

SAMPLE OPERATING PLAN CONTENTS

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SAMPLE OUTFITTER OPERATING PLAN CONTENT

(Modify as appropriate to the operation)

Name of Outfitter

Designated Agent

Address

Telephone Number

National Forest

Ranger District

When signed by both the Special Use Permit holder and the Forest Service authorized officer, this operating plan becomes part of the permit. This plan is the key basis upon which the outfitter's performance will be evaluated annually. The authorized officer must approve in advance any changes to the operating plan.

Plan prepared by _____ date: _____
Outfitter or designated agent

Plan reviewed by _____ date: _____
Outfitting administrator

Plan approved by _____ date: _____
Authorized Officer

Note: This format and the suggested contents that follow would be applicable to the Syear plan. Annual plans or temporary use plans would normally be considerably reduced in content as appropriate.

Suggested Contents

I Area of Operation

II History of Operation Previous permit holders) if any, how the operation has changed over time, any significant events, people, places, etc.

III Mission, Goals, Objectives Include statements of overall philosophy of the operation, goals for visitor service, care of land and resources, Wilderness objectives (if in Wilderness), etc.

IV Description of the Operation Spring, Summer, Fall, Winter fishing, hunting, family trips, photography, interpretive trips, etc.

- number of guests and staff

- number of service days, priority use, temporary use

- care of guests from arrival to departure

- roads, trails, routes used

- campsites, type (transfer, road end, base, drop, progressive, etc.) location, description, layout, sketch maps, improvements, firewood areas, handling of food, water, wastes, game carcasses, campfires, LNT techniques.

- signing, if any, location, wording

- livestock operation, grazing, feeding, salting; watering, handling of injuries/death of livestock.

- other equipment used, boats, aircraft, vehicles

- pretrip information sent to guests.

- guest orientation, identification of hazards and risks, safety considerations, search, rescue and evacuation procedures, communications

V Fee Determination At a minimum briefly describe which fee system is used (Option A, or Option B or Flat user day fee); how nonuse (unapproved, approved, paid) will be addressed, which camps are assigned sites and require a fee; how the adjustment for use off NFS Lands will be determined by trip and/or activity category; how market value of donated and/or bartered trips and gratuities will be determined; and basis for the grazing fee determination.

VI Staff Qualifications, Training, Certifications

VII Other Resource Considerations rehabilitation of areas, containment of exotics, sensitive wildlife habitats, archeological sites, threatened and endangered species, bear regulations, other resource protection methods.

VIII Interpretive and Educational Approaches (natural and human history, Wilderness, agency management objectives).

IX Annual Calendar of Activities i.e. meeting with authorized officer, submittal of itinerary, estimated use, partial payments, campsite setup, actual use, campsite takedown. etc.

X Future Planning ideas for expansion, reduction, changes envisioned, new ideas, etc.

XI Photos of Operation optional, but informative.

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