SPECIAL USE APPLICATION & TEMPORARY PERMIT FOR OUTFITTING AND GUIDING
Authority: Federal Lands Recreation Enhancement Act, 16 U.S.C. 6802(h)
(Ref.: FSH 2709.14, Chapter 50)

PART I – APPLICATION

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1. APPLICANT INFORMATION

Applicant Name: _____

Business Name: _____

Applicant's Complete Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Website: _____

<u>As an applicant, are you:</u>

___ Individual	If yes, are you a citizen of the United States? ___ YES ___ NO
___ Corporation	If yes, provide a copy of your state certificate of good standing.
___ Limited Liability Company	If yes, provide a copy of your state certificate of good standing.
___ Partnership or Association	If yes, provide a copy of your partnership or association agreement.
___ State Government or Agency	(Includes state universities)
___ Local Government or Agency	(Includes high schools)
___ Nonprofit	(Please attach a copy of your IRS Form 990)

Under the Regulatory Flexibility Act, a small entity is a firm that is "independently owned and operated" and "not dominant in its field of operation." The United States Small Business Administration has

developed size standards to identify what is considered a small business. Under these standards, a business with annual receipts of less than $6.5 million constitutes a small business for recreation industries. Additionally, a small organization is any nonprofit enterprise that is independently owned and operated and not dominant in its field. A small government jurisdiction is a government of a city, county, town, township, village, school district, or special district with a population of less than 50,000.

Under these criteria, are you a small entity? ☐ YES ☐ NO

2. DESCRIPTION OF PROPOSED ACTIVITY

Please include:

The number of service days requested	
The anticipated number of trips and party size.	
Starting dates of the proposed operations	
ending dates of the proposed operations	
Location of routes and starting and ending points for the proposed operations (include a map)	
Services that will be offered to clients	
A description of your client base or audience	
A list of government facilities you propose to use, e.g., a boat launch, parking lot, or trailhead	
A statement of whether the proposed operations involve motorized equipment	
A statement of whether the proposed operations involve transportation livestock, and if so, whether grazing is requested	
A description of cleanup and restoration during and after the proposed operations	

3. ADVERTISING. Provide a current brochure and current advertising materials or website address.

4. CLIENT CHARGES. Provide a description of client charges and fees and what they cover. Attach a current rate sheet.

5. GUIDE IDENTIFICATION

Please list of all guides who would be working under the permit	
1.	2.
3.	4.
5.	6.

- Describe your requirements for employment and staff training programs.
- Attach copies of current CPR and First Aid certifications, Wilderness First Responder cards, and other applicable certifications for guides. Please do not send copies of social security cards or passports. Send driver's licenses only if driving is part of the outfitting and guiding service.
- If the state in which your activity would occur requires licensing for outfitters and guides, include a copy of relevant licenses.

6. OPERATING PLAN. Attach an operating plan that addresses client and visitor safety, evacuation and emergency procedures, and resource protection with respect to your proposed operations and location.

7. LIABILITY INSURANCE. The holder will be required to obtain liability insurance in an amount satisfactory to the authorized officer (see FSM 2713.1). The insurance policy must name the United States as an additional insured. A copy of the certificate of insurance must be provided to the authorized officer prior to issuance of a permit.

8. CLIENT'S ACKNOWLEDGMENT OF RISK FORM. If you plan to use an acknowledgment of risk form, attach a copy.

9. EXPERIENCE.

- List all permits for outfitting and guiding on National Forest System lands that you have held in the past 3 years.
- If you received a performance evaluation from the Forest Service, attach a copy. If you are relying on outfitting and guiding experience with other federal or state agencies, list any permits that you have held with those agencies in the past 3 years and provide a copy of any

performance evaluations received.

- List all citations or violations received in association with outfitting and guiding activities.

10. SIGNATURE. I hereby certify that I am of legal age and am authorized to do business in the State or Commonwealth of Arizona. I have personally examined the information contained in this application and certify that this information is correct to the best of my knowledge. I hereby acknowledge that this is an application only, and that the use and occupancy of National Forest System lands is not authorized until a special use permit is signed and issued by an authorized officer.

Permit Holder Printed Name:_____

Permit Holder Signature:_____ Date:_____

18 U.S.C. § 1001 makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction. Anyone who knowingly or willfully makes or uses any false statements or representations shall be fined not more than $10,000 or imprisoned not more than five years, or both.

ANNUAL OPERATING PLAN
CORONADO NATIONAL FOREST OUTFITTER/GUIDE PERMITS
HUNTING ONLY

1. **NAME OF PERMIT HOLDER/OWNER OR LEGAL ENTITY:** _____

2. **BUSINESS NAME OR D.B.A.:** _____

3. **A. ADDRESS:** _____

   B. TELEPHONE: _____

   C. EMAIL: _____

4. **NAMES OF OUTFITTERS AND GUIDES AND ARIZONA GAME & FISH LICENSE NUMBER: Any addition to the guide listed on this Operation Plan requires a permit amendment and a copy of their Arizona State Game & Fish Guide License.** The permit holder must provide the Coronado National Forest or lead Ranger District an advance notice of no less than 10 days to allow time for the amendment to be process and for the guide to be authorized on the permit. An email or letter is sufficient, please see Forest Service Contacts below. The holder must provide the Forest/Ranger District with a copy of the Arizona Game and Fish Guide License for our files.

NAME	LICENSE NUMBER

The permit holder certifies that any guide listed in this operating plan has a valid Arizona Game & Fish Outfitter/Guide license, is covered by the holder's liability insurance required for activities associated with this permit, and is knowledgeable about and responsible for complying with all terms and conditions of this special use permit and operating plan.

The permit holder also certifies that the outfitter/guide is a person who has complied with the laws of the State and of the United States and all rules promulgated there under as to matters of fish and game, conservation of natural resources and the protection of the natural ecosystem without pollution.

5. **HUNTS OFFERED:**

SPECIES AND LENGTH OF HUNT	RATES

Complimentary trips or hunts and gratuities received must be included in the annual use report.

6. OPERATING PERIOD:

This Operating Plan covers the period ending: _____
Season of operation and hours: _____

7. FOREST SERVICE CONTACTS:

Please contact the Permit Administrators for Coronado National Forest by Ranger Districts (RD), for all issues relating to this permit.

- **Supervisor's Office, Special Uses:** SM.FS.coronado_SU@usda.gov
- **520-388-8322, 520-388-8303, 520-388-8432**

The outfitter and/or guide must notify the appropriate District Office on the Ranger District they will be operating **no less than 48 hours prior** to taking a client afield with a Trip Itinerary. **Minimum information the outfitter and/or guide will provide the District Office is:** Outfitter & Guide permittee name and business name, telephone number, guide name(s), client name(s), start and end dates on District, species of hunt, type of hunt, unit number and location of camp or lodging. See attached Trip Itinerary form in your Forest Service special use permit.

8. DESCRIPTION OF OPERATION:

Generally, operations will consist of providing high quality day-use or multiple-day/overnight hunting trips for all legal species of wildlife in a variety of settings on National Forests in the State of Arizona specified on the permit.

As representatives of the Forest Service, outfitters and guides will provide quality services, facilities, and equipment and will treat all clients with courtesy and respect. All equipment will be in good working order. Equipment that is unsafe or worn-out will be retired from use.

9. DESCRIPTION OF VEHICLES TO BE USED:

YEAR	MAKE	MODEL	COLOR	LICENSE NO.	OWNER

A. Each vehicle will have a First Aid Kit suitable to the vehicle's capacity and will maintain on board, an axe, shovel, and bucket.

B. Only sound, well maintained vehicles will be used.

C. Good judgment will be exercised in use of roads during wet conditions to prevent damage to the roadway.

D. Additions to the vehicle list must be arranged with the local Forest Officer that issued the permit no less than 48 hours prior to use.

E. The District may have roads and areas closed to motor vehicle access. It is the Permit Holder's responsibility to know whether or not off-road travel is permitted. If there is any question as to what restrictions apply, the Permit Holder will immediately contact the appropriate Ranger District.

10. WILDERNESS USE:

A. Overnight camping in any designated Wilderness Area on the Coronado National Forest is not permitted without specific approval from the local Ranger District.

B. All applicable Wilderness laws and regulations will be strictly adhered to. If there is any question concerning which areas are designated as Wilderness areas, or what restrictions apply, the permit holder will immediately contact the appropriate Ranger District.

C. Group size limit is 15 people in Wilderness areas on the Coronado National Forest. The permit holder is responsible for contacting the appropriate Ranger District and obtaining any information on restrictions of saddle or pack stock in effect.

D. The use of all types of motorized equipment and all types of mechanical transport is prohibited, except in emergencies when authorized by the Forest Supervisor.

E. Cutting of live trees, brush, and cactus for any purpose is prohibited.

F. All guides should be educated in leave-no-trace outdoor ethics and should educate their clients in these principles.

11. IN THE FIELD:

A. **A copy of the Special Use Permit and this Operating Plan will be available in each overnight camp and with each day use group leader.**

B. Prior to beginning a hunt, an orientation/safety briefing will be given. Guests will be informed that they are hunting on the Coronado National Forest; the role of the Forest Service in providing recreation opportunities to the Nation's citizens and visitors will also be explained.

C. All gates encountered along the trail will be closed, unless it is apparent they are meant to be left open.

D. The trip equipment will include a first aid kit appropriate to the group size: it will be readily accessible in camp and in the field.

E. During periods of Very High and Extreme Fire Danger, smoking will not be permitted. During fire restrictions, smoking and campfires may not be allowed outside of buildings or enclosed vehicles.

F. The Forests may have roads and areas closed to motor vehicle access, using the Travel Management Road Plan (Motor Vehicle Use Map) as your resource. It is the holders' responsibility to contact the appropriate Ranger District office to determine the presence of such closures.

G. Unless otherwise authorized in writing, I agree to follow the prohibition on the use of motor vehicles off of the designated road system identified on the Motor Vehicle Use Map. Further, I will follow local policies regarding motorized off-road travel for the purposes of dispersed camping and motorized game retrieval (identified on the Motor Vehicle Use Map).

12. USE OF LIVESTOCK:

Livestock will be used? ☐ YES ☐ NO

A. Only riding or pack stock actually used for the particular trip will be taken. All livestock will be sound and safe for use by clients. **Type of livestock used _____. This stock belongs to _____.**

B. No stock under the permit holder's control shall be allowed to run at large or be kept in camp for extended periods.

C. Boggy trails and other wet areas shall be avoided if at all possible.

D. Campsites should be selected that can best accommodate livestock without severe damage to the site.

E. Stock will not be allowed to damage trees and will not be tied to them for periods over 2 hours. When necessary to tie stock for longer periods, a temporary hitch line will be used. A temporary corral may be constructed if approved by the local District Ranger. **Permanent corrals under the care of a grazing permittee will only be used after coordination with the permittee and approval of the Local Forest Officer.**

F. Pelletized or processed feed will be provided by the permit holder. Grazing is not authorized by this permit; however if a specific situation allows, grazing may be authorized by a local District.

G. Unless kept over-night in an established corral, all manure will be scattered before departing the camp.

H. Upon the death of any stock within the National Forest, the carcass shall be buried in a suitable place more than 300-feet from any water. In addition, the carcass may be burned with prior approval by a Forest Officer.

I. The holder shall be responsible for the prevention and control of noxious weeds and/or exotic plants arising from the authorized use as follows: 1) backcountry pack and saddle stock users feed stock only weed-free feed for several days prior to travel on all National Forest System lands; 2) inspect, brush, and clean animals, especially hooves and legs before entering public land including inspecting and cleaning tack and equipment; and 3) tie or hold stock in ways that minimize soil disturbance and avoid loss of desirable native vegetation.

13. USE OF DOGS:

Dogs will be used? ☐ YES ☐ NO

Maximum # of dogs? _____. **These dogs belong to _____.**

A. Dogs used for hunting will be well trained. If deer or other improper wildlife are chased, the dog(s) will be removed from service until properly retrained.

B. At night, dogs are kept in vehicles or staked/chained (if ground conditions permit). Dogs will not be chained to trees.

C. Dog locations will be alternated as needed to avoid loss of ground vegetation. Holes dug by dogs will be filled in with dirt; no rocks, limbs or bark will be used as filler, and smoothed to its original state.

D. Policing of dog excrement is required. No concentrations of feces will be left on site to cause unsanitary conditions.

14. IN CAMP:

A. Camps will not be set up on National Forest System lands for more that fourteen (14) nights in a row unless specifically authorizied to do so by the local District Office. Check with the respective District Contact regarding Outfitter/ Guides camping in established campgrounds.

B. Camps will be established in non-sensitive areas, off official trails, at least 300 feet away from springs and 100 feet away from flowing streams. State law prohibits camping within 1/4 mile of the only available water in such a way so as to prevent access by stock and wildlife.

C. Unless otherwise authorized in writing, I will follow local policies regarding motorized off-road travel for the purposes of dispersed camping as identified on the Motor Vehicle Use Map.

D. No hunting camp will be set up more than 2 days before the customer arrives, and will not be left for more than 2 days after the customer leaves.

E. Human waste will be disposed through one of the following methods:

1. Where practical, portable self-contained toilets are preferred.

2. Cathole method - Bury waste 6-8 inches deep in individual holes 200 feet from camp, trails, live water or dry creek beds. This method distributes the waste within the top soil where decomposition is most rapid. Bury toilet paper, burn it in a campfire, or pack it out.

3. When the cathole method is impractical due to space restrictions, the latrine method may be used. Latrines must be located 200 feet away from camp, trails, live water, or dry creek beds. All pits will be covered with a minimum of 12 inches of earth when use is terminated.

F. Disposal of dishwater will be in such a way that no water source is polluted. Leftover food will be removed and packed out.

G. When meals are furnished, sanitary, wholesome, well-prepared food in sufficient quantity and variety will be provided; sanitation will be given priority.

H. During periods of Very High or Extreme Fire Danger, one fire extinguisher (either foam or multi-purpose ABC) is required in each camp of 10 or more persons.

I. All employees and clients will be informed of the joint responsibility to prevent and suppress all fires. They should also be made fully aware of the fiscal responsibility for suppressing any fire which escapes.

J. If a fire breaks out in camp, the outfitter or guide will take immediate charge of the suppression of this fire. Everyone in camp will know the location of fire fighting equipment and sufficient tools shall be available to equip each person in camp.

K. When the campsite is dismantled, the area is to be left in a natural state. The only evidence of use will be normal wear on vegetation. All unburnable trash and garbage will be packed out.

15. CAMPFIRES:

A. Campfires will not automatically be built. Before being built, the amount of dead-down wood at the site, the fire hazard, and the actual need for the campfire should be considered.

B. During periods of fire restrictions, campfires will not be allowed. If the Forest is closed due to the extreme fire hazard, all operations will immediately cease.

C. Practice campfire safety:

- Clear all flammable material away from the fire for a minimum of five feet in all directions.
- Make a fire only if you have a shovel and sufficient water to put it out.
- Have a responsible person in attendance at all times.
- Never leave your campfire unattended.
- Avoid making a campfire during the windy part of the day.
- To make sure your campfire is out, drown with water and stir with dirt, making sure all burned materials are extinguished. Feel with your hand to make sure it's out cold.
- Every campfire will be put **DEAD OUT** before leaving it.

16. GUIDE STANDARDS AND QUALIFICATIONS:

A. The permit holder and guides will be courteous and thoughtful at all times. They will do all in their power to make each hunt a quality experience.

B. All guides will be competent and experienced in conducting the hunts and will have personal knowledge of the area.

C. Guides will maintain (as a minimum) Standard First Aid/CPR cards which are current. These documents must be provided to the Forest Service upon approval of a special use permit.

17. REPORTS:

A. Any incidents resulting in inadvertent violation of the Special Use Permit or Operation Plan, any personal injury requiring medical treatment, any evacuation from a tour, etc., and/or property damage over $100 must be reported to the local Forest Service contact as soon as possible. If requested, complete details of the incident will be furnished in writing not more that five (5) days after such request.

B. The Financial/Actual Use Report required by the Special Use Permit will filled out completely and all supporting information turned in by the due date as stated in the permit. See attached Estimated and Actual Use Report forms in Appendix D and E in your Forest Service special use permit.

18. OTHER:

A. All suspected unauthorized outfitter/guide activities will be promptly reported to the nearest Forest Officer.

B. Search and rescue is the responsibility of the County Sheriff's Office. All guides will know which county they are in at all times, and will have the appropriate phone number(s) available. Additional contacts will be made with the local Deputy as needed.

19. SPECIAL EXEMPTIONS AND EXCLUSIONS:

A. In addition to Nation-wide laws and regulations, each National Forest has Special Orders promulgated by the Forest Supervisor which establishes local restrictions. Inquiry should be made to local District Office if there is any question about specific areas or restrictions.

B. FIRE RESTRICTIONS/CLOSURES: Contact the Ranger District that is responsible for the area you will be hunting in 48 hours prior to your arrival for the latest fire restrictions and closures in the area, as these closures change constantly during the Fire Season.

20. HERITAGE RESOURCES:

The heritage resource sites on the Coronado National Forest are rich and varied, spanning thousands of years of human history. Special Uses Permit holders can help the Forest Service to preserve these resources for the enjoyment of future generations by following some simple guidelines.

1. Do not camp, drive, or build campfires atop heritage resource sites. Fire and excessive ground disturbance can damage fragile heritage resources.

2. Stay on designated trails whenever possible and use establish trails when viewing heritage sites so as to minimize further ground disturbance. Avoid trampling and handling artifacts. Irreversible cumulative damage can occur to a site when repeatedly visited. Tread lightly.

3. Artifacts provide archaeologists with important information regarding the life ways of past cultures. Leave all artifacts where they are found this includes "arrowheads". The location of artifacts in a site is important to understanding the function of the site.

4. Oil from hands can cause rock art drawings to deteriorate. Do not touch the drawings.

5. Inform clients of heritage resource laws and protection requirements and insure that clients comply with these laws. Report any signs of illegal activity to the Coronado National Forest Contact listed in Section 7 above in this Operating Plan.

21. OPERATING PLAN LIMITATIONS:

A. This Operating Plan is developed pursuant to Clause VII.J (R3 B38) of the Special-Use Permit which authorizes these activities, and contains mitigating conditions herein deemed necessary to protect National Forest resources. The permit holder is also hereby placed on notice that other federal, state, or local agencies may have additional mitigation measures or permits which must be secured. Failure to meet those additional mitigation measures, or secure those other permits, may result in enforcement actions against the permit holder by the appropriate agency.

B. This plan attempts to be as complete as possible; however, all situations and eventualities cannot be addressed. In these situations, good judgment shall be used to ensure public health and safety.

Signatures on this operating plan indicates acceptance of all the conditions as described.

ACCEPTED:

Permit Holder: _____ Date _____

Authorized Officer: _____ Date _____