime a member of the organization leaves.

For record keeping and reporting, THC recommends that the organization immediately save a copy of the THC response to their own internal files.

- How do I change my password or contact information?

After logging in to eTRAC, click your email address in the upper right-hand corner to open the Account Manager where you will be able to update your account information and change your password.

- What do I do if my email address changes?

After logging in to eTRAC, click your email address in the upper right-hand corner to open the Account Manager where you will be able to update your email address.

- I forgot my password, how can I reset it?

On the eTRAC homepage, click "Log In," then click "Reset your Password" and enter the email address used to create the account. You will receive an automated email from eTRAC with a link to create a new password. Be sure to check that this email did not get sent to your junk or spam inbox folder.

- Why will eTRAC not accept my proposed password?

All passwords must be at least six characters long, must include at least one numeric digit, and may *not* contain any special characters (such as @, #, %, or _).

SUBMITTING REVIEWS

- What types of projects can be submitted through eTRAC?

Projects subject to Section 106 of the National Historic Preservation Act and/or the Antiquities Code of Texas may be submitted through eTRAC. Do *not* use eTRAC to submit Record Texas Historic Landmark (RTHL) reviews, historic rehabilitation tax credit applications, Antiquities Code Permit Applications (for archeological surveys) or *final* archeological reports, State Antiquities Landmark Permit Applications, requests for variances to Texas Department of Licensing and Regulation (TDLR) requirements, or other general inquiries.

- Can I submit a project for review via email?

No, projects should only be submitted through eTRAC or in hardcopy, not via email.

- When is project review required?

Section 106 requires Federal agencies to take into account the potential effects of their projects on historic properties. In general, any project receiving Federal funding (in whole or in part), requiring a Federal license or permit, occurring on Federal property, or otherwise involving Federal assistance requires compliance with Section 106.

The Antiquities Code of Texas was enacted to protect archeological sites and historic buildings on public land. It requires state agencies, public universities, and political subdivisions of the state to notify THC of ground-disturbing activity, building rehabilitation, construction, or demolition on public land.

More detailed information on [Section 106 of the National Historic Preservation Act](#) and the [Antiquities Code of Texas](#) is available on our website. For any questions about the applicability of Section 106 and/or the Antiquities Code of Texas for a particular project, please contact the appropriate [THC Project Reviewer](#).

- How do I submit a new project for review?

After logging in to eTRAC, click "Submit Review," complete the form, attach the required project documentation, and click "Submit." After submitting, eTRAC will provide you with a review request confirmation and the nine-digit project tracking number.

- What information is required with a project review submittal?

The submittal form includes basic project information, the project location, and a brief written project description. Attaching the project documentation is also required, which must include a detailed written project description, site photographs, and location map(s). Be sure to check the boxes for federal and/or state/local involvement as necessary. More information on the required information is available on our website or in the eTRAC Users' Guide.

- I have used the hard copy of the Request for SHPO Consultation Form in the past, do I need to complete and attach that with my eTRAC submittal?

No, the eTRAC online form and the required project documentation are all that is needed.

- What types of files can I upload for my project documentation?

You may upload Microsoft Word (.doc or .docx), Adobe PDF (.pdf), plain text (.txt), rich text (.rtf), JPEG (.jpg), and/or compressed archive files (.zip, which may contain any other file type) files. Do not use special characters (such as @, #, %, or &) or spaces in the file names.

- How should I submit photographs?

For ease of use, it is preferred that all photographs be combined into a single PDF or Microsoft Word file. All photographs must be clear, high-resolution color images illustrating the project area. Should your project entail the alteration of existing buildings or structures, please also provide photographs of the current condition and areas to be affected by the work. All photographs, must be numbered and labeled and include a map or site plan labeled to show the location and direction of each view. If sending multiple JPEG images, each file must be named appropriately to indicate the subject of the photograph.

- How large can the attached project documentation files be?

Attachments of up to 40mb per file are allowed. Contact the appropriate THC Project Reviewer if your files are more than 40mb.

- Is there a limit to the number of project documentation files that can be attached?

No, but we do ask that you consolidate similar types of files where possible.

- Can I add additional attachments after the project has been submitted?

Yes, if a project has been submitted but the THC review has not been completed additional files may be attached. Open the "Check Reviews" page, then click on the project's corresponding Tracking number to open the File Upload page. If the THC review has been completed, any additional project documentation should be submitted under a Supplemental Review.

- I submitted my project through eTRAC, should I submit a hard copy too?

No, projects should only be submitted through eTRAC *or* in hard copy, not both.

- When should I submit a Supplemental Review?

A Supplemental Review should be submitted if THC requested additional information and closed the initial review, if the project's scope of work has changed and further review is required, or if you are submitting new materials as part of ongoing consultation. For any Supplemental Reviews, be sure to use the nine-digit THC Tracking Number of the *initial* project submission.

- Can I use eTRAC to complete consultation with Native American Indian Tribes?

No, eTRAC is only for consultation with the Texas Historical Commission (the Texas State Historic Preservation Officer (SHPO)), not for consulting with any other parties. Under Section 106 of the National Historic Preservation Act, other consulting parties may include Tribes, local governments, interested parties, and the general public.

- I have large architectural or engineering plans, can I upload those in eTRAC?

In general, a full set of architectural or engineering plans should be submitted in hard copy. THC reserves the right to request hardcopies of plans to facilitate our review or for record keeping. If you have questions about submitting a specific project, please contact the appropriate [THC Project Reviewer](). Unless specifically requested by the project reviewers, either submit plans through eTRAC or in hard copy, not both.

- I have a large document (200+ pages), can I upload that in eTRAC?

In general, extremely large documents that will require extensive review by THC, such as a historic resources survey, draft archeological survey, or an Environmental Assessment (EA) or Environmental Impact Statement (EIS) for a project with major effects to historic properties, should be submitted in hard copy. THC reserves the right to request hardcopies of documents to facilitate our review or for record keeping. If you have questions about submitting a specific project, please contact the appropriate [THC Project Reviewer](). Please note, in all cases *final* archeological survey reports must be submitted in hard copy. Unless specifically requested by the project reviewers, either submit large documents through eTRAC or in hard copy, not both.

CHECKING THE STATUS OF A REVIEW

- How can I confirm that THC received my project?

You will receive an automated email from eTRAC with the nine-digit THC Tracking Number when a project is successfully submitted. Project documentation attachments may not always appear immediately upon submitting a project so THC recommends checking the project status within 24 hours to confirm that all of the project documentation and attachments were successfully uploaded.

- Can I check the status of a project submitted for review?

Once a project has been submitted, the status of the review can be found by clicking "Check Reviews." This page will show information for all projects submitted by your account, including the date the project was received, the date the 30-day review period closes, the project's review status, the reviewer(s) assigned to the project, the type of response by THC, and a link to the project documentation files. Please note, you may only check the status of project submitted under your account.

THC'S RESPONSE

- How will THC respond to my submittal?

Most projects will receive an automated email from eTRAC with THC's response and comments. When necessary, THC staff may also write a letter response that will be scanned and uploaded to eTRAC. THC staff may also contact you directly by phone or email as needed.

- Will eTRAC notify others of THC's response, such as the property owner, Federal or state agency, local government, or other project professionals?

No, eTRAC will only deliver a response to the email address of the account that submitted the project. It is your responsibility to forward any response or correspondence from THC to any others as needed.