

OUTFITTER / GUIDE OPERATING PLAN
For Temporary Use Permits

Name of Outfitter

Designated Agent

Address

Phone Number

Ranger District Covered By Permit

When signed by both the Permit holder and the Forest Service authorized officer, this operating plan becomes part of the permit.

Plan prepared by _____ Date: _____
Outfitter or designated agent

Plan reviewed by _____ Date: _____
Forest Service Permit Administrator

Plan approved by _____ Date: _____
Authorized Officer/District Ranger

THIS OPERATING PLAN IS IN EFFECT FOR THE DURATION OF THE PERMIT.

INSTRUCTION

Check all items that apply and fill in the blanks with details. If additional space is needed, attach supplemental pages. If a section does not apply, indicate with N/A. Please print clearly or type.

I. GENERAL INFORMATION

A. Permit type () TEMPORARY

B. Company Information

1. Type of Ownership Circle one: Individual Partnership Corporation

2. Tax ID # or SS #: (required for billing purposes)

3. Owner/Partner(s)

Names(s):

Phone: Business

Home:

Cell Phone: ()

Fax Number ()

C. Emergency Contact(s)

Name:

Phone:

Fax Number:

Name:

Phone:

Fax Number:

D. Description of Operations

1. Services Provided (Circle all applicable)

Hiking

Backpacking

Mtn Biking

Trail Rides

Overnight Trail Rides

Fishing

Hunting (elk)

Stock Packing Services

Stock Rental/Delivery

Other

C Skiing

Snowshoeing

Snowmobiles

Winter Survival

Mountaineering

Rock Climbing

2. Educational/Interpretive Services Describe any educational and/or interpretive services provided.

3. What Services does your company offer that are unique for clients/visitors on public lands?

E. Equipment/Transportation

Transportation: List all vehicles used on National Forest Lands - Trucks, Buses, Vans, Trailers, ATV's, Snowmobiles, etc:

Year	Make	Model	Type	Color	License	State
------	------	-------	------	-------	---------	-------

F. Staff

Attach listing of staff, including certifications and qualifications. All staff must provide proof of First Aid training and remain current throughout the entire use period. List must be updated within 1 week if employees are hired or fired, or when First Aid and CPR has been renewed.

G. Advertisements/Prices

Copies of the following are required as part of the operating plan:

1. Most recent advertising brochures. See Section V. A. Public Notification, for required wording on brochures.
2. List of prices for all services provided.

II. FEES

A. General

Please review Flat Fee Schedule included in the application packet.

If the Max Revenue is exceeded then you will be billed 3% of gross revenue.

III. BACKGROUND

A. Year company was established: _____ Years with current owner: _____

B. Within the past two years, have you or any of your company representatives or employees been convicted of a Federal, State, or Local violation regarding outfitting/guiding operations or associated activities?

C. Has a River Outfitter's license or Outfitter's Registration been denied or revoked?

D. Has a BLM or USFS permit been denied, suspended, or revoked?

E. Are there, or has there been, any charges or outstanding court actions related to your permitted activities or business?

- F.** Has this organization operate under:
1. a different name
 2. a different owner
 3. changed status from a profit to nonprofit or vice versa
- G.** List any other locations under permit on National Forest or BLM public lands besides the areas covered under this permit.

IV. AREAS OF OPERATION

- A. Area**
This operating plan and the accompanying permit are for use of National Forest lands only and do not imply permission for use of private lands.
- B. Maps**
Designate all travel routes, camping locations, climbing areas, etc. on a USGS topographical or Trails Illustrated map; so they are easily cross referenced with the itineraries. General areas, such as for hunting, will be outlined on the map. These maps become part of the operating plan. Show the direction of travel on trail use.
- C. Itinerary**
An itinerary must be submitted with the operating plan which includes your proposed dates, routes, campsites locations and number of people.

V. EQUAL SERVICE OPPORTUNITY

This permittee is an equal opportunity service provider. The receipt of a Forest Service Special Use Permit is considered to be receipt of Federal Financial assistance under Federal regulations. This permittee, as a recipient of Federal financial assistance, must meet the requirements of all laws, regulations, and USDA policies regarding nondiscrimination in the provision of services to the public. The following program has been implemented to meet these requirements:

- A. Employee Policies:** (Describe how employees are made aware of nondiscrimination policies, describe diversity of employees, etc.)
- B. Complaint Policy:** (Describe how participants are made aware of complaint procedures, how you handle complaints, number of complaints received, basis for complaints, etc.)
- C. Participation:** (Describe specialized equipment or services and programs provided to accommodate disabled person, minorities, etc. to demonstrate diversity of use.)

- D.** Self-Evaluation: (Describe your program of self-evaluation to ensure nondiscrimination requirements are being met.)

VI. RESOURCE PROTECTION

Permittee will ensure that all staff have a working knowledge of low-impact techniques, practice them at all times on National Forest lands, and educate clients to those principles. "Leave No Trace" publications will be referenced by the permittee and will also be considered part of this plan.

The following are resource protection highlights:

A. Group Size: Number in Party: Number of Guides:

B. Foot Travel

1. Groups will travel in single file while on established trails.
2. Large Groups should travel in smaller groups to minimize exposure to other Forest visitors.

C. Camping

Backpack tents _____; Wall tents _____; Snowcaves _____; Other _____.

1. All camping facilities are temporary and must be removed after use.
2. Use well established campsites when available.
3. When established sites are not available, use undisturbed sites, change sites nightly, and rehabilitate site after use.

D. Fires

Type of fire use: Campfires _____ Stoves _____

1. Lightweight stoves are highly recommended.
2. Use established fire rings, if not using a stove.
3. Plan for contingencies, campfires or stoves may be banned during high fire danger.
4. Gather no sticks larger than an adult's wrist.
5. Put out campfires. You are financially and criminally responsible for escaped fires.
6. Remove all unburned trash from fire ring and scatter the cold ashes over a large area well away from camp.

E. Sanitation

1. All water for human consumption must be treated.
2. Deposit human waste in catholes dug 6-8 inches deep and at least 200 feet from water, camp, or trail. Cover, disguise and naturalize cathole when finished.
3. When you wash yourself or dishes, use small amounts of biodegradable soap, then scatter strained water 200 feet away from streams or lakes.
4. Inspect your campsite for trash and evidence of your stay. Pack out all trash: yours and others.
5. Toilets and toilet paper (check):
Catholes _____ ; Pit _____ ; Portable _____ ; Chemical _____ ; Other _____

All feminine hygiene products must be packed out; burying products in catholes is unacceptable.

6. When human waste or feminine products are carried out, please describe:

Solid Human Waste Removal:

Liquid Human Wastes Practices:

Feminine Products:

7. Please describe techniques used for the following:

Garbage, Refuse handling:

Camp Sanitation:

F. Stock

1. Supplemental Feed - Only wee-free feed in the form of cubed hay, pelletized hay, steamed grain or "Colorado certified weed-free hay" will be allowed for livestock use. (Forest Supervisor Special Order, 36 CFR 261.58(t)).
2. Water horses at an established ford or low rocky spot in the bank where little damage will occur. Encourage hobbled horses to water there as well.
3. Highlines and hobbles are recommended for restraining horses in camp. Tree saver straps will be used for any highlines between live trees. All highlines will be a minimum of 200 feet from water.
4. Areas pawed by animals will be rehabilitated and manure will be scattered at the end of the day.

5. Grazing - The general principle is the more livestock is confined, the higher the impact. Loose grazing causes the least impact.
6. Stay on the trails - Ride single file on the designated path and do not shortcut trails or switchbacks. Muddy stretches and snow banks should be crossed, rather than skirted, if safe to do so.
7. How are animals fed and watered while on public lands?
8. How are animals controlled while on public lands?

G. Bears

The permittee and staff will familiarize themselves with "Living with Wildlife in Bear Country," a Colorado Division of Wildlife publication.

1. Keep your camp clean.
2. Store food and toiletries safely.
3. Sleep away from food areas.

H. Wilderness

1. If you are permitted to operate in Wilderness:
2. Special regulations apply in Wilderness. Ensure your staff has a copy of the specific Wilderness Special Order and follows the regulations.

I. Cultural Resources

Do not disturb or remove any historical or archaeological sites or artifacts.

VII. SAFETY

A. Hazard Identification (Please circle all hazards that apply to your operations)

Environment/Weather	Terrain
Stock Use	Vehicle Use
Firearms	Food/Water
Lost Clients	Winter Survival
Overnight Trail Rides	Avalanche
Fire Other (Describe)	

B. Hazard Mitigation

Describe the preventative actions needed addressing the above identified hazards. A discussion of safety in general, as well as specific hazards and how they will be avoided or dealt with, must be provided to all clients.

C. Circle Safety Items Carried on Trips

First aid kit sufficient for group size

Personal flotation devices

Evacuation equipment (water, mountaineering, snow)

Signaling devices

Fire extinguishers

Cell phones

GPS

Radios (frequencies Rx _____ Tx _____)

Note: Any safety items or equipment mentioned under safety hazards are then required.

D. Emergency Procedures

Describe the procedure you will use for an emergency, such as a lost client or serious injury (e.g., how will help be reached, EMS, etc; how will an injury be cared for; how will the remaining members of the group be taken care of, etc.) If procedures are covered in an employee manual or other document, include with the plan and reference it. You do not need to rewrite it.

VIII. FINAL

Permittee must ensure that all staff are: qualified to lead the specific activities, trained and competent in low-impact techniques and traveling/camping in bear country. Also, all staff will be thoroughly familiar with the resource protection, safety, non-discrimination portions of this plan.

All Outfitters and Guides must carry a copy of the face and signature pages of the current permit. Failure to do so is a violation of this plan and may constitute grounds for action taken against your permit privileges.