

**APPENDIX B
LINCOLN NATIONAL FOREST OUTFITTER/GUIDE OPERATING PLAN**

Operation authorized by Special Use Permit for the period beginning (mo) _____ (yr) _____ and ending (mo) _____ (yr) _____. Operating Plan and Safety Plan conditions are considered a part of the permit and will be monitored for permit compliance. Operating Plan to be attached to and made a part of permit.

Permittee Signature _____ Date Submitted _____

District Ranger Signature _____ Date Plan Approved _____

BUSINESS INFORMATION

A. Name of Owner: _____

Name of Business: _____

Address: _____ **Phone:** _____ / **Cell:** _____

_____ **E-Mail:** _____

New Mexico Gross Receipt Tax No.: _____

New Mexico Outfitter and all Guides Registration No(s): _____

(Attach copy of cards)

B. Names of Guides to be Used:

Vehicles to be Used:

(Attach additional page if needed for more names and vehicles) (Make, model and license tag number)

1. _____ 1. _____

2. _____ 2. _____

3. _____ 3. _____

4. _____ 4. _____

C. Services Offered: (Attach brochures or other information about services if available. Attach additional page if needed)

<u>Type of Service</u>	<u>Service Rate</u>	<u>Planned Use (Total Est. Days)</u>	<u>Use Period (Dates)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The value of donated/free or discounted trips will be included in the gross revenue fee calculation using an average client day rate. You may be required to submit signed contracts with your actual use report.

D. Grazing Use Proposed: Type and number of stock _____

Where and When _____

E. Fee Calculation Selection: (check choice A or B below)

- a.** Adjusted Service Day Charge **b.** 3% Annual Adjusted Gross Revenue **c.** Flat Fee (Temporary Permits Only)

SAFETY PLAN (Attach additional page if needed)

- A. Qualifications of Guides, Leaders, or Instructors.** Knowledge of area, first aid training, outdoor survival skills, horsemanship, Leave No Trace ethics, and other applicable skills. **Submit certificates for First Aid/CPR and Leave No Trace Training for outfitter and all guides with this operating plan.** Visit <http://Int.org/learn/online-awareness-course> for a free short awareness course.
- B. Equipment and livestock information.** Type and condition, safety equipment subject to inspection.
- C. Emergency procedures.** Steps for care and evacuation of seriously injured persons.
- D. Client Health and Safety.** During field operations and in camp: sanitation, food preparation and storage, water treatment, toilet facilities, refuse disposal, etc.
- E. Accommodations available to people with disabilities:** Discrimination is not allowed for any reason, Outfitter Guide Accessibility Guidebook available upon request

OPERATING AND SAFETY PLAN CONDITIONS

A. Emergency Notification Procedures

Request for medical evacuation, search and rescue or law enforcement assistance should be made from the permit administering Ranger District, the New Mexico State Police, or the County Sheriff. The Forest Service does not authorize evacuation or search and rescue, but, will take appropriate steps to facilitate action. Forest Service contact should be made through the appropriate Ranger District headquarters, Lincoln National Forest.

All accidents, injuries or illnesses, other than those requiring minor first aid treatments, will be reported to the permit administering Ranger District within 24 hours of the incident.

CONTACTS

Smokey Bear Ranger District
901 Mechem Drive
Ruidoso, NM 88345 (Lincoln County)
Jeremy Pritchett
Phone: (575) 257-4095
Fax: (575) 257-6174

Lincoln County Sheriff
Carrizozo, NM
Phone: (575) 648-2342 or (800) 687-2419
In an Emergency—Dial 911

Sacramento Ranger District
4 Lost Lodge Rd
PO Box 288
Cloudcroft, NM 88317 (Otero County)
Paul Finch
Phone: (575) 682-2551
Fax: (575) 682-3394

Otero County Sheriff
Alamogordo, NM
Phone: (575) 437-2210
In an Emergency—Dial 911

Gudalupe Ranger District
114 S. Halagueno
Carlsbad, NM 88220 (Eddy County)
Phone: (575) 885-4181
Fax: (575) 887-3690

Eddy County Sheriff
Carlsbad, NM
Phone: (575) 887-7551
In an Emergency—Dial 911

Lincoln National Forest Law Enforcement

Kurt Felix—Cloudcroft, NM
Phone: (575) 313-2343

Chaves County Sheriff
Roswell, NM
Phone: (575) 624-7590
In an Emergency—Dial 911

Lincoln, Otero, Chaves or Eddy County Ambulance
Service
Phone: Dial 911 for Ambulance Service

New Mexico State Police
Phone: (505) 827-3476 (24 Hours)

OPERATING AND SAFETY PLAN CONDITIONS

New Mexico Department of Game & Fish Contacts—to report violations or incidents

OPERATION GAME THIEF: (800) 432-4263

Hunting Units and District Boundaries

The following table indicates which hunting units are situated on each Lincoln National Forest Ranger District:

DISTRICT NAME	HUNTING UNIT
SMOKEY BEAR	36, 37
SACRAMENTO	34
GUADALUPE	30

OPERATING AND SAFETY PLAN CONDITIONS

B. General Operating Conditions

1. Permittees are responsible for informing guests or clients of any potential hazards prior to starting a trip.
2. Any person(s) responsible for guiding trips and/or instructing guests or clients shall be familiar with the area, and be competent and experienced in conducting safe trips and activities.
3. Permittees and employees shall have a 10-unit first aid kit as a minimum for each 20 people present. The first aid kit shall be available at campsites and on all trips. Outfitters and guides shall maintain First Aid/CPR training. Proof must be available during all operations.
4. All equipment shall be in good condition and fully functional.
5. Nonsystem trails will not be repeatedly used, cleared, or created. Authorization to use or maintain existing nonsystem trails must be obtained from the appropriate District Ranger.
6. All gates encountered along trails will be closed unless otherwise posted.
7. Shortcutting trails and switchbacks are prohibited.
8. Leave No Trace principals will be incorporated into all operations. All outfitters and guides will be familiar with and will practice these outdoor ethics. If the use of off highway vehicles is authorized, all outfitters and guides will follow "Tread Lightly" principles. (Information on these operational techniques is available through the permitting Ranger Station.)
9. Violation(s) of New Mexico State game laws while operating under this permit **shall be cause for permit termination** for up to 3 years
10. Permittees and their employees shall familiarize themselves with the camping and smoking restrictions in effect, inform members of their party of such restrictions, and will be responsible for compliance with such restrictions while within the National Forest.
11. The Permittee is **required** to notify **both** permit administrators at the affected Ranger District **and** the administering District before each trip or activity. **This notification shall occur at least 48 hours prior to each trip.** Notification shall be made by mailing or faxing a trip plan. The outfitter/guide will keep a copy on hand for the duration of each trip. Multiple District trip plans are not preferred. When feasible, limit trip plans to a single District and include sufficient detail that District permit administrators can complete field inspections. See contact list above for district administrators.

D. Livestock Operations

1. Grazing of livestock is not authorized except by prior written approval, decided on a case-by-case basis. Requests to graze livestock must specify areas to be used.
2. Without prior approval, livestock will be highlined and fed processed certified weed free feed and/or certified weed free hay.
3. Livestock feeding is prohibited in the following areas: within all wet meadows, cienegas, and "dry" lake beds; within all riparian areas (bottoms); within 300 yards of all springs, seeps, stock waters, and watershed structures (regardless of whether fenced or not).
4. Use of existing corrals is prohibited without prior written permission of the grazing permittee responsible for its maintenance (District contact persons can provide this information). Temporary electric fence corrals are authorized for control of livestock. Such corrals will be located away from trails and water, and the electric fence and all hardware will be removed after each use.

OPERATING AND SAFETY PLAN CONDITIONS

5. No loose herding of pack stock shall be allowed on Forest development trails.
6. Manure piles shall be scattered.
7. Upon the death of any stock used in this operation within National Forest boundaries, the permittee shall locate the carcass at least 100 feet from water and a minimum of 300 feet from any trail. Notification of the death will be made to the permit administering Ranger District.
8. Only riding or pack stock actually used for a particular operation shall be permitted.
9. Please slow down and use caution around livestock operations, especially while operating machinery around cattle being driven. Livestock in this area require several days gathering prior to moving and driving courteously will help the livestock permit holders in their effort to stay gathered.
10. The special use permit issued to the holder above authorizes approved activities on National Forest System Lands within the boundaries of the Lincoln National Forest. It is the outfitter's responsibility to be aware of the ownership status of land they are traveling through. It is the outfitter's responsibility to determine whether or not the U.S. Forest Service has obtained a right-of-way for public use through the land managed by other federal agencies, state or private property.

F. Operator Camps

1. Caches, permanent camps and/or improvements shall not be allowed in the White Mountain or Capitan Wilderness Areas without prior approval from the District Ranger.
2. Specific campsites will be identified and submitted with the trip itinerary.
3. Camps may be set up a maximum of five (5) days prior to use. A camp may remain in any one location up to 15 days provided that guests are present. However, if such use is causing site degradation, it will be moved sooner; greater number of individuals/tents and the presence of stock will mean heavier impact and a shorter stay per camp site. Camps and equipment shall be removed within five (5) days after use unless approved in advance by the appropriate District Ranger.
4. The boughs or branches from live trees may not be utilized for camp or other use. Use of dead native material for camp accessories such as hitch and game hanging rails and tent frames shall be permitted. When camps are dismantled, native materials shall be scattered or placed so they blend into the natural setting. Campsites will be restored to as natural a condition as possible.
5. All camps will be kept in a clean and orderly condition.
6. Temporary pit toilets are recommended at camps with five (5) or more people that are occupied longer than one day. Toilets shall be located out of flood plains and at least 100 feet from live water. Pits shall be of sufficient depth to permit covering within at least one foot of soil to ground level after use.
7. Camps shall be located a minimum of 100 feet from streams; 300 feet from springs; 300 yards from isolated water sources, and 100 feet from system trails where topography allows. Washing of equipment, dishes, clothing, etc. and bathing should be conducted at least 200 feet from any water source.
8. All refuse will be packed out. No trash or food waste will be buried or burned.

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G. General Wilderness/Wilderness Study Area Provisions:

1. Maximum group size in Wilderness Areas shall be limited to 25 persons (inclusive of permittees, any employees of permittees, and guests or clients) and 15 head of pack and saddle stock (combined).
2. Pack it in, pack it out. Cat holes are the preferred method of human waste disposal. Please refer to the "Leave No Trace" guidelines for specific details of construction and general outdoor ethics.
3. Camp stoves are the preferred method for cooking. The amount of dead and down wood at the site, presence of a fire ring, fire danger and need for a campfire should be evaluated prior to starting a fire. Standing dead or green wood shall not be used for campfires. Fires should be built using a fire pan. Rock rings will not be constructed.
4. It is prohibited to use or possess motorized equipment or mechanized transport in designated Wilderness Areas. This includes but is not limited to motor vehicles, bicycles, chainsaws, generators, cordless electric drills, and game carts.

G. Motorized Travel:

1. Motorized travel shall conform to the Lincoln National Forest Travel Management Rule. Free copies of the current Motor Vehicle Use Map can be obtained at any Lincoln National Forest Office.
2. Each vehicle shall have a first aid kit suitable to the vehicle's capacity.
3. Maintain control of clients at all times when using off highway vehicles (OHVs) Be courteous to other recreation users by riding single file on the right side of the trail/route.
4. Clients should be instructed in the "Tread Lightly" techniques of OHV use, including reducing speed through muddy areas to minimize impacts to the road and to prevent rutting and deepening of mud holes and ruts.
5. Maintain slow speeds when there is minimal sight distance.
6. All non-motorized users, including users with livestock, have the right-of-way. If there is not enough room on the trail to get by, pull over and/or dismount your motorized equipment to allow other recreational users to get by.
7. OHV trips are not allowed until snow has melted from the roads and trails and they have had a chance to drain and dry out.
8. OHV personal protection gear needs to be worn at all times by the guide and the clients, including helmets, gloves, eyewear, and protective clothing.

H. Other Conditions:

1. If an animal is killed and processed on National Forest lands, the following provisions apply: the remains of processed animals may be left at the kill site. Remains of processed animals will not remain at camp sites, but, will be removed and properly disposed of by the permittee.
2. Dogs used for hunting will be well trained. If wildlife are improperly chased, those dogs will be removed from service until properly trained.
3. When kept on National Forest Land overnight, dogs will be staked or kept in vehicles. Dogs will not be left unattended for any length of time on National Forest System Lands. All fecal matter should be scattered.