

Appendix 6

Sample Annual Operating Plan And Required Annual Operating Plan Outline

Bighorn National Forest

This appendix describes the minimum requirements of the holder's Annual Operating Plan and application regarding the operating season, staffing, operations and maintenance services provided, and minimum standards to be met for the Bighorn National Forest. The Forest Service will use applicant provided information to rate the proposal against the “Proposed Annual Operating Plan” provision evaluation criteria. **The successful applicant's proposal will become a part of his/her Annual Operating Plan.** Contact Dave McKee, Recreation Staff Officer, Bighorn National Forest, by e-mail or phone at dfmckee@fs.fed.us or (307) 674-2636 with questions.

In addition to requirements in the prospectus, the holder must meet the standards and requirements specified in this appendix for the recreation sites listed in the prospectus. Applicants are required to propose how they will meet or exceed the minimum standards described in the prospectus and this Appendix as well as those listed in Appendix 25 National Quality Standards for Recreation Site Management.

Annual Operating Plan

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1. Operating Season:

The minimum season will be the Friday of Memorial Day weekend each May through the Sunday of Labor Day weekend each September (see Prospectus). All sites will be open and operational seven days per week, including Holidays, between those dates.

Additional times of operation, both full and partial, may be offered as part of your proposal and applicants proposing to operate beyond the minimum seasons will receive a higher rating during the application evaluation.

2. Staffing:

The holder will be responsible for furnishing all personnel; and for adequately training and supervising their activities while performing under the provisions of the permit. Proposals should ensure adequate staffing to meet the requirements outlined in this appendix and the Prospectus.

State and Federal laws governing employment, wages, worker safety, etc. must be met. Applicable laws include, but are not limited to, laws governing equal opportunity, civil rights, fair labor standards, minimum wage, Davis-Bacon Wage Rates (for G/T fee off-set), workers' compensation, OSHA regulations, ADA, and immigration laws regarding employment of legal aliens.

2a. Supervision/Management:

A representative(s) who will serve as the liaison(s) between the Holder and the Forest Service and have full authority to act on the terms of the special use permit must be designated. 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 designee(s) names, or the appropriate job title(s), must be included in the proposal.

State in the proposal the position title and area(s) of responsibility for all supervisory and management personnel.

2b. Personnel

In addition to the requirements outlined above, the Forest recommends that hosts/site managers be located at or immediately nearby the Burgess facility. A history of operations experience indicates that having personnel stationed at this site will be very useful in providing the quality of services required to meet standards due to the complexity of operations which will occur at this site, including management of and inter-face with the required national reservation system.

Provide an organization chart showing each position. Provide a narrative description of each position shown on the organization chart including the title of the position, duties and responsibilities and indicating work schedules, full or part time employment, etc.

2c. Employee Training

Describe training to be provided to each position listed on your organization chart; including a description of training to be provided to mid-season hires.

2d. Employee Conduct

The holder is responsible for the conduct of his/her employees. They are expected to comply with all applicable Federal, state, and local laws, and to conduct themselves in a professional manner at all times. The special use permit does not shield the holder or his/her employees from prosecution if they violate any laws, either while performing their duties or while on their own time. Federal prohibitions include, but are not limited to:

- Engaging in conduct prohibited by the *Code of Federal Regulations* (36 CFR 261).
- Using, or being under the influence of, intoxicating beverages or narcotic drugs while on duty or representing the permittee.

Provide your company's employee conduct policy.

2e. Uniforms and Vehicle Identification

Employees must wear neat, clean, and professional attire that identifies them as concessionaire employee including a name tag with the concessionaire's identify. The official Forest Service uniform, Forest Service volunteer uniform, and components may not be used.

Uniforms must be maintained in a clean and presentable manner while performing duties.

Describe in detail attire for all employee positions.

Vehicles must be clean, quiet, and well maintained with a professional quality sign containing the concessionaire's name displayed on each side of each vehicle used.

Describe in detail all vehicles used. Include golf carts, maintenance vehicles, trailers of any other transportation devises intended to be used in this proposal.

3. Customer Service:

The Mission of the FS is "Caring for the Land and Serving People." The holder operates on National Forest System land on behalf of the FS and will assist in achieving this Mission. Visitors to National Forest campgrounds usually come with expectations for receiving an opportunity to have quality experiences and memories. The expectations of each visitor can vary significantly. The holder will develop and implement methods and mechanisms for responding to customer's needs and to meet or exceed customer's expectations.

Holder employees will respond to customer and the visiting public questions, concerns and comments in a helpful and professional manner in order to contribute towards a safe and enjoyable experience on the National Forest. Courteous and timely information and assistance will be provided to customers as an essential part for good customer service.

Campground visitors should feel welcome. Customers will have a realistic and efficient means for gathering accurate information, becoming aware of regulations or simply having questions answered.

The holder is responsible for satisfactorily resolving most visitor issues.

Customers should be provided a range of opportunities or products commensurate with the services being provided and the fees being charged. Customer's beliefs in receiving value for money spent are important and reductions in prices when water, trash or other services are reduced are considered a part of providing good customer service.

Customers will receive a minimum of 96 hours advance notification of increases in fees (i.e. when a site fee goes up during early season after a water system is turned on), reductions in service levels (i.e. when water systems will be shut down or trash service will be reduced) and changes in open/closed status of sites unless an unforeseen emergency situation requires shorter notice.

The holder will have a clear and consistent refund policy and procedure. A valid refund generally results from evidence of circumstances beyond the control of the person paying the fee.

Describe the notification process to be used when informing customers of changes in fees or service level.

Describe the refund policy and what procedures a customer would be required to follow if requesting a refund.

A customer service comment card system must be provided. Use of the customer service comment card contained in Appendix 6 may be proposed or an applicant may propose some other format for soliciting and accepting customer service comments.

Describe a customer service commitment and provide a comment card system.

4. Operations:

The Holder will be responsible for all tasks associated with the daily operation and maintenance of the Bighorn National Forest permit area.

4a. Water Systems

This site has a potable water system. It is the holder's responsibility to operate and maintain the water systems; including having the capability to turn off and reopen the system for maintenance

purposes. Upon initial permit issuance the Forest Service will provide assistance with the procedures for opening and shutting down each water system.

The holder is responsible for compliance with all applicable Federal, state and local drinking water laws or regulations for the operation and maintenance of a public water system. This includes the testing and maintenance of all potable water systems in accordance with the State of Wyoming Department of Public Health and Environment and Forest Service regulations. If current laws and regulations change and it becomes necessary to perform additional or different tests, the holder shall be responsible for compliance and associated costs. *(See Appendices 7 and 8: Forest Service 2700-4h, clause V. B. and FS 2700-4h Appendix F).*

The holder will be responsible for all water testing such as monthly bacteriological tests, annual nitrate/ nitrite tests, and other regular tests that may become necessary on an annual or more frequent basis due to new or changed regulations or classifications of the water systems.

The holder is responsible for shutting down water systems prior to the risk of damage by freezing temperatures

The holder is responsible for all repairs of the water system components which are caused by vandalism, natural events, forces of nature, and events attributed to improper holder actions or negligence. Valves, water lines, or other system components which break due to improper draining at shutdown resulting in any water being left in the system and subsequently freezing over winter shall be the responsibility of the holder.

When the site which typically has a potable water source between Memorial Day and September 22, does not have potable water available due to system failure, an "Unsafe" water sample, or any other circumstance determined to be to the result of holder negligence, nightly fees charged to the public may not exceed 50% of the normal advertised price. With written authorization, an alternative source of potable water may be provided to remove this fee restriction, provide that it meets all required standards.

This 1/2 price restriction does not apply to post season (after September 22) operations in sites with pressurized water systems that require shut down and draining due to freezing temperatures. It would not apply if a water system fails due to circumstances beyond the control of the holder. However, it does apply to sites with hand pumps that can continue to operate without freezing throughout the full operational season. Some water systems or hydrants may be maintained as operable only for holder employees, for example, at a host site or well house. However, this use would not qualify a system as being exempt from the 1/2 price rule.

Describe a process to operate, inspect, test, report and maintain the water systems addressing the standards described above.

4b. Interference with Normal Use of Recreation Sites

Operation, maintenance, and cleaning of grounds and facilities should not normally interfere with the recreational use of the areas by the visiting public. Adhering to this requirement will help the holder meet responsiveness standards.

Describe measures to limit inconvenience and disruption of use by the public.

4c. Standards for Site Facility Cleaning and Maintenance

The holder shall be responsible for meeting the standards listed below when cleaning and maintaining facilities.

Describe how the following eleven items (4c1. – 4c11.) will be identified and accomplished.

Applications should include detailed information regarding how the applicant intends to keep records and in what format(s) the records will be maintained for maintaining each of the items identified.

4c1. All Facilities

Facilities are maintained free of graffiti. Standard - For tracking and law enforcement purposes, graffiti shall be reported within 24 hours and any instances of re-occurring graffiti must be photographed and recorded prior to removal.

Facilities are clean and well maintained.

Numbers of visitors and vehicles do not exceed site capacity.

A site safety inspection is completed annually, and documented in a format acceptable to the Forest Service. Documented high risk conditions are corrected prior to use.

Utility systems meet applicable state and local regulations and appropriate lock-out/tag-out procedures must be utilized when work is being performed on utilities.

The holder is responsible to ensure employees are aware of, and practice, OSHA standards for health & safety and that appropriate personal protective equipment is available for use.

Facilities, when signed as accessible, meet guidelines in Universal Access to Outdoor Recreation: A Design Guide.

Grass and over hanging brush must be kept trimmed around tables, bulletin boards, water hydrants, barriers, signs, buildings, parking areas, paths, living spaces, tent sites, and other facilities.

The holder must report any significant problems that occur during the operating season to the designated Forest Service representative as soon as practical, but no longer than 48 hours from the time a holder employee became aware of it. Examples would include, but are not limited

to power outages lasting more than a few minutes, flooding of any facility or site, broken water lines that are not immediately repaired, pumps or motors that fail, backed up sewer systems, etc.

When any facility is repaired or replaced through holder maintenance or fee offset all the materials being replaced shall be properly disposed of off of NFS lands.

4c2. Toilets

Toilets are clean and free of objectionable odor. Floors will be free of dirt and standing water. Cobwebs, dead insects, bits of paper or other debris will not accumulate on floors, walls or ceilings.

Restrooms are functional and in good repair. Toilet interiors should have the appearance of being freshly painted.

Accessible pathways access and egress are maintained for full access.

Walkways and trails shall be kept free of obstructions or excess vegetation.

To keep humans from unhealthy exposures to human waste, all spilled waste is removed immediately upon discovery or notification.

Trash and foreign objects including, but not limited to cans, bottles, diapers, rocks, etc are regularly removed for toilet vaults.

Toilet vaults and chase rooms must be locked at all times to prevent unauthorized or accidental access by the public.

Gray water or black water line, above-ground hose lays from host sites or public RVs to toilets are not acceptable.

4c3. Tables

All table surfaces, including undersides of tops and benches, will be kept clean from spill stains and unsafe conditions.

Table surface treatments (painted, plasti-seal, powder coats, etc) shall be maintained by the holder. Most tables require repainting or surface touch-up on a three (3) year schedule in order to meet this standard.

Excessive grass or vegetation shall be trimmed from around the table area.

There should be adequate ground cover vegetation, gravel, or other approved material around tables to reduce mud and erosion around tables.

Any table with damaged bases, benches, top or other component will be repaired and/or documented for repair or replacement.

4c4. Fire Rings and Grills

Fire rings shall be inspected and free of litter, excessive ashes, and unburned material before use by a new user.

Ashes, charcoal, and unburned wood shall be removed from fire rings and grills when there is less than four (4) inches of free side clearance on 7" or 9" rings and ten inches on 18" or higher rings.

All ashes must be disposed of off National Forest lands and in accordance with state and local laws and regulations. Ashes shall not be placed in any trash receptacles while they are hot.

Grass and over hanging brush or other combustible materials must be kept trimmed to a minimum of 4 feet around all firerings, BBQs or other fire devises.

There should be adequate gravel, or other approved material around fire rings to prevent mud and erosion.

Eliminate any rock fire rings or modifications that were not installed or approved by the Forest Service. Remove ashes from unauthorized fire rings and pits. Scatter the rocks and spread soil over these areas to make them less conspicuous.

4c5. Grounds

Developed sites shall be free of litter and domestic animal waste.

Nails, ropes, wire, etc. will be removed from trees whenever found.

Grass and other ground vegetation shall be trimmed on a regular basis to maintain a comfortable and inviting environment. Care must be taken to prevent damage to tree bark or other desirable vegetation when trimming grass.

The holder is responsible to mitigate noxious weed issues and actively prevent new infestations or increase in existing infestations.

Negative effects from recreation use that may conflict with environmental laws are mitigated as needed.

Loss of vegetation and erosion caused by recreation use is prevented and/or corrected in accordance with vegetation management plans.

The holder actively corrects or prevents loss of vegetation and erosion caused by recreation use.

4c6. Roads and Trails

The holder is responsible for maintaining vehicular and pedestrian access in a safe and passable condition to Forest Service standards. This responsibility includes, but is not limited to:

Mowing road shoulders, along edges of foot trails and around parking barriers for visibility;

Trimming branches or other vegetation to maintain sight distances at intersections and in front of signage. Branches along roadways will be trimmed back to avoid scratching of trailers and vehicles utilizing the roads;

Filling chuck holes with asphalt materials on paved surfaces; maintenance of foot trail surfacing; maintenance of stairway treads or railing;

Erosion control through cleaning culverts and barrow ditches, grading, or use of check dams, to allow proper drainage. Grading that is considered as a holder responsibility would include the annual light grading intended to retain ditch flow, pull surface materials back onto the roadway and knock down wash boarding. Heavy grading would be considered a Forest Service responsibility and may be considered as fee offset work if agreed to in the annual offset plan.

Appropriate treatment and maintenance of roads within or adjacent to developed sites to control dust.

4c7. Barriers (parking, road, etc.)

Excess vegetation around barriers shall be trimmed to keep the barrier visible.

Wooden barriers in contact with the ground will be raised to prevent premature rot or infestation by ants or other insects.

Barriers surface treatments (painted, stained, etc) shall be maintained in good condition by the holder. Most barriers require repainting or surface touch-up on a three (3) year schedule in order to meet this standard.

4c8. Water Hydrants

Water hydrants meet state and federal standards. See additional requirements in Appendix 8.

Each hydrant should be posted with a sign that says "No washing dishes, bathing, washing hair or hands, or cleaning fish", or a similar message and customers are prevented from utilizing hydrants in such a manner. Adhering to this requirement will help the holder meet environmental and public safety standards.

Maintain functional gravel sumps. Replace the gravel sump when "sour" smelling, filled with dirt, or when excess water does not properly drain.

All hydrants in a CG must remain fully operable during the peak season. Any reduction in the number of operable hydrants during the shoulder seasons must be approved in the annual operating plan.

4c9. Trash Receptacles & Food Lockers

Garbage does not exceed the capacity of the garbage containers.

Garbage and food locker locations are kept clean and free of objectionable odors.

All trash shall be removed from National Forest lands and disposed of in accordance with all state and local laws and regulations.

All trash receptacles and food lockers shall be secured appropriately so they will not be a safety hazard.

All animal-proof trash receptacles and food lockers must be maintained in a functional working condition as designed; and broken or malfunctioning latches, chains or other appurtenant features must be repaired or replaced by the holder in a timely manner.

At sites where trash disposal contractors are required to supply trash receptacles, they must meet local construction standards for being animal resistant.

Trash receptacles designed as accessible will be maintained in operable condition as accessible.

The holder is responsible for repair of prematurely damaged dumpsters and trash containers that is caused by accident or abuse.

When storing dumpsters and trash cans for the winter, they should be tipped upside down, or otherwise protected to prevent snow-melt and water from accumulating inside and causing premature rusting.

All trash receptacles and food lockers in a CG must remain fully operable during the peak season. Any reduction in the number of available receptacles or lockers during the shoulder seasons must be approved in the annual operating plan.

4c10. Signs, Bulletin Boards, Site Markers and Fee Stations

All signs must be maintained in a good condition (neat, clean, not faded or torn). Homemade or hand drawn signs or posters do not meet standards and shall not be used except in emergency situations. Additional signs should be reviewed by the authorized officer as to location, design, size, color, and content.

Information boards should look fresh, professional, uncluttered, and contain appropriate current/seasonal information. Multi-lingual information is provided as needed. Signs, bulletin boards, site markers, and fee stations are well maintained, neatly arranged, and meet Forest Service signage standards.

Replacement of manufactured poster board informational signs is the responsibility of the holder and replacement must occur once there is evidence of fading or a “dog-eared” appearance.

Site markers shall be well maintained, neatly arranged, and meet Forest Service signage standards. The holder is responsible for replacement of flexible wand type site markers when broken by careless drivers or straightening and resetting them when knocked over or bent.

The holder is responsible for keeping interior routed and painted signs refurbished and touched up with paint and in the condition in which the sign was received. Full replacement or extensive refinishing and re-surfacing of this type of sign that becomes necessary due to the cyclic service life of the sign being exceeded is the responsibility of the Forest Service and will qualify as an annual offset expenditure.

Commercial advertising for anything other than information directly related to the approved operations at this site is not allowed.

A sign stating that the recreation area is under permit from the U.S. Forest Service and including the name of the permit holder must be posted on the entrance board of all sites. The sign must include contact information for both the permit holder and Forest Service.

The holder is required to post and maintain the *And Justice for All* poster and "Welcome To Your National Forests..." poster (Unicor P23-43) as furnished by the Forest Service.

Describe proposed signing as it relates to both Holder and Forest Service provided signs.

4c11. Buildings

The visitor center building and well house shall be kept clean and tidy and shall not be used for storage of any chemicals, petroleum products, or other hazardous materials.

No hazardous materials will be stored over the winter in Forest Service facilities. This includes petroleum fuels, propane, insecticides, etc.

Approval for use of any building as a winter storage location must be approved in the annual operating plan. Tools and/or supplies that are stored over winter in toilets, well houses or other buildings must be stacked in a neat and orderly manner so access to the interior of the building is not blocked.

Installation of any shed or storage building or other structure must have prior written approval from the Forest Service.

4c12. Utilities

All utilities will be operated in accordance with state and local laws and regulations.

Payment of all utility costs will be the sole responsibility of the holder.

The FS recommends that the holder arrange for utility services to be shut down and final meter readings made at the end of each season.

Official final meter readings are required, and must be submitted to the Permit Administrator during the final season of operations under the term of the permit.

5. Safety:

The safety and health of all persons is of primary importance and the holder should pay special attention to situations listed in this section.

Provide a safety and health plan that addresses an annual all encompassing safety and health inspection; and a continuing safety and health monitoring program that addresses the following seven areas of concern and how documentation will be handled:

5a. Safety inspections

An annual all encompassing safety and health inspection will be performed and documented prior to the high use season. This inspection will: document all safety and health problems discovered; note corrective action to be taken; and document completion of corrective actions or mitigating measures.

Documentation of safety inspections must be submitted to the designated Forest Service representative as soon as practical. A method of tracking should be included to assure that problems noted in any inspections or throughout the year are followed up on appropriately.

Additionally, continuing attention to will be given to new situations presenting safety or health concerns during the operating season. All discoveries, corrective actions or mitigating measures taken will be documented in writing.

5b. High risk conditions

High risk conditions may develop as a result of any of the following: weather, environmental factors, facility conditions, domestic unrest; etc. It is the holder's responsibility to plan for and react responsibly. Once the immediate safety mitigation requirements of such a situation are addressed the holder must inform the Forest Service and document the situation.

5c. Removal of hazardous objects

Safety hazards, such as but not limited to unsafe branches, tripping hazards, unstable walking surfaces, damaged facilities, etc. shall be identified, corrected prior to opening to the public and documented.

Any facilities or materials being removed for safety reasons shall be properly disposed of off of NFS lands.

5d. Identification and removal of hazardous trees

The holder is responsible for identifying, monitoring, and removing all hazard trees (up to the limit established in the prospectus) prior to opening to the public, subject to Forest Service review. In addition, hazard inspection will be conducted immediately after any major weather event (i.e., severe thunder storms, wind events, ice storms). After securing approval from the Forest Service, the permit holder is required to remove hazard trees and associated slash. The Annual Operating Plan will address the appropriate disposal methods. The Forest Service will advise the permit holder, as needed, in regards to hazard tree identification and removal.

Any dead standing tree within 200 feet of the outermost constructed feature around the perimeter of the site is non-negotiable as a hazard tree and must be removed by permit holder as soon as practical or site must be closed or the hazard otherwise appropriately mitigated. Forest Service approval is required prior to cutting or pruning of any live or partially live trees.

The holder would not typically be responsible for hazard tree removal necessitated by atypical situations, such as a major blow down or a large insect infestation. However, responsibility will be determined on a case by case basis.

All stumps from hazard tree removal shall be flush cut to ground level in order to reduce tripping hazards.

If slash and bucked logs resulting from hazard tree removal are not used by campers within a reasonable length of time, the holder must dispose of it by an approved method.

Trees or any forest product removed from a site in this offering shall require an appropriate permit such as a fuelwood permit or other written authorization.

5e. Safety training for employees

The holder is responsible to provide on-going safety training to ensure a safe work environment and inform and educate their employees about working safely and recognizing unsafe conditions.

5f. Predators, Rodents & Insects

Predators such as black bears and mountain lions live in the vicinity of most sites included in this offering and have occasionally been observed in many of these sites. These species do not typically interact with humans, but the potential exists. Rodents can carry Plague, Hantavirus or other diseases that can infect humans. Mosquitoes and ticks can be vectors for a variety of diseases; and bees or wasps may cause allergic reactions in some people.

The holder is responsible to maintain all sites in manner that reduces potential for conflicts with animals and prevents infestations by undesirable rodents and insects. The holder must ensure a safe environment and inform and educate their employees and the public about measures to prevent problems.

Holder employees will set an example by managing bird feeders, personal food/drink coolers, pet food, BBQ grills, trash, etc., in a manner that will not attract undesirable animals or insects.

Include posting information concerning bear precautions and adherence to the bear precaution guidelines as follows:

1. Do not feed the bears.
2. Report bears activity within 24 hours to US Forest Service.
3. Post messages relating to bear activity on signboards.
4. Use approved bear proof garbage containers if required.
5. Keep all food in secure containers.
6. Properly dispose of all garbage and wastewater containing food ASAP.

6. Holder advertising:

The holder shall accurately represent the accommodations and services provided to the public within the permit area, in all advertisements, signs, brochures, and any other materials. The fact that the permit area is located on the Bighorn National Forest shall be made readily apparent in all advertising and publications.

All forms of advertising must contain the following words: "X Company is an equal opportunity provider."

Describe proposed media for advertising.

7. Fire Prevention:

Provide a fire prevention plan that addresses, at a minimum:

- How the applicant will prevent wildfires and structural fires
- Fire prevention/suppression tools and equipment that will be on-site
- Training and experience of employees, relative to fire
- Reporting procedures and emergency response, should a fire occur

8. Law enforcement and security:

Forest Service, state, and local law enforcement and the holder each have enforcement roles at concession recreation sites. Appendix 18 contains a copy of FSM 2342.1 - Exhibit 01 - **Law Enforcement at Concession Campgrounds** which clarifies the law enforcement authorities and responsibilities at concession operated recreation sites.

Numbers of people and vehicles are kept at or below site capacity.

The holder is actively involved with educating visitors regarding National Forest rules and regulations and works to gain compliance.

Use of the developed sites for other than recreational purposes is prohibited. Forest Service campgrounds may not be utilized as living spaces for those who are actively commuting to and from work while staying at the site, or as a location to live as an alternative to living on private lands.

Describe how law enforcement, security and rules of use will be imposed at the recreation sites.

9. Communication Systems:

The holder is required to provide an acceptable means of communication (e.g., two-way radios, cellular phones, satellite phones, etc.) between employees, the Forest Service, the National Recreation Reservation System, and emergency response agencies. The use of radio frequencies and equipment owned by the Forest Service will not be authorized.

Describe how communications will be complete, timely, and accurate between all affected interests.

10. Incident Reporting:

The holder is required to report all injuries, accidents, or medical emergencies involving visitors or employees, or damage to public or government property in excess of \$250.00, in connection with the operation of this permit and occurring on National Forest Lands. Reports will be submitted as soon as

practicable after the incident to the FS Permit Administrator or Ranger District Office where the incident occurred.

Additionally, the holder shall contact the Authorized Officer as soon as practicable, but no more than one business day, following incidents that occur on National Forest System (NFS) lands within the authorized area after:

- a. Any incident resulting in death, permanent disability, or personal injuries that are life-threatening or that are likely to cause permanent disability;
- b. A search and rescue operation to locate a person; or
- c. 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.

When notifying the Authorized Officer of an incident, the holder shall specify when, where, and how it occurred, and who was present or affected by the event. The Permit Holder will follow-up all incidents with a complete written report to the Forest Service within 10 business days of the incident.

Describe protocols regarding how Incident Reporting will be complete, timely, and accurate between all affected interests.

11. Herbicides and Pesticides:

Herbicides and pesticides may not be used without prior written approval from the Forest Service, except that “off the shelf” pesticides intended for home use may be used without prior approval as long as their use and storage complies with the manufacturer recommendations. A request for approval of planned uses of pesticides shall be submitted annually by the holder on the due date established by the Authorized Officer. Any request for use should cover a 12-month period of planned use, beginning 3 months after the reporting date. Only those materials registered by the U.S. Environmental Protection Agency for the specific purpose planned shall be considered for use on National Forest System lands (refer to FS-2700-4h, V.D).

Approval for use of herbicides or pesticides would generally be limited to control of undesirable vegetation growing within roads, spurs or living spaces and/or control of insect pests such as flies in toilets or ants or bees within sites or associated facilities.

Describe intentions to use specific products and under what circumstances their use would be considered

12. Recycling:

Recycling of all materials is encouraged.

Any recycling program will be required to follow regulations and policies regarding animal-proof containers.

A recycling program will help meet the intent of Health & Safety, Setting and Responsiveness standards.

Describe any proposed recycling program to include types of materials, receptacles, handling, removal, etc.