

B. NOTIFICATION

The Permittee is **required** to notify the Forest Service representative for each Ranger District before each trip or activity. **This notification must occur in advance of the trip as described on the Trip Itinerary form, Appendix C.** Notification shall be made by mailing or faxing an itinerary; itineraries may be provided over the telephone to the District office when other means are not available.

Following is a list of Ranger District contacts: Permittee must make the appropriate District contact, *prior to each trip*, as described above.

Santa Fe National Forest

Coyote Ranger District
Jeff Harris
P.O. Box 160
Coyote NM 87012
575 638-5526
575 638-5351 (FAX)
Jharris07@fs.fed.us

Española Ranger District
Miles Standish
Lynn Bjorklund
P.O. Box 3307
Española NM 87533
505 753-7331
505 753-9411 (FAX)
mstandish@fs.fed.us
ljborklund@fs.fed.us

Jemez Ranger District
Jeff Harris
Phyllis Martinez
P.O. Box 150
Jemez Springs NM 87025
575 829-3535
575 829-3223 (FAX)
jharris07@fs.fed.us
pamartinez02@fs.fed.us

Cuba Ranger District
Jeff Haris
P.O. Box 130
Cuba NM 87013
575 289-3264
575 289-0232 (FAX)
jharris07@fs.fed.us

Pecos/Las Vegas Ranger District
James Munoz
Sarah Naegele
P.O. Box 429
Pecos, NM 87552
505-757-6121
505-757-2737 (FAX)
jmunoz@fs.fed.us
snaegele@fs.fed.us

C. IDENTIFICATION

1. All vehicles, including watercraft, shall be clearly identified with the company name or an abbreviation approved by the Forest Service. Letters shall be a minimum of four inches in height and be able to be clearly read from 150 feet away. Vehicles will be identified at a minimum, on the rear of the vehicle, and preferably on both sides as well.

2. The Permit Holder is required to have all camps clearly identified as belonging to the outfitting and guiding business when operating on National Forest lands. This can be in the form of a temporary sign on outfitter vehicles and camper trailers. Camps can also be identified with a simple sign listing the business name when no vehicles are present at camp.
3. Permit Holders shall carry with them in the field, at all times, a copy of the face page of the Permit (page 1) and the current Trip Itinerary. This includes remote backpacking type operations as well as vehicle supported activities.
4. Permittees shall also carry with them in the field at all times a complete copy of the Permit, including the Operating Plan, and the current Trip Itinerary. This includes remote backpacking type operations as well as vehicle supported activities.
5. In addition, all outfitters and guides that engage in guided hunting activities are required to carry with them the certification card issued them from the NM Game and Fish Department at all times while operating on the National Forest(s).

III. OPERATIONS

Complete thoroughly, on additional sheets as necessary. Include brochures. Review attached **Operating and Safety Conditions** prior to completing.

A. Season of operation:

B. Services offered to the public:

Include each type of service, with use periods, group size, maps of locations including campsites, trailheads and routes, and lists of regularly scheduled day trips.

(Include the following condition if hunting for cougar/mountain lion is an offered service. Delete this condition if hunting for cougar/mountain lion is not an offered service.)

Canada Lynx are thought to be present on the Santa Fe National Forest. Currently the Lynx is not listed in New Mexico as a Threatened and Endangered Species. However, there is the potential that it may be listed in the near future. If this were to happen, permit holders, especially those using dogs, would have new requirements regarding termination of hunts when a lynx is encountered. Presently, there are no requirements of chase termination, but it is suggested that if a permit holder encounters a lynx, he/she terminate the chase and remove dogs from the vicinity. Any encounters with lynx or lynx tracks should be reported as soon as possible to the Permit Administrator at (575) 289-3264.

C. Describe accommodations available to people with disabilities:

(If no accommodations are provided, explain why)

D. Rate Schedule:

Service Provided

Rate/Person

E. Names of Guides to be Used and State Guiding License # for each:

Name

License #

Telephone #

F. Equipment or Animals to be used:

(Provide Quantity)

VEHICLES-

_____ Cars, vans, buses, trucks, SUV's, jeeps, motor bikes, ATVs, snowmobiles, trailers or campers with description (including make, type, color and license numbers).

- _____ Riding stock
- _____ Pack stock (including llamas)
- _____ Rafts or kayaks
- _____ Mountain bikes
- _____ Dogs (Hunting)
- _____ Other (Specify)

G. Estimated Fee:

Select Option A or B for your initial estimated fee (see attached sheets).

H. Health and Safety

A health and safety plan ***must be submitted*** for all operations. Review attached operating and safety conditions prior to completing. ***Applicant must include an attachment*** listing the following items as a minimum:

1. Qualifications of guides, leaders, or instructors , including knowledge of area, environmental hazards, First Aid and CPR certification (**MANDATORY**), outdoor survival skills, search and rescue procedures, horsemanship, and other applicable skills.
2. Equipment and livestock information (type and condition, approved equipment and use, proper use of safety equipment)
3. Emergency procedures including steps for care and evacuation of seriously injured or ill persons.
4. Client health and safety during field operations and in camp including sanitation, food preparation and storage, water treatment, toilet facilities, refuse disposal, etc.

I. Performance Evaluation

The permit holder is subject to an annual performance evaluation. A permit holder given a probationary performance rating will qualify for a permit period not to exceed one year. If the existing permit exceeds this one year limitation, it will be amended to conform with this deadline. If the permit holder continues to operate at the probationary level, the authorized officer shall terminate the permit and/or deny future permit applications. An unacceptable performance rating will result in suspension and/or revocation of the permit as appropriate to the circumstances.

IV. OPERATING AND SAFETY CONDITIONS

Operating conditions are part of the permit and will be monitored for permit compliance.

A. Emergency Notification Procedures

In the event of serious accident, guides will be responsible for ensuring proper first aid and procuring evacuation assistance if needed. Requests for medical evacuation, search and rescue, or law enforcement assistance shall be made to the appropriate agency. The Forest Service does not have the authority or responsibility for search and rescue but will take appropriate steps to facilitate action. Forest Service contact shall be made through the appropriate Ranger District listed in Section II B., or, if not possible, then through the Forest Dispatcher at **(505) 438-5600**. (**New Phone Number**)

All accidents, injuries, or illnesses other than those requiring minor first aid treatment, shall be reported to the District that issued the permit as soon as possible.
See Section II, Permittee Responsibilities, Part B. for a list of District contacts.

B. General Provisions

1. All operations and activities will practice the techniques and concepts of “Leave No Trace”, as described and outlined in the “Leave No Trace” materials to be furnished to the permittee prior to permit authorization. All outfitters and guides operating under the permit will be familiar with and will practice these outdoor ethics. If the use of ATVs or other off highway vehicles is authorized, then the permittee must follow the Tread Lightly principles.
2. All prohibitions and regulations will be known and followed upon entering an area, including temporary restrictions on fires, smoking, and use of mechanized equipment. Permittees shall inform members of their party of all regulations and prohibitions and shall do all in their power to obtain compliance by such members.
3. Shortcutting switchbacks or trails is prohibited. Non-system trails will not be repeatedly used, cleared, or created. Authorization to use or maintain existing non-system trails must be obtained from the District Ranger or his or her delegate.
4. All gates encountered will be closed, unless posted otherwise.
5. Violation of New Mexico State game laws while operating under this permit shall be cause for permit termination.
6. Use of motor vehicles on and off Forest Roads shall conform to the Forest restrictions or Travel Area Legends on the National Forest Map.

C. Safety Provisions

1. If a fire breaks out in camp, the outfitter will take immediate charge of suppression of the fire. Employees will be aware at all times of the location of buckets, shovels, fire extinguishers, and other firefighting equipment.
2. Employees should be informed of the joint responsibility to prevent and suppress all fires. They should also be made aware that they could be held financially responsible for the cost of suppressing any escaped fire.
3. Any person placed in charge of guiding trips and/or instructing guests shall be familiar with the area and be experienced in conducting safe trips in mountainous terrain.
4. Each outfitter must have a 10 unit first aid kit for each 20 persons present. This kit will be readily accessible in camp and will accompany each trip. Trip leaders and guides will maintain current Standard First aid and CPR cards.
5. Permittees are responsible for informing guests of any potential hazards prior to starting a trip.

6. Firearm safety by guests or employees will be the responsibility of the outfitter.

D. Climbing Provisions

(Delete this section if permit does not authorize Climbing.)

No new anchors such as pitons, chocks, or other such aids shall be fixed to climbing sites, nor shall sites be modified for climbing, except in emergency situations.

E. Camp Operations

1. Permanent camps and/or improvements are not allowed. Temporary camp locations, duration of stay and temporary improvements must be approved in advance by the appropriate District contact.
2. Camps may be set up a maximum of five days prior to use. Camps and equipment shall be removed within 5 days after use unless approved in advance by the District Ranger. Permanent caches of equipment or gear are not allowed.
3. Care shall be taken to prevent contamination or pollution of natural water sources. Equipment, dishes, clothes, and bodies will be washed at least 200 feet from any water source.
4. Low impact camping techniques as outlined in the "Leave No Trace Land Ethics" brochures shall be observed.
5. **All refuse will be packed out. No trash or food waste will be buried or burned.**
6. Use of dead and down wood for camp accessories such as hitch and game hanging rails and tent frames is permitted. When camps are dismantled, wood will be scattered or placed so as to blend into the natural setting. Standing dead or live trees or branches of live trees will not be cut.

F. Livestock Provisions

(Delete this section if livestock/pack-stock are not identified in Section III.F.)

1. Only safe, sound, well-broken saddle and pack stock will be used.
2. Racing and other hazardous horsemanship practices will not be allowed.
3. All riders will be given specific instruction concerning stock handling.
4. Stock should be fed exclusively weed-free or pelletized feed for a minimum of 24 hours prior to being put on National Forest land. Pelletized feed will be packed in for all livestock unless grazing is specifically authorized for an area. Hay and straw will not be taken into designated wilderness, unless certified weed free.
5. Stock shall not be tied to trees for more than two hours or the time needed to pack, unload, or saddle animals. Stock restrained for longer periods of time will be highlined, picketed, or hobbled. Trees used for highlining or tying will be at least four inches in diameter.
6. Temporary electric fence corrals are authorized for control of livestock.

7. There will be no loose herding of stock.
8. Only livestock actually used for a particular operation shall be permitted.

G. General Wilderness Provisions:

(Delete this section if permit does not authorize use in Wilderness Areas.)

1. "Pack It In, Pack It Out". Catholes are the preferred method of human waste disposal. Please refer to the Leave No Trace guidelines for specific details of construction. Toilet Pits or latrines must have prior approval.
2. Campfires will not routinely be built in designated wilderness. The amount of dead and down wood at the site, the fire hazard, and the need for the campfire will be evaluated before a fire is started. Standing dead or green wood will not be used for campfires. Fires will be built using a fire pan or the firepit method. Rock rings will not be constructed.
3. It is prohibited to use or possess motorized equipment or mechanized transport in designated wilderness. This includes but is not limited to motor vehicles, chainsaws, generators, cars, bicycles, and cordless electric drills. Manual or electric wheelchairs are exempt from this provision.

H. Specific Wilderness Provisions:

Following are conditions specific to the wilderness area in which you may be operating. If a provision listed below is more stringent than in the above guidelines, then the stricter requirement must be followed.

1. PECOS WILDERNESS (Española, Pecos/Las Vegas Ranger Districts)

(Delete this section if permit does not authorize use in the Pecos Wilderness.)

- a. Group size in the Pecos Wilderness is limited to a maximum of 15 individuals and 15 head of livestock.
- b. Camping and fires are prohibited within 200' of any lake.
- c. Camping is prohibited within 50' of a trail, stream, or river.
- d. Camping is prohibited at Beatty's Flats and in the vicinity of Pecos Falls.
- e. Latrines, rather, than catholes, must be used if a camp is in place for more than 3 nights or for any camp of 6 or more people. If a latrine is used, it must be located at least 200 feet from water. Toilet pits will be filled with earth when the excrement level reaches a point one foot below ground level. A new location will then be selected. All pits will be covered with a minimum of 12 inches of earth when use is terminated. Pits should be wider than they are deep.

(Conditions f through l may be deleted if livestock/Riding Stock are not identified in Part III-F. Equipment or Animals to be used.)

- f. Stock will be highlined, picketed, and fed at least 200 feet from any water.

- g. Grazing is prohibited unless specifically authorized by the permit.
- h. Outfitters are responsible for maintaining proper forage conditions when grazing livestock. The District will provide outfitters with specific guidelines regarding utilization percentages. It is the outfitter's responsibility not to exceed the guidelines. Livestock will be moved to new pastures when the guidelines have been reached. Outfitters who overgraze may not receive grazing authorization in future years.
- i. Livestock will not be put out to graze in wet meadows.
- j. Livestock are not to browse extensively where Arizona Willow is found.
- k. Outfitters may not have more stock than are necessary for the current activity. Livestock must be removed from the Forest when they are no longer needed. Livestock may not be maintained on the forest in anticipation of future need.
- l. Notwithstanding any other terms or authorizations in this permit, no grazing will be authorized prior to the date established during the annual range readiness inspection.

2) **CHAMA RIVER CANYON WILDERNESS (Coyote Ranger District)**
(Delete this section if permit does not authorize use in the Chama River Canyon.)

- a. Any group entering the Chama River Canyon Wilderness will be limited to a total of 12 persons (INCLUDING INSTRUCTORS).
- b. Camps in the Chama River Canyon Wilderness, will be established at least 200 feet away from all water and system trails unless otherwise authorized.
- c. Permittees and their employees shall familiarize themselves with the camping and smoking restrictions in effect; and shall inform all members of their party of such restrictions, and shall do all in their power to obtain compliance by such members while within the Santa Fe National Forest.
- d. Cleanable, reusable river toilet systems are the required receptacle for solid human waste generated on Rio Chama float trips. No plastic bags are permitted for human waste disposal. It is prohibited to dispose of human waste, generated on the river, into the Chama River corridor's trash cans and toilet vaults. Human waste generated on the river must be disposed of responsibly outside the Chama River corridor

3) **SAN PEDRO PARKS WILDERNESS (Coyote and Cuba Ranger Districts)**
(Delete this section if permit does not authorize use in the San Pedro Parks Wilderness.)

- a. Any group entering the San Pedro Parks Wilderness will be limited to a total of 12 persons (INCLUDING INSTRUCTORS).
- b. Camps in the San Pedro Parks Wilderness will be established at least 200 feet away from all water and system trails unless otherwise authorized.

- c. Permittees and their employees shall familiarize themselves with the camping and smoking restrictions in effect; and shall inform all members of their party of such restrictions, and shall do all in their power to obtain compliance by such members while within the Santa Fe National Forest.
- d. Catholes are to be used for human waste disposal where appropriate. In areas where catholes are not appropriate, individuals are expected to pack out and dispose of human waste properly. (LEAVE NO TRACE/WILDERNESS ETHICS). Latrines are prohibited unless approved in advance.

4) DOME WILDERNESS (Jemez Ranger District)

(Delete this section if permit does not authorize use in the Dome Wilderness.)

- a. Groups entering the Dome Wilderness will be limited to a total of 15 persons (INCLUDING INSTRUCTORS).
- b. Access to Trail #118 (Dome Trail) and Trail #119 (Turkey Springs) is seasonal. Please check with the Jemez Ranger District on gate closures and access availability prior to use.

V. CERTIFICATION OF ACCEPTANCE FOR THE OPERATING PLAN

Permittee

Date

Authorized Officer

Date