

APPENDIX B

**OUTFITTER & GUIDE
ANNUAL OPERATING PLAN**

**SPRING MOUNTAINS NATIONAL RECREATION AREA
HUMBOLDT-TOIYABE NATIONAL FOREST**

Name of Outfitter and/or Business:

Name of Agent/ Representative:

Address:

Phone: (w) and (c)

Fax:

Agent/Representative E-mail:

Business Website:

District(s) Operating On:

Activity(ies):

Operating Season(s):

Prepared By: _____

Permit Holder

Date: _____

Permit Holder printed name

Reviewed By: _____

FS Permit Administrator

Date: _____

Permit Administrator printed name

Approved By: _____

FS Authorized Officer

Date: _____

Authorized Officer printed name

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INTRODUCTION - INSTRUCTIONS

This plan shall be updated annually by the Permit Holder, reviewed by the Forest Service, (FS) Permit Administrator, and approved by the Authorized Officer. It shall be updated or revised to reflect any changes in the operation. This Operating Plan is a part of the current, signed Special Use Authorization as described in said permit. The Authorized Officer must approve any changes to the Operating Plan in writing and in advance of implementation.

The Operating Plan is a working tool used by both the Permit Holder and Forest Service in managing the permit operations. The following general provisions and the Permit Holder's written responses become part of the permit when signed by the Permit Holder and the FS Authorized Officer. Unless the Operating Plan no longer accurately reflects the operation, an annual update of the Operating Plan is accomplished through submittal of the following:

1. Operating Plan Cover Sheet (i.e. page one of this document)
2. Annual Itinerary Worksheet (including estimated gross revenue and assigned sites)
3. Proof of adequate insurance (must be in the name of the Permit Holder)
4. Current Guide/Instructor and employee list (including the required current certifications.)
5. List of ancillary service providers (2709.11, 41.53i) (if applicable)
6. Copy of State Registrations (O & G, boats, OHVs, and snowmobiles if applicable)
7. List of vehicles or major equipment (including make, model, and license numbers)
8. Copies of current brochures or other advertising material
9. Maps (base camps, authorized access routes, assigned sites, or other permitted facilities)

If previous written responses no longer adequately describe the operation (including current maps), it is the responsibility of the Permit Holder to initiate any necessary changes.

Italicized, blue text and questions require a response from the Permit Holder or applicant. Complete all pertinent sections providing as much detail as necessary for the Authorized Officer to fully understand the annual operation. Attach supplemental pages, (such as maps or diagrams) if needed. If a section does not apply indicate "N/A". Submit either electronic (preferred,) or hard copies to the Permit Administrator for review and approval.

I. AUTHORIZED USE

Permit Holders shall submit all information (as listed on the introduction/instructions page) to the Forest Service by the dates listed in the SUBMITTALS section. The required information includes: proposed use, annual itinerary, specific information on locations of operations, name of group, certificate of insurance and a complete copy of the policy if required, state outfitter and guide registration, business license and other pertinent state or local certifications as required.

SUBMITTALS

1. After receiving a permit, authorized holders must submit their **Annual Operating Plan** and all required attachments (Annual Itinerary, Insurance, Guide/Instructor List, State License, etc.) according to the following dates (or as arranged for special permitting opportunities):

Summer/Fall Uses (approximate dates of operation: May 15 through October 31; Hunting: August 15 through December 31 – may vary depending on location and weather conditions):

March 15 – Permit Holder submits information.

April 30 – FS notifies Permit Holder as to whether the information was:

- Accepted; or
- Needs Modification. In this case additional information must be submitted within 15 days.

Winter/Spring/Year Round Uses (November 1 through May 14 – may vary depending on location and weather conditions):

September 15 – Permit Holder submits information.

October 30 – FS notifies Permit Holder as to whether the information was:

- Accepted; or
- Needs modification. In this case additional information must be submitted within 15 days.

Ancillary Service Providers

Ancillary services that support the use authorized by the permit may be provided by a party other than the Permit Holder or her/his employees, but only with prior written approval from the Authorized Officer. Ancillary services must comply with all provisions of FSH 2709.11, 41.53i(5).

2. The Annual Itinerary (**Appendix 09**) details proposed use, lists requested sites, and all necessary fee calculation information. The itinerary is an appendix to the Special Use Permit. If the annual itinerary is not submitted by the above dates each year, authorization to operate on the National Forest may be denied for the affected season and points may be assessed in the Annual Performance Evaluation.

3. The Annual Itinerary (**Appendix 09**) should be based upon the amount of use and/or capacity in service days that is permitted. A service day is defined as one person on a guided trip for any

part of a day. Under no circumstances will any group size limitations defined by the permit be exceeded, without written permission.

4. The entire amount of permitted or allocated use must be applied for and used in the annual operation of the permit. All use applied for in the annual itinerary must be included in the estimated fees at representative rates. Non-use is not accounted for or tracked for billing purposes. Every five (5) years the permitted days will be adjusted, based on actual historical use.

5. Prior to allowing the Permit Holder to operate, the Authorized Officer shall review and approve the proposed itineraries and requests for amendments to the Operating Plan. Any deviations from the assigned amount of use must be approved by the Authorized Officer.

6. The Authorized Officer may withhold authorization for the Permit Holder to use all or part of an assigned amount of service days for reasons of resource protection, public health and safety, user conflict or violations of the terms and conditions of the permit.

7. The Permit Holder will furnish actual use reports to the Authorized Officer within 30 days of the last day of each operating season, annually, on forms approved by the Forest Service. This report must include the value of donated services, tips and gratuities. Late submission of this report may result in a negative notation on the annual performance evaluation.

8. Copies of any Land Use Agreements from landowners, either public or private, which grant parking, utilization of, or access through their lands to or from National Forest lands must be included with the Operating Plan, if used as part of the operation.

9. A complete list of equipment including the number, type, licenses, registration and insurance for any vehicles used on National Forest System lands must be kept on file by the Permit Holder and be available to the Authorized Officer upon request.

10. The placement of unassigned camps will not exceed the 14 day stay limit and/or precede the period of scheduled use by more than two days. Unassigned camps and all improvements must be removed from the Forest when not occupied. The Permit Holder must make a request to the Authorized Officer, at least one week prior to exceeding the 14 day limit to change an unassigned site to an assigned site. The request may be denied, or if approved by the Authorized Officer, the appropriate fee will be collected and the site will become an assigned site. No exceptions to the 14 day limit for unassigned camps will be authorized.

11. Use may be approved for progressive travel trips. Prior to each trip, approval must be obtained from the Authorized Officer for the number of people, period of use, location of preferred campsites, routes, and the number of livestock involved. The Authorized Officer may disapprove campsites or routes applied for and offer alternatives when necessary to prevent or correct overuse and avoid conflict with other users.

12. Periodic meetings may be held by individual Permit Administrators for disseminating information to Permit Holders. If a meeting is to be held, Permit Holders will be notified at least 14 days prior to the meeting date through written correspondence. Attendance by the Permit

Holder, or a designated representative at these meetings will be mandatory unless the Authorized Officer approves absences in advance. Absence at the meeting may be approved for reasons out of the Permit Holders control such as inclement weather conditions. Any unexcused absence may result in a negative notation on the annual performance evaluation.

13. The Permit Holder, as well as their employees, agents, guests, clients or customers, shall abide by all current Forest Service, regulations and permit requirements. The Permit Holder is responsible for actions of these persons. All employees, agents, guests, and customers shall be informed of all pertinent regulations regarding resource protection and permitted use.

14. Public Notification. The fact that the permitted operation is operating on USDA Forest Service shall be apparent in all of the Permit Holder's brochures and advertising regarding use and operation of the area and facilities under permit.

15. All advertisements, websites, brochures, signs, and other materials that address service and programs offered will contain the following statements:

Name of business is an equal opportunity service provider and employer.

Name of business operates under special use permit from the USDA Forest Service, Spring Mountains NRA, Humboldt-Toiyabe NF.

16. *Describe the services that will be provided for persons with disabilities, including any special equipment used to accommodate them.*

17. *Describe how the business will advertise/promote the services that you provide for persons with disabilities or who have special needs?*

Example: Any advertisements or materials produced for public distribution that contain photos or drawings will demonstrate diversity of race, gender, age and/or ability. Signs setting forth this policy of non-discrimination, when furnished by the Forest Service, will be displayed at the following locations:

- Reception area of business office.
- Other locations as directed by the Forest Service.

18. *Detail how employees, guests, agents or customers will be informed of Forest Service regulations, and permit requirements.*

Permit Holder describes here things such as literature that will be handed out, pre-trip discussions or presentations, signing or other methods to disseminate this information.

19. *The following individual(s) is (are) designated to represent (name of business) in contact with the Forest Service concerning the permit administration and operation.*

Permit Holder lists the names and contact information, and any specific authority, or limitations for any individual authorized to represent the Permit Holder regarding this permit.

20. Business Background and Experience, (untruthful or intentionally inaccurate information may be grounds for permit denial, revocation or suspension.)

a. *Legal name of the business entity under which you operate:*

b. *Year company/organization was established: _____*
Years under current ownership: _____

c. *Within the past two years has the Permit Holder, their representative(s), or any employees been convicted of Federal, State, or local violations or have they received citations regarding outfitting/guiding operations or associated activities?*

Yes *No* *If yes, please explain:*

d. *Has the Permit Holder's State Outfitter's License or Outfitter's Registration ever been denied or revoked?*

N/A *Yes* *No* *If yes, please explain:*

e. *Have any of the Permit Holder's Bureau of Land Management, (BLM), National Park Service, (NPS), or USFS permits been denied, suspended, or revoked?*

Yes *No* *If yes, please explain:*

f. *Are there, or have there ever been, any charges or court actions related to your permitted activities or business?*

Yes *No* *If yes, please explain:*

g. *Has this business ever operated under a different name? A different owner?*

Yes *No* *If yes, please explain:*

h. *List any other current permits (include activities and locations) the Permit Holder has to operate on BLM, NPS, USFS or other public lands besides those covered under this permit.*

21. *Are any ancillary service providers proposed to be used?*

Yes *No* *If yes, describe the types of service that are proposed and why your employees*

would not be expected to provide this service:

List names and activities of ancillary service providers proposed to be used in this operation:

Submit a copy of the contract for these services and a copy of the contract holder's insurance policy (if applicable) with your Operating Plan, or if unavailable at that time, a minimum of 15 days prior to the start of the operating season.

II. LOCATION OF OPERATION (Address Section II below in Appendix 09, Annual Itinerary & Topographic Maps)

- 1. Provide maps, including topographic maps clearly identifying routes to be used and specific locations of all campsites and activities. Trails Illustrated, USGS Quad sheets, etc. are acceptable. GPS, (global positioning) coordinates would also be useful.*
- 2.** All campsites, activity locations, and facilities or site improvements must be approved by the Authorized Officer prior to their set-up or planned use.
- 3.** All camp facilities must be located a minimum of 100' from water and 50' from forest development roads or trails. There may be additional restrictions in some Wilderness Areas. Camps will be located so that potential conflicts with normal trail traffic and stream or lake access is minimized. To the extent feasible, camps shall be screened from view of other recreationists. Assigned sites must be located at least 1/4 mile away from all lakes, unless otherwise approved by the Authorized Officer.
- 4.** Where feasible, campsites or areas already impacted, should be used to minimize further disturbance.

III. OVERVIEW OF OPERATIONS:

- 1. List each and every activity that will be performed under this authorization:*
- 2. List the approximate dates each activity will occur:*
- 3. Explain in detail how you or your employees will run each of the activities:*

4. *What will be the normal and maximum ratio of guides to guests and group size for each activity?*

5. *Explain your methods for sanitation including food, trash, livestock waste and human waste:*

6. *Describe "Leave No Trace," educational/interpretive practices to be used to educate clients or participants and reduce resource impacts:*

7. *Describe how conflicts with other forest users will be prevented and/or minimized:*

8. *All guides/instructors, vehicles (including ATVs, snowmobiles, snowcats, etc.), boats, and tents must be made identifiable by display of company name or logo. Please explain how you will accomplish this:*

9. *Explain the maintenance and resource protection methods that will be used to prevent resource damage from this permitted activity.*

IV. SAFETY

1. All injuries, accidents, or medical emergencies involving clients or employees, occurring on National Forest Lands will be reported within **one business day** to the appropriate FS Permit Administrator or Area Office (Area Office issuing the permit) The Authorizing Officer will be notified **as soon as possible** regarding any accident involving a death, serious human injury or damage to public or government property in excess of \$250.00 in connection with the operation of this permit. The Permit Holder will follow-up all incidents with a written report to the Forest Service within **10 business days** of the incident.

Key Phone Numbers of Spring Mountains NRA Personnel:

- Permit Administrator: Roger Haga 702-281-4184
- Area Recreation Staff: Currently Vacant
- Area Manager: Deborah J. MacNeill 702-515-5448

2. In case of a serious injury, fatality or lost person(s) report, the Forest Service and County Sheriff shall be notified immediately.

3. All requests for search and rescue, including any injury, accident, or medical emergency requiring helicopter evacuation must be coordinated through the local County Sheriff by dialing 911. Additional emergency dispatch numbers for the appropriate local counties will be known by all employees. Any request for helicopter landings inside of designated Wilderness must be managed by the local County Sheriff. The Permit Holder shall immediately notify one of the FS contacts listed above when a helicopter landing in a Wilderness is requested. The Permit Holder will also obtain a copy of the Sheriff Office's report of the incident and will submit the same report to the Forest Service within 10 business days of the incident.

4. The Permit Holder will provide as safe an environment for all customers, guests, and employees as is reasonably possible under the permitted use conditions. It is the responsibility of the Permit Holder, if an accident, injury, or medical emergency involving a client or employee occurs, to care for and transport the victim as required by the circumstances to a location where the victim can receive professional medical help. Care should also be taken to remove or protect other clients and the public from similar risk or injury.

5. Safety equipment, appropriate for the activity(ies) permitted shall be provided and made available to customers, clients and employees, pursuant to the Permit Holder's insurance requirements. Examples of this equipment would include helmets for horseback, ATV or mountain bike riding, avalanche beacons for back country skiing, life jackets when rafting, or safety harnesses for rock climbing.

*List safety equipment to be used**.*

6. During the client instruction or pre-trip briefing, the Permit Holder will discuss safety regarding the environment to be encountered, and the activities authorized under this special use permit including what the clients should do in the event that their guide is injured.

*Explain in detail the procedures to be taken in the event of injuries, accidents or medical emergencies involving clients or employees**.*

7. The Permit Holder, all instructors and guides will have, as a minimum, current American Red Cross Standard First Aid and CPR cards (8 hours) or an equivalent First Aid and CPR certificate. These qualification shall be available for review by the Forest Service upon request.

*Attach a listing of staff, specifying certification levels and qualifications, and give expiration dates for each (Attachment B).***

8. A group size first aid kit will be available in each camp and a pocket size first aid kit will be carried along with each traveling party (See Attachment A). The guide(s) on each trip will have the capability and/or resources for providing first aid care to an ill or injured person.

9. *Describe your accident prevention program**.*

10. *Describe the first aid equipment that will be available for use in the event of an emergency and the location (s) where it is stored.***

11. *Describe the communication systems that will be used during general operations and for emergencies. Include contingency plans for failed equipment or weather and other emergencies.***

12. *For all operations, explain in detail the protocols used for go or no-go decisions, (trip cancellation) hazard predictions, travel precautions, and route selections.***

13. *Describe the procedures to account for all clients and employees at the end of the day or trip.***

*** If your company or operation has a Safety Plan for the activities involved that covers all of these topics, attach it in lieu of answering these questions.*

V. WILDERNESS

N/A

Trips occurring in Wilderness shall abide by the Wilderness Regulations (35 CFR 293) and specific local regulations as stated in Forest Supervisor Special Orders for Wilderness. The Permit Holder is expected to be familiar, and comply with all Wilderness regulations. In some Wilderness Areas, group use permits are required for groups larger than ten (10) people. Some prohibitions that apply to all Wilderness Areas are listed below:

1. Possessing or using a motor vehicle, motorboat, or motorized equipment. Note: This prohibition includes the use of light generators, chain saws, and power drills.

2. Possessing or using a hang glider, bicycle or wheeled cart.
3. Landing of aircraft, or dropping-off or picking-up of any material, supplies, or person by means of aircraft, including a helicopter.
4. Air/ground rescue operations must be coordinated through the local County Sheriff and are only authorized for life threatening emergencies.
5. *Describe how you will educate your clients about Wilderness values and regulations.*

VI. ASSIGNED SITES

N/A

1. Exact locations of assigned sites must be approved on the ground by the Permit Administrator, as listed under the Location of Operations Section of this document, prior to clients using the sites.
2. All sites occupied for over 14 consecutive days, whether a drop camp, base camp, or staging area, will constitute an assigned site and must be paid for in advance.
3. Assigned sites must be posted with signs provided by the Forest Service. Where the 100 foot perimeter does not suit the situation to protect the campsite and provide reasonable solitude, the perimeter may be enlarged, with approval to include a site one-acre in size. Sites of this nature will be approved by the Authorized Officer prior to erecting any signs. Unassigned campsites should also be identifiable when occupied either by a sign provided by the Forest Service, or other manner preferred by the Permit Holder with the Authorized Officer's consent.
4. Camps in assigned sites will be erected no more than five days prior, and left up no more than five days after, the permitted use season, unless otherwise approved in writing.. If weather conditions hamper removal, the Permit Holder older must notify the Permit Administrator of the situation.
5. Assigned sites are authorized for specific dates as a condition of each year's Operating Plan approval and may only be utilized during those approved dates.
6. Camps that remain in place for long periods of time will be carefully monitored for forage overuse and site degradation. The Permit Holder has a responsibility to manage the site use so that overuse does not occur. If resource damage occurs as the result of campsite overuse, the site may be closed without relocation privileges. Care shall also be taken with food and refuse to minimize wildlife habituation problems.
7. *List all assigned campsites including facilities and improvements (i.e. number of tents and purpose of each, latrines, corrals, highlines, etc.) requested at each site and how and when restoration will take place:*

VII. CAMP PRACTICES

N/A

1. The Permit Holder, employees or their clients shall pack out or otherwise remove from the National Forest all refuse resulting from operations under this permit. No burying of any garbage is authorized. Camp areas shall be policed daily and trash or litter shall be removed, in order to prevent wildlife habituation problems.
2. Only dead and down timber may be utilized in the operation of this permit, but it may not be removed from the area without a valid fuelwood permit. Standing dead, green trees and branches will not be cut unless permission to do so has been given by the Permit Administrator.
3. The use of camp stoves or fire pans is encouraged. Cold ashes from stoves or campfires will be buried, packed out, or scattered away from campsite locations. Fire rings will be kept to a minimum size at a single location. It is the Permit Holder's responsibility to be aware of and abide by any fire restrictions that may be in place.
4. Temporary facilities at a campsite may include tents, toilets and horse control measures. Location of all facilities will be approved by the Forest Service. The only evidence of use after facilities are removed should be the normal wear of vegetation.
5. Reusable, river style portable toilet systems or "WAG" (waste alleviation and gelling) bags are strongly encouraged. If not used, then pit type latrines are mandatory at all sites and must be located at least 100 feet from water or wetland habitat. Guests and guides will be instructed on proper use of the latrine and the importance of keeping human waste out of water sources. Latrines will be covered when not in use and waste will be covered with a minimum of 6-10" of soil when finished. Latrines will be intermittently covered with a layer of loose soil. Near natural conditions will prevail when camp is broken. More stringent requirements such as packing out toilet paper may be required depending upon circumstance. Packing out solid human waste is required for all overnight winter trips.
6. All guests and guides will be made aware of backcountry ethics and regulations pertaining to their visit prior to being left on their own. This includes both guided and unguided parties.
7. Guests will be advised of what to do in case of a tent, stove or an escaped campfire. Buckets and shovels (fire extinguisher is recommended) will be provided in all camps. **Fires will not be left unattended at any time.** All wood stoves will have spark arrestors.
8. No nails, screws, bolts, hooks, etc., will be put into live trees, and no wire will be strung around live trees.

9. Tents and tarps will be of earth tones (green, brown, etc) when practical. Any use of non-earth tone colors must be approved by the Permit Administrator prior to use.

10. Where possible, campsites will be located below timberline and on flat, dry, durable terrain surfaces where impacts can be kept to a minimum. The Permit Holder is responsible for evaluating campsites for hazardous conditions prior to occupying the site.

11. Human and food waste shall not be allowed to enter water sources or be left uncovered to attract flies or wildlife.

12. All food and garbage items shall be stored securely at all times in a manner that will prevent any wildlife, especially bears, from obtaining them. Any instances involving bears shall be reported to the Permit Administrator.

13. All Permit Holders and employees shall follow Leave No Trace principles and discuss them with their clients:

- Plan Ahead and Prepare
- Travel and Camp on Durable Surfaces
- Dispose of Waste Properly
- Leave What You Find
- Minimize Campfire Impacts
- Respect Wildlife
- Be Considerate of Other Visitors

VIII. DISMANTLING CAMPS

N/A

1. When the campsite is vacated and/or dismantled, the area should be left in a natural state.

2. All refuse, including trash, tin foil, glass or other un-burned material in the fire rings, will be packed out, off of the National Forest.

3. Excess ashes from stoves or campfires will be buried, packed out, or scattered away from campsite locations. Rock firerings will be dismantled and scattered.

3. Soil disturbance around trees, tents, and latrine holes will be rehabilitated each season.

4. Manure will be scattered. Excess hay, where authorized outside of Wilderness, will be packed out.

5. All improvements such as tent poles, frames, tables, hitch racks, etc., will be dismantled. Natural materials used, such as poles, will be neatly stacked out of sight from trails, meadows or

passing visitors. All boards, plywood, plastics, nails, wire, string, etc., will be packed out at the end of each season. No over-the-winter caches, beyond those natural materials listed above, will be allowed.

6. All camps will be completely removed within five days after the end of the Permit Holder's authorized use. When camps cannot be completely removed within five days, the Permit Administrator will be notified.

IX. LIVESTOCK

1. *Will horses or other livestock be used?*

Yes No *If yes, describe the amount of livestock to be used for transportation of people and equipment. Describe how the animals will be fed and controlled at night or during the day when not in use. Describe how the animals will be managed when stopping, resting, and overnight.*

2. Authorizations to graze livestock are temporary and do not establish a priority for future use of the range. Any grazing that occurs must be authorized by the permit and paid for in advance.

3. The Permit Holder and employees shall comply with grazing instructions in the permit. Illegal grazing of livestock used in conjunction with this permit is grounds for termination, revocation or suspension of the permit and will be considered in the annual performance evaluation.

4. Livestock are authorized to graze an area until the key species (determined by local range specialist) is grazed to 6 inches of leaf length. Stubble height is easy to measure and the minimum length of the leaf that remains is what is needed to maintain the health of the plant.

- The key species is usually an indicator grass or sedge that is palatable and is typically a deep rooted native perennial plant.
- The livestock must be removed from the pasture as soon as the minimum leaf length is reached.
- The holder will be instructed as to the identification of the plant and how to do a simple paced utilization transect by taking ten measurements at every other paced step across the pasture.
- The mean (not the average) leaf length is used.
- A mean length of 8 inches, indicates the holder still has some time left but should be considering moving the livestock to another approved pasture or corral with hay.
- The Permit Holder is responsible for tracking and complying with the allowable forage use levels.

5. The Permit Holder shall not allow horses to run at large. Unless grazing, horses shall be tied to a high line or kept in a corral when being fed and watered or when not being used. Tree

savers should be used with high lines. Animals may be tied to removable hitch racks or other holding devices, but may not be tied to individual trees. Any tying to trees will be for very short time durations only and done in a manner that does not damage the trees. Any corral locations and materials must be approved in advance by the Permit Administrator. Animals being picketed must be routinely moved to avoid excessive grazing use. The use of hobbles or electric fences are preferred.

6. Numbers of livestock in excess of that needed to reasonably provide for the number of guests will not be allowed (usually two per client, one saddle and one pack animal). Upper limits may be established by the Authorized Officer in accordance with the available forage of the sites.

7. Pack and unriden saddle stock must be led and controlled while using trails, except where conditions make this practice unsafe. The purpose is to protect trails, clients, livestock and other National Forest visitors.

9. Manure and unused hay will be routinely raked and spread to reduce odors, flies, resource damage, and unsightly conditions.

10. Livestock, owned or controlled by the Permit Holder, that die on NFS lands, shall be removed or otherwise disposed of in a manner acceptable to the Authorized Officer.

11. All National Forest lands within the State of Colorado require the use of certified weed free hay, mulch or straw. Inside Wilderness, only processed feed may be used. This would include certified weed free cubed or pelleted hay, and rolled or ground grain. When using hay, straw, or mulch for any purpose on National Forest System lands, only certified noxious weed free products may be used. Certification must be by an approved State or County Officer. The following are exempted from this requirement:

- Persons with a permit specifically authorizing the prohibited act.
- Persons transporting feeds, straw, hay or mulch on Federal, State, and County roads that are not NFS roads and trails.
- Persons on an organized rescue force in the performance of an official duty.
- Feed pellets one inch in diameter and smaller or steam rolled feed grains.

This direction is in Forest Service, Rocky Mountain Region Special Order, R2-2005-01.

12. Noxious Weed Control. The Permit Holder shall take all reasonable precautions to prevent the introduction, establishment, and spread of noxious weeds on lands covered by this authorization and adjacent thereto.

13. Stock will be moved to more suitable areas or removed before site degradation becomes excessive. If reasonable precautions are not followed, the Permit Holder may lose stock privileges. Damage to soil around trees will be rehabilitated by the Permit Holder.

14. Livestock will be secured a minimum of 100 feet from all lakes, streams and trails unless otherwise restricted by local regulations.

- 15. Livestock will not be delivered to, or used in, any developed campground.
- 16. Only dependable, sound, and healthy animals shall be offered to clients for use.
- 17. When salt is provided for livestock, it shall be in block form and be contained to prevent soil contamination. Only one salt block per corral is allowed and its use will be during the permitted use period only. If stock are not present in the corral, the salt block will be removed. Salting for wildlife is prohibited. Salt blocks shall be removed from National Forest lands when camp is broken at end of the season.
- 18. *Explain the maintenance and resource protection methods that will be used to prevent livestock damage to the natural resources from this permitted activity.*

X. PROGRESSIVE TRAVEL TRIPS

N/A

- 1. All trips proposed for outside of the normally permitted area or nature of approved operations will be submitted for approval to the Authorized Officer 15 days prior to the trip. Trips proposed after this cut-off will not be considered for approval. Decisions on these types of requests, or requests where Priority Use Pool days are requested will be made on a case-by-case basis. Trips outside of the District must be approved by the Authorized Officer of the District(s) involved.
- 2. Packing in and dropping off personal gear and clients at a location of their choosing may occur according to District regulations as long as it is within the permitted area and approved in the Operating Plan. Any service of this type proposed for outside the permitted area must have prior written approval.

XI. BACKCOUNTRY WINTER OPERATIONS

N/A

If the proposed operations are in or around potential avalanche hazard areas, the Permit Holder will be required to:

- 1. Evaluate avalanche hazard(s) in their permit area in order to prevent unnecessary risk to clients, employees, or public. This includes obtaining a daily avalanche advisory from resources that are available. For statewide conditions, call the Colorado Avalanche Information Center, (CAIA). Any advisories should be posted daily and shared with all guides and clients. CAIA, phone number 303-499-9550 or <http://avalanche.state.co.us>
- 2. All members of a party traveling in avalanche terrain must wear avalanche rescue transceivers with current approved frequencies. All guides should be equipped with a rescue shovel and

probe, and be adequately trained to initiate a rescue if needed. A Level II avalanche course is recommended as a minimum level of education for all guide staff and other employees working in avalanche terrain. A Level III avalanche course is preferable.

3. *List Permit Holder and all employees working in avalanche terrain, their job title, and the level of training each has in snow safety and winter search and rescue. See Attachment B.*

4. *Is there any avalanche potential in the winter permit area?*

Yes No *If yes, describe your avalanche accident prevention and rescue protocols:*

5. *For winter operations, explain the protocols to be used for go or no-go decisions, hazard predictions, travel precautions, and route selections:*

6. *Describe the hours of operation for guided winter trips:*

7. *Describe the process used to account for all clients and employees at the end of the day or trip.*

XII. MOTORIZED OPERATIONS

N/A

1. All motorized vehicles will have operational head and tail lights.

2. All motorized equipment will have the current State registration or other appropriate license plate affixed to the vehicle.

3. All motorized guide vehicles will be equipped with a first aid kit (See Attachment A) and any other appropriate safety equipment.

4. All vehicles will be cleaned prior to entering National Forest Lands, in order to prevent the spread of noxious weeds.

5. Vehicles supplied to and in use by clients shall be appropriate for the activity and terrain where they are being operated.
6. All vehicles will be in safe working condition, and maintained as recommended in the manufacturer's service manual.
7. All vehicles will abide by the Code of Federal Regulations with regard to fire precautions.

Spark Arrester and Mufflers. Per 36 CFR 261.52 (j) the following is prohibited: operating or using any internal combustion engine without a spark arresting device properly installed, maintained and in effective working order meeting either:

- (1) Department of Agriculture, Forest Service Standard 5100-1a: or
- (2) Appropriate Society of Automotive Engineers (SAE) recommended practice J 335 (b) and J350 (a).

Passenger carrying vehicles, pickups, medium and large highway trucks (80,000 GVW) will be equipped with a factory designed muffler system which is specified for the make and model of the respective vehicle/truck or with a muffler system that is equivalent or that exceeds factory specifications.

Exhaust systems shall be properly installed and continually maintained in serviceable condition.

8. All vehicles will be operated in a manner consistent with the manufacturer's recommendations.
9. All vehicles will abide by Forest Service and State regulations and operate only on approved routes identified in the Motorized Vehicle Use Maps (MVUM), or as designated and approved within the special use permit.
10. Motorized vehicle tours must be cancelled, or delayed until conditions improve when roads/trails are saturated from a rain or snow event in order to prevent excessive resource damage.

10. Explain the maintenance and resource protection methods to be used to prevent resource damage from this permitted activity.

XIII. FUEL STORAGE

N/A

1. *Do you plan to store fuel on NFS lands?*

Yes No *If yes, explain how you plan to provide for safe storage. (Include a Spill Prevention, Control and Countermeasures (SPCC) Plan as required):*

2. Any fuel or hazardous material storage on NFS will require holder to have pollution liability coverage in effect sufficient to protect themselves and the resource in case of a spill.

3. All oil and/or oil product storage areas must be approved by the Authorized Officer prior to usage.

4. If the Permit Holder is approved to maintain storage facilities for oil and/or oil products on National Forest System lands, the Permit Holder shall take appropriate preventative measures to insure that any spill of such oil or oil products does not enter any stream, other water source or contaminate the ground.

5. If the total oil or oil products storage exceeds 1,320 gallons or if any single container exceeds a capacity of 660 gallons, the Permit Holder shall prepare a Spill Prevention Control and Countermeasures (SPCC) Plan. Such plan shall meet applicable EPA (Environmental Protection Agency) requirements (40 CFR 112) including certification by a registered professional engineer.

6. Any spills of oil, oil products or hazardous materials shall be reported to the Permit Administrator within 24 hours.

XIV. TRAIL IMPROVEMENTS

1. Under no circumstances will the Permit Holder construct trails or clear pathways without the permission of the Authorized Officer. Any new trail construction requires an environmental analysis, public scoping, and compliance with other NEPA (National Environmental Policy Act) requirements. Permit Holders, or their employees found constructing, improving, maintaining or decommissioning trails and routes without permission may have adverse action taken against their special use authorization and receive a negative notations on the annual evaluation.

2. Approval from the Authorized Officer must be granted prior to trail improvements on non-system trails to access campsites or hunting areas. Where non-system trails are used primarily by the Permit Holder, trail maintenance will be the responsibility of the Permit Holder as deemed necessary by the Authorized Officer. Failure to properly maintain such trails may result in removing the camp or activity served by the trail from the special use authorization.

XV. HUNTING/FIREARMS

N/A

All employees, guides and clients will abide by all applicable State laws and regulations, including but not limited to possessing a valid hunting license, not hunting while under the influence of intoxicating liquor or any controlled substance, wearing blaze orange, not shooting from any vehicle, and not carrying a loaded firearm in or on a vehicle.

XVI. ADDITIONAL PERMIT SPECIFIC PROVISIONS

N/A

- 1. Explain in detail any procedure and/or operations specific to the permitted use that are not adequately covered elsewhere in this operating plan.*

XVII. SALE OF OUTFITTER OPERATIONS

The Forest Service is under no obligation to issue a new permit to a business purchaser. If a Permit Holder decides to sell his/her commercial business, he/she and the prospective buyer must meet with the Forest Service to discuss the past operation and future use prior to concluding the sale or applying for a new permit. Information on procedures, necessary documentation, and qualification requirements will be provided at that time. The Forest Service requires prospective buyers to submit a business plan, financial capability statement, and technical capability statement for review, which must be approved prior to the issuance of a permit.

XVIII. COMPLAINT/ CONFLICT RESOLUTION

It is in the Permit Holder's best interest to resolve conflicts that occur with the general public, clients and other forest users. If a complaint is filed against the holder, the Forest Service will investigate the complaint to the extent warranted. Complaints filed with the Forest Service will be forwarded to the Permit Holder via certified mail. The Permit Holder will have 30 days from the postmark date to respond to the Authorized Officer regarding the complaint and its resolution. If the Permit Holder fails to respond, the Authorized Officer may make a decision in regards to the complaint without further input from the holder and points may be assessed during the annual performance evaluation. Failure to accept the certified letter will be considered the same as failure to respond.

XVIII. PERFORMANCE EVALUATION

The objective of Outfitter and Guide Annual Performance Evaluations is to provide feedback to the Permit Holder on how well the operation met the conditions of the permit and Operating Plan. The overall goal is increased resource protection, service to the public, and safety.

1. Performance Standards - The Forest Service Performance Evaluation form, with performance elements will be used.

a. Performance Evaluations should be prepared and conducted at the end of the operating period after final fees have been paid. This evaluation should encompass the full scope of the operation from application through performance of services to final fee payments.

b. The evaluation may take into account several inspections, and should consider follow-up actions taken by the Permit Holder.

c. The evaluation should be discussed with the Permit Holder prior to finalizing, especially in a case when points may be assessed.

d. The performance evaluation intended for use with this permit is included as Attachement F.

2. Probation and Suspension -

Copies of probationary and unacceptable evaluations given by the Authorized Officer will be sent to the Forest Recreation Staff Officer at the time it is given to the Permit Holder. Probationary and unacceptable Performance Evaluations given on this or other Forests will be considered when issuing permits for the following year's operations.

3. Evaluations -

Evaluations are based on the performance review standards established by the Authorized Officer. Permit Holders will be made aware of the evaluation factors during the permitting process. Evaluations may include observations from field inspections and progress on the part of the Permit Holder to remedy deficiencies.

ATTACHMENT A

SUGGESTED OUTFITTER GUIDE FIRST AID KIT LISTS

Group First Aid Kit:

Quantity	Contents
4	4" x 4" Gauze pads (for minor bleeding)
2	8" x 7" Combine (bulk) dressing (for major bleeding)
5	Band-aid bandages
2	3" or 4" Roller gauze
2	Occlusive dressings
1	Triangular bandage
1	4" or 6" Elastic wrap (Ace bandage)
1	Sam splint or Wire splint
2 pairs	Exam gloves
1	CPR Pocket mask with 1 way valve
1	Blister kit (moleskin, second skin)
3 each	Povidine iodine packets, Antiseptic packets, Alcohol swabs
1 pair	Trauma scissors
1 pair	Splinter tweezers
1	Medicine kit (aspirin, ibuprofen, tylenol, benadryl, oral glucose, etc) – can be offered to patient, but not administered unless specifically trained and authorized.
1 roll	Medical tape

Pocket First Aid Kit:

Quantity	Contents
2	4" x 4" Gauze pads (for minor bleeding)
1	8" x 7" Combine (bulk) dressing (for major bleeding)
3	Band-aid bandages
1	3" or 4" Roller gauze
1	Occlusive dressings
1	Triangular bandage
1	4" or 6" Elastic wrap (Ace bandage)
1	Sam splint or Wire splint
1 pair	Exam gloves
1	CPR Pocket mask with 1 way valve
1	Blister kit (moleskin, second skin)
2 each	Povidine iodine packets, Antiseptic packets, Alcohol swabs
1 each	Trauma scissors, Splinter tweezers
1	Medicine kit (aspirin, ibuprofen, tylenol, benadryl, glucose, etc) – can be offered to patient, but not administered unless specifically trained and authorized.

ATTACHMENT C

WILDERNESS AND SMNRA SPECIAL ORDERS

Replace the following Orders with all appropriate Wilderness Orders for the specific permit area.

ATTACHMENT D

MINIMUM INSURANCE REQUIREMENTS

The set of three numbers listed in the third column represent the minimum coverage requirements for a split limit insurance policy. In order, the coverage limits are for third-party property damage, personal injury or death to one person and personal injury or death to more than one person. The numbers listed in the fourth column represents the minimum coverage requirement for a combined single limit insurance policy.

MINIMUM COVERAGE AMOUNTS FOR LIABILITY INSURANCE			
Forest Service Manual Reference	Type of Special Use	Minimum Coverage Amount (in thousands of dollars)	
2721.11	Boat Dock and Wharf	25/100/300	300
2721.12	Clubs	25/300/500	500
2721.13	Organization Camps	25/300/500	500
2721.14	Trail Shelters	25/100/300	300
2721.15	Private Camps	25/300/500	500
2721.22	Houseboats (insurance is required only for concessions)	25/300/300	300
2721.30	Lodging	25/300/500	500
2721.32	Hotel/Motel	25/300/500	500
2721.33	Resorts	25/300/500	500
2721.41	Camp and Picnic	25/100/300	300
2721.42	Caves and Caverns	25/100/300	300
2721.43	Golf Course	25/100/300	300
2721.44	Park and Playground	25/100/300	300
2721.46	Rifle and Target Ranges	25/100/300	300
2721.47	Trailer Courts or Camps	25/300/300	300
2721.48	Tramway	50/500/2000	2000
2721.49	Recreation Event	See 2721.53	
2721.52	Marina	50/500/500	500
2721.53	Outfitting and Guiding		
	Aerial Activities – 1 person	25/500/1000	1000
	– 2 or more people	25/500/2000	2000
	Backpacking	25/300/300	300
	Bicycling	25/500/500	500
	Bus, Van, Four-Wheel Drive Tours, ATV	25/500/500	500
	Hunting	25/500/500	500
	Nature Hikes	25/300/300	300
	Nordic Skiing	25/300/300	300

MINIMUM COVERAGE AMOUNTS FOR LIABILITY INSURANCE			
Forest Service Manual Reference	Type of Special Use	Minimum Coverage Amount (in thousands of dollars)	
	Pack and Saddle Stock, Equestrian	25/500/500	500
	Rafting and Boating		
	Class IV-V Rafting and Boating	25/500/1000	1000
	Class I-III	25/500/500	500
	Rock Climbing	25/500/500	500
	Running and Walking Events	25/300/300	300
	Snowmobiling	25/500/500	500

MINIMUM COVERAGE AMOUNTS FOR LIABILITY INSURANCE			
FSM Cite	Type of Special Use	Minimum Coverage Amount (in thousands of dollars)	
2721.54	Rental Services	25/100/300	300
2721.55	Restaurant	25/100/300	300
2721.56	Service Station	25/100/300	300
2721.57	Store, Shop, Offices	25/100/300	300
2721.58	Vendor and Peddler	25/100/300	300
2721.61	Winter Sports Resorts		
	Nordic Skiing	25/300/500	500
	Snow Play	25/500/1000	1000
	Alpine Skiing	25/500/2000	2000
	Avalanche Training	25/500/1000	1000
2721.62	Lifts	50/500/2000	2000
2721.63	Ski Slopes	50/500/2000	2000
2721.64	Ski Activities	25/100/300	300
2721.65	Snow Play	25/500/1000	1000

Attachment E: Sample Accord Form

ACORD CERTIFICATE OF LIABILITY INSURANCE		OP ID: BJ	DATE (MM/DD/YYYY) 04/09/09
PRODUCER Westmar Insurance Services P.O. Box 208016 Stockton CA 95208-9016 Phone: 800-633-3443 Fax: 800-466-8076		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: Philadelphia Insurance Indemnity	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC		04/10/09	04/10/10	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 3000000 PRODUCTS - COMP/OP AGG \$ 2000000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Certificate holder is an additional insured but only with respect to its interest in the named insured's operations.

CERTIFICATE HOLDER U. S. Government C/o USDA Forest Service 601 S. Weber Street Colorado Springs, CO 80903	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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