

Outfitter/Guide Operating Safety Plan

Chugach National Forest

Appendix ____

CERTIFICATION OF ACCEPTANCE FOR THE OPERATING SAFETY PLAN

Holder Signature

Date

Forest Service Authorized Officer Signature

Date

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OUTFITTER/GUIDE
OPERATING SAFETY PLAN

Business Name: _____

Business License Number: _____

Company Status (check one):

Individual _____ Partnership _____ Corporation _____

Name of owner(s)/partner(s): _____

Phone Number(s): _____

Contact Name and Title of Person Authorized to Represent Your Business:

Name: _____

Title: _____

Phone Number: _____

Other Contact, if main contact is not available:

Name: _____ Phone Number: _____

Business Address: _____

Business Phone: _____ Cell Phone: _____

Fax Number: _____

Email/Web Page Address: _____

Year Company was established: _____

Years with current owner (s): _____

Date prepared: _____

_____ Ranger District(s)

Outfitter/Guide Operating Safety Plan

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I. PURPOSE

The purpose of this plan is to clearly define the responsibilities of the Chugach National Forest and the permit holder as they pertain to providing services and public safety as authorized through an outfitter/guide special use permit.

This plan does not supersede or nullify any clauses of the permit. It explains the general requirements to adequately provide for public service, health and safety. It defines required actions by the Holder and emphasizes the high degree of coordination and cooperation necessary to satisfactorily fulfill these responsibilities. The conditions of this operating and safety plan apply for all areas of operation as shown on the permit.

If your business has a standard Operating Plan, attach and reference where applicable.

II. THE HOLDER RESPONSIBILITIES

Holder is responsible for the safety of his/her employees and for the safety of the public while they are participating in activities covered by the terms of the permit. In redeeming this responsibility, the Holder will take the measures necessary to provide for safe conditions including: 1) providing safety equipment and supplies, 2) inspection, maintenance, and repairs of other equipment or animals used in connection with the permit, and 3) insuring all employees/guides are knowledgeable of terms and conditions of permits and operating and safety plans.

III. BACKGROUND INFORMATION

A. Other Permitted Areas

Please list other permitted areas (or applied for) by another district, forest, federal agency, state, or private agency:

B. Compliance with Laws and Regulations

Within the past five (5) years, have you or any of your company representatives or employees:

1. Been convicted of a Federal, State, or Local violation regarding Outfitting/Guiding operations or associated activities?
2. Had an Outfitter's license or Outfitter's Registration denied or revoked?

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3. Had a U.S. Forest Service permit denied, suspended, or revoked?

IV. OPERATION AND SAFETY

Please complete thoroughly, on additional sheets as necessary. Attach any brochures your company uses to advertise your guided services.

A. Services offered to the public, equipment used:

- If specific trip dates are not known, indicate an approximation of the number of trips that are anticipated within a specific time period. For example, you might estimate that 3 trips will occur each month from May through September.
- Itineraries should include dates, locations, routes, camps, and/or trails that you will be using.
- Attach a map that identifies the location of activities. Access points to each area need to be indicated.

Use Area	Activity	Special Equipment Needed	Trip Dates or Season of Use & # of Trips	Number of Clients (per trip)	Service Day Total (leave blank)

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B. Describe accommodations available to people with disabilities:

C. Names of employees to be used and applicable License # for each:

Name	License #	Telephone #

Please provide copies of appropriate certificates (ex. CPR/First Aid, Swift Water Rescue, EMT) for the above guides.

D. Emergency Survival Supplies and Safety Equipment:

List emergency survival supplies and safety equipment that is taken on trips. A sample list may be available for your specific activity in the appendices section.

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E. Communication Equipment and Procedures:

What equipment do you use? How often do you check in with someone in town or with your base?

F. Lost and Overdue Procedures:

What are your procedures in the event of lost or overdue clients or employees?

G. 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 should be made from the appropriate agencies such as Alaska State Troopers, Coast Guard, etc.

1. Incident Notification. The holder shall be required to contact the authorized officer as soon as practicable after the following incidents that occur on National Forest System (NFS) lands within the authorized area:

- a. Any incident resulting in death, permanent disability, or personal injuries that are life-threatening or that are likely to cause permanent disability;
- b. Any failure of a structural, mechanical, electrical component and its primary connection, or operator error, which impairs the operation or function of a passenger ropeway in a way that could affect public safety, or any ropeway incident that requires reporting to State authorities;

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- c. A search and rescue operation to locate a person; or
- d. Any incident that had or has high potential for serious personal injury, significant property damage, or significant environmental or other natural resource damage, including but not limited to avalanches, landslides, flooding, fire, structural failures or release of hazardous substances.

2. Method of Notification. The authorized officer shall determine protocol for how the notification must be made. Notification may be tailored to the unique characteristics of the permitted operation. At a minimum, notification shall be made by mail, phone, email or fax.

Glacier Ranger District
Chugach National Forest
P.O. Box 129
145 Forest Station Road
Girdwood, AK 99587-0129
(907) 783-3242

Cordova Ranger District
Chugach National Forest
P.O. Box 280
Cordova, AK 99574
(907) 424-7661

Seward Ranger District
Chugach National Forest
P.O. Box 390
334 – 4th Avenue
Seward, AK 99664
(907) 224-3374

Chugach National Forest Dispatch
Supervisor's Office
161 E 1st Ave, Door 8
Anchorage, AK 9901
(907) 743-9431

3. Contents of Notification. When notifying the authorized officer of an incident, the holder shall be required to specify when, where, and how it occurred, and who was present or affected by the event.

H. *Eagles and Eagle Nests*

The Bald Eagle Protection Act (16 USC 668-668d) will be adhered to. On land, Holder activities will occur beyond a 330-foot radius from bald eagle nest trees. "A bald eagle nest tree is a tree of any species that contains a structure built by eagles for the purpose of nesting. From river corridors, lakes, and coastal waters, bald eagle nest trees will be floated by without stopping, and clients will not be allowed onto the land.

I. *"Minimum Impact, No Trace" Techniques*

Various levels of Leave No Trace Techniques are required by permit holders. Ask permit administrator for details.

- Leave No Trace practices will be discussed with clients as part of every client orientation/safety briefing. Clients will be advised of the proper techniques for camping, hiking, garbage and human waste disposal, respecting wildlife, and the use of fire, as

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described in the “Leave No Trace – Outdoor Skills, and Ethics in Temperate Coastal Zones” brochure, published and distributed by National Outdoor Leadership School.

- All refuse will be packed out. No trash or food waste will be buried. If fires are allowed in a particular Holder’s permit, and if fire danger permits, combustible trash may be burned. All non-burnable materials must be packed out to an approved sanitary disposal area.

J. Bear Safety

Bear safety will be discussed with clients as part of every client orientation/safety briefing. Clients will be advised of the proper behavior in bear country and what to do in case of an encounter with a bear, as described in the “Bear Facts – The Essentials for Traveling in Bear Country” brochure, published and distributed by the State of Alaska Department of Fish and Game. It is up to the outfitter/guide what type of defensive equipment to have in the event of a bear attack.

K. Authorization in advance is required for the following uses:

- Improvements of any kind
- Additional use above authorized limit
- Overnight camping

L. Use of Forest Service campgrounds and cabins is not allowed.

VI. SPECIFIC STIPULATIONS

Specific stipulations listed in the following appendices apply if the Holder is authorized for the particular activity and/or location in their permit. If the specific stipulation applies, the stipulations are part of the permit and will be monitored for permit compliance. The following lists all the appendices (circle all that apply):

- A. Fishing and Boating (excluding whitewater rafting)
- B. Hiking, Camping, and Campfires
- C. Use of Livestock
- D. Mountain Biking
- E. White Water Rafting
- F. Access through Seward Ranger District Recreation Facilities
- G. Winter Travel
- H. Guided Helicopter Activities
- I. Glacier Access and Parking
- J. Group Size and Restrictions for Seward Ranger District Guided Activities
- K. Use in Nellie-Juan College Fjord Wilderness Study Area
- L. Supervision of Children; Reporting Suspected Child Abuse or Neglect

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Appendix A

Fishing and Boating (excluding whitewater rafting)

The following stipulations are to be included in the Operating Safety Plan for each of the activities listed below. For river boating activities, put-ins and take-outs need to be indicated on map attached to permit.

1. ***Fishing***

Protection of Fisheries Habitat and Streambank Restoration

- Avoid steep banks and water saturated soils when entering and exiting the river or lake.
- Fish IN the river or lake rather than from the river or lake bank to reduce erosion and vegetation impact.
- Use existing trails and boardwalks when walking along the river or lake.
- Stay off all shore-side vegetation.
- Stay out of areas that are closed to protect fish habitat and cultural resources.

2. ***Boating***

- Boating life vests must be worn at all times.
- U.S. Coast Guard laws and regulations must be complied with.
- Use only established boat launch areas, so as to protect streambank vegetation and fish habitat.

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Appendix B

Hiking, Camping, and Campfires

The following stipulations are to be included in the Operating Safety Plan for each of the activities listed below.

A. *Trail Use*

- Shortcutting switchbacks or trails are 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.
- Coastal Hiking – Avoid trails that show slight signs of use. In remote areas, either spread out or hike on durable surfaces.

B. *Camp Operations*

- Avoid camping close to water and trails and select a site, which is not visible to others.
- If a fire breaks out in camp, the outfitter will take immediate charge for suppression of the fire. Employees will be aware at all times of the location of buckets, shovels, fire extinguishers, and other firefighting equipment.
- Permanent camps and/or improvements are not allowed.
- Caches of equipment or gear are not allowed unless specifically authorized.
- Care shall be taken to prevent contamination or pollution of natural water sources. Equipment, dishes, clothes, and bodies will be washed at least 300 feet from any water source.
- Camping is not allowed within a minimum of 300 feet from Forest Service public use cabins. Further evaluation will take place on a case-by-case basis.
- When the campsite is dismantled, the area is to be left clean. All evidence of use will be removed and the site will be naturalized by scattering organic material over the area.
- Standing dead or live trees or branches of live trees will not be cut.
- Food, food related items, and garbage must be stored acceptably. Acceptable storage is: 1) stored in a bear-resistant container, 2) stored in a closed vehicle constructed of solid, non-pliable material, or 3) suspended at least 15 feet clear of the ground at all points and four (4) feet horizontally from any supporting tree or pole.
- Cooking/eating areas need to be separated from sleeping areas to reduce human/bear interactions.
- Disturbance to vegetation will be minimized by: 1) not chopping, carving, or cutting live trees or disturbing plants, 2) not leveling ground for tent sites, 3) not building drainage trenches around tents or campsites.

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- Guides must provide for client health and safety while camping. This includes but is not limited to food preparation and storage, water treatment, toilet facilities, and refuse disposal.

C. *Fires*

When building a fire please use Leave No Trace practices.

- Use stoves to minimize the impacts from open fires.
- The amount of dead and down wood and driftwood at the site, fire hazard, the need for a campfire, and suitability of a site must be evaluated before a fire is started. Fires will be built using a fire pan, a mound fire, or existing fire pits. Rock rings will not be constructed. Do not construct fires under trees, in roots, or on duff layers. Use dead and down wood and/or driftwood that is no larger than the diameter of an adult's wrist. Burn wood down to white ash or very small coals. Before leaving camp make sure all embers are dead out, scatter all ashes and cover fire site with a thin layer of sand, gravel or dirt.

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Appendix C

Use of Livestock

The following stipulations are to be included in the Operating Safety Plan for each of the activities listed below.

1. *Use of Livestock (Horses, llamas, etc.)*

- Only safe, sound, well-broken saddle and pack stock will be used.
- Racing and other hazardous horsemanship practices will not be allowed.
- All riders will be given specific instruction concerning stock handling.
- Stock should 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, at chest height.
- Temporary electric fence corrals are authorized for control of livestock.
- Loose herding of stock is not allowed.
- Only livestock actually used for a particular operation shall be permitted.
- The use of saddle, pack, or draft animals on Kenai Peninsula trails from April 1st to June 30th is prohibited (Forest Order No. 96-06-27, pursuant to 36 CFR 261.50(b) and Regional Order R-10-96-01). In the event of a light snow year, fast snow melt, and trails that are dry earlier than July 1, permission may be obtained by the Holder from the Seward District Ranger prior to taking a saddle, pack, or draft animal on the trails early. If damage occurs, the Seward District Ranger will be informed so a decision can be made as to whether the use should continue.
- The following is prohibited: Hitch, tether, or hobble a horse or other saddle or pack animal within 200 feet of an established trail, lake, or developed recreation site, including Forest Service recreation cabins (Forest Order No. 96-04-24, pursuant to 36 CFR 261.50 (a).)
- When camping is authorized, 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.

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Appendix D

Mountain Biking

The following stipulations are to be included in the Operating Safety Plan for each of the activities listed below.

Mountain Bikes

- All recreation users including users with livestock have the Right of Way. Be courteous to other recreation users. If there is not enough room on the trail to get by, pull over and/or dismount from bike to allow other recreational users to pass by.
- Clients should be instructed in the techniques of “low impact riding”, including walking through muddy areas rather than riding through them.
- Ride single file.
- Ride on the right side of the trail.
- Maintain slow speeds when there is minimal sight distance.
- Mountain bike trips are not allowed until snow has melted from the trails and the trails have had a chance to drain and dry out.
- Mountain bike personal protection gear needs to be worn at all times by the guide and the clients.

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Appendix E

Whitewater Rafting

The following stipulations are to be included in the Operating Safety Plan for each of the activities listed below. All put-ins and take-outs need to be indicated on map attached to permit.

1. *Whitewater Rafting in whitewater rated as Class IV in difficulty or higher*

Personal Gear

- Helmets.
- Type 5 Life Jacket.
- Thermal protection (dry suit, wet suit, combo, and/or dry top).
- Foot protection.
- Gloves (optional).
- Booties (optional).

Safety Gear

- Extensive 1st aid kit.
- Safety gear.
- Extensive rescue gear.
- Boat repair kit.
- Quality whitewater, multi-chambered rafts and/or quality whitewater kayaks.
- Throw lines.
- Rescue ropes.

Safety Procedures

- Pre-scouting of the river.
- Safety talk, written outline used by all guides for consistency.
- Scout rapids.
- No single boat commercial trips (two different companies commercial boats traveling together, ok).
- Designated trip leader.
- Provide a day use toilet for clients to use.

Updated Annual Operating and Safety Plan, to include

- Resumes of guides, showing whitewater experience.
- Guide training: search and rescue procedures, 1st aid, CPR, and accredited swift water rescue.
- Risk management assessment.
- Detailed emergency and rescue plan

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Client Fitness

- Evaluate clients on fitness, swimming ability, health, and experience.

Search and Rescue Procedures

- Ground support with throw ropes
- Watercraft extraction gear
- Communication system.
- Planned evacuation routes.

Water Level

- Required to evaluate water level before each trip.
- For water level information please check the USGS internet address: <http://www-water-ak.usgs.gov> to see if there is a gage near the river corridor. If there is, check the water level regularly on the internet site.

2. *Whitewater Boating in Sixmile Creek*

- Ground support in all three canyons with throw ropes and other safety equipment, not including the put-ins & take-outs.
- Guides must have a minimum of 6 training runs on Sixmile Creek before guiding a commercial trip.

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Appendix F

Access through Seward Ranger District Recreation Facilities

The following stipulations are to be included in the Operating Safety Plan for each of the activities listed below.

1. *Russian River Campground Access and Parking*

Drop-offs and pick-ups within the Russian River Campground Complex are allowed to access the Lower Russian Lakes trailhead, without charge. If vehicles need to be parked within the Russian River Campground Complex to access trails, parking must be paid for in accordance with the Russian River Campground Concessionaire rules and regulations, on a space available basis.

2. *Primrose Trail Access and Parking*

No parking is authorized within the Primrose Campground. Vehicles need to be parked in the boat ramp parking area. The Holder must comply with any applicable campground concessionaire rules and regulations.

3. *Use of Quartz Creek Campground Boat Launch*

Pick-up and drop-off of clients and use of the boat launch is allowed. Parking is not allowed within the Quartz Creek Campground, Boat Launch, or Day Use Area. Parking needs to be arranged with owners of nearby private land.

4. *Quartz Creek Access*

Quartz Creek can be accessed through Crescent Creek Campground. Parking is only allowed in the Crescent Creek Trailhead parking lot. Access and parking is not allowed from the Quartz Creek Campground. The Holder must comply with any applicable campground concessionaire rules and regulations.

5. *Ptarmigan Creek Trail Access*

The Ptarmigan Creek trail can be accessed from the Day Use Area and Trailhead within the Ptarmigan Creek Campground Complex. Parking is only allowed within the Ptarmigan Creek Trailhead parking lot. The Holder must comply with any applicable campground concessionaire rules and regulations.

6. *Access to Summit Lake from Tenderfoot Campground*

Boats can be launched from the Tenderfoot Campground into Summit Lake. However, vehicles are not allowed to be parked in the Tenderfoot Campground. Vehicles must be parked in pullouts along the road to Tenderfoot Campground or arrangements need to be made to park vehicles on private land.

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Appendix G

Winter Travel

The following stipulations are to be included in the Operating Safety Plan for each of the activities listed below.

A. *All travelers*

- Observe all Forest Orders (See attached Orders No. 97-10-10 & 97-2-13).
- Evaluate and monitor the hazards associated with your type of travel.
 - Avalanche conditions
 - Past, current & predicted weather conditions
 - Physical hazards
- Amount and type of safety gear should be commensurate with the type of winter travel i.e., heli-skiing vs. snow machining vs. cross-country skiing. Examples include: first-aid kit, rope, fire starter, bow saw, shovels, tool kit/spare parts, space blankets, heat packs, flash light, signaling devices, compass, avalanche transceiver-beacons, epirb, etc.
- Evaluate clients fitness, health and experience.
- Be courteous to other recreation users.
- Permanent camps and/or improvements are not allowed.
- Caches of equipment or gear are not allowed unless specifically authorized.
- Harassment of wildlife will not be tolerated. When moose, goats or other wildlife are observed, adjust routes to avoid adverse impacts.
- All refuse will be packed out

B. *Skiing & Snowmobiling*

- Maintain a buffer of 330 feet between any active Bald Eagle nest and the tour group after March 1.
- Provide transportation for clients to and from trailhead/parking areas to ensure enough parking room for all winter recreation users.

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Appendix H

Guided Helicopter Activities

The following stipulations are to be included in the Operating Safety Plan for each of the activities listed below.

A. *Aircraft Operations*

- Daily Operations
- Flight Following
- Lost persons or aircraft protocol
- Aircraft orientation and briefing
- Protocol for landing zones
- Fueling procedures
- Noise mitigation (eg. Community approach/departure flight paths, elevations, etc.)
- Conflict mediation (eg. with other backcountry users)
- Aircraft operators experience and qualifications
- Resource impact mitigations
(eg. Distance or elevation restrictions to reduce impacts to wildlife)

B. *Communication*

- Communication Plan and Procedures
- Radio and Dispatch Organization and location
- Hazards Evaluation and Forecasting (eg. Avalanches, ground conditions, weather, rock slides, glacier monitoring etc.)
- Gathering/Recording meteorological data (eg. Snow pack data, weather forecasts, web pages, etc.)
- Evaluation procedures
- Hazards activity record (eg avalanche history, weather patterns, ground stability)
- Hazard mitigation (“go/no go” protocols)

B. *Emergency Procedures/Mobilization Plan*

- Emergency classifications
 - a) Resources on site sufficient to handle situation
 - b) Chronology of Procedures (resources available, contacts, etc.)
 - c) Additional Support required
 - d) Protocol for Injuries

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e) Accident or incident protocols;

- Overdue/missing aircraft
- Aircraft breakdown
- Other emergencies
- Emergency, first aid & Rescue Equipment pertaining to Aircraft operations
 - a) Equipment locations
 - b) Equipment contents
 - c) Specialized equipment
- Emergency phone number appendix
- Accident reporting

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Appendix I

Access and Parking on Glacier Ranger District

1. Twentymile River: No client parking is authorized at Twentymile River boat launch parking area, southwest side of Seward Highway, due to its small size. Only the Holder is authorized to park in this area. However, vehicles can be parked in one of the other dispersed parking areas near the boat launch.

Twentymile River permit holder shall make contact with and check the schedules of other Holders prior to each trip on Twentymile River to avoid potential conflicts.

2. Granite Creek: Boats can be launched from the Granite Creek Campground. However, vehicles are not allowed to be parked in Granite Creek Campground. Vehicles can be parked in designated pullouts along the Seward Highway.

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Appendix J

Group Size and Restrictions for Seward Ranger District Guided Activities

The following stipulations are to be included in the Operating Safety Plan for every applicable Seward RD guided activity listed below:

Group Size

Group sizes and client/guide ratios designated for outfitter/guide groups on the Seward Ranger District are as follows:

- Hiking – 10 clients/2 guides for a maximum group size of 12 people. If there are any groups larger than 12 people, they will be split into groups no larger than 12 people and spaced at least ½ hour apart on the trail.
- Mountain biking – 5 clients/1 guide for a maximum group size of 6 people and bikes. A group size of 10 clients/2 guides is also allowed, as long as the group splits up into 2 groups for travel.
- Whitewater Rafting – 7 clients/1 guide, per raft.
- Llama Use – 8 clients/2 guides, and 6 llamas
- Horse Use – 6 clients on horses /1 guide on a horse for a total of seven horses. The total group size of 7 horses includes pack horses also.

Limits and Restrictions for particular Locations

- 1) Use of the Upper and Lower Paradise Lakes platforms will not be authorized.
- 2) Camping is not authorized in the hardened site where Ptarmigan Creek leaves Ptarmigan Lake.
- 3) Use of mountain bikes will not be authorized for the following trails:
 - Carter Lake Trail
 - The trail along Crescent Lake
 - Primrose/Lost Lake Trail System
 - Victor Creek Trail
 - Grayling Lake Trail
 - Resurrection River Trail
 - Ptarmigan Creek Trail
 - Hope Point Trail
 - Gull Rock Trail
 - Summit Creek Trail

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- The Iditarod Trail along Bear Lake.
- 4) Horse and llama use will not be authorized for the following trails:
- Primrose/Lost Lake Trail System
 - Ptarmigan Creek Trailhead and Campground.
- Access to Ptarmigan Creek Trail is through the use of the Falls Creek Road.
- Victor Creek Trail
 - Grayling Lake Trail
 - Hope Point Trail
 - Lower Russian Lake Trail
 - The Iditarod Trail along Bear Lake trails.

For horse guiding that occurs on Quartz Creek Beach, all manure must be picked up and disposed of according to appropriate laws and regulations.

5) Snowmachines are not allowed on National Forest System lands until after December 1st. Snowmachines are not allowed on the Resurrection Pass and Devil's Pass trails from February 16 through November 30th.

6) The Manitoba Mountain area is closed to all motorized vehicles. The Mills Creek Road is closed to all motorized vehicles from December 1st through March 15th.

7) Camping and Fires are prohibited within ¼ mile of the Sterling Highway from milepost 50.5 to milepost 55 and within ¼ mile of the Russian River campground and entrance road.

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Appendix K

Outfitting and Guiding in the Wilderness Study Area

Your special use permit authorizes you to operate in the Nellie Juan-College Fiord Wilderness Study Area (WSA) on the Chugach NF in western Prince William Sound. The WSA is managed consistent with the 1964 Wilderness Act, with ANILCA provisions, to provide opportunities for solitude, primitive recreation, public enjoyment of an undeveloped landscape, and the benefit of other scientific, educational, and cultural features.

As an outfitter/guide in the WSA, you are expected to:

- Provide guides and clients with an understanding of the values of wilderness. Use USFS hand-outs, *What is the Nellie Juan-College Fiord WSA*, *What Can I do in Wilderness*, and *Enduring Wilderness*, possibly with other sources, to provide background of the 1964 Wilderness Act and 1980 Alaska National Interest Lands Conservation Act (ANILCA) and how they apply to WSA lands. The message should include examples of how the WSA is managed differently than other National Forest Lands.
- Interpret natural processes, historic and cultural history, and wilderness ethics for your clients. Encourage clients to learn more by having reading materials either in the field, accessible in your place of business or available by reference.
- Allow natural conditions, processes and challenges and to shape your clients' experience rather than mitigate natural wilderness conditions for ease and convenience. For example, emphasize non-motorized and non-mechanized uses over mechanized use, and/or utilize natural features for camping rather than removing vegetation or altering sites.
- Provide a wilderness experience by adhering to the WSA group size limit of 15 people (including guides), remaining a respectful distance from other users whenever possible, and minimizing the social and physical impacts of your group/operation.
- Follow and promote the Chugach & Tongass National Forest Leave No Trace and Ethical Wildlife Viewing principles (see website resources below). Maintain responsible distances from bears, nesting birds, and sea lion rookeries/haul-outs. Do not approach harbor seals on ice bergs, especially during pupping (May-early July) and molting (July-September).

Please describe below how you will educate clients about wilderness, Leave No Trace, and ethical wildlife viewing:

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Free WSA materials available for outfitters/guides:

- Wilderness.net: www.wilderness.net. See “About Wilderness” pages. The U.S. Forest Service, other federal agencies, and the University of Montana support this site to promote wilderness education and provide free information/material on wilderness.
- The Wilderness Act of 1964 (<http://www.wilderness.net/NWPS/legisact>).
- Map of the National Wilderness Preservation System (<http://www.wilderness.net/NWPS/static>).
- Summary of U.S. Forest Service WSA policy. Contact Glacier Ranger District: (907) 783 3242.
- Information on the current WSA Stewardship Plan, which outlines goals for WSA management. Contact Glacier Ranger District: (907) 783 3242 for details.
- For Leave No Trace and ethical wildlife viewing information/materials, see: <http://www.fs.usda.gov/detail/r10/recreation/safety-ethics/?cid=stelprdb5389221> (LNT) and <http://www.fs.usda.gov/detail/r10/recreation/safety-ethics/?cid=stelprdb5390658> (wildlife).

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Appendix L

Supervision of Children; Reporting Suspected Child Abuse or Neglect

If the holder, holder's employees, agents, or contractors learn of facts that give reason to suspect that a child under the age of 18 has suffered physical or mental injury, sexual abuse or exploitation, or negligent treatment (child abuse), the holder, holder's employees, agents, or contractors shall as soon as possible report the child abuse to Alaska Department of Health & Social Service and as soon as practicable thereafter to the Authorized Officer. The operating plan must include:

1. The name, address, telephone number, facsimile number, and e-mail address of Alaska Department of Health & Social Services.
2. A schedule for providing periodic training on the signs of child abuse and the reporting requirement when child abuse is suspected.
3. A Sample for Reporting Suspected Child Abuse or Neglect and, to the extent mandated by applicable state law, the requirement for all employees who work with children under the age of 18 to undergo a criminal background check.

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**Sample of
Reporting Suspected Child Abuse or Neglect**

**AUTHORITY:
Crime Control Act of 1990 (42 U.S.C. 13031)**

Information on suspected child abuse or neglect that the holder or the holder's agent obtains should be reported to Alaska Department of Health & Social Services with authority to take emergency action to protect children who are abused or neglected. Retain a copy for your records. Some of the information obtained in this type of reporting may be subject to protection by the Privacy Act 5 U.S.C. sec. 552a.

Date of Initial Call(s):

January 1, 2013

Name, Title, Organization, Address, Telephone Numbers, Fax Number, and E-Mail

Address of Persons Contacted:

Alaska Department of Health & Social Services

Anchorage: 1-855-478-4444, AncIntake@alaska.gov

South-central: 1-855-352-8934, hss.ocsscointake@alaska.gov

Action Taken in Response:

Date of Follow-Up Call(s) or Other Contacts:

Name, Title, Organization, Address, Telephone Numbers, Fax Number, and E-Mail

Address of Persons Contacted:

Action Taken in Response:

Permit Holder's Name, Address, and Telephone Numbers:

Child's Complete Name, Including Middle Initial Gender Age Date of Birth

Child's Address and Telephone Numbers:

Outfitter/Guide Operating Safety Plan

Chugach National Forest

Name of Child's Parents or Guardian:

Relationship:

Parents' or Guardian's Address and Telephone Numbers:

Name of Persons Suspected of Abuse or Neglect: Fred Thomas

Relationship:

Address and Telephone Numbers of Persons Suspected of Abuse or Neglect:

Check all that apply:

Physical Injury Sexual Abuse Emotional Neglect or Abuse

Physical Neglect Other (specify):

—

State the nature and extent of the current injury, neglect, or sexual abuse to the child in question and the circumstances leading to the suspicion that the child is a victim of abuse or neglect:

If known, provide information concerning any previous injury, sexual abuse, or neglect experienced by this child or other children in this child's family, including any previous action taken in response:

State other information that may be helpful in establishing the cause of the child's status:

Signature and Title of Person Making Report:

Signed Here Date:

Distribution: