

Sample Annual Operating Plans for Recreation Use

Annual Operating Plan and Outfitter/Guide Operating Plan

This appendix describes the minimum requirements of a *sample* holder's Annual Operating Plan and application regarding the operating season, staffing, operations and maintenance services provided, and minimum standards to be met. The Forest Service will use the information which the applicant provides to rate the applicant against the "Proposed Operating Plan" evaluation criteria. The successful applicant's proposal will become a part of his/her Annual Operating Plan. Please get in touch with Clay Davis, Lands, Minerals, and Special Use Administrator, at (907) 747-4225, if you have any questions.

The holder must meet the operating standards and requirements specified in Chapter IV of the prospectus. Applicants are required to propose how they will meet or exceed the minimum standards.

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1. Operating Season:

The permit holder will be responsible for facilities on a year-round basis, including during periods of non-operation.

State in the proposal seasons and times of operation, both full and partial.

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.

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 (Occupational Safety and Health Administration) regulations, ADA (Americans with Disabilities Act), and immigration laws regarding employment of legal aliens. In addition, Forest Service policies regarding staff conduct and ethics will be followed.

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 name(s), or the appropriate job title(s), must be included in the proposal.

State in the proposal each position title and their area(s) of responsibility.

2b. Personnel

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 indicating full or part time employment.

2c. Employee Training

Describe training to be provided to each position listed on your organization chart.

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. 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 permit holder.

Provide your company's employee conduct policy.

2e. Uniforms and Vehicle Identification

The official Forest Service uniform, Forest Service volunteer uniform, and components may not be used.

Describe in detail the number and kinds of vehicles proposed.

3. Customer Service

Customers and the visiting public will be responded to in a professional and timely manner to contribute towards a safe and enjoyable experience on the National Forest. A customer service comment card system must be provided to allow for customer feedback on the quality of services being provided.

Describe a customer service commitment to include methods and mechanisms for responding to customer's needs in a helpful and professional manner and provide a comment card system.

4. Operations

4a. Safety and Hazard Tree Inspections

A safety inspection, to include hazard tree identification, will be performed on each developed site on an annual basis. This inspection should occur prior to the sites being opened to the public. Each inspection will be documented in writing, in a format acceptable to the Forest Service. The holder will be responsible for correcting any safety deficiencies, including dropping hazardous trees, prior to opening the site to the public. Actions proposed to correct deficiencies must be approved by the Forest Service in order to ensure environmental protection and public safety.

4b. Water Systems

The developed site included in this offering has a potable water system. The holder is responsible for meeting all applicable health and safety standards. It is the holder's responsibility to operate and maintain the water system, and have the capability of shutting down and reopening the system as required for maintenance or seasonal closures. The Forest Service will provide instruction on turning off and reopening the water system.

The holder is responsible for compliance with all applicable Federal, state, and local drinking water laws and 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 Alaska Department of Environmental Management 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 (*Form FS 2700-4h, clause V. B. and Appendix F*).

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

When a facility which typically has a potable water source does not have potable water available, due to system failure, "Unsafe" water samples, or any other reasons, fees charged to the public may not exceed 50% of the normal price. An alternative source of potable water may be provided to remove this fee restriction.

Further information about the potable water systems and state testing requirements may be obtained from the appropriate state department.

A water systems operations-and-maintenance log shall be kept for all water systems. This log shall include, at a minimum, the following information: dates and results of all testing, inspections, cleanings, repairs, or adjustments to pressures; and chlorination amounts. The log will also be available for review at the request of the permit administrator or Authorized Officer.

4c. Liquid and Solid Waste Treatment Facilities

The permit holder is responsible for operation and maintenance of all liquid and solid waste treatment and disposal systems and facilities. Duties include:

- Maintaining all equipment associated with the systems and facilities;
- Keeping the Forest Service apprised of how the system is operating.

All operations conducted are required to be in conformance with the Operations and Maintenance Plan and the State issued Operations Permit.

A water systems operations-and-maintenance log shall be kept for all water systems.

4d. Interference with Normal Use of Recreation Sites

Operation, maintenance, and cleaning of grounds and facilities can interfere with the recreational use of the areas by the visiting public.

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

4e. 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 ten items [4e(1)–4e(10)] will be identified and accomplished.

(1) All Facilities

- Facilities are clean and well maintained.
- Numbers of visitors and vehicles are kept at or below site capacity.
- Site safety inspections are completed annually, and documented in a format acceptable to the Forest Service.
- Documented high risk conditions are corrected prior to use.
- High risk conditions that develop during the use season are mitigated, or the site is closed.
- Electrical systems meet applicable state and local regulations.
- 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.
- Graffiti is removed.

(2) Toilets

- To keep humans from unhealthy exposures to human waste.
- All other types of sewage treatment systems must meet state and federal standards.
- Toilets are clean and free of objectionable odor.
- Restrooms and showers are functional and in good repair.

(3) Tables

- Excessive grass or vegetation shall be trimmed from table areas.
- There should be adequate vegetation, gravel, or other approved material around tables to prevent mud and erosion.
- Tables shall be level and well maintained.

(4) Fire Rings and Grills

- Fire rings are free of litter.
- 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.
- The disposal of ashes must be approved by the Forest Service and in accordance with state and local laws and regulations. Ashes shall not be placed in dumpsters or trash cans while hot.
- There should be adequate gravel, or other approved material around fire rings to prevent mud, erosion, and to minimize fire hazards.

(5) Grounds

- Effects from recreation use that conflict with environmental laws are analyzed and mitigated as needed.
- Loss of vegetation and erosion caused by recreation use is prevented and/or corrected in accordance with approved vegetation management plans.
- Grass and other ground vegetation shall be trimmed on a regular basis to maintain a comfortable and inviting environment.
- Developed sites are free of litter and domestic animal waste.
- Nails, ropes, wire, etc. will be removed from trees whenever found.
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(6) Roads and Trails: Ditches and culverts shall be cleaned and maintained to allow proper drainage.

(7) Barriers (parking, road blocks, etc): Excess vegetation around barriers shall be trimmed to keep the barrier visible.

(8) Water Hydrants

- Water hydrants meet state and federal standards.
- Maintain functional gravel sumps
- 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.

(9) Trash Receptacles

- Garbage does not exceed the capacity of the garbage containers.
- Garbage locations are 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.
- The type, size, number, and locations of garbage dumpsters/containers should be included in the application.

(10) Site Markers: Site markers shall be well maintained, neatly arranged, and meet Forest Service sign standards.

(11) Signs, Bulletin Boards, and Fee Stations

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

5. Post-Season Operations

When closing a site for the season, the holder will be responsible for meeting the following postseason inspections and operations and maintenance standards:

As services are reduced or closed, visitors should be contacted a day or two prior to the change in service level to let them know about the expected changes. Entrance stations should also have signs posted indicating the change in services. These requirements will help to ensure that the holder meets Meaningful Measures Responsiveness standards.

In addition, the following steps should be taken at all sites:

5a. Water Systems

Shut down water systems prior to freezing temperatures, according to the procedures required for each individual system. These procedures include:

- Draining all pumps, holding tanks, water lines, hydrants, faucets, etc. It is recommended to drain valves and lines by pressurizing them with an air compressor.

- Securing hand pumps so water is not available to the public during the time that it is not being tested.

5b. Year-End Reports and Inspections

Turn in year-end reports required by the Forest Service. The Forest Service recommends that an annual inspection of the campground be completed with the Forest Service, and future maintenance needs be documented.

5c. A joint end of season inspection is required during the second to last, and last year of a permit term. These inspections will verify the condition of facilities and help to determine what additional maintenance needs may be required of the holder in order to fulfill the terms of the permit prior to expiration.

6. Site Hazards (Including Hazard Trees)

6a. Annual site safety inspection

An annual site safety inspection is required. Documented high risk conditions are to be noted and corrected prior to opening the following season. During the last year of the permit, the holder will be required to remove the hazards.

6b. High risk sites – closed season

High risk site conditions that develop during the closed season are mitigated or the site will not be opened the following year. Both of these are critical standards. The safety inspection shall be documented in a format acceptable to the Forest Service. The holder should take all measures necessary to protect the health and safety of all persons affected by the use. More specifically, holder is solely responsible for identifying, correcting, and reporting all safety hazards to the authorized officer. The Forest Service has no duty under the terms of the permit to inspect the permit area or operations of the holder for hazardous conditions or compliance with health and safety standards.

In order to meet safety and security standards, as safety hazards are identified, the holder should take the following steps:

- Inform those who are in immediate danger.
- Take necessary actions to protect the public, at least temporarily.
- Immediately report the hazard to the Forest Service, even if there is no immediate danger to the public.
- Immediately report the hazard to any other employees who might be affected.
- If possible, remove the hazard and document the removal.

The holder will immediately close the affected sites and immediately notify the authorized officer and/or his permit administrator of any hazards in the area that the holder is not able to remedy.

6c. Removal of hazardous objects

Trees shall be kept free of nails, rope, wire, unsafe branches, and other hazards that might endanger users or damage the trees. Rocks, logs, sticks, or other similar natural or man-made objects that create a safety hazard or an unsightly condition should be removed from the permit area daily.

6d. Identification and removal of hazardous trees

The holder is responsible for identifying and removing all hazard trees, subject to Forest Service review. All sites and facilities within 200 feet or two tree lengths (whichever is less) of a standing hazardous tree shall be closed until the condition is corrected. Disposal methods and locations should be described in the Annual Operating Plan.

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.

6e. Forest Service approval for cutting or pruning vegetation

Forest Service approval is required prior to cutting or pruning of any trees. If desired, the Forest Service may perform the required cutting/removal work under a collection agreement with the holder.

6f. Stumps, slash and logs

All stumps from hazard tree removal shall be flush cut to ground level in order to reduce tripping hazards. Slash and logs shall be bucked to a maximum 18" length and stacked for camper use, removed from the site, or scattered to a maximum height of 18".

6g. Disposal of slash and bucked logs

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 a method approved by the Forest Service.

This requirement is necessary in order to meet Setting standards and to reduce wild fire hazard.

7. Signs and Posters

7a. Entrance board signing

The holder is required to have a sign posted on the entrance board of all sites, stating that the site is under permit from the U.S. Forest Service and including the name of the concessionaire and how to contact them.

7b. Title VI compliance

The holder is required to post signage with approved wording which indicates compliance with Title VI regulations. The *And Justice for All* poster would serve this requirement.

7c. Signing requirements

All signs must be maintained in a good condition (neat, clean, not faded or torn). Homemade signs or posters are not allowed. These signing requirements help to ensure meeting Setting, Responsiveness and Safety and Security standards.

7d. Signs and advertising

Additional signs or other advertising posted on National Forest System lands should be reviewed by the authorized officer as to location, design, size, color, and content. All signs must be supplied by the holder.

8. Advertising

8a. Accurate representation

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 Tongass National Forest shall be made readily apparent in all advertising and signing.

8b. Equal opportunity provider

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

9. Fire Prevention

In order to meet Safety and Security standards, the holder must include a fire prevention plan in the Operating Plan that addresses, at a minimum:

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

10. Road and Trail Maintenance

10a. At a minimum, the holder is responsible for maintaining vehicular and pedestrian access in a safe and passable condition, and to Forest Service standards. This responsibility includes, but is not limited to: mowing road shoulders and around parking barriers for visibility; grading and/or controlling dust on unpaved surfaces; and erosion control through grading, ditching, or use of check dams, regardless of where needed. Culverts should be cleaned at the beginning of each season, and following large storm events.

10b. Applicants should propose a road and trail maintenance schedule to accomplish these needs.

The holder may desire to enter into a collection agreement with the Forest Service to have the interior road grading done in conjunction with other Forest Service road maintenance activities. If so, a proposal should be included in the application.

11. Emergency Response: In order to meet required standards, the holder should be prepared to respond to any emergencies (medical, facility breakdown, fire, flood, etc.) that might occur in and around the facilities covered under the permit. Applicants should describe how they will be prepared to respond to such emergency situations.

12. Law Enforcement

Forest Service, State, and local law enforcement and the holder each have enforcement roles. Applicants should address how they will fulfill the holder's responsibility for rules of use to be imposed at the recreation sites.

To meet Safety and Security standards, the holder will be expected to inform visitors of the rules and regulations applicable to use and occupancy of the recreation sites under permit. If a visitor does not comply with the law, the holder should gather as much information as possible on the violator without jeopardizing his/her own safety, and contact the nearest appropriate law enforcement authority.

The holder shall be responsible for reporting acts of vandalism or destruction of Government or personal property to the appropriate Ranger District representative, after notifying the State Troopers.

The holder will be responsible for ensuring that vehicle parking is not causing resource damage or inconvenience to other visitors. Vehicle parking will be restricted such that vehicles do not block through traffic, and do not damage vegetation.

13. Communication Systems

The holder is required to provide a means of communication (e.g., two-way radios, cellular phones, etc.) between all employees, the Forest Service, and emergency response agencies. This requirement will help to fulfill the Safety and Security standard.

Applicants should describe how they will ensure complete, timely, and accurate communication between all affected interests. Applicants should also describe who will be the holder's on-site representative(s) and how that person will communicate with the Forest Service. Please also describe emergency response, availability of weather radios on site, and how emergency alerts will be communicated to area visitors.

The use of equipment owned by the Forest Service will not be authorized.

14. Herbicides, Pesticides, and Noxious Weeds

In order to ensure environmental protection and public safety, herbicides and pesticides may not be used to control undesirable vegetation, aquatic plants, insects, rodents, trash fish, and other pests and weeds, without prior written approval from the Forest Service. 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 shall 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.

The holder has the affirmative duty to prevent the infestation and/or spread of noxious weeds in the permit area. This duty includes demonstrating the ability to identify common noxious weeds in the area; performing timely treatment by mechanical or approved chemical means; and performing timely and successful re-vegetation of disturbed areas where noxious weed development can be expected. A collection agreement may be entered into with the Forest Service for certain noxious weed treatments, if agreeable with all parties. Applicants should describe how they will manage noxious weeds and/or other nuisance vegetation or pests in the permit area.

15. Boating Safety: All use of water craft shall comply with present and future laws, regulations and other legal requirements.

Describe how boating safety will be accomplished.

16. Vandalism

The holder should take reasonable measures to prevent and discourage vandalism and disorderly conduct. When necessary, he/she should contact the appropriate law enforcement office. The holder is responsible for repairing all vandalism that occurs during the permit tenure. All applicants should describe what measures they will take to minimize vandalism in their permit area.

17. Other Optional Programs

17a. Interpretive Programs

Interpretive services can help to meet several standards. They may enhance visitor experience, increase visitor understanding of their National Forests, aid in fire prevention, and deter damage to facilities and resources. Interpreters educate, entertain, exhibit, inform, and otherwise communicate important natural resource messages to visitors. Presentations may address natural and cultural resources, fisheries and wildlife, water resources, or other topics relative to the National Forest. Interpretive services can take the form of campfire programs, brochures, children's activities, displays, or other similar items.

Interpretive programs shall meet participant accessibility requirements.

The holder may subcontract the provision of interpretive services with other organizations such as museums, historic societies. Program content and subcontractors shall be approved by the Forest Service.

Applicants should submit an interpretive services plan to describe any proposed services. The plan should describe the following:

- The location, type, and frequency of interpretive services.
- A synopsis of program contents.
- A description of program presenters, and their qualifications.

17b. Recycling

Recycling of all materials is encouraged. A recycling program will help to meet the intent of Health and Cleanliness, Setting, and Responsiveness standards.

- Applicants should include a description of proposed recycling services.
- The holder should provide and cover all costs for any recycling programs.
- Holder-supplied recycling receptacles will be subject to approval by the Forest Service. The holder will be responsible for emptying recycled materials from the receptacles and removing them from the site to an appropriate recycling facility. Any proceeds from the sale of recycled materials may be retained by the holder.

18. Additional revenue-producing sales, services, and/or fees

Describe and list all additional revenue-producing sales services or fees you propose to provide.

- sale of firewood
- sale of informational and interpretive materials (e.g. books)
- paddle boat or canoe rentals
- rental of bikes
- sale of miscellaneous food items (ice, soda, bottled water, etc.)
- miscellaneous clothing sales (t-shirts)

**OUTFITTER/GUIDE OPERATING PLAN
Sitka Ranger District
Tongass National Forest**

1. OFFICIAL TITLE OF OPERATION (legal entity and business name used, if any)

2. OWNER(S) AND MANAGER

Name	
Address	
Phone	
Cell	
Fax	
Email	

3. EMPLOYEE NAMES, QUALIFICATIONS, AND TRAINING FOR ALL GUIDES

Names	Qualifications/Licenses**	Training

**** Attach a copy of all licenses listed above.**

The guides will be competent and experienced in conducting the trips in the subject areas, and will have personal knowledge of the area and its features.

4. DESCRIPTION OF SERVICES PROVIDED TO THE PUBLIC AND ITINERARY FOR THE SEASON

The guide points out features of the southeast Alaska environment and guests will be informed that they are touring on National Forest System lands. The guide will discuss the role of the Forest Service in providing resource protection, recreation opportunities, and wilderness. The trip routes include areas as described on the the special use authorization.

Guide Use Area or Specific Location Description	Dates of Trips or Operating Season	Activity of Tour or Species Hunted	Maximum # of Clients per trip/tour	Total #Clients per year	Fee Paid by Client for the Trip/Tour

(Insert or attach itinerary.)

5. CONTRACTED (or “Ancillary”) SERVICES (Fill out this section if you are contracting for a service that supports use authorized by your outfitting and guiding permit and that is provided by a party other than the holder or the holder’s employees or agent.)

Describe contracted services and attach a copy of the contract(s):

Note the following:

1. The contract must state that the holder remains responsible for compliance with all the terms and conditions of the permit.
2. Contracted services must be covered by an insurance policy with the required limits that names the United States of America, c/o Sitka Ranger District as an additional insured. This coverage may be provided by the holder’s policy or a separate policy held by the contractor.

6. OPERATING PERIOD

- a. Season/Dates of Operation: _____ (Note - date restrictions may apply to specific areas/locations and are listed in the permit)
- b. Business Hours: _____

7. PHYSICAL DESCRIPTION OF BOATS/VEHICLES/PLANES TO BE USED

Include license plate numbers, boat I.D. numbers/names, etc.

8. ASSIGNED SITE (Fill out this section if you have an assigned site associated with your operations – for example, vehicle storage, temporary camp, etc.)

Include location of the site(s) and specific details about how the site will be used: number and types of vehicles; number and description of temporary structures (include dimensions); duration of use; etc.

9. GENERAL SAFETY PLAN

a. List all hazards involved in your proposed use and identify your procedures to insure public safety. You may also attach a company/business safety plan if you have one in place to address this item:

b. Emergency equipment to be used: _____

The trip equipment will include a First Aid Kit appropriate to the group size; it will be readily accessible in the field.

c. Rescue procedures planned in the event of an accident:

d. Incident reporting procedures:

Any incidents resulting in inadvertent violation of the Special Use Permit to this Operating Plan, any personal injury requiring a physician's attention, any evacuation, and/or any property damage over \$100 must be reported to the Forest Service within 10 days of occurrence.

10. FIRE PREVENTION/SUPPRESSION PLANNED

Select appropriate campfire sites and have the necessary fire fighting equipment on hand. In wilderness and whenever possible, all campfires will be built below high tide as mound fires (Leave No Trace technique), or in firepans. Every campfire will be put dead-out before leaving it. No campfire rings will be built, and after use all ashes will be scattered when safe to do so. Clients will be advised of proper disposal of all smoking materials.

Other fire prevention plans: _____

11. PLANNED ENVIRONMENTAL PROTECTION AND SANITATION

In the field, guides will incorporate "Leave No Trace" methods for all activities including trash disposal and personal waste disposal on the National Forest. Principles and techniques of "Leave No Trace" outdoor behaviors appropriate to Southeast Alaska will be discussed, including low-impact methods of human waste disposal and the "Pack it in - Pack it out" policy. Trash will be carried out and paper trash will be burned. Human waste will be disposed of in the intertidal zone.

Other protection plans:

12. WILDERNESS (Fill out only if operating in designated wilderness)

Wilderness outfitter/guides are expected to:

..... Provide some understanding of how the Wilderness Act of 1964 and the Alaska National Interest Lands Conservation Act of 1980 affect management of the wilderness areas on the Tongass National Forest for clients. Examples of how wilderness is managed differently than other National Forest Lands should be a part of the message.

..... Interpret natural processes, historic and cultural facts, and wilderness ethics for clients. Encourage clients to seek more information by having reading materials either in the field, accessible in the place of business, or available by reference. Also, natural conditions and processes are allowed to shape clients' experience, rather than providing for the ease and convenience of the clients.

.....Follow and promote leave-no-trace principles and practices (see www.lnt.org)

.....Provide a wilderness experience by adhering to the group sizes agreed to in the operating plan and by remaining a respectful distance away from other users whenever possible.

Describe below how you will inform your clients about wilderness values, leave-no-trace skills, and backcountry etiquette:

13. ADVERTISING/PROMOTIONAL MATERIALS

Attach a copy of all pamphlets and promotional materials related to your operation on National Forest lands. All of the holder's brochures, web sites, and advertising shall include the following statements:

“[Your name/company] is operated under special use permit within the Tongass National Forest”
“[Your name/company] is an equal opportunity provider and employer”

These statements are required in order to be in compliance with Permit Clause VII. A. and Title VI of the Civil Rights Act of 1964, as amended.

Booking Agents/Consultants (List below all companies or individuals that you use to advertise your services):

The permit holder and agents/consultants *“shall not misrepresent in any way, either orally, in its circulars, brochures, advertising, and other materials, or on its website, signs, or letterheads, any aspect of the use authorized by this permit, including services provided by the holder, the status of this permit, or the area it covers.”* (Permit Clause VII. A.)

14. MISCELLANEOUS

A copy of the permit and any amendments / maps, and this operating plan will be carried in the field on all trips and all guides will be knowledgeable about the requirements contained within these documents.

This plan attempts to be as complete as possible; however, all situations and eventualities cannot be addressed. In these situations, good judgment shall be used to ensure public health and safety. **Revisions to the operating plan must be submitted in writing.**

All suspected unauthorized outfitter/guide activities will be promptly reported to the Sitka Ranger District, including as much documentation as possible (e.g., digital pictures).

Actual use must be reported on the provided form and must include the latitude/longitude for each location visited (unless the area is in a known site such as Starrigavan Recreation area or a known trail). Incomplete reports will

be returned for completion. **Actual use reports are due by the date listed on the face of the permit—no exceptions.**

15. FOREST SERVICE CONTACT

Jennifer Mac Donald
Special Uses Permit Administrator
Sitka Ranger District
204 Siginaka Way, Sitka AK 99835
(907) 747-4226
Fax (907)747-4253
jennifermacdonald@fs.fed.us

Accepted By:

Permit Holder _____ Date _____

Authorized Officer _____ Date _____
J. PERRY EDWARDS, District Ranger