**OPERATING PLAN TEMPLATE**

**For Temporary Use Permits**

Name of Outfitter:       Designated Agent:

Address:       Phone Number:

When signed by both the Permit holder and the Forest Service authorized officer, this operating plan becomes part of the permit.

Plan prepared by: [TYPE Outfitter or designated agent] Date:

Plan reviewed by: [TYPE Forest Service Permit Administrator] Date:

Plan approved by: [TYPE Authorized Officer/District Ranger] Date:

**THIS OPERATING PLAN IS IN EFFECT FOR THE DURATION OF THE PERMIT.**

**INSTRUCTION**

Check all items that apply and fill in the blanks with details. If additional space is needed, attach supplemental pages. If a section does not apply, indicate with N/A. Please print clearly or type.

**I. GENERAL INFORMATION**

**A.** Permit type:  TEMPORARY

**B.** Company Information

**C.** Emergency Contact(s)

**D.** Description of Operations

Equipment/Transportation

Transportation: List all vehicles used on National Forest Lands - Trucks, Buses, Vans, Trailers, ATV's, Snowmobiles, etc:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **YEAR** | **MAKE** | **MODEL** | **TYPE** | **COLOR** | **LICENSE** | **STATE** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**F.** Staff

Attach listing of staff, including certifications and qualifications. All staff must provide proof of First Aid training and remain current throughout the entire use period. List must be updated within one week if employees are hired or fired, or when First Aid and CPR has been renewed.

**G.** Advertisements/Prices

Copies of the following are required as part of the operating plan:

1. Most recent advertising brochures. See Section V. A. Public Notification, for required wording on brochures.

2. List of prices for all services provided. [Attach]

**II. FEES**

**A.** General

Please review Flat Fee Schedule included in the application packet.

If the Max Revenue is exceeded, then you will be billed 3% of gross revenue.

**III. BACKGROUND**

**A.** Year company was established:      Years with current owner:

**B.** Within the past two years, have you or any of your company representatives or employees been convicted of a Federal, State, or Local violation regarding outfitting/guiding operations or associated activities? YES NO

**C.** Has a River Outfitter's license or Outfitter's Registration been denied or revoked? YES NO

**D.** Has a BLM or USFS permit been denied, suspended, or revoked? YES NO

**E.** Are there, or has there been, any charges or outstanding court actions related to your permitted activities or business? YES NO

**F.** Has this organization operated under:

1. a different name YES NO If yes, explain:

2. a different owner YES NO If yes, explain:

3. changed status from a profit to nonprofit or vice versa YES NO If yes, explain:

**G**. List any other locations under permit on National Forest or BLM public lands besides the areas covered under this permit.

**IV. AREAS OF OPERATION**

**A.** Area

This operating plan and the accompanying permit are for use of National Forest lands only and do not imply permission for use of private lands.

**B.** Maps

Designate all travel routes, camping locations, climbing areas, etc. on a USGS topographical or Trails Illustrated map; so they are easily cross referenced with the itineraries. General areas, such as for hunting, will be outlined on the map. These maps become part of the operating plan. Show the direction of travel on trail use.

**C.** Itinerary

An itinerary must be submitted with the operating plan which includes your proposed dates, routes, campsite’s locations and number of people.

**V. EQUAL SERVICE OPPORTUNITY**

This permittee is an equal opportunity service provider. The receipt of a Forest Service Special Use Permit is considered to be receipt of Federal Financial assistance under Federal regulations. This permittee, as a recipient of Federal financial assistance, must meet the requirements of all laws, regulations, and USDA policies regarding nondiscrimination in the provision of services to the public. The following program has been implemented to meet these requirements:

**A.** Employee Policies: (Describe how employees are made aware of nondiscrimination policies, describe diversity of employees, etc.)

**B**. Complaint Policy: (Describe how participants are made aware of complaint procedures, how you handle complaints, number of complaints received, basis for complaints, etc.)

**C.** Participation: (Describe specialized equipment or services and programs provided to accommodate disabled person, minorities, etc. to demonstrate diversity of use.)

**D.** Self-Evaluation: (Describe your program of self-evaluation to ensure nondiscrimination requirements are being met.)

**VI. RESOURCE PROTECTION**

Permittee will ensure that all staff have a working knowledge of low-impact techniques, practice them at all times on National Forest lands, and educate clients to those principles. "Leave No Trace" publications will be referenced by the permittee and will also be considered part of this plan.

The following are resource protection highlights:

**A.** Group Size:      Number in Party:       Number of Guides:

**B.** Foot Travel

1. Groups will travel in single file while on established trails.

2. Large Groups should travel in smaller groups to minimize exposure to other Forest visitors.

**C.** Camping

**Note number of each item below:**

**Backpack tents**      **; Wall tents**      **; Snowcaves**      **; Other**

**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

**D.** Fires

Type of fire use: Campfires:       Stoves:

1. Lightweight stoves are highly recommended.

2. Use established fire rings, if not using a stove.

3. Plan for contingencies, campfires or stoves may be banned during high fire danger.

4. Gather no sticks larger than an adult's wrist.

5. Put out campfires. You are financially and criminally responsible for escaped fires.

6. Remove all unburned trash from fire ring and scatter the cold ashes over a large area well away from camp.

**E.** Sanitation

1. All water for human consumption must be treated.

2. Deposit human waste in catholes dug 6-8 inches deep and at least 200 feet from water, camp, or trail. Cover, disguise and naturalize cathole when finished.

3. When you wash yourself or dishes, use small amounts of biodegradable soap, then scatter strained water 200 feet away from streams or lakes.

4. Inspect your campsite for trash and evidence of your stay. Pack out all trash: yours and others.

5. Toilets and toilet paper (check):

Catholes Pit Portable Chemical Other:

All feminine hygiene products must be packed out; burying products in catholes is unacceptable.

6. When human waste or feminine products are carried out, please describe:

Solid Human Waste Removal:

Liquid Human Wastes Practices:

Feminine Products:

7. Please describe techniques used for the following:

Garbage, Refuse handling:

Camp Sanitation:

**F.** Stock

1. Supplemental Feed - Only weed-free feed in the form of cubed hay, pelletized hay, steamed grain or "Colorado certified weed-free hay" will be allowed for livestock use. (Forest Supervisor Special Order, 36 CFR 261.58(t)).

2. Water horses at an established ford or low rocky spot in the bank where little damage will occur. Encourage hobbled horses to water there as well.

3. Highline and hobbles are recommended for restraining horses in camp. Tree saver straps will be used for any high lines between live trees. All high lines will be a minimum of 200 feet from water.

4. Areas pawed by animals will be rehabilitated and manure will be scattered at the end of the day.

5. Grazing - The general principle is the more livestock is confined, the higher the impact. Loose grazing causes the least impact.

6. Stay on the trails - Ride single file on the designated path and do not shortcut trails or switchbacks. Muddy stretches and snowbanks should be crossed, rather than skirted, if safe to do so.

7. How are animals fed and watered while on public lands?

8. How are animals controlled while on public lands?

**G.** Bears

The permittee and staff will familiarize themselves with "Living with Wildlife in Bear Country," a Colorado Division of Wildlife publication.

1.) 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.

2.) The permit holder, employees, and their clients shall pack out or otherwise remove from the National Forest all refuse resulting from the 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.

**H.** Wilderness

Trips occurring in designated Wilderness Areas shall abide by Wilderness Regulations (35 CFR 293) and specific local regulations as stated in Forest Supervisor Special Orders for Wilderness. It’s the responsibility of the permit holder to ensure all of their employees and clients are familiar with and comply with Wilderness Regulations and Orders. Applicable Wilderness Special Orders are listed below:

**I.** Cultural Resources

Do not disturb or remove any historical or archaeological sites or artifacts. If new cultural sites or artifacts are discovered, report the location to the U.S. Forest Service,       Ranger District.

**VII. 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 Ranger District Office (District Ranger 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.
2. Key Phone Numbers of  Ranger District Personnel:

Permit Administrator:

District Recreation Staff:

District Ranger:

1. In case of a serious injury, fatality or lost person(s) report, the Forest Service and County Sheriff shall be notified immediately.
2. 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.
3. 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.
4. 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.
5. *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.
7. *Explain in detail the procedures to be taken in the event of injuries, accidents or medical emergencies involving clients or employees\*\**.
8. 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 qualifications shall be available for review by the Forest Service upon request.
9. *Attach a listing of staff, specifying certification levels and qualifications, and give expiration dates for each (Attachment B).\*\**
10. 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.
11. *Describe your accident prevention program\*\*.*
12. *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.\*\**
13. *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.\*\**
14. *For all operations, explain in detail the protocols used for go or no-go decisions, (trip cancellation) hazard predictions, travel precautions, and route selections.\*\**
15. *Describe the procedures to account for all clients and employees at the end of the day or trip.\*\**
16. *\*\* 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.*

**IX. FINAL**

Permittee must ensure that all staff are qualified to lead the specific activities, trained and competent in low-impact techniques and traveling/camping in bear country. Also, all staff will be thoroughly familiar with the resource protection, safety, non-discrimination portions of this plan.

All Outfitters and Guides must carry a copy of the face and signature pages of the current permit. Failure to do so is a violation of this plan and may constitute grounds for action taken against your permit privileges.