

## **Appendix 9: Annual Operating Plan Outline**

*UC/PL & AL Campground Complexes – Prospectus, Wallowa-Whitman National Forest*

# **Appendix 9 : Annual Operating Plan Outline**

## **A. Operating Season**

## **B. Staffing and Management**

1. Staffing
2. Personnel
3. Employee Training
4. Employee Services
5. Employee Conduct
6. Uniforms

## **C. General Operations**

1. Recreation Site Operations
  - a. Hours of Operation
  - b. Cleaning and Maintenance
2. Holder MR&R
3. Pricing Policy
  - a. Use of Fee Sites by Non-fee Guests
  - b. Use Fees (include fees with/without water)
  - c. Fee Collection and Refunds
  - d. Other Service Fees/Rentals
  - e. Sundries
4. Insurance
5. Reservation System
6. Customer Feedback
7. Emergency Responses
8. Law Enforcement
9. Communication Systems
10. Managing Non-fee Sites
11. Recycling
12. Equipment and Supplies
13. Pre-maintenance Inventory
14. Use Reports
15. Utilities
16. Solid Waste Collection/Disposal
17. Water System Operation and Testing
18. Electricity
19. Natural Gas/Propane
20. Sewage
21. Toilet Pumping
22. Site Hazards (including hazard trees)

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23. Signs and Posters
24. Advertising
25. Fire Prevention
26. Road and Trail Maintenance
27. Bears, Cougars, and Other Predators
28. Disease and Rodent Control
29. Herbicides, Pesticides and Noxious Weeds
30. Boating (If Applicable)
31. Vandalism
32. Improvements
33. Storage
34. Interpretive Services
34. Other Optional Services
  - a. Advertising
  - b. Internet Web Site
  - c. Extended Operating Season
  - d. Additional Security
  - e. Recycling Services
  - f. Sale of Supplies and Informational Material
  - g. Equipment Rentals
  - h. Other Optional Services

### **D. Pre-season Operations**

### **E. Open Season Operations**

### **F. Post-Season Operations**

1. Special Conditions
  - a. Accessibility
  - b. Capital Investment Projects (CIP)
  - c. Site Protection

### **G. G-T Offset**

1. Deposits and Advance Payments
2. Accelerated G-T Offset
3. Annual G-T Offset Plan

**BOTH PARTIES' SIGNATURES AND DATE**