

Appendix 8 – Sample Operating Outline
2018 Prairie Portage Prospectus

COVER/SIGNATURE PAGE

Permit Holder

District Ranger (Approving Officer)

I. INTRODUCTION

- a. Purpose of the Operating Plan
- b. Identification of the Permit Holders and Forest Service representatives and their responsibilities
- c. Forest Service and Permit Holder responsibilities

II. HEALTH AND CLEANLINESS

- a. Cleaning sites and facilities
- b. Garbage and recycling
- c. Sewage disposal
- d. Equipment, supplies and storage

III. SETTING

- a. Site limitations
- b. Proposed construction plans/paint colors
- c. Appearance of Host camps/storage areas

IV. SAFETY AND SECURITY

- a. Hazard removal/correction plan
- b. Proposed Rules of Use
- c. Enforcement of Rules of Use and CFR requirements
- d. Incident reporting
- e. Emergency response procedures
- f. Communications
- g. Proposed uniforms and vehicle identification

Appendix 8 – Sample Operating Outline

2018 Prairie Portage Prospectus

V. RESPONSIVENESS

- a. Accessibility
- b. Public information
- c. Comment forms
- d. Personnel roster, qualifications, and public service training

VI. CONDITION OF FACILITIES

- a. Annual preseason and postseason inspections
- b. Facility condition and inventory summary
- c. Proposed signs and sign maintenance plan (can be in appendix)
- d. Recreation maintenance schedule for tenant maintenance (can be in appendix)
- e. Granger-Thye maintenance and reconditioning project capability and proposals (can be in appendix)

VII. OPERATIONS AND ADMINISTRATION

- a. Operating plan submittal and revisions
- b. Operating Season(s)
- c. Proposed services/products
- d. Proposed use fees and fees for special services
- e. Reporting of gross receipts, accounting procedures
- f. Forest Service access to records
- g. Payment of special use permit fees
- h. Monitoring visits
- i. Response to public comments
- j. Use data gathering, recording, and reporting procedures
- k. Reservations management plan
- l. Concessionaire employee camping and housing
- m. Camping by Forest Service volunteers, permit holders, and contractors

APPENDICES

Permit holder guides and manuals
Proposed signs and sign maintenance plan
Recreation maintenance schedule for tenant maintenance
Granger-Thye maintenance and reconditioning projects

Appendix 8 – Sample Operating Outline
2018 Prairie Portage Prospectus

OFFER OF ANNUAL RETURN TO GOVERNMENT

In response to the invitation of the District Ranger,
Superior National Forest, Kawishiwi Ranger District entitled
**A Prospectus for Operation and Maintenance of Prairie Portage, Superior National Forest,
Kawishiwi Ranger District.** and subject to the requirements and conditions set forth therein, the
undersigned offers the following annual return to government. In the event that the offered return
yields a lower fee than the Minimum Annual Permit Fee (See page 19 of Prospectus), the
Minimum Annual Permit fee will be paid.

My offer is _____ percent of adjusted gross revenue (gross revenues less returns, refunds, State
sales tax, County, or any other State or local tax based on sales).

(Percent offered will be to the nearest whole number).

Name of Applicant

Address

Address

City State Postal Code

Date

Signature

Title