

Dixie National Forest
Outfitter and Guide Operating Plan

OUTFITTER & GUIDE ANNUAL OPERATING PLAN
Year _____

Name of Business	Name of Outfitter	Designated Agent
	Mobile:	
	Work:	
Address, City, State, Zip	Phone Numbers	Ranger District(s)
Website		Email

Permit Auth ID: (Acquired when permit is issued)

When signed by both the Special Use Permit holder and the Forest Service Authorized officer this operating plan becomes part of the "Special Use Authorization" (permit). This plan is one of the key basis upon which the outfitter's performance will be evaluated annually. This plan will also be used to ensure that insurance coverage meet the standards set forth in amounts required for the time period of this operating plan. The authorized officer must approve in advance any changes to the operating plan (including actual use days that may increase or decrease or changes in staff).

Prepared by: _____ Date _____
Applicant: First and Last Name

Plan Reviewed by: _____ Date _____
McKenna Hayes: Dixie Permit Administrator

Plan Approved by: _____ Date _____
Acting District: Recreation Staff / District Ranger

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 E. Include the Advertising Plan (* you must specify in your advertising that you operating are on the Dixie National Forest):.....5

 F. Client/Staff Ratio:5

 G. Orientation/Training provided Staff:5

 H. Care Given Clients from Arrival to Departure (describe any guest orientation that is provided to clients):5

 I. Estimated Use Throughout the Operating Season:5

 1. Expected Operating Season Dates (From/To):5

 2. Total Number of Days:5

 3. Number of Groups:5

 4. Expected Revenue per Client:6

 J. Equipment Utilized (list vehicles, camp trailers, horse trailers, snowmobiles, ATV's, motorcycles, etc. owned by outfitter or subs):6

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Dixie National Forest Contact Table

Forest Service Contacts	Name	Work #	Email
Dixie National Forest Permit Administrator (D1, D2, D3, D4, Forest-Wide)	McKenna Hayes	435-704-8922	mckenna.hayes@usda.gov
Recreation Staff; D1 (Pine Valley Ranger District)	Braden Yardley	435-236-9215	braden.yardley@usda.gov
Recreation Staff; D2 (Cedar City Ranger District)	Skyler Maynes	435 865-3700	skyler.maynes@usda.gov
Recreation Staff; D3 (Powell Ranger District)	Christopher Wehrli	435-676-9301	christopher.wehrli@usda.gov
Recreation Staff; D4 (Escalante Ranger District)	Jennifer Thomas	TBD	jennifer.r.thomas@usda.gov

**Dixie National Forest Ranger District Addresses (Use these on
insurance certificate holder portion)**

Ranger District:	Address:
Pine Valley (D1)	196 E. Tabernacle, Suite 38 St. George, UT 84770
Cedar City (D2)	820 N Main St. Cedar City, UT, 84721
Powell (D3)	PO Box 80 Panguitch, UT 84759
Escalante (D4)	PO Box 246 Escalante, UT, 84726

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I. INTRODUCTION:

This Operating Plan generally describes the operation authorized under the Special Use Permit (hereinafter the "Permit") between _____ (Permit Holder) and the United States Forest Service. This plan does not amend the permit or any part thereof, but rather describes the operations permitted under the authority of such Permit. In the event of any conflict between the terms of the Permit and this Operating Plan, the terms of the permit will prevail.

II. DESCRIPTION OF OPERATIONS:

Please provide a detailed narrative to the following headings.

A. Type of Organization and summary of business:

B. Activity(s) and Services Provided:

C. Areas of Operation (Required - attach maps of the routes / area of operations):

D. Hunting Species (if applicable):

E. Time of Year for Operation & Activity (i.e. August-November: Climbing, Dec-March: Cougar Hunts, etc.):

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F. Advertising Plan (* you must specify in your advertising that you are operating on the Dixie National Forest):

G. Client/Staff Ratio (And include max group # per each trip itinerary):

H. Orientation/Training provided to Staff (attach any required certifications each staff has):

I. Care Given Clients from Arrival to Departure (describe any guest orientation that is provided to clients):

J. Estimated Use Throughout the Operating Season (**Priority Use Days Requested**):

1. Expected Operating Season Dates (From/To):
2. Total Number of Days on Forest (estimate how many total days you'll be at each requested Forest location):
3. Number of Groups (note max # per group):
4. Number of Priority Use Days Requested:

Note: Priority Use Days are assigned by: # of clients x # of days they're on the Forest. i.e. If you expect 5 trips per year, each lasting 3 days long, with 1 client per group, then you would request 15 priority use days (15 total days on the Forest x 1 client).

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5. Expected Revenue per Client:

*Please see Section V of the permit for Forest Service fee information
(generally, you will owe 3% of your annual Adjusted Gross Revenue)*

K. Equipment Utilized (list vehicles, camp trailers, horse trailers, snowmobiles, ATV's, motorcycles, etc. owned by outfitter or subs):*insurance required (send in after application has been approved)

Equipment						
Type of Equipment	Year	Make	Model	Color	License #	State

L. Use of Livestock/Animals?

If Yes, fill in the following table. See additional Livestock/Animal Terms and Condition

Livestock/Animals		
Kind of animal	Number of animals	Purpose of

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III. List all staff to be used in the operation, including Sub-Guides (*update annually*):

Sub-guides \ Staff	
Name	Certifications (attach these at the end)

Contracted services, personnel or equipment, must be approved by the Forest Service. Contracted services must also be covered under the holder’s insurance or separate insurance, listing the U.S. Government as additional insured, must be provided by the sub-contractor. Please refer to Section II Part F and Section III Part L of the permit.

IV. SAFETY PLAN

Provide a copy of your Safety Plan. Please refer to Section III part H of the permit.

The holder shall address the health and safety of its employees, agents, and clients by having trained and qualified staff, utilizing properly maintained equipment, and providing supervision appropriate for the level of risk associated with the authorized activity. The holder shall avoid situations or conditions that cause or threaten to cause a hazard to public health or the safety of the holder's employees, agents, or clients. The holder shall as soon as practicable notify the authorized officer of all serious accidents that occur in connection with such activities. The Forest Service has no duty under the terms of this permit to inspect the permit area or operations and activities of the holder for hazardous conditions or compliance with health and safety standards.

V. LIABILITY INSURANCE

Liability insurance is required for each outfitter and guide special-use authorization. The Permit requires you to have liability insurance naming the United State Government as additional insured (see permit Section III part K). Sub-contractors (equipment or personnel) must also be covered under the holder’s liability insurance or must provide insurance identifying the U.S. Government as additional insured.

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Provide a copy of the insurance policy through a certificate of insurance identifying *the U.S. Government as additionally insured*. *Policy must have a minimum coverage of \$1,000,000.00 combined single limit per occurrence.*

Certificate Holder Portion shall read exactly the below: *Reference the Ranger District Address Table on pg. 3. Ask permit admin for the correct address if unsure.

**USDA Forest Service
Dixie National Forest
[mailing address of operating ranger district]
[city, state, zip code]**

Liability Insurance must be provided after the application has been approved and before a permit can be issued.

VI. TERMS AND CONDITONS:

The following special terms and conditions have been agreed upon by the Permit holder and the Forest Service and have become part of this Operating Plan.

1. Notify the Sheriff's Department and the Forest Service (FS) IMMEDIATELY of any life threatening accidents or death. A written Incident Report is required within 7 days, and sent to this office.
 - a. You must notify the Forest Service as soon as possible (see contact table) if the following incidents occur.
 - i. An incident resulting in death, permanent disability, or personal injuries that are life-threatening or that are likely to cause permanent disability
 - ii. A structural, mechanical, or electrical malfunction or failure of a component of a facility designed for passenger transport or any operational actions that impair the function or operation of such a facility in a way that could affect public safety
 - iii. A search and rescue operation to locate a person
 - iv. Any incident that has a high potential for serious personal injury or death or significant property, environmental, or other natural resource damage, including avalanches, landslides, flooding, fire, structural failures, and release of hazardous materials.
 - b. You must specify when, where, and how the incident occurred and who was present or affected by the incident.

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- c. You must contact the Forest Service by phone or email. A written Incident Report must be provided within 7 days. A copy of any applicable police reports must also be provided.
2. Use of the permit area is non-exclusive. The FS reserves the right to allow others to use any part of the permit area (see permit Section I part G).
3. Comply with all applicable federal, state and local laws and regulations (see permit Section I part F).
4. Comply with all Forest Service direction regarding activity restrictions and closure areas. Examples include fire restrictions, prescribed or wildland fire, contract work, special events, etc.
5. In accordance with the Dixie National Forest's Travel Management Plan and section II part O of the permit, Motorized vehicles (including ATV's, UTV's, Trailers, Electric Bicycles, etc.) must stay on approved open roads and motorized trails only. In addition motorized vehicles, including trailers must stay within 150 ft. of an open road when dispersed camping.
6. Use minimum impact techniques such as principles of "Leave No Trace" (<https://Int.org>) and "Tread Lightly" (<https://www.treadlightly.org>).
7. No camping shall occur within 300 feet of springs, creeks, rivers, ponds, lakes, bogs streamside meadows or livestock watering areas. This provision shall also apply to livestock, horses and pack animals associated with these permitted operations.
8. Follow guidelines in the firewood permit for personal firewood collection in conjunction with guide operations. Bristlecone pine (*Pinus Longaeva*) should not be used for high-lining or for any other permit related activities.
9. Salt or bait must not be placed within 1/4 mile (1,320 feet minimum) of water, campgrounds and roads or ATV/UTV trails. Permittee shall notify the District Ranger where salt was placed in association with their permitted operation.
10. Human waste will be managed according to permit requirements. Canyoneering operations are required to pack out human waste using approved container as noted in permit.
11. Equestrian operations will include the use of high lines in the backcountry to minimize impacts from horses on soil and water quality.

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12. Dispersed camping is not allowed within a one-mile perimeter of developed campgrounds. You may camp in a dispersed area for up to 16 days. After 16 days, you must move at least 10 road miles for camping in another dispersed area. If you wish to leave a camp in place for more than 16 days you must apply for an assigned site.
13. All guides and sub-guides must carry a copy (digital or physical) of the face page and signature page of the special use permit when guiding on the Dixie National Forest.
14. Advertising: The holder shall not misrepresent in any way, either orally, in its circulars, brochures, advertising, and other materials, or in its website, signs, or letterheads, any aspect of the use authorized by this permit, including services provided by the holder, the status of this permit, or the area it covers. All of the holder's circulars, brochures, and advertising and its website regarding use of the permit area shall state that the permit areas is located in the Dixie National Forest (see permit Section II part P).

The holder shall not misrepresent in any way, either orally, in its circulars, brochures, advertising, and other materials, or on its website, signs, or letterheads, any aspect of the use authorized by this permit, including services provided by the holder, the status of this permit, or the area it covers. All of the holder's circulars, brochures, and advertising and its website regarding use of the permit area shall state that the permit area is located in the DIXIE NATIONAL FOREST

VII. REQUIRED ATTACHMENTS:

Please attach the following:

- Maps of routes / areas of operation
- Business License
- Guide Certifications
- Utah Outfitting License for all hunting guides
- Certificate of Liability Insurance (General and Auto (if applicable))
- Expected Itinerary
 - This itinerary should be kept up to date. Communicate any changes to the itinerary by email, phone or fax to the Dixie National Forest's Permit Administrator *prior to the activity*.
 - The Itinerary should include:

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- Type of Activity
 - Dates
 - Ranger District and location
 - Expected number of clients
- Safety Plan
 - Advertising plan
 - Business and Financial Plan

Contact local Small Business Development Center if you need help with this. There are local offices in Richfield UT, Cedar City UT and St. George UT.

VIII. CERTIFICATION:

I certify that the information given by me in this proposed Operating Plan is true, accurate, and complete to the best of my knowledge. I acknowledge that I (we) am (are) required to comply with the terms, conditions and stipulations in accordance with the signed Special Use Permit and the operating plan. I further understand that providing false information, or failures to keep this Operating Plan or other permit requirements up to date are grounds for probation, suspension or revocation of the permit.

Applicant Name

Signature

Date