Appendix 9
Minimum Content of the Proposed Annual Operating Plan

This appendix enumerates the minimum that must be included in the applicant’s proposed annual operating plan regarding the annual operating season, staffing, and operation and maintenance of the concession opportunity.

The applicant’s proposed annual operating plan must be consistent with the campground concession prospectus (prospectus) and campground concession permit (permit). The applicant’s proposed operating plan may not contain any language that shifts, or could be interpreted as shifting, responsibility to the Forest Service for all or part of the applicant’s responsibilities under the permit, including but not limited to the applicant’s responsibilities for public health and safety such as inspecting, identifying, and felling of hazard trees in the permit area.

The Forest Service will evaluate the applicant’s proposed annual operating plan based on the criteria specified in the prospectus. The selected applicant’s proposed annual operating plan will be submitted to the authorized officer for review and approval.

If you have questions, please contact:

<table>
<thead>
<tr>
<th>Mark Goshorn, Recreation Special Use, Visitor Services, and Volunteer Staff Officer</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone: (928) 203-7525</td>
<td>Coconino National Forest</td>
</tr>
<tr>
<td>Email: <a href="mailto:mark.goshorn@usda.gov">mark.goshorn@usda.gov</a></td>
<td>8375 SR 179</td>
</tr>
<tr>
<td></td>
<td>Sedona, AZ 86351</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 20429</td>
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<td>Sedona, AZ 86341</td>
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</tbody>
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1. Annual Operating Season

The annual operating season is the period each year that the campgrounds are open to the public. The minimum annual operating season is specified in Appendix 24. Applicants may propose a longer annual operating season. All campsites in the concession opportunity must be open seven days per week, including holidays, during the minimum annual operating season.

The proposed annual operating plan must specify the dates of the beginning and end of the annual operating season, as well as the dates of the beginning and end of pre-season and post-season operations.

If the Forest Service will operate the campgrounds during a shoulder season, the proposed annual operating plan must specify the starting and ending dates of the shoulder season.

2. Staffing

The Proposed annual operating plan must provide for sufficient staffing to meet the requirements for operating and maintaining the concession opportunity as described in the campground concession prospectus (prospectus) and provided for in the campground concession permit (permit). The proposed annual operating plan must provide for the applicant to furnish and train all personnel and supervise their activities under the permit.

The proposed annual operating plan must require the applicant to comply with applicable state and federal laws and regulations governing employment, wages, and worker safety, equal opportunity, civil rights, workers compensation, and employment of people with disabilities and noncitizens.

2a. Supervision and Management

The proposed annual operating plan must designate a representative who will serve as the liaison between the applicant and the Forest Service and have full authority to act on the terms of the permit.

There may be more than one designee, each of whom has the authority to act on one or more permit terms (i.e., one person may deal with operations issues, one may deal with maintenance issues, and another may deal with financial issues). The designees' names and job titles must be included in the application.

The proposed annual operating plan must provide sufficient on-site supervisory staff to provide direction and oversight of hosts and other field personnel during the operating season.

2b. Personnel

In addition to the requirements outlined in the supervision and management section, the proposed annual operating plan should provide for site managers to be located at the sites listed below. A history of operations experience indicates that having personnel stationed at these sites is useful given the complexity of operations at these sites.
Table 1. Recommended Site Managers by Location

<table>
<thead>
<tr>
<th>District</th>
<th>Name of Campground</th>
<th>Recommended Number of Site Managers</th>
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<tbody>
<tr>
<td>Red Rock RD</td>
<td>Cave Springs Campground</td>
<td>1</td>
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<tr>
<td>Red Rock RD</td>
<td>Chavez Crossing Group Campground</td>
<td>1</td>
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<tr>
<td>Red Rock RD</td>
<td>Clear Creek Campground</td>
<td>1</td>
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<tr>
<td>Red Rock RD</td>
<td>Clear Creek Group Campground</td>
<td>1</td>
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<tr>
<td>Red Rock RD</td>
<td>Manzanita Campground</td>
<td>1</td>
</tr>
<tr>
<td>Red Rock RD</td>
<td>Pine Flat Campground</td>
<td>4</td>
</tr>
<tr>
<td>Red Rock RD</td>
<td>Beaver Creek Day Use Area</td>
<td>1</td>
</tr>
<tr>
<td>Red Rock RD</td>
<td>Call of the Canyon Day Use Area</td>
<td>1</td>
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<tr>
<td>Red Rock RD</td>
<td>Crescent Moon Day Use Area</td>
<td>1</td>
</tr>
<tr>
<td>Red Rock RD</td>
<td>Grasshopper Point Day Use Area</td>
<td>1</td>
</tr>
<tr>
<td>Red Rock RD</td>
<td>Oak Creek Visitor Center</td>
<td>1</td>
</tr>
<tr>
<td>Flagstaff RD</td>
<td>Ashurst Lake</td>
<td>1</td>
</tr>
<tr>
<td>Flagstaff RD</td>
<td>Bonito Campground</td>
<td>2</td>
</tr>
<tr>
<td>Flagstaff RD</td>
<td>Canyon Vista Campground</td>
<td>1</td>
</tr>
<tr>
<td>Flagstaff RD</td>
<td>Dairy Spring Campground</td>
<td>1</td>
</tr>
<tr>
<td>Flagstaff RD</td>
<td>Dairy Spring Group Campground</td>
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</tr>
<tr>
<td>Flagstaff RD</td>
<td>Double Springs Campground</td>
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<tr>
<td>Flagstaff RD</td>
<td>Forked Pine Campground</td>
<td>1</td>
</tr>
<tr>
<td>Flagstaff RD</td>
<td>Lakeview Campground</td>
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</tr>
<tr>
<td>Flagstaff RD</td>
<td>Little Elden Springs Horse Camp</td>
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<tr>
<td>Flagstaff RD</td>
<td>Lockett Meadow Campground</td>
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</tr>
<tr>
<td>Flagstaff RD</td>
<td>O'Leary Group Campground</td>
<td>1</td>
</tr>
<tr>
<td>Flagstaff RD</td>
<td>Pinegrove Campground</td>
<td>2</td>
</tr>
<tr>
<td>Flagstaff RD</td>
<td>Lower Lake Mary Day Use Area</td>
<td>1</td>
</tr>
</tbody>
</table>

The proposed annual operating plan must include staffing hours, schedules, and personnel locations for operations and maintenance. The proposed annual operating plan should include job descriptions and level of authority for all employee positions.

2c. Employee Training

The proposed annual operating plan must describe the training program for the applicant’s employees.
2d. Employee Conduct
The proposed annual operating plan must specify that the applicant will be responsible for the conduct of the applicant’s employees, including ensuring that they conduct themselves professionally at all times, and their compliance with all applicable federal, state, and local laws. Federal prohibitions include but are not limited to:

- Engaging in conduct prohibited by Forest Service regulations at 36 CFR Part 261, Subpart A; and
- Being under the influence of intoxicating beverages or narcotic drugs while on duty.

2e. Uniforms and Motor Vehicle Identification and Use
The proposed annual operating plan must include a description of the components of the uniform for the applicant’s employees. The proposed annual operating plan must provide for the applicant’s employees to have a professional uniform including a name tag identifying them as the applicant’s employees, and the uniform must be clean and presentable when worn. The proposed annual operating plan must provide for the applicant’s employee uniforms to be readily identifiable to the public. The proposed annual operating plan must provide that the applicant’s employees may not wear any component of the Forest Service uniform, including Forest Service volunteer uniform components.

The proposed annual operating plan should provide for the applicant’s motor vehicles to be clean, quiet, and well-maintained and for the applicant’s name to be professionally displayed on each side of vehicles used at the campgrounds. Motor vehicle use is allowed on National Forest System roads and National Forest System trails only if they are designated for that purpose or if motor vehicle use of those roads and trails is expressly authorized by the permit.

3. Customer Service
The proposed annual operating plan must address development and implementation of a customer service program that responds to customers’ requests in a helpful, timely, courteous, and professional manner.

The proposed annual operating plan must provide for making customer service comment cards available to the public. A sample comment card is included in FS-2700-34, Appendix 6.

The Forest Service reserves the right to conduct random use counts and surveys in the permit area regarding the service they are receiving. These surveys may be used for ongoing monitoring, as well as the holder’s annual performance evaluation (FS-2700-34, Appendix 7).

4. Pre-Season Operations
The proposed annual operating plan must require the applicant to conduct the following pre-season inspections and maintenance before the annual operating season begins.

4a. Annual Pre-Season Safety and Facility Inspections
The Forest Service has no duty to inspect the permit area or operations of the selected applicant for hazardous conditions or compliance with health and safety requirements or to correct hazards identified in the permit area. The proposed annual operating plan must provide that the applicant is solely responsible for performing and documenting an annual pre-season safety and facility inspection of the permit area, including inspection of hazard trees; correcting any safety and maintenance deficiencies identified during
the inspection, including identifying and felling of hazard trees, before the operating season begins; and
documenting any corrective actions taken. For purposes of this operating plan, “hazard tree” is defined as
a standing tree that presents a visible hazard to people or property due to conditions such as deterioration
of or damage to the root system, trunk, stem, or limbs or the direction or lean of the tree. The proposed
annual operating plan must provide that the applicant is solely responsible for eliminating or mitigating
high-risk conditions as soon as practicable and for closing affected areas until the high-risk conditions are
eliminated or mitigated.

4b. Pre-Season Requirements for Water Systems
The proposed annual operating plan must provide for compliance with all existing and future applicable
federal, state, and local public health and safety requirements for operation of the water systems,
including any required certifications.

The proposed annual operating plan must provide for properly activating the water systems before
opening the campgrounds. The proposed annual operating plan must provide for the applicant to affect all
repair of water system components necessitated by vandalism or improper operation or maintenance, such
as damage to valves, water lines, and other system components due to insufficient draining at shutdown
that resulted in water being left in the system and freezing over the winter.

The proposed operating plan must include procedures for ensuring the safety of the water system prior to
the operating season, including but not limited to:

- Cleaning the insides of the well and storage tank, where applicable.
- Thoroughly flushing the entire system to remove any foreign matter.
- Distributing throughout the system a chlorine solution that tests at a level of more than 10 ppm at
  the most distant hydrant and allowing the chlorine solution to sit for at least 24 hours to sanitize
  the system.
- Obtaining satisfactory bacteriological test results from a state-certified laboratory.

4c. Pre-Season Holder Maintenance, Reconditioning, and Renovation (MRR)
The proposed operating plan must provide for a thorough cleaning of all campground facilities prior to the
operating season. Tasks must include but are not limited to:

- Cleaning and sanitizing toilet facilities and checking toilet vault levels.
- Clearing campsites of any debris and overgrown vegetation.
- Removing any litter from fire rings and the campgrounds generally.
- Emptying trash receptacles.
- Removing any graffiti from facilities and repairing any vandalized facilities.
5. Operational Requirements and Holder MRR During the Operating Season

The proposed annual operating plan must address the following operational requirements and holder MRR during the operating season.

5a. Operational and Maintenance Requirements for Water Systems

The proposed annual operating plan must provide for compliance with form FS-2700-4h, Appendix F, Operation of Federally Owned Drinking Water Systems, and all existing and future applicable federal, state, and local requirements for operation and maintenance of the water systems during the operating season, including routine, repeat, and special purpose bacteriological testing and any required notifications and retesting if results are unsatisfactory. Per current Forest Service water testing requirements, bacteriological water samples must be taken monthly, and a nitrate and nitrite test for each potable water system source is required once per year. The state may require annual or scheduled nitrate and nitrite testing. The proposed annual operating plan must provide for the applicant to send all water samples for each water system to a state-certified laboratory and to send all test results for each water system to the state department of public health as frequently as required by the state and to the Forest Service monthly.

The proposed annual operating plan must provide for all personnel operating and testing water systems to be certified as required by applicable federal, state, and local law.

The proposed annual operating plan must provide for the applicant to perform routine sanitary surveys of water systems to ensure their integrity.

The proposed annual operating plan must provide for the applicant to be responsible for all costs associated with testing and monitoring the water systems.

The proposed annual operating plan must provide for the applicant to make any repairs of the water systems necessitated by vandalism, natural events, or improper operation or maintenance.
5b. Holder MRR During the Operating Season
The proposed annual operating plan must specify the types and frequency and provide for documentation of holder MRR. Holder MRR is not subject to Granger-Thye (GT) fee offset. Only Government maintenance, reconditioning, renovation, and improvement is subject to GT fee offset under a GT fee offset agreement.

5c. Standards for Facility Cleaning and Holder MRR
The proposed annual operating plan must include standards and timeframes for cleaning campground facilities and holder MRR that at a minimum address the following.

5c1. All Facilities
- Removal of graffiti and repair of vandalized facilities.
- Cleaning and maintenance of facilities.
- Visitor and vehicle capacity.
- Conducting and documenting annual pre-season and end-of-season safety and facility inspections and correcting identified deficiencies identified during pre-season inspections before the operating season begins and correcting deficiencies identified during the end-of-season inspection before the next operating season begins.
- Eliminating or mitigating any high-risk conditions identified during the operating season as soon as practicable or closing affected areas.
- Ensuring electrical systems meet applicable state and local requirements.
- Cutting grass and trimming overhanging brush around picnic tables, bulletin boards, water hydrants, barriers, signs, buildings, parking areas, paths, campsites, and other facilities.

5c2. Toilet Facilities
- Cleaning frequency and procedures, including:
  - Procedures for keeping toilet facilities free of objectionable odor.
  - Requiring Forest Service approval for any deodorants, disinfectants, and fly strips provided by the applicant.
  - Removal of any exposed human waste immediately upon discovery or notification.
  - Keeping the outside step and exterior of toilet buildings, including the roof, free of dirt and debris.
  - Keeping walkways and trails free of obstructions and excess vegetation.
- Maintenance frequency and procedures, including:
  - Painting the interior of at least 20% of the toilet facilities each year in a color approved by the Forest Service.
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o Completely pumping toilet vaults when they become 75% full and at the end of each operating season, and completely pumping toilet vaults that are more than 50% full at the end of the final operating season under the permit.

• Pumping septic tanks for flush toilets on a schedule agreed to with the Forest Service.

• Meeting applicable federal, state, and local requirements for all other types of sewage treatment systems.

• Transporting all sewage from the campgrounds to a sanitary landfill, sewage lagoon, or treatment plant approved by the Forest Service.

5c3. Picnic Tables

• Mowing grass and trimming vegetation around the picnic area.

• Maintaining sufficient vegetation, gravel, or other material approved by the Forest Service around picnic tables to prevent mud and erosion.

• Maintaining a level surface for picnic tables.

5c4. Fire Rings and Grills

• Keeping fire rings free of litter and level.

• Maintaining sufficient concrete, gravel, or other material approved by the Forest Service around fire rings to prevent mud and erosion.

• Clearing all combustible materials and vegetation within a distance of at least 3 feet from fire rings.

• Removing ashes, charcoal, and unburned wood from fire rings and grills when the debris level is less than 4 inches from the top of the ring or grill.

• Disposing of ashes, charcoal, and unburned wood off National Forest System lands and in accordance with applicable state and local law.

• Not placing hot ashes, charcoal, and unburned firewood in dumpsters or trash receptacles.

• Removing any fire rings, fire pits, and other modifications that were not installed or approved by the Forest Service, including any ashes, charcoal, and unburned wood, and scattering the rocks and spreading soil over the areas.

5c5. Grounds

• Keeping the campgrounds free of litter and domestic animal waste.

• If pack-in, pack-out requirements apply, prominently displaying those requirements; providing trash bags to customers; and removing any trash within 24 hours of discovery or notification.

• Preventing or correcting loss of vegetation and erosion caused by recreational use in accordance with the approved vegetation management plan.
• Removing any nails, ropes, and wire from trees.
• Mowing grass and trimming vegetation.

5c6. Roads and Trails
• Maintaining walkways and paths, including clearing debris and trimming overhanging vegetation and maintaining proper drainage to minimize water damage.
• Treating and maintaining roads in the permit area to control dust.
• Cleaning and maintaining ditches and culverts in the permit area to allow proper drainage.

5c7. Barriers
• Trimming vegetation around barriers to keep them visible.

5c8. Water Hydrants
• Ensuring that water hydrants meet federal and state standards.
• Replacing the gravel sump when sour-smelling, filled with dirt, or excess water does not properly drain.
• Posting water hydrants with a sign prohibiting dish washing, bathing, hand washing, and fish cleaning from the hydrants.

5c9. Trash Receptacles
• Specifying the type, size, number, and locations of trash receptacles.
• Emptying trash before it exceeds the capacity of the receptacle.
• Keeping areas where trash receptacles are located clean and free of objectionable odors.
• Disposing of all trash from National Forest System lands in accordance with applicable state and local law.

5c10. Campsite Markers
• Ensuring that campsite markers are well-maintained, neatly arranged, and meet Forest Service sign standards.

5c11. Bulletin Boards, Signs, and Fee Stations
• Ensuring that information boards look professional and uncluttered and contain appropriate and current information in multiple languages, as needed.
• Ensuring that signs, bulletin boards, and fee stations are well-maintained and meet Forest Service sign standards.

5c12. Fee Enforcement
• Providing for enforcement of camping and other use fees.
6. Mid-Season Safety and Facility Inspections

The Forest Service has no duty to inspect the permit area or operations of the selected applicant for hazardous conditions or compliance with health and safety requirements or to correct hazards identified in the permit area. The proposed annual operating plan must provide that the applicant is solely responsible for performing mid-season safety and maintenance inspections of the permit area, including inspection of hazard trees, at a minimum prior to July 4th and the Labor Day weekend, and documenting any deficiencies identified during mid-season inspections. The proposed annual operating plan must provide that the applicant is solely responsible for correcting any safety and maintenance deficiencies identified during mid-season inspections, including identifying and felling hazard trees, as soon as practicable and documenting any corrective actions taken. The proposed annual operating plan must provide that the applicant is solely responsible for eliminating or mitigating high-risk conditions as soon as practicable and for closing affected areas until the high-risk conditions are eliminated or mitigated.

7. Signs and Posters

The proposed annual operating plan must provide for the applicant to supply all signs and posters and for all signs and posters to be approved by the Forest Service. The Forest Service can furnish information on companies that sell Forest Service-approved signs. The proposed annual operating plan may provide for the applicant to enter into a collection agreement with the Forest Service for the purchase of Unicor P Code signs if the applicant is not able to purchase them.

7a. Identification of Concession Operation

The proposed annual operating plan must provide for posting a sign on the entrance board for each campground stating that the campground is operated under a permit issued by the Forest Service and including the name of the concessioner and the concessioner’s contact information.

7b. Title VI Compliance

The proposed annual operating plan must provide for posting signage with Forest Service-approved wording documenting compliance with Title VI of the Civil Rights Act of 1964, such as USDA's And Justice for All poster.

The proposed annual operating plan must provide for the Unicor P23-43 Welcome to Your National Forests poster or a Forest Service-approved equivalent to be posted on entrance boards to inform the public of applicable prohibitions in Forest Service regulations at 36 CFR Part 261, Subpart A.

7c. Signs and On-Site Advertising

The proposed annual operating plan must provide for the location, design, size, color, and content of any additional signs or advertising posted on National Forest System lands to be approved by the Forest Service.
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8. Advertising

8a. Accurate Representation
The proposed annual operating plan must provide that the applicant may not misrepresent in any way, either orally, online, or in print, any aspect of the authorized use and occupancy, including services provided by the applicant, the status of the permit, or the permit area. The proposed annual operating plan must provide for all forms of the applicant’s advertising to state that the permit area is located in the Coconino National Forest.

8b. Equal Opportunity
The proposed annual operating plan must provide for all forms of advertising to state that the applicant is an equal opportunity provider.

9. Fire Prevention and Suppression Plan
The proposed annual operating plan must include a proposed fire prevention and suppression plan that addresses at a minimum:

- Procedures for preventing and suppressing wildfires and structural fires.
- Reporting procedures and emergency response for fires.
- Training and experience required for employees for fire prevention and suppression.
- Fire prevention and suppression tools and equipment that will be maintained on-site.
- Visitor and employee safety, including but not limited to an emergency evacuation plan and communication plan.

10. Road and Trail Maintenance
At a minimum, the proposed annual operating plan must provide for the applicant to maintain vehicular and pedestrian access to the campgrounds in a safe and passable condition and in accordance with Forest Service standards, including but not limited to mowing along road shoulders and around parking barriers for visibility; brushing to facilitate vehicular access; and cleaning culverts at the beginning of each operating season and following large storms.

11. Emergency Response
The proposed annual operating plan must address the applicant’s response to medical, law enforcement, facility, fire, flood, and other types of emergencies that might occur in and around the campgrounds.
12. Law Enforcement, Campground Security, and Rules of Use

12a. Law Enforcement
Forest Service, state, and local law enforcement and the selected applicant each have enforcement roles at campground concessions. Form FS-2700-34, Appendix 8, addresses enforcement authorities and responsibilities at campground concessions (FSM 2342.1, exhibit 01).

12b. Campground Security
The proposed annual operating plan must address campground security, including but not limited to rules of use the applicant will post and enforce at the campgrounds.

The proposed annual operating plan must provide for the applicant to report vandalism, destruction of federal or personal property, and criminal violations within 24 hours of discovery or notification to local law enforcement and the Forest Service.

The proposed annual operating plan must address measures that will be taken to prevent vehicle parking from causing resource damage and blocking traffic.

12c. Rules of Use
The proposed annual operating plan must include, but is not limited to, rules of use addressing the following:

- Leashing of dogs.
- Exceeding the stay limit.
- Failure to pay camping and other use fees.
- Excessive noise.
- Improper disposal of wastewater and sewage.
- Parking or camping in undesignated sites.
- Use of motor vehicles off designated routes and at an excessive speed.
- Overnight camping in parking areas.
- Discharge of firearms in the permit area.
- Vandalism, particularly of toilet facilities and trees.
- Improper use of hydrants, e.g., for fish cleaning.
- Illegal campfires.
- Applicable noise restrictions.
13. Communications Systems
The proposed annual operating plan must provide for complete, timely, and accurate communications (e.g., via two-way radios and cellular telephones) among all employees, the Forest Service, Recreation.gov., and emergency response agencies.

The proposed annual operating plan must identify the applicant’s on-site representative and how that person will communicate with the Forest Service on-site.

The proposed annual operating plan may not provide for use of Forest Service radio frequencies and equipment.

14. Bears, Cougars, and Other Wildlife
The proposed annual operating plan must address facilitation of safe human-wildlife interactions, including but not limited to posting the following precautions and guidelines:

- Do not feed bears or other wildlife.
- Report bear activity within 24 hours to the state department of fish and wildlife.
- Post messages relating to bear activity on signboards.
- Use approved wildlife-proof trash containers, as needed.
- Keep all food in secure containers.
- Properly dispose of all trash and wastewater containing food as soon as possible.

The proposed annual operating plan must provide for posting information about bear activity in the campgrounds on signboards and the prevalence of and precautions for Hantavirus and plague.

15. Rodent Control
The proposed annual operating plan must address rodent control if it is identified as a concern in the prospectus.

16. Vegetation Management
16a. Vegetation Management Plan
The proposed annual operating plan must include a proposed vegetation management plan specifying the methods, frequency, and types of vegetation management to be conducted by the applicant to meet operation and maintenance requirements in the proposed annual operating plan.

16b. Use of Pesticides
The proposed vegetation management plan must provide for use of pesticides in accordance with the terms of the permit, including but not limited to submission of a Pesticide-Use Proposal for concurrence by the Forest Service.
16c. Management of Noxious Weeds

The proposed vegetation management plan must provide for preventing the infestation and spread of noxious weeds in the permit area, including the ability to identify common noxious weeds in the permit area; performing timely treatment by mechanical or chemical means in accordance with a Pesticide-Use Proposal; and performing timely and effective revegetation of disturbed areas where noxious weeds may grow. The proposed vegetation management plan may provide for use of a collection agreement with the Forest Service for noxious weed treatments.

16d. Felling of Hazard Trees

The proposed annual operating plan must provide for the applicant to submit a request to the authorized officer to remove any hazard trees identified by the holder as soon as practicable after identification. The proposed annual operating plan must provide for the authorized officer to respond to the request in writing as soon as practicable.

Consistent with the prospectus, the proposed annual operating plan must provide that:

- The applicant’s annual responsibility for the costs of felling hazard trees in the permit area is limited to 1% of the applicant’s annual adjusted gross revenue.
- The Forest Service is responsible for paying the annual costs of felling hazard trees in the permit area only to the extent the annual costs exceed 1% of the applicant’s annual adjusted gross revenue.
- The Forest Service’s responsibility for the annual costs of felling hazard trees in the permit area that exceed 1% of the holder’s annual adjusted gross revenue in no way affects the applicant’s sole responsibility for inspection, identification, and felling of hazard trees in the permit area.
- Only the annual costs of felling hazard trees in the permit area that exceed 1% of the applicant’s annual adjusted gross revenue are eligible for GT fee offset.
- The extent to which the annual costs of felling hazard trees that exceed 1% of the applicant’s annual adjusted gross revenue are eligible for GT fee offset must be identified in the GT fee offset agreement.

The proposed annual operating plan must provide for the applicant to notify the authorized officer when approved cutting, destruction, or trimming of hazard trees and other types of vegetation has been completed.

16e. Disposal of Trees that Do Not Meet Utilization Standards

The proposed vegetation management plan must provide for the applicant to:

- Cut all stumps from hazard tree removal flush with the ground to reduce tripping hazards;
- Buck slash and logs; and
- Stack slash and logs for customer use, remove them from the campground, or scatter.

The proposed vegetation management plan must provide for the applicant to remove any slash or logs that are a barrier to use of a campsite or constitute a safety hazard. The proposed annual operating plan may
provide for slash and logs 6 inches or less in diameter to be bucked for free firewood and for slash and logs greater than 6 inches in diameter to remain on-site as woody material for wildlife.

16f. Disposal of Trees that Meet Utilization Standards

The proposed vegetation management plan must provide for the Forest Service to determine the method of disposal of trees felled in the permit area that meet utilization standards. The proposed annual operating plan must provide for disposal to be by sale or without charge per 36 CFR Part 223, as may be most advantageous to the United States.

The proposed annual operating plan must provide that if sale to the applicant is deemed appropriate for disposal by the authorized officer, in consultation with the local timber management staff, any such timber sale contract between the Forest Service and the applicant will not be interpreted to override or modify the Damage to United States Property clause, clause III.G, and the Indemnification of the United States Clause, clause III.J, in the permit or in any way affect the Forest Service’s ability to recover as an additional insured under the insurance obtained by the applicant under the Insurance Clause, clause III.K, in the permit for any injury, loss, or damage arising from the applicant’s use and occupancy, including cutting, destruction, or trimming of vegetation in the permit area.

17. Use of Fee Sites by Non-Paying Visitors and Management of Non-Paying Customers

The proposed annual operating plan must provide for use of toilet facilities, picnic tables, and potable water facilities in the campgrounds by non-paying visitors at no charge. The proposed annual operating plan may provide for charging non-paying visitors a fee for using dump stations to refill water tanks or dump waste.

The proposed operating plan must address how non-paying customers will be managed.

18. Optional Programs

18a. Interpretive Programs

The proposed annual operating plan must provide that any proposed interpretive programs meet applicable accessibility requirements.

The proposed annual operating plan must specify any charges for interpretive services.

The proposed annual operating plan must include an interpretive services plan for any interpretive services proposed by the applicant. The interpretive services plan must include:

- The location, type (e.g., campfire programs, guided walks, brochures, children’s activities, or displays), and frequency of interpretive services.
- The topics (e.g., natural and cultural resources, fisheries and wildlife, fire management, and water resources) and a synopsis of the subject matter of the contents of the interpretive program.
- A description of the presenters, including any contractors such as museums, historical societies, and interpretive associations, and their qualifications.
18b. Recycling Program

The proposed annual operating plan must provide for recycling of all standard recyclable materials and must include a description of proposed recycling services for each campground. The proposed annual operating plan must provide for the applicant to conduct and cover the costs of the recycling program, including emptying materials from the recycling receptacles and transporting them from the campgrounds to an appropriate recycling facility, and for recycling receptacles provided by the applicant to be subject to Forest Service approval. The proposed annual operating plan may provide that any proceeds from the sale of recycled materials may be retained by the applicant and will not be counted as income for land use fee calculation purposes.

19. Additional Services

The proposed annual operating plan must describe any additional services to be provided, such as:

- The sale of firewood, camping or fishing supplies, and food items, e.g., ice, soda, and bottled water.
- Rental of bikes and fishing equipment.
- Guided interpretive tours.

20. Equestrian Campgrounds (if applicable)

The proposed operating plan must provide that any equestrian campgrounds are available for equestrian users only and that only certified weed-free hay may be used at equestrian campgrounds. The proposed annual operating plan must also provide for monitoring manure bins and removal of manure as needed.

21. Performance Evaluations

The proposed annual operating plan must provide for the Forest Service, to the extent deemed feasible and appropriate by the Forest Service, to conduct a performance evaluation during the applicant’s annual operating season and, to the extent deemed feasible and appropriate by the Forest Service, to conduct a follow-up performance evaluation before the end of the holder’s annual operating season to determine whether any noncompliance identified during the mid-season performance evaluation has been corrected.

22. Post-Season Operations

The proposed annual operating plan must address the following requirements for post-season operations.

22a. Post-Season Requirements for Water Systems

The proposed annual operating plan must provide for properly shutting down the water systems during the winter season, including:

- Draining all pumps, holding tanks, water lines, hydrants, and faucets, ideally by pressurizing them with an air compressor.
- Securing hand pumps so that water is not available to the public.
Appendix 9: Minimum Content of the Proposed Annual Operating Plan

22b. Utilities
The proposed annual operating plan must provide for utility services to be shut down and final meter readings to be made at the end of the operating season. The proposed annual operating plan must provide for garbage dumpsters to be secured to prevent overflow from off-season visitors.

22c. Post-Season Safety and Facility Inspection
The Forest Service has no duty to inspect the permit area or operations of the selected applicant for hazardous conditions or compliance with health and safety requirements or to correct hazards identified in the permit area. The proposed annual operating plan must provide that the applicant is solely responsible for conducting and documenting an annual post-season safety and facility inspection of the campgrounds, including inspection of hazard trees, and preparing and submitting a report of the inspection to the Forest Service. The proposed annual operating plan must provide that the applicant is solely responsible for correcting any safety and holder MRR deficiencies identified during the inspection, including identifying and felling hazard trees, before the next operating season begins. The proposed annual operating plan must provide that the applicant is solely responsible for eliminating or mitigating high-risk conditions as soon as practicable but no later than before the next operating season begins.