

**APPENDIX B**

**\*\*CIBOLA NATIONAL FOREST & GRASSLANDS \*\*  
OUTFITTER/GUIDE OPERATING PLAN**

Period of Operations beginning \_\_\_\_\_ and ending \_\_\_\_\_ for permit # \_\_\_\_\_.

**The information contained in this operating plan is true and accurate:**

\_\_\_\_\_  
Signature: Permit Holder

\_\_\_\_\_  
Date

**Approved:**

\_\_\_\_\_  
Signature: Permit Administrator/Reviewer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Authorized Officer

\_\_\_\_\_  
Date

**DOCUMENT SUBMISSION SCHEDULE:**

The following documentation shall be submitted to the permit administrator annually by the following dates: Document

	Hunting Outfitter Deadline	Non-hunting Outfitter Deadline
Appendix B- Operating Plan	June 1	January 31
Estimated Use Worksheet	N/A	January 31
Actual Use Report	December 31	December 31

A current insurance certificate that lists the US Government as an additional insured is required prior to issuance of any new permits and/or approval of operating plans. It is the holder's responsibility to send current insurance certificates to the permit administrator whenever their insurance renews.

## **PART A: BUSINESS INFORMATION**

<b>Name of Permit Holder:</b>	
<b>Name of Business:</b>	
<b>Mailing Address:</b>	
<b>Telephone:</b>	
<b>Cell phone:</b>	
<b>Email:</b>	
<b>Company Website:</b>	

## **PART B: TRIP ITINERARY**

A legible, fully filled out Appendix C – Trip Itinerary must be completed and emailed to [SM.FS.R3CibOutFit@usda.gov](mailto:SM.FS.R3CibOutFit@usda.gov) at least 48 hours prior to entering Cibola National Forest & Grassland for outfitted and guided hunting trips and 24 hours in advance for all other outfitted and guided activities.

## **PART C: REQUIRED DOCUMENTATION**

If requested in the field by a Forest Service employee or law enforcement officer, the following documents must be available for inspection. Failure to do so will result in a notice of noncompliance.

- Page 1 of the valid, approved permit and if applicable page 1 of any amendments that change the terms or the approved uses from what's on page 1 of the original permit, i.e., changes to locations, trails, species, and/or activities.
- Approved, current Appendix A-Maps
- Approved, current Appendix B-Operating Plan
- Current trip itinerary, Appendix C-Trip itinerary
- A Motor Vehicle Use Map (MVUM) for the area the trip is taking place in must be in each vehicle.
  - Electronic versions are valid and can be downloaded [here](#).
- Each outfitter and/or guide must carry a current copy of their 1<sup>st</sup> Aid/CPR and Leave No Trace certificates.
  - The free LNT awareness course training is available [here](#).
  - If requested by the permit administrator, CPR/1<sup>st</sup> Aid certification, LNT certificates, and hunting outfitter or guide licenses must be submitted within 5 days of request.

Hunting outfitters and guides must also carry:

- A signed client contract for the current hunt.
- A copy of their current outfitter or guide license.

## **PART D: PERSONNEL AND VEHICLES**

- a. All employees, contracted individuals, and vehicles operating under the permit must be approved in advance by the authorized officer.
- b. While outfitters are highly encouraged to include all guides that they will use in a given season or year in this operating plan, if a guide or vehicle needs added after the operating plan is approved, you must complete the 'Request to Add Guide and/or Vehicle' page, located at the end of the operating plan, and submit it to the Permit Administrator at least 48 hours in advance of employing that person, or utilizing that vehicle, for outfitted or guided activities on lands managed by the Cibola National Forest & Grasslands. Requests to add guides or vehicles are approved at the authorized officer's discretion.
- c. The holder's insurance policy must include an endorsement covering contracted services and equipment. Sample endorsements available upon request.
- d. It is the responsibility of the holder to ensure that all required documentation is current and on file with the authorized officer. No individual with missing or expired documentation is authorized to operate on NFS lands.
- e. All motorized vehicle use and operations will be conducted pursuant to the rules, regulations, requirements, and prohibitions identified in the current Motor Vehicle Use Map (MVUM). Unauthorized motorized vehicle travel off

designated roads and trails for any reason, including game retrieval, will constitute noncompliance with the terms and conditions of the holder's permit and may be grounds for penalties.

**Table D1: Personnel.** Names of all outfitters, guides, representatives, contractors, and/or employees who will work on lands managed by the Cibola National Forest & Grasslands. Attach more sheets if necessary, and label as Table D1.

Name	Address	Contractor (y/n)	O/G Card #or position	Phone Number

**Table D2: Transportation.** List all vehicles that will be used on NFS lands, including ATVs/UTVs, snowmobiles, mountainbikes, E-bikes, boats, etc. Attach more sheets if necessary, and label as Table D2.

Primary User	Year	Make	Model	Color	Vehicle License Plate Number	State

**PART E: DESCRIPTION OF OPERATIONS:** All services must be authorized in the permit. Attach brochures, maps, or other information about services.

**Table E1: Services offered.** Attach more sheets if necessary, and label as Table E1.

Activity	Typical Operating Season			Compartment, Location, Unit or Zone	Client charge
	Begin	to	End		
<i>Example: lion hunt</i>	<i>4/1</i>	<i>to</i>	<i>3/31</i>	<i>GMU 5B/Mountaire Ranger Dist./Gallinas Mountains</i>	<i>\$3,500</i>
<i>Example: Horse day rides</i>	<i>6/15</i>	<i>to</i>	<i>10/1</i>	<i>Magdalena RD/Apache Kid Wilderness/ Apache Kid Trail 43</i>	<i>\$75</i>
		to			
		to			
		to			
		to			
		to			
		to			
		to			
		to			
		to			
		to			

**Table E2: Third party support services.** All third party or sub-contracted services, such as food, equipment, or shuttle services, must be approved in advance by the authorized officer. Indicate N/A in the table below if no third-party services will be contracted.

Name of Contractor	Service to be Contracted	Dates to be Used			Location to be Used
		Begin	to	End	
<i>Example: Joe's Catering</i>	<i>Base camp food service</i>	<i>10/2/20</i>	<i>to</i>	<i>10/8/20</i>	<i>Luna Park CG</i>
			to		
			to		
			to		
			to		
			to		
			to		
			to		

**Table E3: Location of proposed camps on NFS lands.** To the best of your ability, provide GPS coordinates and/or maps of probable camp locations. Indicate N/A in table below if camping on NFS lands is not proposed. Attach more sheets if necessary, and label as Table E3.

Camp Location	GPS Coordinate		Dates to be used			Type of camp (base, drop, etc.)
	Latitude	Longitude	Begin		End	
<i>Example: Red Canyon</i>	34.623539	-106.411494	1/10/20	to	1/15/20	Base
				to		
				to		
				to		
				to		
				to		
				to		
				to		
				to		
				to		
				to		

**Additional Requirements Regarding Camps:**

- a. Camping limitation is 14 consecutive days in one location unless otherwise agreed in advance.
- b. Assigned campsites require a separate fee, which is paid for prior to the start of the permit holder’s operating season and is nonrefundable. All assigned campsite facilities shall be dismantled at the end of the operating season unless allowed to remain by the Authorized Officer.
- c. All camps are available on a first-come, first-serve basis, unless an assigned campsite has previously been authorized and paid for.
- d. Unless otherwise agreed, caching of equipment and/or gear is not authorized. Caching within wilderness is prohibited. Caching is considered when any gear or equipment is left unattended on National Forest Service land for more than 24 hours.
- e. Camps may not be set up more than five days in advance of the authorized use period. Pre-set camps must be completely self-contained or occupied. Any amount of time that the camp is set up for counts towards the 14-day camping limit.
- f. Camps and all equipment must be removed within five days after the end of the authorized use period, unless approved in advance by the authorized officer. Camps must be self-contained or occupied until removal.
- g. All camps must be located at least 100 feet from any water source, such as springs, lakes, creeks, etc.
- h. Holders shall not camp within 200 feet of a known historic (e.g., cabin) or prehistoric site.
- i. The holder will ensure the camp location is reasonably free of hazards, such as hazard trees, potential flood areas, threats from wildlife, etc. An alternate camp location should be used if hazards exist.
- j. Use of dead and down wood for camp accessories such as hitches and game hanging rails and tent frames is permitted. When camps are dismantled, wood will be scattered or placed to blend into the natural setting.
- k. All camps shall be located out of sight of Forest Service system trails and roads and be so located that no conflicts with normal trail traffic shall occur.
- l. The holder must identify camp locations by use of an approved sign, or by having an approved vehicle placard on a vehicle that is visible in camp at all times.

Insert drawing, image, or description of the sign that will be used by the company to identify itself at camp locations.

**Table E4: Grazing/stock use proposed on NFS lands.** Enter N/A if no stock use proposed. Attach more sheets if necessary, and label as Table E4.

Type of Stock	Number of Stock	Number of Stock Grazed	Compartment/Location/Unit or Zone	Dates to be used		
				Begin		End
<i>Example – Horse</i>	5	5	<i>Westside/Apache Kid Wildneress/43</i>	<i>8/10/20</i>	<i>to</i>	<i>8/15 /20</i>
					<i>to</i>	
					<i>to</i>	
					<i>to</i>	
					<i>to</i>	
					<i>to</i>	
					<i>to</i>	

- a. All grazing/stock use must be approved in advance by the authorized officer. The holder must request any additional grazing/stock use not identified in Table D4 to the authorized officer at least 48 hours prior to bringing any stock onto NFS lands.
- b. Grazing fees apply and are non-refundable.
- c. It is the permittee’s responsibility to ensure that livestock do not contribute to the transport of noxious weeds on NFS lands. Only certified weed free hay, straw and/or mulch, feed pellets, rolled grains, or certified weed free cubes are authorized to be used on the NFS lands. The Holder’s assistance in locating noxious weed sites and reporting them to the authorized officer is appreciated.
- d. Grazing, when authorized under the terms of the permit, applies only to pack and saddle stock that are actively engaged in commercial outfitting operations by the holder and is allowed only when incidental to and necessary to support a specific commercial trip. Grazing is not authorized between trips, or before or after the guiding season.
- e. Except for public corrals at trailheads, permission to hold stock at trailheads overnight is required in advance.
- f. Production livestock (cattle/sheep) facilities are reserved for use by grazing permittees.
- g. Livestock may be excluded from areas for resource protection or areas reserved for administrative use, as required by the authorized officer.
- h. Livestock owned or controlled by the holder that die on NFS lands shall be moved at least 200 feet away from water, roads or trails and away from any area of significant public use within 24 hours of discovery or notification. Holder will notify the authorized officer within 24 hours of discovery or notification.
- i. Only safe, sound, well-broken saddle and pack stock will be used. All riders will be given specific stock handling instruction prior to trip commencement.
- j. Stock shall not be tied to trees for more than 2 hours or the time needed to pack, unload, or saddle animals. Stock restrained for longer periods of time will be high-lined, picketed, or hobbled. Trees used for high-lining

or tying will be at least 4 inches in diameter. Tree Saver, or equitable, straps will be used to prevent damage to trees.

- k. Racing and other hazardous horsemanship practices are prohibited.
- l. Loose herding of stock is prohibited, unless necessary for safety of stock or rider.
- m. Restrictions on camp locations and setbacks from water also apply to livestock holding, highlining and picketing.

**PART F: FEE CALCULATION**

**Table F1: Fee Calculation.** All services, whether full cost, discounted, or donated must be listed in Table 1. Service day total includes both hunters and non-hunters, but do not include guides.

Client/Trip Name	Location	# of clients	Total Trip Days	Total NFS Service Days (# clients X total trip days)*	Cost per Client per Day	Gross Revenue (including the value of donated, comped or reduced priced trips)
Totals						

**Additional Fee Information and Requirements:**

- a. Fee calculation: The annual land use fee shall include a commercial use fee and, if applicable, an assigned site fee and grazing fee.
- b. Pre-season Billing: The permit holder must complete Appendix D: Estimated Use Worksheet each year and submit it to the permit administrator by June 1 for hunting outfitters or by January 30 for non-hunting outfitters.
- c. End of Season Billing: The permit holder must complete Appendix E: Actual Use Report and submit it to the permit administrator annually by April 30 for hunting outfitters or by January 30 for non-hunting outfitters.
- d. Discounts and/or fee adjustments do not apply to flat fees.
- e. Discounts and/or fee adjustments must be requested in advance of the approved operating season; and will be determined by the authorized officer based on detailed itinerary and estimated use information provided by the holder.
- f. For the purposes of fee calculation, the full value of donated or discounted services must be reported and will be included in the gross revenue.
- g. All fees, compensations, etc. collected or received will be included in the gross revenue.

**PART G: HEALTH, WELFARE AND SAFETY PLAN**

**Safety-Plan:** Provide a detailed explanation to each section. Inadequate responses may result in the operating plan being denied or approval being delayed. The authorized officer may require a field meeting with the permit holder to inspect

operations, safety procedures, and compliance with the terms and conditions of the permit and operating plan.

**a. Qualifications of outfitters, guides, leaders, and/or instructors.** Knowledge and experience in the proposed use area, horsemanship, specialized experience with the "Leave No Trace Seven Principles", accident prevention, incident command, and other applicable skills.

**b. Equipment and livestock safety information.** List guide qualifications/specialized training to operate equipment and livestock, description of livestock practices at camp, and responsible party for checking equipment safety.

**c. Emergency procedures.** Steps for care and evacuation of injured persons. There must be an adequate procedure defined that provides for emergency care, evacuation, or the ability to guide or direct qualified medical personnel to the injured person during their time in the field. List communication device(s) available on trips.

[Empty box for emergency procedures]

**d. Client health and safety.** During field operations and in camp: describe systems in place for sanitation, food preparation and bear-proof storage, water treatment, toilet facilities, trash disposal, etc.

[Empty box for client health and safety]

## **PART H: REQUIREMENTS FOR ACCIDENT/INCIDENT HANDLING**

1. **Incident Notification.** The holder shall be required to contact the authorized officer as soon as practicable, but no later than 24 hours, after the following incidents that occur on NFS lands covered by the special use authorization:
  - a. Any incident resulting in death, permanent disability, or personal injuries that are life-threatening or that are likely to cause permanent disability.
  - b. Any motorized vehicle accident or accident involving livestock.
  - c. Any search and rescue operation to locate a person, either guide or client, associated with the outfitter's operation.
  - d. Any incident that had or has high potential for serious personal injury, significant property damage, or significant environmental or other natural resource damage, including but not limited to avalanches, landslides, flooding, fire, structural failures or release of hazardous substances.
  - e. Any incident in which the holder or their representative was contacted by law enforcement for any alleged or potential violation of local, state, or federal law or regulation while on NFS lands and operating under the permit.
  - f. Any incident or accident that has mandatory reporting requirements to any local, state, or federal regulatory authority or agency.
2. **Method of Notification.** Requests for medical evacuation, search and rescue, or law enforcement assistance should be directed to the New Mexico State Police by calling 911 or:

**Cibola National Forest & Grasslands:** 505-346-3900, during business hours 8 a.m.- 4:30 p.m.

**Mt. Taylor:** 505-287-8833

**Magdalena:** 505-854-2281

**Mountainair:** 505-847-2990

**Sandia:** 505-281-3304

**Black Kettle:** 580-497-2143

**Kiowa & Rita Blanca:** 575-374-965

The permit administrator and/or authorized officer shall be notified concurrently.

Forest Supervisor approval must be obtained prior to all flight for life rescue in any wilderness area. Requests for helicopter rescues will be coordinated through the New Mexico State Police.

It is the holder's responsibility to ensure they, and their representatives, always have current emergency telephone numbers available.

3. **Contents of Notification.** When notifying the authorized officer of an incident, the holder must specify when, where, and how the incident occurred, and who was present at and/or affected by the event.

### **Part I: Inspections and Performance Evaluations.**

- Forest Service employees may inspect field operations and/or camps at any time.
- Outfitters and guides must comply with Forest Service employee's requests for either scheduling field and/or camp inspections or performing inspections on the spot.
- The objective of performance evaluations is to provide feedback to the permittee on how well the terms and conditions of the permit are being met, increase resource protection, improve the quality of service to the public, and address any safety concerns.
- The performance evaluation form, attached as Appendix F to the Special Use Authorization, includes information that Forest Service employees may look for during inspections and performance evaluations.
- It will be the Authorized officer's final decision, based on input from the permit administrator's inspection and evaluation, as to the performance rating at the end of the operating season. The authorizing officer may suspend and revoke special use permits based on poor performance.
- When the permit holder is in non-compliance with the terms of the permit, and prior to suspension, revocation, or termination, the authorized officer shall give the holder written notice of the grounds for such action and reasonable time to cure any noncompliance.

**PART J: TITLE VI COMPLIANCE**

1. Public notification of non-discrimination policy

- a. The following nondiscrimination statement shall be posted in the Holder’s office where visible to clients and employees. The nondiscrimination statement shall also be included (in full) on all printed and electronic materials that are produced for public distribution or information pertaining to operations on the Cibola National Forest and Grasslands: *In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a complainant should complete a [Form AD 3027, USDA Program Discrimination Complaint Form](#), which can be obtained online, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed [AD-3027](#) form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*
- b. If the size of printed material is too small to permit the full statement to be included, the material will at minimum include the statement, in print size no smaller than the text: “This institution is an equal opportunity provider.” It is expected that the full text be included in all but the smallest print advertising.
- c. Printed material also must include the following statement: “*Holder operates under a permit from the Cibola National Forest and Grassland.*”

2. Equal Access to Federal Programs

In addition to the above non-discrimination policy, the holder agrees to ensure that its program and activities are open to the general public on an equal basis and without regard to any non-merit factor.

Under Title 7, Code of Federal Regulations (CFR), Part 15b.3.n (4), and under the Americans with Disabilities Act (ADA), Title III, Sec. 301, a person with a disability cannot be denied participation in an outfitter/guide’s program that is available to people who do not have disabilities, unless the person with a disability does not meet the nondiscriminatory “essential eligibility criteria” that are applied to all people prior to participation in that outfitter/guide’s program. Additional information available from your permit administrator.

3. Accommodations available to people with disabilities and civil rights compliance: The holder will be provided a copy of the brochure, *Complying with Civil Rights Requirements, Your responsibility as a Public Service Provider with the USDA Forest Service*.

- a. Provide an explanation below how the requirements specified in these documents will be implemented by the holder and all their employees, representatives, sub-recipients, etc.

## **PART K: MISCELLANEOUS STIPULATIONS**

### **1. General:**

- a) All prohibitions and regulations will be known and followed upon entering an area, including temporary restrictions on fires, smoking, and use of mechanized equipment. Permittees shall inform members of their party of all regulations and prohibitions and shall do all in their power to obtain compliance by such members.
- b) Shortcutting switchbacks or trails is prohibited.
- c) Non-system trails will not be cleared, created, or repeatedly used.
- d) Maintain access to trails and trailheads for the public; do not block roads or trailheads with vehicles or equipment.
- e) All *aggressive* bear encounters, and incidents must be reported to the Permit Administrator as soon as possible, and at least within 48 hours.
- f) Food and trash will be stored in bear resistant containers, hung from trees in bear bags, or stored in the interior of a vehicle.
- g) Standing dead trees, live trees, or any branches will not be cut.
- h) No wood or trees of any kind will be cut or removed from riparian areas.
- i) Nailing or wiring to live trees or snags is prohibited.

### **2. Wilderness: Sandia (Sandia RD), Manzano (Mountainair RD), Withington and Apache Kid (Magdalena RD)**

- a. Cat holes 200 feet from any water source are the preferred method of human waste disposal. Toilet pits, rather than cat holes, must be used if a camp is in place for more than 3 nights, or for any camp of 6 or more people. If a toilet pit is used, it must be located at least 200 feet from water. Toilet pits will be filled with earth when the excrement level reaches a point 1 foot below ground level, and a new location will then be selected. All pits will be covered with a minimum of 12 inches of earth and filled to ground level when use is terminated. Pits should be wider than they are deep.
- b. Camp stoves are the preferred method of cooking. The amount of dead and down wood at the site, fire hazard, and need for campfire should be evaluated before a fire is started. Standing dead or green wood will not be used for campfires. Firewood will not be collected from riparian areas. Use of a fire pan or the fire pit method is required for all campfires. Constructing new rock rings is prohibited.
- c. It is prohibited to use or possess motorized equipment or mechanized transport in designated wilderness. This includes, but is not limited to, motor vehicles, chainsaws, generators, cars, bicycles, game carts, and cordless electric drills. Manual or electric wheelchairs are exempt.
- d. Group size in the Wilderness areas are limited to a maximum of 15 individuals.
- e. Livestock is limited to 15 head in any wilderness area.
- f. Camping is prohibited within 50 feet of a trail, and 100 feet of stream, river, or wetland in all wilderness.
- g. Stock will be high-lined, picketed, and fed at least 200 feet from any water. Holders shall limit stock to no more than necessary for current activity. All livestock no longer being used must be removed from NFS lands immediately; livestock may not be maintained on NFS lands in anticipation of future need. Weed-free feed must be provided for all livestock.

### ***District Related Provisions***

#### **Sandia Ranger District**

- a. Camping and fires are prohibited within 200' of any natural water source.
- b. No hunting will take place in the T'ufShur Bien Preservation Trust Area
- c. Latrines, rather than catholes, must be used if a camp is in place for more than 3 nights or for any camp of 6 or more people.
- d. Discharge of firearms is prohibited, taking of game is permitted with a bow only.

#### **Kiowa-Rita Blanca National Grasslands**

- a. Guided turkey hunts will not be authorized do to species population concerns.

## REQUEST TO ADD GUIDES AND/OR VEHICLES

**If you need to add guides and/or vehicles to your operating plan after it has been approved, complete this form, and send it to the permit administrator at least 48 hours in advance.**

\* Requests to add guides or vehicles are approved at the authorized officer's discretion.\*

**Company Name:**

**Owner Name:**

**Personnel.** Names of outfitters, guides, representatives, contractors, and/or employees that you are requesting be added to your current operating plan with the Cibola National Forest and Grassland

Name	Address	Contractor (y/n)	O/G Card #or position	Phone Number

**Transportation.** Vehicles, including ATVs/UTVs, snowmobiles, mountain bikes, E-bikes, boats, etc. that you are requesting be added to your current operating plan with the Cibola National Forest and Grasslands.

Primary User	Year	Make	Model	Color	Vehicle License Plate Number	State