

Appendix 7

Granger-Thye Fee Offset Certification

(FS-2700-4h, Appendix G)

Prospectus for the Operation & Maintenance of Forest Recreation Facilities-
Jackson and Buffalo Ranger Districts, Bridger-Teton National Forest

USDA Forest Service

OMB 0596-0082
FS-2700-4h, Appendix G (v.05/09)

Authorization ID [REDACTED]
Contact ID [REDACTED]
Expiration Date [REDACTED]

APPENDIX G
Granger-Thye Fee Offset Claim Certification
for
SPECIAL USE PERMIT
AUTHORITY: Section 7 of the Granger-Thye Act, 16 U.S.C. 580d
<Reference FSH 2709.11, chapter 50>

NATIONAL FOREST
RANGER DISTRICT
PERMIT NUMBER [REDACTED]

Project Name _____ **Holder's Fiscal Year (FY)** _____

Total allowable costs may be offset under a Granger-Thye (GT) fee offset agreement to the extent they do not exceed the total annual fee for this permit. Total allowable costs of a GT project included in this GT claim are the sum of the direct GT project costs and indirect costs allocable to this GT project. Costs submitted under this GT claim will be accepted to the extent they are reasonable, allocable, and determined to be allowable, in accordance with the terms of the permit, GT agreement, and agency policy.

Direct GT Costs: Provide claimed GT costs by cost element and attach schedules to show the cost breakdown by cost element. Provide supporting documentation for the cost claim.

Indirect costs: Indirect costs must be computed based on Forest Service-approved indirect cost rate and may be added to the total direct GT costs. Attach the approved indirect cost rate for FY [REDACTED].

Approval of the fee offset claim is subject to all provisions in the Annual Granger-Thye Fee Offset Agreement (FS-2700-4h, Appendix B) executed by the U.S. Department of Agriculture, Forest Service, [name] National Forest, and [holder name] on [date of GT fee offset agreement].

DIRECT GT COSTS

Salaries and Wages	\$ [REDACTED]
Materials and Supplies	\$ [REDACTED]
Subcontracts	\$ [REDACTED]

Other (specify)	\$	
Sum of Direct GT Costs	\$	
INDIRECT COSTS ([]% x Direct GT costs)	\$	
TOTAL GT COST CLAIM FOR PROJECT	\$	

Subject to the penalties prescribed in the False Statements Act, 18 U.S.C. 1001, the holder certifies to the best of its knowledge that the representations in the documents supporting its claim for fee offset are accurate and complete. The Forest Service reserves the right not to grant the fee offset claim if any of these representations is inaccurate or incomplete. Failure to sign the certification shall vitiate the fee offset claim.

Signed: _____ Date: _____
 Name of Certifying Official

 Title of Certifying Official

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

Appendix 8

Applicable CFRs and Forest Orders that Apply to Recreation Sites

Prospectus for the Operation & Maintenance of Forest Recreation Facilities-
Jackson and Buffalo Ranger Districts, Bridger-Teton National Forest

I. Code of Regulations (CFRs)

Leaving a fire without completely extinguishing it. **36CFR261.5(d)** \$200.

Discharging a firearm or any other implement capable of taking human life, causing injury, or damaging property as follows: **(1)** In or within 150 of a residence, building campsite, developed recreation site or occupied area, or **(2)** Across or on a National Forest System road or a body of water adjacent thereto, or in any manner or place whereby any person or property is exposed to injury or damage. **36CFR261.10(d)** \$200.

Abandoning any personal property. **36CFR261.10(e)** \$100.

Operating or using in or near a campsite, developed recreation site, or over an adjacent body of water without a permit any device which produces noise, such as a radio, television, musical instrument, motor engine, in such a manner and at such a time so as to unreasonably disturb any person. **36CFR261.10(i)** \$200.

Failing to pay any special-use fee or other charges are required. **36CFR261.10(n)** \$100.

Failing to dispose of all garbage **36CFR261.11(d)** \$100.

Occupying any portion of the site for other than recreation purposes. **36CFR261.16(a)** \$75.

Building, attending, maintaining, or using a fire outside of a fire ring provided by the Forest Service for such purpose or outside of a stove, grill or fireplace. **36CFR261.16(b)** \$75.

Cleaning or washing any personal property, fish, animal, or food, or bathing or washing at a hydrant or water faucet not provided for that purpose. **36CFR261.16(c)** \$50.

Discharging or igniting a firecracker, rocket or other firework, or explosive. **36CFR261.16(d)** \$100.

Occupying between 10 p.m. and 6 a.m. a place designated for day use only. **36CFR261.16(e)** \$75.

Failing to remove all camping equipment or personal property when vacating the area or site. **36CFR261.16(f)** \$75.

Placing, maintaining, or using camping equipment except in a place specifically designated or provided for such equipment. **36CFR261.16(g)** \$50.

Without permission, failing to have at least one person occupy a camping area during the first night after camping equipment has been set up. **36CFR261.16(h)** \$75.

Leaving camping equipment unattended for more than 24 hours without permission. **36CFR261.16(i)** \$75.

Bringing in or possessing an animal, other than a seeing eye dog, unless it is crated, caged, or upon a leash not longer than six feet, or otherwise under physical restrictive control. **36CFR261.16(j)** \$75.

Bringing in or possessing in a swimming area an animal, other than a seeing eye dog. **36CFR261.16(k)** \$75.

Bringing in or possessing a saddle, pack, or draft animal except as authorized by posted instructions. **36CFR261.16(l)** \$75.

Operating or parking a motor vehicle or trailer except in places developed or designated for this purpose. **36CFR261.16(m)** \$75.

Operating a bicycle, motorbike, or motorcycle on a trail unless designated for this use. **36CFR261.16(n)** \$70.

Operating a motorbike, motorcycle, or other motor vehicle for any purpose other than entering or leaving the site. **36CFR261.16(o)** \$100.

Depositing any body waste except into receptacles provided for that purpose. **36CFR261.16(p)** \$200.

Failing to pay any fee established for admission or entrance to or use of a site, facility, equipment, or service. **36CFR261.17** \$50.

II. Forest Orders

Order Number: 04-03- 319

**UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
BRIDGER-TETON NATIONAL FOREST
JACKSON AND GREYS RIVER RANGER DISTRICTS**

Occupancy and Use

PROHIBITIONS:

Pursuant to Title 36 CFR 261.50 (a) and (b) the following acts are prohibited on the area, roads, and trails as described in this order, all within the Jackson and Greys River Ranger District, Bridger-Teton National Forest until further notice.

1. Launching a boat except at a designated launching ramp. **36 CFR 261.58(r)**
2. Being in designated launch area after sundown or before sunrise. **36 CFR 261.58(l)**
3. Parking or leaving a vehicle in violation of posted instructions. **36 CFR 261.58(g)**
4. Using a campsite or other area described in the Order by more than the number of users allowed by the Order. **36 CFR 261.58(f)**
5. Possessing, parking or leaving more than two vehicles, except motorcycles or bicycles per individual camp unit. **36 CFR 261.58(i)**
6. Being publicly nude. **36 CFR 261.58(j)**

EXEMPTIONS:

Pursuant to 36 CFR 261.50 (e) the following persons are exempt from this order:

1. Persons with a permit specifically exempting them from the effect of this Order.
2. Any Federal, State, or local officer, or member of an organized rescue or fire fighting force in the performance of an official duty.

AREA DESCRIBED:

National Forest System Lands beginning at Kozy Campground, within ½ mile either side of the Hoback River, proceeding downstream to the confluence with the Snake River. National Forest System Lands within ½ mile either side of the Snake River below South Park Bridge on the Snake River proceeding

downstream to the confluence with the Greys River. Areas described are located on the Bridger-Teton National Forest and that portion of the Caribou-Targhee National Forest administered by the Bridger-Teton National Forest. As noted on map made part of this Order.

The above described area is within the proclaimed and administrative boundaries of the Jackson and Greys River Ranger Districts, Bridger-Teton National Forest, Sublette County, Wyoming.

PURPOSE:

In an effort to assure a quality visit and reduce user conflicts within the Snake River Watershed.

IMPLEMENTATION:

1. This Order will be in effect when signed and shall remain in effect until further notice.
2. A map identifying the closure area is attached and made part of this Order.
3. Any violation of this prohibition is punishable by a fine of not more than \$5,000.00 for individuals, and \$10,000.00 for organizations and/or imprisonment for not more than six (6) months. [Title 16 USC 551, Title 18 USC 3571(b)(6), Title 18 USC 3581 (b)(7)].
4. Order supersedes any previous orders prohibiting the same acts covered by this Order.

Done at Jackson, Wyoming this _____ day of March, 2011.

/s/ Jacqueline A. Buchanan

JACQUELINE A. BUCHANAN
Forest Supervisor
Bridger-Teton National Forest

Order Number: 04-03-319

Order Number: 04-03-325

**UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
BRIDGER-TETON NATIONAL FOREST**

OCCUPANCY and USE
(Developed Campground Stay Limit)

PROHIBITIONS:

Pursuant to Title 36 CFR 261.50 (a) and (b) the following act is prohibited on the area, roads, and trails as described in this order, all within the Bridger-Teton National Forest until further notice.

1. Camping with any type of camping equipment for more than sixteen (16) days in a developed campground. At the end of the 16 days, the person(s) or group must move a minimum of five (5) air miles radius from the original campsite for a period of not less than seven (7) days before reoccupying the original location. 36 CFR 261.58 (a)

EXEMPTIONS:

Pursuant to 36 CFR 261.50 (e) the following persons are exempt from this order:

1. Persons with a permit specifically exempting them from the effect of this Order.
2. Any Federal, State, or local officer, or member of an organized rescue or fire fighting force in the performance of an official duty.

AREA DESCRIBED:

All National Forest developed campgrounds located within the proclaimed and administrative boundaries of the Bridger-Teton National Forest all within the State of Wyoming.

PURPOSE:

This limit of stay restriction is necessary to reduce displacement of other Forest visitors desiring to utilize a particular developed campsite, by reducing the opportunity for one visitor or group of visitors from monopolizing a developed campsite for long periods of time (in excess of 16 days).

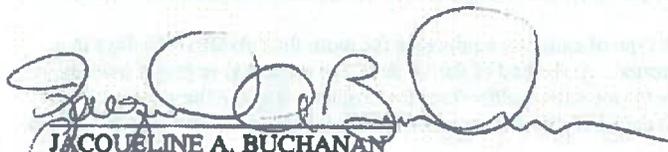
DEFINITIONS:

Camping means the temporary use of National Forest System lands for the purpose of overnight occupancy without a permanently-fixed structure.

IMPLEMENTATION:

1. This Order will be in effect when signed and shall remain in effect until further notice.
2. Any violation of this prohibition is punishable by a fine of not more than \$5,000.00 for individuals and \$10,000.00 for organizations and/or imprisonment for not more than six (6) months. [Title 16 USC 551, Title 18 USC 3571(b) (6), Title 18 USC 3581 (b) (7)].
3. Order supersedes any previous orders prohibiting the same acts covered by this Order.

Done at Jackson, Wyoming this 10th day of August, 2011.


JACQUELINE A. BUCHANAN
Forest Supervisor
Bridger-Teton National Forest

Order Number: 04-03-325

**Bridger-Teton National Forest
Developed Campground Stay Limit
Needs & Assessments 8/8/2011**

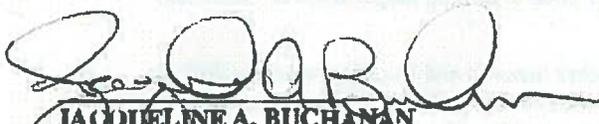
Background Outdoor recreation is increasing on the Bridger-Teton National Forest. Forest Service personnel have seen a steady increase in Forest visitors and the thought is that this trend will only keep increasing. There are numerous dispersed and designated sites throughout the Forest. The Bridger-Teton NF gets visitors from all over the United States and Canada. Because of the increased demand for designated camp sites, and increased congestion in those sites, setting a consistent stay limit will help limit resource concerns in more popular areas and will also give the general public an opportunity to enjoy those same popular areas.

Intent of Subpart B order This order is intended to create consistency for the general public by setting a standard stay limit in developed sites of 16 days for the Bridger-Teton NF. At the end of the 16 days, the person(s) or group must move a minimum of five (5) air miles radius from the original campsite for a period of not less than seven (7) days before reoccupying the original location. This Stay Limit would apply to all areas within the boundaries and responsibilities of the Bridger-Teton NF. This order continues to provide the public with adequate opportunities to recreate on the Bridger-Teton NF and is consistent with the Stay Limit for camping in undeveloped sites.

Enforcement The appropriate staff, Forest Protection Officers, Law Enforcement Officers and other field going personnel will enforce the order while patrolling the forest. The first year will consist of educating visitor and recreators concerning the new Forest order. Posting copies of the order in, around and near forest boundaries and other popular areas where people congregate will help educate the public. Public service announcements as well as newspaper articles will assist in getting the word out. If individual districts have mailing lists, a copy of the new Forest Order could be mailed out to the interested public so forest users can plan accordingly.

<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
Prepare proposed order	Patrol Captain LE&I	8/9/2011
Review proposed order	Responsible Staff	8/9/2011
Review proposed order	Regional LEI	8/9/2011
Review proposed order	OGC	8/9/2011
Post order in accordance with 36 CFR 261.51	District Staff Officer and staff	8/17/2011
Prepare news release for local media describing the order and management objectives	District Ranger PAO	8/17/2011

Enforcement Plan approved for implementation:


JACQUELINE A. BUCHANAN
 Forest Supervisor
 Bridger-Teton National Forest

8/10/11
 DATE

Order: 04-03-325

Order Number: 04-03-326

**UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
Bridger-Teton National Forest**

Occupancy and Use

PROHIBITIONS:

Pursuant to Title 36 CFR §261.50 (a) the following acts are prohibited within the Bridger-Teton National Forest, until further notice:

1. Possessing, storing, or transporting any aquatic invasive species (animals), as defined by Wyoming Rules, Chapter 62-4 (Aquatic Invasive Species). [36 CFR §261.58(s)]
2. Possessing, storing, or transporting any aquatic invasive species (plants), as defined by Wyoming Rules, Chapter 62-4 (Aquatic Invasive Species). [36 CFR §261.58(t)]

EXEMPTIONS:

Pursuant to 36 CFR §261.50 (e) the following persons are exempt from this order:

1. Any Federal, State, or local officer, or member of an organized rescue or fire fighting force in the performance of an official duty.

AREA DESCRIBED:

The area within the boundaries of the Bridger-Teton National Forest

PURPOSE:

The purpose for this closure is to protect the National Forest System from damage caused by aquatic invasive species, and to cooperate with Wyoming Department of Game and Fish (Forest Service Manual 2900).

Aquatic invasive species, such as quagga /zebra mussels and Eurasian water milfoil, are major threats to natural systems and human infrastructure. These species jeopardize power and water facilities, damage ecosystems, and impair recreation.

DEFINITIONS:

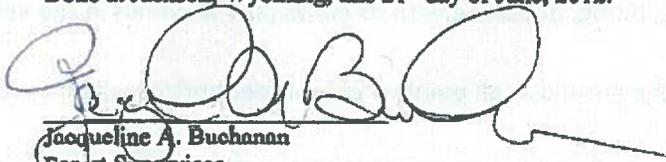
"Aquatic invasive species" means exotic or non-native aquatic organisms that have been determined by the commission to pose a significant threat to the aquatic resources, water supplies or water infrastructure of the state. Wyoming Rules 62-4

Other terms are defined in accordance with 36 CFR §261.2.

IMPLEMENTATION:

1. This Order will be in effect when signed and shall remain in effect until further notice.
2. Any violation of this prohibition is punishable by a fine of not more than \$5,000.00 for individuals and \$10,000.00 for organizations and/or imprisonment for not more than six (6) months. [Title 16 USC §551, Title 18 USC §3571(b)(6), Title 18 USC §3581 (b)(7)].
3. This Order supersedes any previous orders prohibiting the same acts covered by this Order.

Done at Jackson, Wyoming, this 21st day of June, 2012.



Jacqueline A. Buchannan
Forest Supervisor
Bridger-Teton National Forest

Order Number: 04-03-326

Occupancy and Use Order No. 04-00-104
Special Order—Food Storage and Sanitation

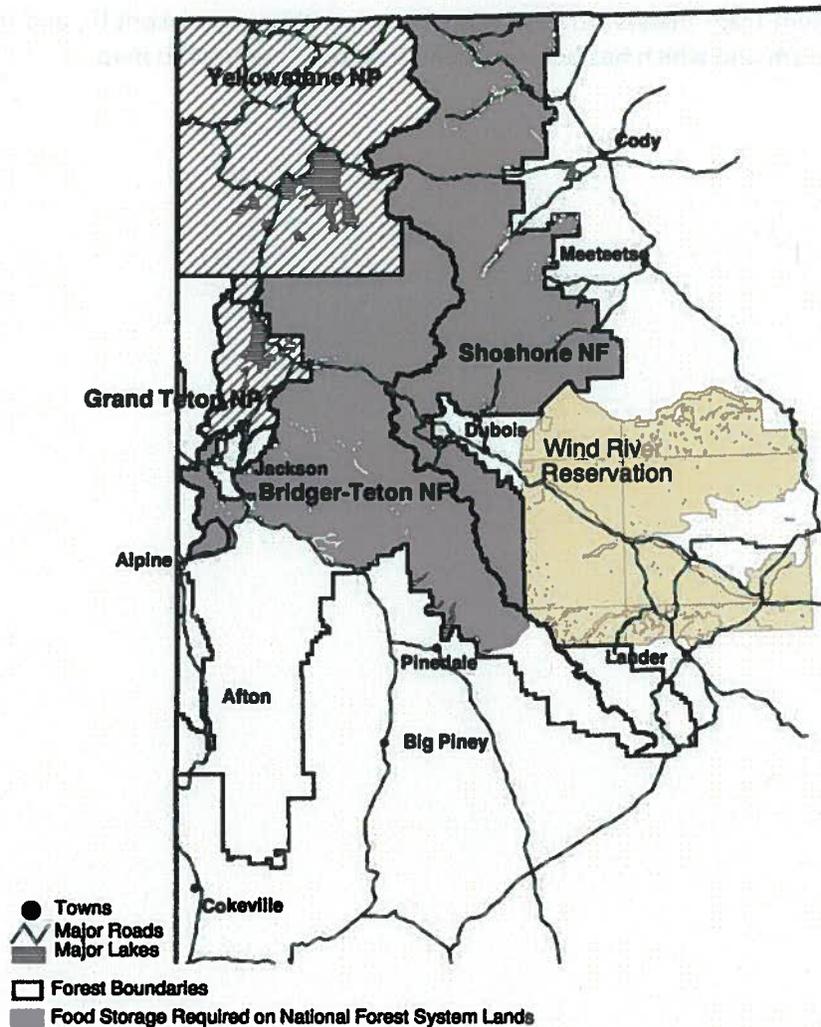
Definitions

1. "Food and Refuse" means any substance, solid or liquid (excluding water, baled hay, or hay cubes without additives) or refuse, which is or may be eaten or otherwise taken into the body to sustain health or life, provide energy, or promote growth of any person or animal. Also includes items such as soft drinks, alcoholic beverages, canned foods, pet foods, processed livestock feed and grains, personal hygiene products, and empty food and beverage containers.
2. "Animal carcass" means the dead body or parts thereof, of any harvested mammal, bird, or fish, including the head or skull plate with antlers or horns and hide or cape of big game animals and any domestic livestock that may be found in the restricted area. Packaged or prepared animal carcass products transported into the restricted area for consumption, game birds, small mammals, or fish harvested for consumption in the restricted area are considered food under the previous definition.
3. "Acceptably stored" means:
 - a. Stored in bear-resistant container certified through the Interagency Grizzly Bear Committee Courtesy Inspection Program. A container may be certified by the local district ranger or their designated representative(s) if it meets the IGBC criteria, or
 - b. Stored in a closed vehicle where the storage compartment is constructed of solid, non-pliable material that, when secured, will have no openings, hinges, lids, or coverings that would allow a bear to gain entry by breaking, bending, tearing, biting, or pulling with its claws (any windows in the vehicle must be closed), or
 - c. Suspended at least 10 feet clear of the ground at all points and four feet horizontally from any supporting tree or pole, or
 - d. Stored within a hard-sided residence, building, or storage container subject to the terms and conditions of a special-use authorization or operating plan, or
 - e. Stored by other methods approved in a permit issued by the forest supervisor responsible for the area where the method is proposed for use.
 - f. For animal carcasses: stored as per 3. a-e when located from 100 yards to ½ mile of a camping or sleeping area or within 200 yards of a National Forest System Trail. Animal carcasses are not considered acceptably stored when within 100 yards of a camping or sleeping area or National Forest System Trail. Animal carcasses more than ½ mile from a camping area or sleeping area and more than 200 yards from a National Forest System Trail may be left on the ground.
 - g. Animal carcasses killed or harvested (and parts thereof) within ½ mile of any established camping area or sleeping area must be acceptably stored, possessed, or moved to a distance beyond ½ mile from any such camp or sleeping area by the party(-ies) responsible for killing or harvesting such mammal.
4. "Acceptably possessed" means:
 - a. Possessed or attended during daytime by a person(s) that is physically present within 100 feet and direct sight of the accessible food, or
 - b. Possessed or attended by such a person(s) for the purpose of field dressing lawfully taken animal carcasses, transporting any food or animal carcass, preparing any animal carcass or food for eating, or eating any food.

5. "Camping/sleeping area" means National Forest System Lands temporarily used for the purpose of overnight occupancy without a permanently fixed structure or lands temporarily occupied by unattended camping equipment.
6. "Daytime" means ½ hour before sunrise to ½ hour after sunset, Mountain Time.
7. "Night time" means ½ hour after sunset to ½ hour before sunrise, Mountain Time.
8. "National Forest System Trail" means a trail wholly or partly within, or adjacent to, and serving a part of the National Forest System and which has been included in a forest recreation map.



Exhibit B
Occupancy and Use Order No. 04-00-104
Special Order—Food Storage and Sanitation
Area of Application



WESTERN BOUNDARY: North from Alpine along divide of Snake River Range from Dry Gulch to Ferry Peak summit, along top of divide to Deadhorse Peak and north along Targhee-Bridger-Teton Forest boundary.

SOUTHERN BOUNDARY: The expanded food storage boundary on the Bridger-Teton National Forest begins on the southwest at the south side of the confluence of the Snake and Greys Rivers. It then runs east and north along the Snake River corridor, including that area ½ mile south and east of the river itself, to the junction with the Hoback River. At Hoback Junction the area covered by the food storage order runs east along the Hoback River corridor, also including that area up to ½ mile south of the river, to where the Hoback River leaves U.S. 189/191. From there the food storage order applies north of the U.S.189/191 corridor, also including that area up to ½ mile south of the highway and running east to the Forest boundary in T37N, R111W, Section 32 (The Rim). From there the boundary runs northeast along the Forest boundary to the Green River, then southeast along the Forest boundary to Boulder Creek, then east and north along the south side of Boulder Creek to Pipestone Creek, then north along the south side of Pipestone Creek to Lake Prue, then northeast along the south side of Europe Canyon to the Continental Divide.

SAMPLE MONTHLY OR ANNUAL USE/FEE REPORT

Bridger-Teton National Forest _____ District _____ Reporting Period: _____

Campground	Total # of Sites Occupied	Total # of People	Percent occupancy	Camping Fees Collected on Site	Fees for Other Goods & Services	# Golden Age/ Access Used	NRRS Fees (Monthly/Annual)
TOTAL							

Annual Fees Collected Under the NRRS _____

Taxes Paid (End of Year Report Only) _____

Total Gross/Total Revenue (End of Report Only) _____

Total Net Revenue (End of Year Report Only) _____

Appendix 10: Sample Customer Service Comment Card

Prospectus for the Operation & Maintenance of Forest Recreation Facilities-
Jackson and Buffalo Ranger Districts, Bridger-Teton National Forest

Welcome to the Bridger-Teton National Forest. We hope you enjoy your visit. Please share your impressions and suggestions with us, so we can better serve you. If you have any questions, or need additional information, let us know.

Thank You!

Location _____

Comment _____

Name _____

Phone _____

Address _____

Date _____

City _____

State _____ Zip _____

E-mail address _____

Appendix 11: Standard Performance Evaluation Form

Prospectus for the Operation & Maintenance of Forest Recreation Facilities-
Jackson and Buffalo Ranger Districts, Bridger-Teton National Forest

Ranger District: _____

Permit Holder: _____

Appraiser: _____

Date: _____

Performance Item	Above Expectations	Meet Expectations	Below Expectations	Unacceptable
1. PERMIT TERMS				
A. Insurance Requirements Met				
B. Payments timely				
C. Use Reports accurate & timely				
D. Title VII requirements met				
E. Advertising & signage acceptable				
F. Other permits terms met (Specify Below)				
Communications				
Interpretive Programs				
Firewood Sales				
Fee-Offset Projects				
2. OPERATION & MAINTENANCE PLAN				
A. O&M Plan property submitted				
B. Employees qualified and trained				
C. Employees knowledgeable of area				
D. Ops & Maintenance performed correctly and in timely manner				
3. PUBLIC SERVICE				
A. Good PR maintained with Forest visitors				
B. Good comments received from visitors				
C. Fees & services provided as represented				
D. Proper ID of equipment and staff				
E. Visitor compliance with FS regs obtained				
F. Info and signs readable, current, presentable				
4. MEANINGFUL MEASURES				
Health and Cleanliness				
A. Humans free from exposure to human waste				
B. Water in compliance w/all state & FS regs				
C. Sites meet <i>Cleaning Rec Sites</i> standards				
D. Garbage does not overflow at all				
E. Garbage containers are vermin proof				
F. Litter & waste removal is timely				

G. Graffiti removal is timely				
H. Toilets & garbage containers free of odors				
Setting				
A. Ecosystem protected against permanent loss				
B. Road & Management activities are consistent with desired conditions				
C. Services & recreation opportunities are consistent with ROS objectives				
D. Vegetation management plan adhered to				
E. Unacceptable soil compaction, erosion, vegetation loss, etc., prevented or corrected				
Safety & Security				
A. Safety inspections completed & documented				
B. High-risk conditions corrected prior to use				
C. High-risk conditions occurring in season are corrected immediately, or identified, or the site is closed to the public				
D. Employees placed where required				
E. 36 CFR 261.14 infractions reported promptly				
Responsiveness				
A. Facilities posted as ADA compliant must be				
B. Bulletin boards contain required info and are neat, visible, and easy to read				
C. Employees receive appropriate "Good Host" and customer-service training				
D. Visitors feel welcome and appreciated				
Conditions of Facilities				
A. All facilities functional and in good repair				
B. SST toilet standards are met				
C. Facilities maintained in condition received				
D. Vandalism corrected promptly				
E. Roads and spurs maintained				

Comments and/or corrective actions pertaining to specific items listed above:

Item 1C. - Use Reports accurate and timely.

Item 1 E. - Advertising and signage acceptable.

Item 3 C. - Fees and services provided as represented.

Item 3F. - Info and signs readable, current, and presentable.

Item 4B. – Water in compliance with all state & FS regs.

Items 4D. - Garbage does not overflow at all, and
4F. - Litter & waste removal is timely.

Item 4- Safety and Security- A. - Safety inspections completed and documented.

**Have all “Below Expectations” items from previous performance
inspection/appraisal(s) been corrected?**

Evaluation and Appraisal Overall Rating

Above Expectations () Meets Expectations () Below Expectations () Unacceptable ()

Note:

1. If any Critical Element is rated "Below Expectations" the best possible overall rating is Below Expectations.
2. If any Critical Element is rated "Unacceptable" the best possible overall rating is Unacceptable.
3. If one to three other elements are rated "Unacceptable" the best possible overall rating is Below Expectations.
4. If three or more Critical Elements are rated "Below Expectations" or over four other elements are rated "Unacceptable" the best possible rating is Unacceptable.

Below Expectations: The permit holder is given notice, regarding which element(s) justify the rating, and if performance in this element(s) is not improved prior to the next rating period, the Below Expectations rating shall be reduced to an Unacceptable rating.

Unacceptable: The permit holder is issued written notice of the Opportunity to Take Corrective Action as stipulated in Section V (C) of the Special-Use Permit. This is the required first step in suspension and/or revocation of use over all or portions of the permit area. In some instances, such as a lack of adequate insurance, safety issues, etc., suspension or revocation may take place immediately.

Signatures:

Permit Holder Representative: _____ Date: _____

Forest Representative: _____ Date: _____

The permit holder's signature denotes that the Forest Service representative has discussed this evaluation/appraisal with the permit holder or his/her representative. A signature does not necessarily constitute agreement or acceptance of rating.

Appendix 12: Law Enforcement in Forest Service Concession Campgrounds

Prospectus for the Operation & Maintenance of Forest Recreation Facilities-
Jackson and Buffalo Ranger Districts, Bridger-Teton National Forest

BACKGROUND

This paper clarifies the responsibilities of law enforcement and of the concessionaires; state and local law enforcement agencies; and the Forest Service at concession campgrounds. The paper is based on a December 15, 1993, memorandum issued by the Office of the General Counsel (OGC) and an April 26, 1996, letter issued by Region 5 on the same subject. This paper has been reviewed and approved by OGC.

ROLES AND RESPONSIBILITIES

Concessionaires

In responding to violations of Federal, state, and local laws, ordinances, and regulations, concessionaires have the same authority as a private citizen. Concessionaires generally cannot enforce Federal, state, or local laws or regulations, including 36 CFR Part 261, Prohibitions on National Forest System (NFS) lands. Concessionaires should be knowledgeable of applicable Federal, state, and local laws and regulations, including 36 CFR Part 261, and should report violations of these laws and regulations to the appropriate law enforcement authorities.

Concessionaires may enhance public safety at concession campgrounds in a number of ways. For example, they may hire a private security firm, hire off-duty state or local law enforcement personnel, or enter into a cooperative agreement with the county for additional patrols.

Under the terms of the campground concession permit, the authorized officer may allow or require a concessionaire to establish certain restrictions on conduct, or rules of use. For instance, the concessionaire may establish a rule of use that limits the number of vehicles per campground site, establishes a limit on the length of stay, or prohibits washing food at a water hydrant. The rules of use may be incorporated in the concessionaire's operations and maintenance plan, and the concessionaire may be held accountable for ensuing compliance under the terms of the special-use permit.

Conduct that violates rules of use may also violate Federal, state, or local laws. When such conduct occurs, the concessionaire should report those violations to the appropriate law enforcement authority. For example, violation of a rule of use may constitute a disturbance of the peace in violation of state law, or disorderly conduct in violation of Forest Service regulations at 36 CFR 261.4

To minimize confusion between criminally enforceable Federal, state, local laws, and concessionaire-established rules of use, each should be posted separately within the campground.

State and Local Law Enforcement

Generally, state and local law enforcement agencies have authority to enforce applicable state and local laws, ordinances, and regulations on NFS lands. Under 16 U.S.C. 480, states retain their civil and criminal jurisdiction over persons on the National Forests. Thus crimes involving persons and their property are generally the primary responsibility of state and local law enforcement authorities.

Where a concessionaire has established rules of use, there is no authority for a state or local law enforcement agency to take enforcement action, unless the conduct giving rise to the violation of a rule of use also constitutes a violation of state or local law.

There is no authority for the Forest Service to allow state and local law enforcement personnel to enforce Federal laws and regulations, including 36 CFR Part 261. Some conduct may be prosecuted under Federal or state law because the conduct violates both. State and local law enforcement officers may enforce only state and local law, however.

Forest Service

The Forest Service retains all its authorities and responsibilities for enforcing Federal laws and regulations related to administration of NFS lands. The role and responsibilities of the Forest Service do not change simply because the Forest Service has issued a special-use permit to a concessionaire. Forest Service personnel should continue to enforce all Federal laws and regulations related to the administration of NFS lands within concessionaire-operated campgrounds.

Forest Service personnel should not assume; however, that all laws and regulations applicable to facilities operated by the Forest Service are also applicable to sites operated by concessionaires. For example, as a matter of policy the Forest Service does not interpret failure to pay a camping fee charged by a concessionaire to be a violation of 36 CFR 261.15 because the camping fee charged by the concessionaire is not an admission or recreation use fee for "a site, facility...or service furnished by the United States." The agency construes "furnished by the United States" to mean "owned and operated by the United States." Therefore, the Forest Service would not cite someone for failure to pay a camping fee at a concession campground because a concessionaire, rather than the Forest Service operates the site, and the concessionaire, rather than the Forest Service, retains the campground fees.

The regulations at 36 CFR Part 261, Subpart A, apply at both Forest Service and concessionaire-operated campgrounds. In contrast, orders issued under 36 CFR Part 251, Subpart B, may or may not apply at concession campgrounds. A Subpart B order must clearly state the area to which it applies 36 CFR 261.50(c)(1). If the order is Forest wide, it applies to all campgrounds, including concession campgrounds within that Forest. Operating Plans for concession campground permits should be consistent with any orders that apply. A concessionaire may not allow an activity prohibited by an order. A concessionaire's rule of use may be stricter than an order, however.

The Regional Forester or Forest Supervisor may exempt concession campgrounds from an order, and may want to exempt them to place more of the responsibility for the site on the concessionaire. Rules of use, rather than the order, would then govern. This approach is consistent with one of the purposes of the campground concession program that is to reduce expenditure of limited Forest Service resources

on administering developed recreation sites. When issuing a Subpart B order, the Regional Forester or Forest Supervisor should consider whether the order should apply at concession campgrounds.

If concession campgrounds are exempted from a Subpart B order, the rules of use established by concessionaires may differ from the restrictions contained in the order that apply elsewhere. For example, the restriction established by an order on the number of vehicles allowed per campsite at a Forest Service-operated campground may differ from the same type of restriction adopted as a rule of use at a concession campground. Forest Service personnel should ensure that they enforce only those Subpart B orders that apply to concession campgrounds.

36 CFR Part 261, Subpart C regulations should be handled the same way as Subpart B orders. The Chief or Regional Forester to prohibit acts or omissions in all or any part of an area over which the Chief or Regional Forester has jurisdiction issues subpart C regulations.

Forest Service law enforcement personnel should cooperate with state and local agencies to the extent authorized by Forest Service policy (FSM 5360) and state and Federal law, such as 16 U.S.C. 559g(c), which authorizes acceptance of a law enforcement designation from states, and 16 U.S.C. 553, which authorizes the Forest Service to aid in the enforcement of state laws in certain respects.

Prospectuses and permits for concession campgrounds should clearly describe the respective responsibilities of Forest Service law enforcement personnel, local law enforcement authorities, and concessionaires.

Summary

Crimes involving persons and property are generally violations of state law. State and local law enforcement agencies have jurisdiction to enforce state laws at concession campgrounds. Forest Service personnel have the responsibility to enforce Federal laws and regulations related to the administration of NFS lands. Concessionaires may establish and enforce rules of use that are subordinate to Federal, state, and local laws and regulations. Rules of use are not enforceable by Federal, state, or local law enforcement authorities unless violations of rules of use constitute violations of Federal, state, or local laws.

Concessionaires should contact Federal, state, and local law enforcement authorities to address criminal violations under their respective jurisdictions. Concessionaires may also consider hiring a private security firm or contracting with off-duty state or local law enforcement personnel to address day-to-day public-safety concerns at concession campgrounds.

Appendix 13: Sample Operating Plan Outline and Outline

Prospectus for the Operation & Maintenance of Forest Recreation Facilities-
Jackson and Buffalo Ranger Districts, Bridger-Teton 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. 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:

**Recreation Program Manager
Bridger-Teton National Forest
Phone: 307-734-5400**

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.

SAMPLE ANNUAL OPERATING PLAN

Table of Contents

1. Operating Season	4
2. Staffing	4
2a. Supervision/Management	4
2b. Personnel	4
2c. Employee Training.....	5
2d. Employee Conduct.....	5
2e. Uniforms and Vehicle Identification	5
3. Minimum Operations and Maintenance Standards	5
3a. Customer Service	5
4. Pre-season Operations.....	6
4a. Safety and Hazard Tree Inspections.....	6
4b. Water Systems	6
4c. General Facilities Maintenance.....	7
5. Open Season Operations	7
5a. Water Systems	7
5b. General Maintenance	8
5c. Interference with Normal Use of Recreation Sites	8
5d. Standards for Site Facility Cleaning and Maintenance	8
6. Post-season Operations	12
6a. Water Systems	12
6b. Utilities	12
6c. Toilets.....	13
6d. Bulleting Boards and Fee Stations.....	13
6e. Year-end Reports and Inspections.....	13
6f. Joint End-of-season Inspection.....	13
7. Site Hazards (Including Hazard Trees)	13
7a. Annual Site Safety Inspection	14
7b. High Risk Sites – Closed Season	14
7c. Removal of Hazardous Objects	15
7d. Identification and Removal of Hazardous Trees.....	15
7e. Forest Service Approval for Cutting or Pruning Vegetation	15
7f. Stumps, Slash, and Logs.....	15
7g. Disposal of Slash and Bucked Logs.....	15
8. Signs and Posters	16
8a. Entrance Board Signing	15
8b. Title VI Compliance	16
8c. Signing Requirements.....	16
8d. Signs and Advertising.....	16
9. Advertising	17
9a. Accurate Representation	17
9b. Equal Opportunity Provider	17

10. Fire Prevention.....	17
10a. Fire Prevention Plan.....	17
11. Road and Trail Maintenance.....	17
11a. Safe and Passable Condition.....	17
11b. Road Maintenance Schedule.....	18
12. Emergency Response.....	18
12a. Responding to Emergencies.....	18
13. Law Enforcement.....	18
13a. Concessionaire’s Responsibility for Law Enforcement.....	18
14. Communication Systems.....	19
14a. Reassuring Complete, Timely, and Accurate Communication.....	19
15. Bear, Cougar, Wolves, and Other Predators.....	19
15a. Managing Predators.....	19
16. Diseases (Hantavirus and West Nile).....	19
17. Pest Control.....	20
18. Herbicides, Pesticides, and Noxious Weeds.....	20
19. Vandalism.....	19
19a. Minimizing Vandalism.....	20
20. Use of Fee Sites by Non-fee Guests.....	20
20a. Managing Non-pay Customers.....	20
21. Butane and Propane Installations and Storage.....	20
22. Recycling of Propane Canisters.....	21
23. Other Required Services.....	211
23a. Interpretive Programs.....	Error! Bookmark not defined.
23b. Recycling.....	221
23b1. Proposed Recycling Services.....	22

1. OPERATING SEASON

The dates specified in the prospectus under Section I, Table 4, 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 Section 1, Table 4. 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 site managers/hosts be located at the sites listed in Appendices 2 and 3. 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.

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.

The holder shall make Customer Service Comment Cards available to the public. A sample comment card is included as Appendix 10.

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 BTNF several years ago. There are an abundance of dead trees in some of the developed recreation sites. Due to this large amount of dead trees, the FS has periodically 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.

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 208-733-5250
- 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 Wyoming Department of Environmental Quality at 307-777-7781. Appendix 21 is a 2012 sample of water systems checks and chemical analysis needed to be preformed 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 Public Health Division of the Wyoming Department of 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 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 2020. 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.

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. In addition, refer to Appendix 22: Developed Recreation Site Standards for minimum required standards.

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.

- 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, rocks 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 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.
- 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.
- 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.
- Remove all exposed rebar.

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 any additional 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.

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 or remove them as appropriate to avoid off-season use.

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.

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.

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 permit holder will have to 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.

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.

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, emergency 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*

- 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 Bridger-Teton National Forest 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, after that, whenever necessary and following large storm events.

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 12: 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.

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 Wyoming Game and Fish Commission [(307) 733-2321] 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 Bridger-Teton 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.

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).

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

22. Recycling of Propane Canisters

The Bridger-Teton participates in a propane canister recycling program for small, 1 lb. sized canisters in the Greater Yellowstone Ecosystem (<http://www.propanebottlerecycler.org/>). Small propane canisters are collected in four campgrounds represented in this prospect including Atherton, Granite, Station Creek, and East Table. The permit holder will be responsible for transporting these canisters to Teton County Recycling Center located at 3270 South Adams Canyon Road in Jackson, WY when the containers become full. Transportation must be in compliance with a Forest Service approved Job Hazard Analysis in order to ensure safe transport.

23. OTHER OPTIONAL PROGRAMS

23.a. 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.

23a1. 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.

23b. Recycling

Recycling of all materials is encouraged. The Forest Service may require that certain materials must be recycled beyond propane canisters in 4 of the campgrounds. A recycling program will help to meet the intent of Health and Cleanliness, Setting, and Responsiveness standards.

23b1. Proposed Recycling Services

Applicants should include a description of additional proposed recycling services if they choose to offer such a service.

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.