

Appendix 13: Sample Operating Plan Outline

Prospectus for the Operation & Maintenance of Forest Recreation Facilities -
Sawtooth National Forest, Sawtooth National Recreation Area

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. The Forest Service will use the information that the applicant provides to rate the applicant against the "Proposed Operating Plan" evaluation criteria. The successful applicant's proposal will become a part of their Annual Operating Plan. If you have any questions, please contact:

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Sawtooth National Forest
Phone: 208-727-5002 HQ or 208-774-3000 Stanley

The holder must also meet the additional standards and requirements specified in this section for the recreation sites listed in this prospectus. Applicants are required to propose how they will meet or exceed the minimum standards described in this appendix.

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1. OPERATING SEASON

The dates specified in the prospectus under section IV C., Operating Season, are the minimum operating seasons. All sites will be open and operational seven days per week, including holidays, between the dates listed. Applicants need to state the period of time in which they will plan to operate the sites listed in this prospectus if different than those shown in IV C. Applicants may also list additional shoulder seasons that they would propose. The holder must keep the Forest Service informed of proposed extensions to the minimum season dates.

2. STAFFING

The holder's proposal shall ensure adequate staffing to meet the requirements outlined in this prospectus. 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.

The holder must meet the requirements of state and federal laws, including those governing employment, wages, and worker safety. Applicable laws include, but are not limited to, laws governing equal opportunity, civil rights, fair labor standards, minimum wage, Davis-Bacon Wage Rates (for Granger-Thye fee offset), workers' compensation, Occupational Safety and Health Administration (OSHA) regulations, Americans with Disabilities Act, and immigration laws regarding employment of non-citizens.

2a. Supervision/Management

The applicant must designate an individual to serve as the agent of the holder for purposes of administration of the permit by the Forest Service. The designated agent must periodically review attendant performance on site and must be available to resolve repair needs within 24 hours of discovery or notification. The holder will be responsible for the conduct of its employees, including preventing conduct prohibited by 36 CFR part 261, Subpart A, and ensuring that employees are not under the influence of intoxicating beverages or narcotic drugs while on duty or representing the holder. The holder of the permit must also abide by the conducts and ethics. Applicants also must include a policy for removing employees who engage in inappropriate conduct.

Regular meetings between the FS and permittee/designee(s) will be required and will be included in the Operating Plan.

2b. Personnel

In addition to the requirements outlined in the Supervision/Management section above, the Forest Service recommends that hosts or site managers be located at the sites listed in Appendix 20. A history of operations experience indicates that having personnel stationed at these sites is very useful in providing the quality of services required to meet standards due to the complexity of operations which occurs at these sites.

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The holder is required to include their proposed staffing hours, schedules, and personnel locations for operations and maintenance in the application. The holder shall include job descriptions and level of authority for all employee positions described.

The Forest Service will regularly review employee performance and, when appropriate, recommend personnel action to the holder.

2c. Employee Training

The proposal must identify any employee training program(s) that the holder will offer to employees. At a minimum this should include the Forest Service-approved *Good Host Training* and *Recreation Site Cleaning* training. The Forest Service may attend and/or participate in training sessions.

2d. Employee Conduct

The holder is responsible for the conduct of their employees. The holder and their employees 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 their 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), and
- Using or being under the influence of intoxicating beverages or narcotic drugs while on duty or representing the permittee.

2e. Uniforms and Vehicle Identification

Applicants should describe employee uniforms, insignia, name tags, and the applicants' policy for ensuring a clean, professional appearance by staff while on duty. The holder's employees may not wear any component of the Forest Service uniform. Additionally, applicants should address their policy for vehicle maintenance and appearance; types of vehicles to be used for operations (vehicles may not be driven off designated roads or trails); and signage to identify the concessionaire to the public.

3. MINIMUM OPERATIONS and MAINTENANCE STANDARDS

The holder is responsible for meeting the following specific operations and maintenance standards and requirements.

3a. Customer Service

The holder shall develop and implement methods and mechanisms for responding to customer's needs in a helpful and professional manner, giving timely and courteous information and assistance, and doing those things necessary to ensure that customers have a safe and enjoyable stay on their National Forest.

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The holder shall make Customer Service Comment Cards available to the public. A sample comment card is included as Appendix 7.

As part of a continuing effort to better serve the needs of the customer, the Forest Service reserves the right to conduct random use counts and surveys in the areas included in this permit, and to converse with visitors on-site regarding the service they are receiving. Such surveys may be used for ongoing monitoring, as well as part of the holder's Annual Performance Evaluation.

4. PRE-SEASON OPERATIONS

Before opening a site for the season, the holder will be responsible for meeting the following pre-season inspections and maintenance standards.

4a. Safety and Hazard Tree Inspections

The permit holder will conduct pre-season inspection of the campgrounds to identify existing and potential hazards, including hazard trees. The permit holder also will be responsible for monitoring and identifying hazard trees during the operating season. The annual operating plan will address appropriate disposal of hazard trees and slash.

The holder is responsible for identifying and removing all hazard trees, subject to FS approval. Someone who is trained and capable of tree removal will need to be available at all times. All sites and facilities within 200 feet or two tree lengths (whichever is less) of a standing hazardous tree will be closed until the condition is corrected. Disposal methods and locations will be described in the Annual Operating Plan.

An infestation of mountain pine bark beetle swept through the forests of the SNRA 5 years ago. There are an abundance of dead trees in the developed recreation sites. Due to this large amount of dead trees, the FS has contracted out timber sales within the developed sites. The FS has assisted with the post-sale clean up. The holder will not be responsible for hazard tree removal necessitated by atypical situations, such as major blow down or a large insect infestation.

4b. Water Systems

Most of the developed sites included in this offering have potable-water systems. It is the responsibility of the permit holder to ensure that these water systems are turned back on before opening the sites.

The holder is required to become familiar with the different water systems so he/she can service and maintain them. The FS will provide orientation during the initial year to help the permit holder become familiar with the water systems. If FS assistance is required in subsequent years, the permittee will be billed for all government expenses related to these services.

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Before water from a seasonal system is served to any employee or the public, the following steps will be performed on the system:

- Clean the insides of the well and/or storage tank, where applicable.
- Thoroughly flush the entire system, to remove any foreign matter.
- A chlorine solution that tests in excess of 10 ppm at the most distant hydrant shall be distributed throughout the system and allowed to sit for a minimum of 24 hours, to sanitize the system.
- Satisfactory "safe" bacteriological test results must be obtained through a state-certified testing laboratory. Tests cannot be taken until 72 hours after flushing the chlorine solution from the system.
- Magic Valley Labs – Twin Falls 2008-733-5250
- Alchem Laboratories – Boise 208-336-1172

Further information about the potable-water systems and state testing requirements may be obtained from the FS and the Idaho State Department of Environmental Quality at 208-528-2650. Appendix 21 is a 2012 sample of water systems checks and chemical analysis needed to be performed by the concessionaire.

4c. General Facilities Maintenance

In order to ensure environmental protection and public safety, a thorough safety and maintenance inspection of each site and all facilities shall be completed and documented before the sites are opened to the public. These inspections shall be documented in a format acceptable to the Forest Service.

The Forest Service requires that a thorough cleaning of all facilities should be completed at this time so sites meet standards when they are opened to the public. The Forest Service also requires that all maintenance needs should be accomplished at this time or documented for future attention.

5. OPEN SEASON OPERATIONS

Once a site is open for the season, the holder will be responsible for meeting the operations and maintenance standards listed below.

5a. Water Systems

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 Idaho State Department of Public Health and FS regulations. (Appendix 6) If current regulations change and it becomes necessary to perform more or different tests, the permit holder will be responsible for compliance.

Currently, water-testing requirements call for bacteriological water samples to be taken at least monthly. A construction bacteriological sample must be taken

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followed by a routine sample prior to opening to the public. A Nitrate test for each potable-water system is also required once per year. A Nitrite test for each potable-water system is taken once every nine years. The next nitrate test is required in 2011. In the event of an "Unsafe" sample, the permit holder is required to complete all required notifications and retesting.

A sample that tests positive must be re-sampled within 24 hours of a positive test result being reported. If mailing a sample that was reported positive on a Mon., Tues., or Wed., it must be retested on the following day and mailed to the Magic Valley Lab in Twin Falls. A reported positive on a Thurs, Fri. or Sat. has to be retested on the following Mon. and mailed to the lab.

The holder is responsible for repairs of the water systems up to \$1,000 per occurrence. When a campground or other facility that typically has a potable-water source does not have potable water available due to system failure or "Unsafe" water samples, or any other reason, fees charged to the public may not exceed 50 percent of the normal price. An alternative source of potable water may be provided to remove this fee reduction.

Spring boxes, infiltration galleries, pump houses, distribution systems, hand wells and pumps should be maintained as needed. Any rodent access holes should be sealed. All leaking faucets and water line breaks must be repaired in a timely manner with in kind parts according to industry standards.

Hydrants and drains will be inspected and cleaned regularly. Overhanging brush and ground vegetation will be removed from access paths. Each hydrant will be posted with a sign that says "No washing dishes, bathing, or cleaning fish" or some such similar wording.

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. At the end of the permit, the holder will provide As-Built and Operation and Maintenance plans that have been used.

5b. General Maintenance

Light-maintenance needs will be documented and may be initiated without FS approval and performed to meet Forest Service standards. An example of light maintenance is painting and maintaining tables and buildings to Forest Service standards. Government MRR items (Appendix 14) will be recorded and submitted to the FS for approval under the G-T Fee Offset provision. A concession employee who is capable to perform maintenance operations needs to be available at all times.

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5c. Interferences with Normal Use of Recreation Sites

The holder shall make every reasonable and prudent effort to avoid interfering with the normal use and occupancy of recreation areas while engaged in the performance of permit responsibilities. This requirement will help to ensure meeting responsiveness standards.

If a facility is being used at the time the holder has scheduled site cleaning or maintenance, the holder is expected to request permission to work in the site at that time or ask when it will be convenient to do so. The holder and their employees shall project a “Good Host” image, especially when inconvenienced by the customer.

5d. Standards for Site Facility Cleaning and Maintenance

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

All Facilities

- Graffiti is removed within 24 hours of discovery or notification.
- Facilities are clean and well-maintained.
- The numbers of visitors and vehicles are kept at or below 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.
- 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*.
- All facilities, including parking and use areas, meet Forest Service design standards and guidelines in *Universal Access to Outdoor Recreation: A Design Guide*.
- Vandalism is corrected or mitigated within one week of discovery or notification.
- Grass and overhanging brush must be kept trimmed around tables, bulletin boards, water hydrants, barriers, signs, buildings, parking areas, paths, living spaces, tent sites, and other facilities.

Toilets

- Toilets in campgrounds and day-use areas will be inspected and cleaned daily, or more frequently during heavy-use periods.
- Toilet bowls, risers, seats, and seat corners will be kept clean.
- To keep humans from unhealthy exposures to human waste, human waste is removed immediately upon discovery or notification.

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- When a toilet vault becomes three-fourths full, complete pumping is required. In the final year of the permit, toilet vaults that are more than 50 percent full shall be completely pumped.
- All other types of sewage treatment systems must meet state and federal standards.
- Toilets are clean and free of objectionable odor.
- Toilet paper will be stocked with enough to last until the next cleaning schedule.
- Building interiors will be kept free of dirt, graffiti, spider webs, nests, and dead insects.
- Floors will be swept free of dirt, trash, and standing water.
- Dry-mop or squeegee the floor to leave it as dry as possible.
- Restrooms are functional and in good repair.
- The outside step and exterior of buildings will be kept free of dirt and debris.
- Walkways and trails shall be kept free of obstructions or excess vegetation.
- Any fly strips, deodorants, disinfectants, or signs will be supplied by the permittee and approved by the Forest Service in order to ensure environmental protection and public safety.

Tables

- Table tops and seats will be swept clean of dirt, food particles, and grease each time the site is vacated.
- Wash the table at least once a week or whenever necessary.
- Inspect the tops, seats, and bases for graffiti or other damage that may need attention.
- The inspection sheets should provide space to record the necessary maintenance needs and also record the completion date.
- Trim excessive grass or vegetation from around the table area. Inspect and tighten loose bolts.

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.
- All ashes must be disposed of off National Forest System lands and in accordance with state and local laws and regulations. Ashes shall not be placed in dumpsters or trash cans while hot.
- Clear rocks all combustible materials and vegetation away from fire rings to a minimum of three (3) feet.
- There shall be adequate gravel or other approved material around fire rings to prevent mud and erosion.
- Fire rings shall be level.

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- 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.

Grounds

- Developed sites are free of litter and domestic animal waste.
- If the *pack-it-in pack-it-out* program is used, the message is prominently displayed and any accumulations of trash are removed within 24 hours of discovery or notification. It is recommended that garbage bags be provided to campground visitors when the *pack-it-in pack-it-out* program is used.
- Effects from recreation use that conflict with environmental laws are analyzed and mitigated as needed.
- Offered recreation opportunities, site development, and management are consistent with Recreation Opportunity Spectrum.
- Landscape character at the developed site is managed consistent with the Forest's Scenic Integrity Objectives.
- Loss of vegetation and erosion caused by recreation use is prevented and/or corrected.
- Nails, ropes, wire, or other such materials will be removed from trees whenever found.
- Grass and other ground vegetation shall be maintained to a maximum height of eight (8) inches and a minimum distance of thirty-six (36) inches away from facilities unless otherwise agreed to, in writing, by the permit administrator.

Roads and Trails

- Effects from recreation use that conflict with environmental laws are analyzed and mitigated as needed.
- Walkways and trails will be maintained to Forest Service standards. When needed, clear trails of debris and overhanging vegetation and maintain proper drainage to minimize damage from water.
- Roads within or adjacent to developed sites are treated and maintained to control dust.
- Ditches and culverts shall be cleaned and maintained to allow proper drainage.

Dump Stations and Septic Systems

- Dump stations will be cleaned according to FS cleaning standards (Appendix 20 & 22).
- Concrete aprons will be hosed clean.
- Traps will be inspected for material too large for the system.
- Materials that are too large will be removed and appropriately disposed of.
- Wand installation and removal dates will be agreed upon with permit administrator.

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- Sewage spills need to be cleaned up immediately.

Barriers

- Barriers will be straightened, painted or stained, and recorded for replacement as needed.
- Replace when needed with materials approved by the FS.
- Cut excess vegetation around barriers to keep them visible.

Trash Receptacles

- Garbage does not exceed the capacity of the garbage containers.
- Garbage will be emptied regularly, before containers overflow.
- Garbage containers are bear-proof and animal resistant. (It may become necessary to temporarily close campgrounds if wildlife/human conflicts occur.)
- Garbage locations are clean and free of objectionable odors.
- All trash shall be removed from National Forest System lands and disposed of in accordance with all state and local laws and regulations.
- The type, size, number, and locations of garbage containers proposed should be included in the application.

Water Hydrants

- Water hydrants shall meet state and federal standards.
- Replace the gravel sump when sour smelling, filled with dirt, or when excess water does not properly drain (this item may qualify as a Granger-They offset).
- In order to ensure environmental protection and public safety, each hydrant should be posted with a sign that states, “No washing dishes, bathing, washing hair or hands, or cleaning fish,” or a similar message.

Signs, Bulletin Boards, and Fee Stations

- Information boards look fresh, professional, uncluttered, and contain appropriate current and 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.
- Shoulder season bulletin board signing shall include information as to whether or not potable water and trash service are available and what the expected closing date of the facility is.
- Hand written signs may be used temporarily (less than one week) for unexpected situations (e.g., if restrooms or water systems are inoperable).
- Check for damage to boards and signs.
- Repair and repaint when needed.
- Hand written signs are not allowed.

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Site Markers

- Site markers shall be well-maintained, neatly arranged, and meet Forest Service signage standards.

Fee Notification

- If visitors are present in the campground on the day that fees go into effect, they will be notified, either in person or by leaving a conspicuous note, that a fee will be required the following day.

6. POST-SEASON OPERATIONS

When closing a site for the season, the holder will be responsible for meeting the following post-season inspections and operations and maintenance standards. As services are reduced or campgrounds are closed, visitors shall be contacted one or two days prior to the change in service level to let them know about the expected changes. Entrance stations shall also have signs posted indicating the change in services one week prior to the change.

In addition, the steps listed below should be taken at all sites.

6a. Water Systems

All water system shut downs will be coordinated with the FS. Systems that are jointly used will either need to be shut down or turned over to the other user after an inspection is completed.

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 sometimes necessary to drain lines by pressurizing them with an air compressor.
- Securing hand pumps so that water is not available to the public during the time that it is not being tested.

6b. Utilities

The Forest Service recommends that the holder arrange for utility services to be shut down and final meter readings made. Official final meter readings are required during the final season of operation under the terms of the permit. Secure garbage dumpsters to prevent overflow from off-season visitors.

6c. Toilets

- Clean toilet buildings. For those that will remain open, fully stock with paper and maintain to meet the meaningful measures standards.
- In the final year of the permit, toilet vaults and septic tanks shall be completely pumped at the end of the season.

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6d. Bulletin Boards and Fee Stations

- Update fee stations and bulletin boards with current information.
- Post "off season" signs as needed.
- This signing shall include information as to whether or not potable water and trash service are available.

6e. Year-End Reports and Inspections

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

6f. Joint End-of-Season Inspection

A joint end-of-season inspection is required during the second-to-last and the 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.

7. SITE HAZARDS (INCLUDING HAZARD TREES)

7a. 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.

7b. 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.

The holder shall take all measures necessary to protect the health and safety of all persons affected by the concession activity. More specifically, the 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, the holder should take the following steps as safety hazards are identified:

- 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, and
- If possible, remove the hazard and document the removal.

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

It is the responsibility of the holder to make sure that the person performing the hazard tree analysis is properly trained and licensed. The FS will work with the holder to help them secure this training.

7c. 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 human-made objects that create a safety hazard or an unsightly condition shall be removed from the permit area daily.

7d. 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.

7e. 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 and/or removal work under a collection agreement with the holder.

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.

7f. 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 inch length and stacked for camper use, removed from the site, or scattered to a maximum height of 18 inches.

7g. 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 the slash and logs by an approved method. This requirement is necessary in order to meet setting standards and to reduce wildfire hazards.

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8. SIGNS and POSTERS

8a. 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 Forest Service. Each sign must include the name of the concessionaire and information on how to contact them.

8b. Title VI Compliance

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

Entrance boards shall include the Unicorn P23-43 “Welcome To Your National Forests . . .” poster, or an approved equivalent, in order to inform the public of 36 CFR 261 prohibitions.

8c. Signing Requirements

All signs must be maintained in a good condition (neat, clean, not faded or torn). Homemade signs or posters may be temporarily used for unexpected situations (less than one week). These signing requirements help to ensure meeting Setting, Responsiveness, and Safety and Security standards.

8d. Signs and Advertising

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

All signs must be supplied by the holder. The Forest Service will furnish information about companies from whom these signs may be purchased as needed. If the holder wishes to use “P Code” signs from Unicorn, a collection agreement may be entered into with the Forest Service for the purchase of these signs if the holder is not able to purchase them on their own.

The holder will be 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 include the name of the holder.

Appropriate entrance station posters for campgrounds include but are not limited to:

- P23-22 *Saddle, Pack & Draft Animals*
- P23-30, *Pets on Leash*
- P23-39, *Quiet Hours...*
- P23-40, *Camp Must Be Occupied 1st Night*
- P23-43, *Welcome to NF... (rules & regulations)*
- P23-56, *Vehicles on Roads & Spurs Only*

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- P17-8, *Special-Use Permit* sign (GSA Catalog page 1114)
- *And Justice for All* poster
- *Federal Outdoor Recreation Facility* sign
- P51-47 *Wanted, your campfire dead out*

9. ADVERTISING

9a. 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 Sawtooth National Recreation Area shall be made readily apparent in all advertising and signing.

9b. Equal Opportunity Provider

All forms of advertising must contain the following text: “[Company name] is an equal opportunity provider.”

10. FIRE PREVENTION

10a. Fire Prevention Plan

In order to meet Safety and Security standards, the holder must include a Fire Prevention Plan in the Annual 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 and suppression,
- Fire prevention and suppression tools and equipment that will be on-site, and
- Safety of recreation visitors and employees (e.g., emergency evacuation plan and communication plan).

Applicants should include their Fire Prevention Plan in their application.

11. ROAD, PARKING LOTS, and TRAIL MAINTENANCE

11a. Safe and Passable Condition

At a minimum, the holder is responsible for maintaining vehicular and pedestrian access in a safe and passable condition. Access must also be maintained to Forest Service standards. This responsibility includes, but is not limited to, mowing road shoulders and around

parking barriers for visibility; filling chuck holes with asphaltic materials on paved surfaces (includes parking spurs and walkways); Culverts should be cleaned at the beginning of each season and following large storm events.

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11b. Road Maintenance Schedule

Applicants should propose a road maintenance schedule to accomplish road maintenance needs.

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

12. EMERGENCY RESPONSE

12a. Responding to Emergencies

In order to meet required standards, the holder should be prepared to respond to any emergencies (e.g., medical, law enforcement, facility breakdown, fire, or flood) 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.

13. LAW ENFORCEMENT

Forest Service, state, and local law enforcement and the holder each have enforcement roles at concession recreation sites. Appendix 9: Law Enforcement in Forest Service Concession Campgrounds, clarifies the law enforcement authorities and responsibilities at concession operated recreation sites.

13a. Concessionaire's Responsibility for Law Enforcement

Applicants should address how they will fulfill the concessionaire's responsibility for law enforcement, including rules of use to be imposed at 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. Information regarding the Forest Service "Good Host" and "Customer Service" programs will be given to the holder at the beginning of each operating season. If a visitor does not comply with the rules and regulations, the holder should gather as much information as possible on the violator without jeopardizing their own safety and immediately (within 24 hours) contact the nearest appropriate law enforcement authority. The holder will be responsible for posting of Recreation Regulations and Rules in these areas, at the direction of the Forest Service.

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 appropriate county sheriff's department. The report shall be made to the authorized Forest Service official within 24 hours of the acts being discovered.

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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 or damage vegetation.

14. COMMUNICATION SYSTEMS

The holder is required to provide a means of communication (e.g., two-way radios or cellular phones) between all employees, the Forest Service, the National Recreation Reservation System, and emergency response agencies. This requirement will help to fulfill the Safety and Security standard which states, "Concessionaires have dependable communications."

14a. Reassuring Complete, Timely, and Accurate Communication

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

15. BEAR, COUGAR, WOLVES, and OTHER PREDATORS

The holder shall take all measures necessary to protect the environment, natural resources, and the health and safety of all persons affected by the use and occupancy authorized by this permit (see clause III.G. of Appendix 4: Concession Special Use Permit [FS-2700-4h]).

Applicants should describe how they will manage for these predators. All sites have the potential to be visited by bears. The Idaho Fish and Game, (208) 756-2271, and the Forest Service must be notified when predators/dangerous animals are observed in or near the developed areas. A Bear Management Plan will be provided to the holder from the Sawtooth National Forest.

15a. Managing Predators

Applicants should describe how they will manage for predators. All reports of bear activity in campgrounds must be reported by the concessionaire to the Forest Service as soon as possible.

16. DISEASES

Applicants should describe how they will manage diseases in the permit area. We are in an identified potential Hantavirus plague and West Nile environment.

17. PEST CONTROL

Applicants should describe how they will control pests in the permit area. All pest control will be coordinated with the Forest Service.

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18. 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, or 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 three 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 (see clause V.D. in Appendix 4: Concession Special Use Permit [FS-2700-4h]).

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 revegetation 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.

19. VANDALISM

The holder should take reasonable measures to discourage and prevent vandalism and disorderly conduct. When necessary, the holder should contact the appropriate law enforcement office. The holder is responsible for repairing all vandalism that occurs during the permit tenure up to \$2,500.

19a. Minimizing Vandalism

All applicants should describe what measures they will take to minimize vandalism in the permit area.

20. USE OF FEE SITES BY NON-FEE GUESTS

Use of toilets and/or potable water facilities in campgrounds by non-paying customers such as hikers will be allowed at no charge. Visitors using dump stations to refill water tanks and/or dump waste will be charged a fee. Day use of a campsite, including use of picnic tables, is subject to a reduced rate charge.

20a. Managing Non-pay Customers

Applicants should describe how they will manage non-paying customers in the developed sites.

21. BUTANE and PROPANE INSTALLATIONS AND STORAGE

The Annual Operating Plan and Permit will describe the specific terms of how these materials must be stored (including the volume, type of storage, and spill containment plan).

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The FS will approve locations for the storage and/or installation of butane and propane on a case by case basis.

22. OTHER OPTIONAL 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, fire management, water resources, or other topics relative to the National Forest. Interpretive services can take the form of campfire programs, guided walks, brochures, children's activities, displays, or other similar items.

Interpretive programs shall meet participant accessibility requirements.

The Forest Service or Forest Service-arranged interpreter retains the right to present programs at any campground or other recreation site on the National Forest, subject to coordination with the holder to avoid conflict with other scheduled activities.

22a1. Interpretive Services Plan

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, and
- A description of program presenters and their qualifications.

22b. Recycling

Recycling of all materials is encouraged. The Forest Service may be required that certain materials must be recycled. A recycling program will help to meet the intent of Health and Cleanliness, Setting, and Responsiveness standards.

22b1. Proposed Recycling Services

Applicants should include a description of proposed recycling services.

The holder should 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 those materials from the campground to an appropriate recycling facility. Any proceeds from the sale of recycled materials may be retained by the holder.