

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 2709.11 – Special Uses Handbook
Chapter 60 - Special Uses Data System**

Amendment: 2709.11-2013-2

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Approved by: James M. Pena, Associate Deputy Chief, NFS

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Responsible Staff:

Posting Instructions: Amendments are numbered consecutively by handbook number and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document. The last amendment to this handbook was 2709.11-2013-1 to FSH 2709.11_10

Last Change: 2709.11-2013-1 to FSH 2709.11_10

Superseded Document(s): 2709.11, 60 Contents, Amendment 2709.11-91-11, June 17, 1992; 2709.11, 60, Amendment 2709.11-62-2, November 19, 1996

Digest: Following is an explanation of the changes throughout the directive by section.

61: This amendment changes the chapter title from “Reports” to “Special Uses Data System” and revises the chapter in its entirety, to reflect replacement of the obsolete Forest Land Use Report (FLUR) with the current Special Uses Data System (SUDS), and sets forth direction.

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61 - Special Uses Data System (Suds)

The Special Uses Data System (SUDS) is web-based application used to enter, manage, and track all special use applications and authorizations. SUDS is a module within the Natural Resource Manager (NRM) Infra project and is accessed through the NRM application. SUDS communicates with the Financial Management Modernization Initiative (FMMI). Through SUDS, special use bills are sent electronically to FMMI. In turn, FMMI sends information to SUDS, including updates to the payment status of bills and receipt information.

SUDS manages and documents all phases of the application and authorization process, including:

1. Entering data regarding accepted special use applications and tracking the status.
2. Estimating cost recovery processing and monitoring fees, when applicable.
3. Creating cost recovery agreements for category 5 and category 6 cases.
4. Creating authorizations for granted applications and tracking the status.
5. Calculating land use fees using the applicable fee or fee calculation method based on the authorization use.
6. Generating authorizations.
7. Generating bills for cost recovery and land use fees.
8. Sending bills electronically to FMMI.
9. Viewing cost recovery and land use fee payments.
10. Tracking late bills.
11. Generating amendments to authorizations.
12. Estimating processing or monitoring fees for amendments and generating bills for those fees.
13. Generating new authorizations for existing uses.
14. Transferring leases or easements.
15. Completing year-end administrative procedures, including:
 - a. Updating data for the performance measure *administered to standard*.

b. Entering the number of proposals rejected by an administrative unit or ranger district.

c. Reports.

Reports and user views are available to help administrative units review and manage their data.

Use the Special Uses Data System User's Guide and Quick Guides for more specific instructions on data entry into the system. The SUDS user guide is maintained on the NRM support intranet site at: [http://basenet.fs.fed.us/support/userguides/module.php?module=Special Uses \(SUDS\)](http://basenet.fs.fed.us/support/userguides/module.php?module=Special%20Uses%20(SUDS)).

61.1 - SUDS Access

SUDS may be accessed two ways: through NRM full access, which allows editing, and NRM read-only, which does not allow editing.

1. eAuthentication Account. An eAuthentication account is required to sign into U.S. Department of Agriculture (USDA) web applications via the Intranet with a user identification and password. Accounts are issued to USDA employees, customers, and contractors after verification. An eAuthentication account is required for full and read-only NRM access.
2. I-Web Profile. An I-Web profile specifies the organizational data a user can access and the authorized user roles that allow specific levels of edit access. Permission for each role and organization combination in an I-Web profile has an expiration date. If the permission expires, a user can no longer access the data covered by that permission and must request reauthorization of that permission. If all of a user's permissions expire, the entire profile is archived. A user shall reactivate the profile and request the appropriate permissions again. Controlling access in this way protects the integrity of important data.

An I-Web profile is required for full access.

I-Web users can request a new profile or request changes to permissions associated with an existing I-Web profile electronically through the NRM/I-Web portal or through a Regional or Forest SUDS User Management Application Manager. To request SUDS roles, complete the *Request Roles and Organizations* form at: <http://fsweb.wo.fs.fed.us/specialuse/SUDS/index.shtml>. Send the form to the Regional or Forest SUDS Coordinator for processing.

61.2 - Assigned Rolls

Depending upon the level of SUDS training and National, Regional or Forest position, the following roles are assigned to SUDS users which allow the end user to perform the functions identified below.

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1. Special Uses Authorization Manager. Adding, editing, and deleting information related to special use applications and authorizations, including amendments, reauthorization of existing uses, and assignment of authorizations.
2. Special Uses Fee Manager. Calculating land use and cost recovery fees and establishing billing periods and the number of payments for land use and cost recovery fees.
3. Special Uses Billing Manager. All duties of the Special Uses Fee Manager, plus generating bills, editing billing information (including making adjustments to land use and cost recovery fees), and deleting billing information.
4. Special Uses Library Manager. Adding, editing, and deleting information in the Special Uses libraries, except for the SUDS Rejected Proposals library. This is generally restricted to the National SUDS Coordinator and NRM customer help desk.
5. Special Uses Utility Manager. Running special use utilities and adding, editing, and deleting the number of rejected proposals in the SUDS Rejected Proposals library.
6. Infra Documentation Manager. Adding attachments, linking or unlinking attachments, and editing attachments.
7. Infra Security Officer. Adding, editing, and viewing social security numbers and tax identification numbers for contacts.

61.3 - SUDS Field Definitions

Section 61.3, exhibit 01, displays the layout of SUDS and provides data entry controls to ensure the integrity of SUDS data.

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61.4 - SUDS Authority Codes

The SUDS authority codes for statutes that authorize use and occupancy of National Forest System (NFS) lands and facilities. See table below for codes used per statutory authority:

<u>SUDS Authority Codes</u>	
Code	Statutory Authority
002	Organic Administration Act of June 4, 1897, (16 U.S.C. 477-482, 551)
121	Section 7 of the Granger-Thye Act of April 24, 1950, (16 U.S.C. 490, 504, 504a, 555, 557, 571c, 572, 579a, 580c-l, 581i-l)
125	Highway Act of August 27, 1958 (Forest Highways), (23 U.S.C. 317), supplemented by the Act of October 15, 1966 (49 U.S.C. 1651)
126	Wilderness Act of September 3, 1964 (16 U.S.C. 1131-1136)
188	Alaska Term Permit Act of March 30, 1948 (48 U.S.C. 341)
242	Federal Lands Recreation Enhancement Act of 2004, (16 U.S.C. 6801-6814)
251	American Indian Religious Freedom Act of August 11, 1978, (42 U.S.C. 1996)
280	Archaeological Resources Protection Act of October 31, 1979, (16 U.S.C. 470aa)
449	Mineral Leasing Act of 1920, as amended on November 16, 1973, (30 U.S.C. 185(l))
052	Bankhead-Jones Farm Tenant Act of July 22, 1937, Title III, as amended, (7 U.S.C. 1010-1012)
545	National Forest Ski Area Permit Act of 1986, (16 U.S.C. 497b)
676	Federal Land Policy and Management Act of 1976, October 21, 1976, as amended, (43 U.S.C. 1761-1771)
689	Alaska National Interest Lands Conservation Act of December 2, 1980, (16 U.S.C. 3210)
709	Preservation of American Antiquities Act of June 8, 1906, (16 U.S.C. 431 et seq.)
712	Act of March 4, 1915 (Occupancy Permits), as amended, (16 U.S.C. 497)
716	Act of September 3, 1954 (Public Works Act-Term Permits), (68 Stat. 1146; 43 U.S.C. 931c, 931d)
720	National Forest Roads and Trails Act, October 13, 1964 (16 U.S.C. 532-538)
780	Act of May 26, 2000, (16 U.S.C. 406(l-d)) (Still Photography and Commercial Filming)

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The SUDS authority codes for statutes that authorize use and occupancy of NFS lands and facilities that have been reserved, repealed, or expired. Any new authorizations cannot use these authorities for authorization of use. See table below for codes used per statutory authority that have been reserved, repealed, or expired:

<u>SUDS Authority Codes</u>	
Code	Statutory Authority (Reserved, Repealed, or Expired)
301	Relief for Occupants of Invalid Mining Claims of October 23, 1962, (30 U.S.C. 701-708), expired
702	The Act of March 3, 1891 (Creative Act), (26 Stat. 1096; codified in scattered sections of 43 U.S.C), repealed
704	Water Transmission Domestic and Power Act of May 11, 1899, as amended, (22 U.S.C. 292 et seq.; 30 Stat. 404), repealed.
705	Mineral Springs Leasing of February 28, 1899 (16 U.S.C. 495), reserved to the Chief
706	Public Lands Surveys of March 3, 1899, (43 U.S.C. 934-939; 16 U.S.C. 525), repealed,
707	The Act of February 15, 1901 (Right-of-Way Act), (31 Stat. 790; codified in scattered sections of 16 and 43 U.S.C.), repealed
708	Transfer Act of February 1, 1905, (16 U.S.C. 524), repealed
710	The Act of March 4, 1911 (USDA Power/Communication Act—Right-of-Way Act), (36 Stat. 1253; 43 U.S.C. 961), repealed
719	Conveyances Highway Purpose Act of July 7, 1960, (Public Law 86-609), repealed

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61.3 – Exhibit 01

Special Uses Data System Field Definitions and Standards

Red font denotes a mandatory field that must be completed to save the record and enable SUDS to create the authorization and bill correctly for program management and upward reporting.

Non-bold fields are optional. Sources are listed below the table.

Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Special Use Application Form						
Special Use Application Window						
Special Use Application Block						
ID	A unique identifier consisting of three letters for the administering unit plus a unique number that is assigned to each new application after the proposal passes initial and second-level screening and to any subsequent authorization.	Alpha-numeric	Alpha abbreviation for managing unit plus up to a 12 digit number	15	DRY009123	1, 3
Security ID	The code for the region, administrative unit, or ranger district that is needed to edit an application and any subsequent authorization and that is assigned to the corresponding I-Web account. Changes to the security ID must be made by the Natural Resource Management (NRM), Customer Help Desk (CHD). CHD will refer to Business Application Service Environment (BASE).	List of values	Two digits each for region, administrative unit, and district matching user's I-Web account	6	080803	1, 2, 3 FSM 1224.25
Status	The current condition (shown in a viewable field) and history (viewable in a pop-up window) of an application and any subsequent authorization. See Application Status Button for definitions.	Select button	Status	N/A	Accepted	1, 3
Date Accepted	The date that an application is formally accepted, and which is entered in the status window.	Autofill	Month/day/year	8	08/15/2011	1, 3
Previous Authorization ID	The identifier for a previous authorization that is utilized when a use is reauthorized.	Autofill	Alpha abbreviation for managing unit, plus up to a 12-digit number	N/A	DRY009123	1, 3

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Contact Name	An applicant's legal name that is entered by selecting from the <i>Contact List of Values</i> query or <i>Contacts/New Contact Form</i> . The legal name of business entities may be found on the website of the Secretary of State where the business is registered. See Contact Name/Contact List of Values Window.					1, 2
Processing Unit	The region, administrative unit, or ranger district that is processing an application and that is designated with the code for that unit or district. The same code is used for any subsequent authorization. See the List of Values field or FSM 1224.25.	List of values	Two digits each for region, administrative unit, or ranger district	6	080803	1, 2, 3 FSM 1224.25
Administering Unit	The region, administrative unit, or ranger districts where the use is located and where the authorization is administered. This field auto-fills, but additional codes are available. The same code is used for any subsequent authorization.	Autofill button	Two digits for each region, administrative unit, or ranger district	6	080803	1, 2, 3 FSM 1224.25
Cost Recovery Exemption	Uses that are exempt from processing fees per 36 CFR 251.58(g) and FSH 2709.11, section 23.1. If an application is exempt, select "yes." If processing fees apply, select "no."	List of values	Yes or no	N/A	N	1, 3

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Purpose	A detailed description of the proposed use (including activities and improvements) on National Forest System (NFS) lands, as indicated in the application, which is also used for any subsequent authorization. Enumerate all activities and structures, or attach a separate schedule (Appendix/Exhibit). Include the length and width of a linear right-of-way, including access. Identify the size of facilities, improvements or other structures. For complex uses, attach a site plan showing the location of each improvement.	Alpha-numeric	Narrative description of the use, without symbols to denote length or size (e.g., type “feet” and “inches,” rather than using an apostrophe or a quotation mark)	4,000	<p><u>Example 1:</u> Construction, operation, and maintenance of a 3-foot diameter pipeline with a 100-by-802-foot right-of-way with 50 feet on either side of the pipeline, located along NFSR 687 from its starting point to its ending point on NFS lands. See site plan for further detail.</p> <p><u>Example 2:</u> Outfitting and guiding for rock climbing in the Eagles Nest Wilderness. See operating plan for authorized trails, operating seasons, and location of one assigned site. No pack stock is allowed, and party size is limited to 10 people.</p>	1, 3, 4
Remarks	Internal comments about an application and any subsequent authorization. Remarks do not appear when an authorization is printed.	Alpha-numeric	Narrative comments	500	Text	1, 3, 4

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Uses Block						
Code	The type of use, indicated by a numeric code, per FSM 2721.11 through 2729.51 and FSH 2709.11, chapter 10, exhibit 02. Generally, only one code is used, even if more than one use is involved. A secondary code is used only when a second land use fee calculation method is required or when the secondary use requires inclusion of one or more mandatory supplemental clauses from FSH 2709.11, chapter 50. If a secondary code is appropriate, list the use code for the primary use in the first row of the uses block for an application and any subsequent authorization.	Autofill or list of values	Codes	N/A	141	1, 3, 4
Name	The type of use associated with the applicable use code, per FSM 2721.11 through 2729.51 and FSH 2709.11, chapter 10, exhibit 02, for an application and any subsequent authorization.	Autofill	Names	N/A	Concession Camp-ground	1, 3, 4
Acres	The number of acres of NFS lands covered by an application and any subsequent authorization, denoted up to 2 decimal places. If the activity will move throughout a large area i.e. Outfitting and guiding, enter “transient”. If an assigned site or footprint is designated, enter acreage (for example, .02 acres and not to exceed 1.0 acre). For linear right-of-way authorizations, the number of acres is determined by multiplying the length of the right-of-way in feet by the width of the right-of-way in feet and dividing by 43,560. For term permits, acreage is limited to 80 acres for resorts other than ski areas and 5 acres for recreation residences.	Numeric When Transient applies use Alpha	Up to 2 decimal places	11	79.07 acres for a resort other than a ski area; 0.75 acres for a recreation residence; 1.00 acre for outfitting and guiding assigned site; 0.02 acres research study; and 73.62 acres utility right-of-way.	1, 3, 4 FSH 2709.11 sec. 61.23 11/1996, 16 U.S.C. 497
Primary Use	The designation of whether a use is primary for an application. “Y” for “yes” is the default for the use code in the first row. “N” is the default for all other uses. An application can have only one primary use.	Autofill	N/A	N/A	Y	1, 3, 4
Administering Unit Button/Window						
ID						
Name	Selected from the applicable list of codes.	Autofill	N/A	N/A	Clinch Ranger District	3 FSM 1224.25
Remarks						

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Contact Name Button/Contact List of Values Window						
Selection Criteria						
Contact Type	See the <i>Type of Contact</i> field below under <i>Contacts Button Bar/External Contacts Window</i> below.	Select button	Type	N/A	Individual	1, 8
Last Name or Entity Name	<p>Search for the contact's name in existing records first. If the contact's name is found, but the contact's address is missing, only add the address, not another contact. Enter the contact's name as follows:</p> <ul style="list-style-type: none"> Last name of contact or name of entity as stated on application. Only abbreviate contact names when the legal name has abbreviations. For spouses, put both first and last names in the last name field. For entities, both the contact name and the applicant's or holder's name should exactly match the legal name, which should be in the application form. Verify the legal name of an entity by checking the Secretary of State's website in the state where a business is registered. Do not enter a "doing business as" (DBA) name for either individuals or entities in this field. A DBA name may be listed on the second address line. For governments, enter the name of the entity, and identify the level of government, such as, federal, state, county or city). If the contact is a government agency with multiple offices enter the city where the contact is located. <p>Changes to the contact name, applicant's or holder's name, and contact type must be requested through the CHD Help Desk.</p>	Alpha-numeric	Name (in all caps)	60	SMITH; UNIVERSITY OF CONNECTICUT; CITY OF DENVER; VAIL RESORTS, INC.; DOD, ARMY; NATIONAL GUARD, IDAHO; or FRED and ETHEL MERTZ	1, 8
First Name		Alpha-numeric	Name	36	DONALD	1, 8
Middle Name		Alpha-numeric	Name	60	LEWIS	1, 8

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Address	Three lines are available for the street number, street, unit number, post office box number, or other specific address information. Enter the city, state, and zip code in separate boxes. Include the “doing business as” (DBA) name on line two.	Alpha-numeric	N/A	75 for each line	23 North Monroe Street, DBA Ki Outfitters, Suite 2, PO Box 24	1, 8
Program Area	The Special Uses Database (SUDS) is the default I-Web program area for special uses. Other types of program areas include grants and agreements, range, heritage, minerals, water systems and dams.	Autofill or list of values	N/A	N/A	SUDS	1
Security ID		Autofill				1
City		Alpha-numeric	Name of city	40	Denver	1
State		Alpha-numeric	Two-letter abbreviation	2	CO	1
Zip Code	If the zip code extension is unknown, it defaults to -0000.	Numeric	5-digit zip code and 4-digit extension	9	24445-0000	1
Find	The designation to be applied when a contact needs to be found.	Select Button	N/A	N/A	Press button.	1

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Contacts Button Bar/External Contacts Window						
External Contacts Tab						
Last Name or Entity Name						
Contact Type	<p>The default contact type is a person.</p> <p><u>Person</u>. The use is being conducted by a person. All familial for example, spouses associations should be entered as a person, unless they are operating as a business entity.</p> <p><u>Business Entity</u>. A commercial entity, such as a corporation, limited liability company, or limited partnership (for a limited partnership, ensure that the authorization is issued to the general partner), including a joint venture consisting of one or more business entities. Select the appropriate type of business entity from the list of values.</p> <p><u>Nonprofit Entity</u>. Nonprofit entity created pursuant to state statute or federal charter for charitable, religious, educational, or scientific purpose or for the mutual benefit of its members rather than for the purpose of making a profit. An entity that qualifies for tax-exempt status under section 501(c)(3) of the Internal Revenue Code</p> <p><u>Association</u>. An organized group of people, other than a business or nonprofit entity, who share a common interest, activity, or purpose, such as a water system or road maintenance association.</p> <p><u>Governmental Entity</u>. A component of a federal, state, local, tribal, or foreign government.</p> <p>Any changes to the contact type must be requested through the BASE Help Desk.</p>	List of values	Types	N/A	Person, corporation, limited liability company, limited partnership, nonprofit entity, Association, or governmental entity	1, 8

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Remarks Title	The title for individual contacts, such as Mr., Mrs., Ms., Miss, and Dr.	List of values	Title	4	Mr.	1
First Name	This field autofills from the contact list of values query.	Alpha	N/A	36	Joe	1
Middle Name	This field autofills from the contact list of values query.	Alpha	N/A	60	Lewis	1
Suffix	The ending of an individual's name, such as Jr., Sr., or III.	List of values	Suffix	4	Jr.	1
Archived	Check this box if a contact is no longer a legal entity. Once this box is checked, the contact can no longer be used, but will remain archived.	check	Check or blank	1	Use check symbol or leave blank	1
Telephone Numbers Block						
Program Area	Select SUDS; SUDS is required to ensure that bills generate correctly.	List of values	See <i>Program Area</i> above	N/A	SUDS	1
Security ID	Select or type Region and Administrative unit	Select/Numeric	Number	4	0808	13
Telephone Number	Enter each telephone number (home, work, cellular) for the contact in a separate row.	List of values	Type	N/A	Business	1, 8
Area Code		Numeric	Number	3	800	1, 8
Number		Numeric	Number	7	555-1212	1, 8
Extension		Numeric	Number	4	3334	1
International Code		Numeric	Number	3	011	1
Restrictions	Any restrictions regarding use of the contact's telephone number.	Alpha-numeric	N/A	255	Do not call after 5 p.m.	1

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Addresses Block						
Program Area	Select SUDS; SUDS is required to ensure that bills generate correctly.	List of values	See <i>Program Area</i> above	N/A	SUDS	1, 8
Security ID	Select or type Region and Administrative unit	Select/Numeric	Number	4	0808	13
Address Type	The type of address listed for a contact, e.g., billing, home, or business.	List of values	Address type	N/A	Billing	1
Lines 1-3		Alpha-numeric	N/A	75 for each line	John and Ethyl Mertz, 111 Primrose Lane	1, 8
City	The city autofills when a United States zip code is entered.	Autofill or alpha-numeric	N/A	40	Denver	1, 8
State/ Province	The state autofills when a United States zip code is entered.	Autofill or alpha-numeric	N/A	2	CO	1, 8
Zip Code		Numeric	N/A	9	24445-0002	1, 8
Country	If the country is the United States, leave this field blank.	Alpha-numeric	N/A	40	Canada	1
E-Mail Address		Alpha-numeric	N/A	255	don.smith@email.com	1
Restrictions	Any restrictions regarding use of the contact's address.	Alpha-numeric	N/A	255	Only in summer	1
Organization Members Tab (Tab only active when contact type is other than "person")						
*Representative's Name	Same as the contact's, and must be selected from the contacts list of values.	Alpha	Autofill		Don Smith	1
*Representative's ID	Same as the contact ID. This field autofills when the name is selected.					
*Role	The employee's or member's relationship to the contact.	List of values	Role		Employee or member	1

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Status Button/Statuses Window						
Effective Date	The date a status is effective. Future dates cannot be entered. Do not delete previous statuses; keep a record of all status changes. The most recent effective date appears in the status field in the application form.	Date	Month/day/year	8	08/15/2011	1, 3, 4
Type	<p>The following types of statuses apply to applications. To generate an authorization for an application, both the “accepted” and “App Approved” statuses must be entered:</p> <p>Accepted. The proposal has passed both initial and second-level screening and has been accepted as an application.</p> <p>App Approved. The requisite National Environmental Policy Act (NEPA) analysis has been completed, and a decision to approve the use has been made. After the App Approved status has been entered, the application information autofill fields in the authorization window.</p> <p>Denied. The application has been denied.</p> <p>On Hold. Processing of the application is on hold, either at the discretion of the authorized officer; at the applicant’s request; or is pending due to objection process und 36 CFR 218, appeal under 36 CFR Part 214, or other appeal regulation.</p> <p>Withdrawn. The application has been withdrawn at the applicant’s request.</p>	List of values	Type	N/A	Accepted	1, 3, 4
Name of Authorized Officer	The first and last name of the authorized officer who is responsible for signing the authorization. This field is required for “App Approved” status.	Alpha numeric	N/A	255	Tim Curry	1, 3, 4
Title	The title of the authorized officer, such as District Ranger or Forest Supervisor. This field is required for “App Approved” status.	List of values	Title	N/A	District Ranger	1, 3, 4
Remarks						

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Special Use Authorization Form						
Special Use Authorization Window						
Special Use Authorization Block						
ID		Autofill				
Security ID		Autofill				
Amendment Number	The number of the most recent amendment for an authorization, if any. This field autofills from the amendments tab.	Autofill	Number	9	3	4
Status	<p>This field displays the status with the most recent effective date. Authorization statuses include:</p> <p>App Approved. Autofills from Application window.</p> <p>Pending Signature. The authorization has been generated, but has not yet been signed by the applicant and authorized officer.</p> <p>Issued. The authorization has been signed by the applicant and the authorized officer.</p> <p>Non-Use. See FSH 2709.11, section 31.32, for direction on appropriate use of this status.</p> <p>Suspended. The authorization has been temporarily revoked.</p> <p>Revoked. The authorization has ceased before the end of its term by action of the authorized officer or with the consent of the holder.</p> <p>Terminated. The authorization has ceased by operation of law or a fixed or agreed upon condition, event, or time as specified in the authorization, without a decision by the authorized officer. For example, expiration of the authorized term or transfer of the authorized improvement to another party.</p> <p>Closed. The use and occupancy have ended, site restoration has been completed, and no further administrative action is necessary. The authorization is ready to be archived.</p>	Autofill or display button	Alpha		Closed	1, 4 FSH 2709.11, ch. 30
Date Issued	The date the authorization status is entered as issued. .	Autofill	Month/day/year	8	08/15/2011	4

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Managing Unit	The entry in this field may be changed, if necessary.	Autofill				
Contact Name		Autofill or edit				1
Administering Unit	If an authorization involves more than one administering unit, enter additional units in this field.	Autofill or edit				
Previous Authorization ID	The ID of an authorization that is replaced when a use is reauthorized when using the “re-issue” function	Autofill				
Successive Authorization ID	The new ID of the re-authorized use.	Autofill				
Expiration Date	For recommended maximum terms for each use, see FSH 2709.11, section 19, exhibit 02. If an authorization has no expiration date (for example, FRTA Roads and Ditch Bill Easements), leave this field blank, and complete the special conditions field. See the <i>Special Conditions</i> field below.	Date	Month/date/year, up to 40 years from date of issuance	8	08/15/2011	4 FSH 2709.11, ch.10
Issuing Agency	The Agency issuing the authorization. The default is the Forest Service. Another agency may be the issuing agency if it issues an authorization and subsequently transfer jurisdiction of the lands covered by the authorization to the Forest Service. The Forest Service should issue a superseding authorization for these uses as soon as possible. In some cases through statute or other legal document the authorization is assigned to another agency for issuance (for example, most MLA Pipelines, and Service First authorizations)	List of values	USFS	N/A	USFS	1, 4
Cost Recovery Exemption	If an application is exempt from monitoring fees, select “yes.” If monitoring fees apply, select “no.” See 36 CFR 251.58(g) and FSH 2709.11, section 23.1.	List of values	Yes or no	N/A	N	1, 3 FSH 2709.11, ch. 20
Contact Name		Autofill				

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Special Conditions	When there is a non-standard term length in certain circumstances. For example FRTA Roads, Ditch Bill Easements, and life tenure as a condition of land acquisition and land use will change, at a future date established through Forest Service rather than by occurrence of specific date.	List of values	Unusual tenure	N/A	Ditch Bill Easement	1, 4
Authorization Type	The type of authorization, such as an easement, lease, or permit. The default is based on the authorized use, but can be changed.	Autofill or list of values	Type	N/A	Permit	1, 4
Billing Cycle	Frequency of billing.	List of values	Monthly, quarterly, annually, or consolidated payments	N/A	Annually	1, 4
Span of Consolidated Payments	The number of years the holder will pre-pay the land use fee for a consolidated billing cycle (usually 5 years). Complete this field only if land use fee payments are consolidated. Include the clause for consolidated land use fee payments in the authorization.	Numeric	Up to 5 years	2	5	1, 4 FSH 2709.11, ch. 30
Number of Auth	Use this field for temporary permits for worm harvesting only. Enter the total number of holders for the authorization. If there is only a single holder, leave this field blank.	Numeric	Number	2	10	1, 4
Type of Form	The Forest Service form number used for the authorization. See FSH 2709.11, section 53, exhibit 01, and section 54, exhibit 01, for a list of approved forms.	List of values	Form number	N/A	FS-2700-10b	1,4,5 FSH 2709.11, ch. 50
Purpose	This field autofills from the application. Edit as needed.	Autofill	E.g., use, length, width, or time	4,000	Construction, use and maintenance of a domestic waterline 400 feet long, and 3 inches in diameter. Right of way is 10 feet on either side of center line	1, 3, 4
Remarks				500		
Holder Reference Number	The reference number provided by the holder that displays on all bills for the holder. For example Recreation Residence Lot Number.	Alpha-numeric	N/A	30	NG54367; Holly Lake Tract, Lot #7; or Shaffer Butte, Lot #2	1, 4

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Uses Tab						
Code	Select the appropriate three-digit code, per FSM 2721.11 through 2729.51 and FSH 2709.11, chapter 10, exhibit 02. Include a secondary use code only when a second fee calculation method is required, or when clauses based on a secondary use are mandatory.	Autofill or list of values	List of values or FSM 2721.11 through 2729.51	3	141	1 FSM 2720
Name	The name corresponding to the selected use code. This field autofills after the use code is entered.	Autofill	N/A	N/A	Concession campground	1 FSM 2720
Acres		Autofill				
*Primary		Autofill	Yes or no	1	N	1
Land Use Fee or Fee Calculation Method	The type of land use fee or fee calculation method for an authorization. The default response is based on the use, but can be changed. IPD = Implicit Price Deflator. CPIU = Consumer Price Index Urban.					4, 5
	Land Use Fee or Fee Calculation Method	Index Factor	Allows Proration	Fee Sheet Available	Auto-Calculation Allowed	
	Appraisal	IPD	Yes	Yes	Yes	
	Caretaker	IPD	Yes	Yes	Yes	
	Club	IPD	Yes	Yes	No	
	Commercial Filming and Still Photography	N/A	No	Yes	No	
	Communications Use	CPIU	No	Yes	Yes	
	Exempt	N/A	N/A	N/A	N/A	
	Graduated Rate Fee System	N/A	No	Yes	No	
	GrangerThye Concession	N/A	No	Yes	No	
	Gross Revenue	N/A	No	Yes	No	

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Field Label	Purpose/Description					Type	Valid Values	Length	Example	Source
Land Use Fee or Fee Calculation Method	Land Use Schedule	Yes	Yes	Yes	Yes		recreation event, recreation lodging, recreation residence, regional minimum fee, or ski area permit fee			
	Linear Right-of-Way	IPD	Yes	Yes	Yes					
	Market-Based	N/A	Yes	No	Yes					
	Negotiated	N/A	Yes	No	Yes					
	Organizational Camp	CPIU	Yes	Yes	No					
	Other	N/A	Yes	No	Yes					
	Outfitting and Guiding	N/A	No	Yes	No					
	Private Land Lease Rate (Livestock Area 215)	N/A	Yes	Yes	Yes					
	Recreation Event	N/A	No	Yes	No					
	Recreation Residence	IPD	Yes	Yes	Yes					
	Ski Area Permit Fee	N/A	Yes	Yes	No					
	Regional Minimum Fee	IPD	No	No	Yes					
	Where land use fee calculation sheets are available, they must be used. See the SUDS User Guide for a list of available land use fee sheets.									
Land Use Fee	Selecting this field opens the billing period block for the land use fee or fee calculation method selected.					Button	N/A	N/A		4, 5

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
LROW Exempt Info						
State	The states crossed by a linear right-of-way, designated by two characters. Counties are also selected in this list of values.	Alpha	Two-letter abbreviation	N/A	VA	1, 4, 5
Counties	The counties crossed by a linear right-of-way. This field autofills from the county selected under the state list of values.	Autofill	N/A	N/A	Allegheny	1, 4, 5
Administrative Units	The administrative units crossed by a linear right-of-way.	List of values	Name	N/A	George Washington and Jefferson NFs	1, 4, 5
Miles	The length in miles of a linear right-of-way, to the nearest two decimal places. After the cursor leaves the <i>Length in Miles</i> field, the miles are converted automatically into feet for land use fee calculation purposes and displayed in the <i>Length in Feet</i> field.	Autofill or numeric	Number	10	2.5	1, 4, 5
Length	The length in feet of a linear right-of-way, to the nearest two decimal places. Enter the length of spurs and distribution lines in separate rows.	Autofill or numeric	Feet	10	13,200	1, 4, 5
Width	The width in feet of a linear right-of-way, to the nearest two decimal places. If there is more than one width, enter each in a separate row.	Numeric	Feet	5	60	1, 4, 5
KV	Kilovolts of power. This is a required field for power lines with use code 641.	Numeric	Number	7	345 KV	1, 4, 5
Remarks						
Military Training Area Use Information						
Facilities	Identify authorized facilities, such as permanent structures, small arms range and impact areas, artillery, explosives, and bombing ranges and impact areas, vehicle maneuver areas, and search, rescue, evasion, and dismounted maneuver areas.	Alpha	Text	N/A	Permanent structure	1

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Land Use Fee Button/Windows						
Billing Period Block (includes fields for all types of land use fees)						
From	The starting date for the billing period for the entire season of use. Do not replace the previous billing period. Always create a new billing period.	Date	Month/day/year	10	01/01/2010	1, 5
To	The ending date for the billing period. Do not replace the previous billing period. Always create a new billing period.	Date	Month/day/year	8	12/31/2010	1, 5
Previous Authorization ID	ID autofills if the use has been reauthorized using the re-issue function.	Autofill	N/A	N/A	MTH104	1, 5
Prorated	Check this box if the land use fee is prorated; then save. This field appears only for land use fee calculation methods and fees that allow for proration. The portion of a year if less than 12 months.	Select Box	N/A	N/A	Check box if land use fee is prorated for less than 12 months	1, 5
Proration Factor	The number of months to calculate the proration amount divided by 12. This field appears only for land use fee calculation methods and fees that allow for proration.	Autofill	Number	N/A	0.5	1, 5
Base Land Use Fee	The base land use fee or the last indexed land use fee, are in dollars and cents. If there is no land use fee sheet, determine the land use fee outside of SUDS, enter the land use fee for the billing period in the base land use fee field, and save.	Numeric	Number	10	\$1,000.00	1, 5
IPD or CPIU	The Implicit Price Deflator –Gross Domestic Product or Consumer Price Index Urban. This field appears only for land use fee calculation methods and fees that allow for annual indexing.	Numeric	Number	5	1.016	5
Indexed Land Use Fee	This field appears only for land use fee calculation methods and fees that provide for indexing (e.g., \$1,000.00 x 1.016 = \$1,016.00).	Numeric	Number		\$1,016.00	5
Minimum Land Use Fee	The minimum fee appears in dollars and cents, either based on use code or regional minimum. NOTE: GRFS minimum fee calculations vary year to year e.g. based on 40% of Gross Fixed Asset x lowest Sales Rate.	Autofill	Number	10	\$74.08	1, 5
HM/AS Total	Head month per assigned site total. This field populates once the outfitting and guiding Land Use Fee Calculation Sheet is completed.	Numeric	Number		12	5

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Land Use Fee	This field autofills after an entry is made and saved in the <i>Land Use Fee Sheet</i> or <i>Base Land Use Fee</i> field.	Autofill	Number	N/A	\$1,016.00	1, 5
Land Use Fee for Government-Owned Facility	An additional land use fee for use of a government-owned facility that is not competitively bid. This field appears only for uses authorized under Section 7 of the Granger-Thye Act.	Numeric	Number	10	\$1,016.00	1, 5
Annual Land Use Fee	This field autofills after data entry is made and saved in the <i>Land Use Fee sheet</i> or <i>manual entry</i> .	Autofill	Number	N/A	\$1,016.00	1, 5
Billing Years	This field autofills after an entry is made and saved in the billing “from” and “to” fields (e.g. 01/01/2011 to 12/31/2011).	Autofill	Number	N/A	1	1, 5
Subtotal	The annual land use fee multiplied by the number of years if a consolidated payment is used.	Autofill	Number	N/A	\$5,000.00	1, 5
Prorated Land Use Fee	This field appears only for land use fees and fee calculation methods that allow for proration.	Autofill	Number	N/A	\$500.00	1, 5
Total Annual Bill	This field autofills after an entry is made and saved in the <i>Land Use Fee</i> or <i>manual entry</i> .	Autofill	Number	N/A	\$1,000.00	1, 5
Total Adjustments	This field autofills after an entry is made and saved in the adjustment tab. (See Adjustment tab below).	Autofill	Number	N/A	\$500.00	1, 5
Final Annual Bill	Sum total of annual land use fee and as applicable proration and adjustments. (e.g. \$1,000.00 - \$500.00 for GT Fee Offset = \$500.00)	Autofill	Number	N/A	\$ 500.00	1, 5
Bill Comments	Comments about the land use fee calculations that are printed on the bill.	Alpha-numeric	N/A		Text	1, 5
Internal Comments	Internal comments about the land use fee calculations that do not appear when the bill is printed.	Alpha-numeric	N/A		Text	1, 5
Carry Forward	Check this box to carry comments forward to the next billing period.	Box	N/A	N/A	Text	1, 5
Land Use Fee Sheet	Select the Land Use Fee Sheet button to go to the relevant land use fee calculation sheet, if one is available.	Button	N/A	N/A	N/A	1, 5

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Adjustments Tab						
Type	Type of land use fee adjustment. The authorized officer is responsible for determining and documenting the applicant's or holder's eligibility for a land use fee waiver.	List of values	Alpha-numeric	N/A	Text	1, 5
Authority	Cite to the special use regulations and directives supporting the land use fee waiver. See 36 CFR 251.57(b) and FSH 2709.11, section 31.22.	List of values	Alpha	N/A	Full waiver	1, 5
Amount	Amount of an adjustment, in dollars and cents. Use a minus sign for reductions.	Numeric	Numeric	9	-\$1,000.00	1.5
Remarks						
Show	To display the adjustment on the bill, check this box.	Box	N/A	N/A	Check box to display adjustment	1, 5
Carry	Check this box to carry adjustments forward to the next billing period. If the land use fee is waived in full, this box is checked by default. For land use fee credits, ensure the box is not checked. Once this entry is saved, SUDS update the <i>Total Adjustments</i> and <i>Final Bill</i> fields in the <i>Billing Period</i> block.	Box	N/A	N/A	Check box to carry adjustments forward to next billing period	1, 5

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Payments Tab						
Total Payments	The total land use fee payments entered. At the end of the operating season, this amount must match the amount shown in the <i>Final Bill</i> field.	Autofill	Number	11	\$1,100.00	1, 5
Due Date	The due date for land use fee payments, either the first day of the billing period or, if the fee is divided into multiple payments, the date each payment is due.	Date	Month/day/year	8	08/15/2011	1, 5
Amount	The amount entered in the <i>Final Bill</i> field, in dollars and cents. This field autofills from the land use or cost recovery fee calculation sheet, when selected. If the land use fee is divided into multiple payments, enter the amount of each payment due.	Autofill or Numeric	Number	11	\$1,100.00	1, 5
Credit/Refund	If there is a negative amount shown on the amount line on the last due date of the billing period, carry that amount over as a credit for next year's land use fee. Refunds require a request to ASC.	Alpha	Credit or refund	N/A	Credit	1, 5
Transaction Type	Transaction type A1 is for bills which are posted as a valid debt in FMML.	Autofill	A1	2	A1	1, 5
Remarks						
Bill ID	A unique number that identifies a bill and is added to an Alpha numeric number generated automatically by SUDS. (BF040103Pxxxx) BF=system generating bill in this case SUDS; managing unit; fiscal year alpha character assignment and 4 digit bill ID.	Autofill	Number	4	0012	1, 5
FY	The fiscal year for a bill.	Autofill or list of values	N/A	4	2013	1, 5
Date of Issuance		Autofill	Month/day/year	8	08/15/2011	1, 5
Status	The current status of bill processed.	Autofill or list of values	Complete, hold, sent, cancelled, partially paid, paid in full, overpaid	N/A	Paid in Full	1, 5
Job Code Total	The total in dollars and cents allocated to job codes for the bill. FMML refers to this number as a "Work Breakdown Structure". The code amount should match the total in the <i>Amount</i> field on the same line.	Autofill	Number	10	\$1,000.00	1, 5

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Revised Amount	Reserved Pending FMMI Direction.					
Job Code WBS	These fields are updated each fiscal year and apply only to job codes for which there is collection authority. The first four characters (alpha or numeric) of the job code correspond to the treasury symbol. The fiscal year is added automatically when a bill is created.	List of values or alpha-numeric	Alpha or Numeric	N/A	URMN01 ; 898503; URCP05	1, 5
Amount	The amount of the fee assigned to the selected job code, in dollars and cents. More than one job code may be assigned to a payment.	Numeric	Number	10	\$1,000.00	1, 5
Revenue Source Code	This identifies the revenue account such as general treasury or fee retention accounts.	Autofill	Number	4	0100	1, 5
Region and Unit Override Code	Defaults when there are split accounts (e.g. fee retention) or when creating a bill for another unit.	Autofill	Number	4	0215	1, 5
Remarks						
Carry Forward	Carries forward the WBS to the next billing period.	Box	N/A	N/A	Check box	1, 5
Static	Carries forward dollar amount to the next billing period when auto calculation is used.	Box	N/A	N/A	Check box	

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Special Use Authorization Window (Continued)						
Amendments Tab (only active when the authorization has “issued” status)						
Amendment Number	The sequential number for the most recent amendment to an authorization. To view previous amendments, select this field, and click “previous record” on the toolbar.	Numeric	Number	2	01	1, 4
Date Application Accepted		Date	Month/date/year	8	08/15/2011	1, 4
CR Exempt	Exempt from Cost Recovery	List of values	Yes or No	1	N	1, 8
Status	The statuses used for applications for an authorization are also used for applications for amendments to an authorization.	Autofill	Alpha		Accepted	1
Amendment Description	Narrative description of amendment.	Alpha-numeric	N/A		Replace clause RO-X-3 with the following clause (which would be selected in the terms block below)	1, 4
Print Amendment		Button	N/A	N/A	Press button	1
	Selection takes the user to the Cost Recovery window. See the <i>Cost Recovery</i> window below.	Button	N/A	N/A	Press button	
Optional Terms and Conditions Block						
FS Admin Unit	The Washington Office (WO), or regional office (RO), that issued the directives or supplement.	Autofill or list of values	N/A	N/A	WO	1, 2, 4 FSM 1224.25
Name	Select appropriate clause.	Auto fill	Alpha/Numeric	N/A	A7 – Access to Records	1
Authorities Tab						
Code	The code for the statute that authorizes the use and occupancy of National Forest System lands and facilities. See 2709.11, 61.5. This field defaults to an authority based on the authorized use. Delete any inappropriate authorities, and add any relevant authorities.	Autofill or list of values	Number	3	676	1, 4
Name	Name of the statutory authority, from the statutory code selection.	Autofill	N/A	N/A	FLPMA	1, 4

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Bonds, Insurance, and License Tab						
Type	The type of bond, insurance, or license that applies to an authorization, such as a restoration bond or commercial general liability insurance. A default bond, insurance, or license may display, depending on the authorized use.	List of values	Bond, insurance, or license	N/A	Insurance	1
Name	The name of the selected bond, insurance, or license. This field autofills based on the type of bond, insurance, or license selected.	Autofill	Cash in lieu of surety, commercial general liability, or state self-insurance	N/A	Bond, performance, or WO	1, 4
Expiration Date	The date when the bond, insurance, or license expires.	Date	Month/day/year	8	08/15/2011	1, 4
Amount	The amount, in dollars and cents, of the bond or insurance, as required by the authorized officer or the FSM. When the amount is higher than what is required, so state in the <i>Remarks</i> field.	Numeric	Number	11	\$1,000,000.00	1, 4
Remarks		Alpha-Numeric	Text	255	Forest Service has determined through risk assessment that coverage be \$2,000,000.	

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Monitoring and Inspection Tab						
Monitoring General	Select “inspection” for on-site inspections; select “monitoring” for office reviews; select “compliance review” for performance ratings or summary reviews. See FSM 2716.51 and 2716.52 for further direction. Depending on the use code, a default may appear.	List of Values		N/A	Inspection Monitoring Compliance Review	1, 4
Monitoring Type	See FSM 2716.05 for definitions of monitoring. Office reviews are classified as monitoring. Select one or more monitoring types. Select all monitoring types that apply to the authorization. Once monitoring types are selected, they will be saved for this authorization. Additionally, the frequency value will autofill if applicable.	List of values; enter text			Liability Insurance; Drinking water test result; Fee - waiver or amount; Fee Audit-over \$200,000; Title VI pre award; Other	
	Examples of Monitoring types include: Child Abuse or Neglect, Criminal Background Checks, Drinking Water Test Results, Engineering Specifications, Fee Reviews, Fee Audits, Food Service Tests, Liability Insurance Review, Nondiscrimination (Title VI pre-award), Uninspected Passenger Vessels, Other (specify).					
Inspection Type	See FSM 2716.05 for the definition of inspections. On-site reviews of operations or facilities are classified as inspections. Select one or more inspection types. Select all inspection types that apply to the authorization. Once inspection types are selected, they will be saved for this authorization. Examples of Inspection types include: Avalanche Control, Blasting Operations, Buildings and Structures, Communications Sites, Construction, Dams, Environmental Conditions, Explosives Magazines, Inspected Passenger Vessels, Operation of Commercial Public Services (Health and Safety (H&S)), Ropeways, Signs and Posters, Solid Waste, Nondiscrimination (Title VI post award); Waste Water, Wind Energy Equipment and Meteorological Towers; Other (specify); 5-year minimum. On-site inspections should be conducted at least every 5 years for all ongoing authorizations that do not have a specified frequency (select “5-year minimum”).	List of values or default to 5-year minimum			Bridge; Comsite; Construction; Drinking water sample; Explosives Magazine; Environmental Cond’s; High Hazard Dam; Operations (H&S); Ropeway; Title VI post award; Other (specify); 5-year minimum	
Compliance Review Type	See FSM 2716.05 for the definition of compliance review. A compliance review often involves several monitoring and inspection reports and may provide a conclusion from them. For example, an annual performance rating for outfitting and guiding or concession campgrounds, a continuance of use determination, or other (specify).	Autofill or enter text			Incident Review OG Performance Rating; CC Performance Rating; Rec. Res continuance of use determination; Other (specify).	

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Frequency	The frequency associated with a particular type of monitoring, inspection, or compliance review. This field will autofill if FSM 2716.52 specifies a frequency for monitoring, inspection, or compliance review. For example, the default frequency for inspecting ropeways is annual; the default for liability insurance is annual; the default for review of fee amounts and waivers is every 5-years. Enter a frequency for custom monitoring, such as environmental monitoring required by the project decision.	Autofill or enter text	N/A	15	Annual Every 2 years 5-year minimum Other (specify)	1, 4 FSM 2716.52
Description	A detailed description of the selected monitoring, inspection, or compliance review. See FSM 2716.52. This field autofills based on the selected monitoring, inspection, or compliance review type. If “other” was selected, describe the monitoring or inspection to be conducted.	Autofill or enter text	N/A	?		1 FSM 2716.51- 2716.52
Planned Date	The date when an on-site inspection, monitoring, or compliance review is planned. Units should prioritize monitoring, inspections, and compliance reviews each FY following the criteria in FSM 2716.51.	Date	Month/day/year	8	08/15/2011	1, 4
Actual Date	The date when an on-site inspection, monitoring, or compliance review occurs.	Date	Month/day/year	8	08/15/2011	1, 4
In Compliance	Enter “Y” for “yes” or “N” for “no,” depending on whether the holder is in compliance with the terms and conditions of the authorization.	List of values	Yes or No	N/A	N	1, 4
Compliance Action	If the holder is not in compliance, has the Forest Service taken enforcement action, such as sending a letter of noncompliance?	List of Values	Yes or No	N/A	Y	1, 4
Remarks						
Transfer History Tab						
Transfer Date	The date when the authorization was transferred to a new holder.	Autofill	Month/day/year	8	08/15/2011	1, 4
Name	The name of the previous holder.	Autofill	Name	N/A	Smith, Don E. or City of Denver	1, 4

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
FERC Hydro Project Tab						
Project Number	The project number designated by the Federal Energy Regulatory Commission (FERC), beginning with the letter P.	Alpha-numeric	N/A	10	P-4323	1, 4
Project Name	The project name designated by FERC, for example, on the FERC exemption, license, or preliminary permit.	Alpha-numeric	Name	80	Text	1, 4
Date of Issuance	The date when the FERC authorization was issued, which may or may not be the same as the date of issuance of the special use authorization.	Date	Month/date/year	8	08/15/2011	1, 4
Expiration Date	The date when the FERC authorization expires, which may or may not be the same as the date of issuance of the special use authorization. Exemptions do not expire. For licenses and permits, the expiration date may be extended periodically.	Date	Month/date/year	8	08/15/2011	1, 4
HUC	The hydrological unit code as listed in the Natural Resources Information System.	Numeric	Number	9	245637765	1, 4
Gen Capacity	The electrical generation capacity in megawatts, as shown in the FERC authorization.	Numeric	Number	11	1,000,000	1, 4
FERC Comments		Alpha-numeric	N/A	120	Text	1, 4

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Administered to Standards Tab (as of 9/30 of the current fiscal year)						
Administered to Standard Factors Tab						
Administered to Standard	Shows if authorization is administered to standard for selected fiscal year. After entering fiscal year, press refresh. If all Select? Elements marked Y also have a Y for Accomplished? Y will be entered automatically for Administered to Standard; otherwise N is entered. When a new authorization is entered an Admin to Standard record is created for the current fiscal year.	Autofill. Display Only	Yes, No	N/A	N	1,9,4
*FY	Fiscal year to determine administered to standard.	Numeric	N/A	4	2011	1,9,4
Authorization Document Current: Select?	Every authorization is coded as Y for Yes.	Autofill. Display Only	N/A	N/A	Y	1,9,4
Authorization Document Current: Accomplished?	Shown as Y for yes if one of these conditions is true: 1 - The expiration date falls after the current date; 2 - The current date is after the expiration date and the status of the authorization is Closed, Terminated, Non-Use, Revoked, or Suspended; 3 - The current date is after the expiration date, the expiration date is within the current fiscal year, and the status of the authorization is Expired; 4 - There is no expiration date and the Special Conditions field has been coded with No Stated Expiration Date or with Unusual Tenure. Or if a criterion does not apply, the field is blank.	Autofill. Display Only	N/A	N/A	Y	1,9,4
Rental Fees Documented: Select?	Shown as Y for yes if rent calculation method is not exempt.	Autofill	Yes, No	N/A	Y	1,9
Rental Fees Documented: Accomplished?	Shown as Y for yes if a billing period and final bill period rent have been entered for the current fiscal year.	Autofill	Yes, No	N/A	Y	1,9
Bill Issued or Rent Fully Waived: Select?	Shown as Y for yes if rent calculation method is not exempt.	Autofill	Yes, No	N/A	Y	1,9

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Rental Fees Documented: Select?	Shown as <i>Y</i> for yes if rent calculation method is not exempt.	Autofill	Yes, No	N/A	Y	1,9
Rental Fees Documented: Accomplished?	Shown as <i>Y</i> for yes if a billing period and final bill period rent have been entered for the current fiscal year.	Autofill	Yes, No	N/A	Y	1,9
Bill Issued or Rent Fully Waived: Select?	Shown as <i>Y</i> for yes if rent calculation method is not exempt.	Autofill	Yes, No	N/A	Y	1,9
Bill Issued or Rent Fully Waived: Accomplished?	Shown as <i>Y</i> for yes if a bill has been issued or a full waiver created for the current fiscal year.	Autofill	Yes, No	N/A	Y	1,9
Document Current & Adequate Insurance: Select?	Shown as <i>Y</i> for yes if there is a default insurance requirement found in the Uses library for the type of use(s) being authorized (see list). This can be overridden if necessary.	Autofill. Alpha-Numeric	Yes, No	1	Y	1,9, 11
Document Current & Adequate Insurance: Accomplished?	Shown as <i>Y</i> for yes if an insurance record has been entered in the Bonds, Insurance, and Licenses tab with an expiration date beyond the current date.	Autofill	Yes, No	N/A	Y	1,9
Document Inspections & Take Action for Non-compliance: Select?	Shown as <i>Y</i> for yes if there is a default inspection requirement found in the Uses library for the type of use(s) being authorized (see list). This can be overridden if necessary.	Autofill. Alpha-Numeric	Yes, No	1	Y	1,9, 10
Document Inspections & Take Action for Non-compliance: Accomplished?	Shown as <i>Y</i> for yes if an inspection record has been entered in the <i>Monitoring and Inspections</i> tab with an actual date that falls within the timeframe indicated by the inspection name, the issued date, and the current date; *for each required monitoring, inspection, or compliance review type and if the inspection record indicates that non-compliance action was taken if needed. *The <i>non-compliance action taken</i> will not be a criteria used when examining existing authorizations.	Autofill	Yes, No	N/A	Y	1,9

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Document Performance Evaluations & Take Action for Non-compliance: Select?	Shown as Y for yes if the authorization is for use type 153 (outfitter & guide) or use type 141 (campground and picnic ground) issued under Granger Thyne authority. This can be overridden if necessary.	Autofill	Yes, No	N/A	Y	1,9
Document Performance Evaluations & Take Action for Non-compliance: Accomplished?	Shown as Y for yes if a review record has been entered in the Monitoring and Inspections tab that has an actual date that falls within the timeframe indicated by the review name, the issued date, and the current date; *and if the inspection record indicates that non-compliance action was taken if needed. *The non-compliance action taken will not be a criteria used when examining existing authorizations.	Autofill	Yes, No	N/A	Y	1,9
Geolocator Button Bar/Window						
Accomplishment Instruments Block						
Administering Unit ID		Autofill	N/A	N/A	SWA580	1
Type of Authorization		Autofill	N/A	N/A	Special Use Authorization	1
StateBlock						
ID	The two-letter identifier for the states where the use is located.	List of values	2 characters for a state	2	VA	1
State Name	State where use is located.	Alpha-numeric	N/A		Virginia	1, 4
County Block						
State	See ID under States block above.	List of values	Two characters for a state	2	NY	1, 4
County	The counties where the use is located.	List of values	N/A	N/A	Allegheny	1, 4
Congressional District Block						
State	The two-letter identifier for the states where the use is located.	List of values	Two characters for a state	2	NY	1, 4
District Number	The number for the congressional district(s) where the use is located.	List of values	Numeric	N/A	02	1, 4

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Proclaimed Unit/Quadrangles/Section Township-Range (S-T-R)						
Processing Unit Block						
ID	The numeric value assigned to the proclaimed unit.	List of values	Number	4	0108, 1403	1
Name	The name of the proclaimed unit.	Autofill	N/A	N/A	White River NF, Cimmaron NG	1
Sub Type	Additional description of Proclaimed unit.	Autofill	N/A	N/A	Proclaimed NF, NG, or other.	1, 4
USGS Quadrangles						
Reserved – Needs research.						
Section/Township/Range Block						
PM	Public Land Survey System (PLSS), principal meridian and the longitudinal reference for townships. – See LSRS GIS data dictionary – PLSS Township – Principal Meridian definition.	List of values		N/A	6th	1, 4, 13
Township Number	The PLSS number for the location of the authorized use. LSRS GIS data dictionary – PLSS Township – Tier Designator definition.	Numeric	Number	3	05	1, 4, 13
Township Fraction	The township fraction for the location of the authorized use, if any.	Numeric	Number		½ or ¼	1, 4
Direction to Base Line	The direction of the township in relation to the base line. See LSRS GIS data dictionary – PLSS Township – Tier Direction definition.	List of values	North or south	N/A	N	1, 4, 13
Range Number	The Public Land Survey System (PLSS) range number for the location of the authorized use. See LSRS GIS data dictionary – PLSS Township-Range Designator definition.	Numeric	Number	3	05	1, 4, 13
Range Number Fraction	The fraction of the PLSS range number for the location of the authorized use, if any. See LSRS GIS data dictionary – PLSS Township-Range Fraction definition.	Numeric	Number		½ or ¼	1, 4, 13
Direction to PM	The direction of the township in relation to the PM. See LSRS GIS data dictionary – PLSS Township Range Direction definition.	List of values	East or west	N/A	W	1, 4, 13
Section	The PLSS section where the authorized use is located. For control, the PLSS section should be expressed only in values of 1-99.	Numeric	Number	2	01	1, 4
Quarter Section	The PLSS quarter section for the location of the authorized use (such as SE, SW, NE and NW).	List of values	NW, NE, SW or SE	N/A	SE	1, 4
Quarter Quarter Section	The PLSS quarter quarter section for the location of the authorized use (The standard PLSS subdivision, i.e., NE ¼ SE ¼)	List of Values	N,NE,NW, W, SW, S,SE		NE ¼ SE ¼	

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Other Survey System Divisions Block						
1 st Division	This field can be used to display first division designations, such as “town,” “parcel,” “developed,” or “subdivision,” for other types of survey systems.	List of values	Type	N/A	Town	1, 4
Name	The name of the first division.	Alpha-numeric	N/A			1, 4
2 nd Division	This field can be used to display second division designations, such as “block,” “lot,” or “parcel,” for other types of survey systems.	List of values	Type	N/A	Block	1, 4
Name	The name of the second division.	Alpha-numeric	N/A			1, 4
3 rd Division	This field can be used to display third division designations, such as “lot” or “parcel,” for other types of survey systems.	List of values	Type	N/A	Lot	1, 4
Name	The name of the third division.	Alpha-numeric	N/A			1, 4
Location Description/Direction to Site						
Type	The type of location description, such as metes and bounds, vista narrative, or legal description.	List of values	Type	N/A	Metes and Bounds	1, 4
Location Text		Alpha-numeric	Text		Text	1, 4
Site Directions Button Bar						
From Location	The starting point for navigating to the authorized use.	Alpha-numeric	Text	N/A	FS Office	1, 4
Direction Text	Specific directions to locate the authorized use from the starting point.	Alpha-numeric	Text	N/A	Intersection of Hwy 6 and Swan Mt. road	1, 4

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Universal Transverse Mercator (UTM)/Latitude/Longitude Button Bar						
Latitude/Longitude Block						
Enter Data Using NAD 27 or NAD 83	North American Datum (NAD) 1927 or NAD 1983.	Button	N/A	N/A	NAD 83	1, 4
Degrees, Minutes, Seconds, or Decimal Degrees		Button	N/A	N/A	Decimal degrees	1, 4
Type	The type of coordinate system used to locate the authorized use.	List of values	LL-DD, UTM	N/A	LL-DD	1, 4
Datum	The datum or reference point of the coordinate system used.	List of values	Datum	N/A	NAD83	1, 4
Location Type	The type of location, such as centroid, perimeter, or point.	List of values	Type	N/A	Centroid	1, 4
Primary Use		List of values	Yes or no	N/A	Y	1
Latitude	The location of the authorized use in degrees north of the equator.	Numeric	Number		45.3400	1, 4
Longitude	The location of the authorized use in degrees west of the Greenwich Meridian.	Numeric	Number		105.5230	1, 4
Elevation	The distance above mean sea level or z coordinates.	Numeric	Number			1, 4
Elevation Unit	The unit of measure for the elevation.	List of values	Feet or meters	N/A	Feet	1, 4
Data Source	The method used to collect geographical positional data on latitude and longitude.	List of values	E.g., GPS or digitized remote sensing	N/A	GPS differentially corrected data	1, 4

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
UTM Block						
Type	The type of coordinate system used to locate the authorized use.	List of values	LL UTM	N/A	UTM	1, 4
Datum or Zone Reference	The datum or zone reference for the coordinate system used.	List of values	10-13; NAD27, NAD83, WGS84	N/A	11	1, 4
Location Type	The type of location, such as centroid or linear.	List of values	Centroid or linear	N/A	Centroid	1, 4
Latitude/North	North/south direction or y coordinate.	Numeric	Number			1, 4
Longitude/West	East/west direction or x coordinate.	Numeric	Number			1, 4
Elevation	The distance above mean sea level or z coordinate.	Numeric	Number			1, 4
Elevation Unit	The unit of measure for the elevation.	List of values	Feet or meters	N/A	Feet	1, 4
Reauthorization Button Bar/Window						
Current Special Use Authorizations Block						
ID		Autofill				
Proclaimed Unit ID		Autofill				
Expiration Date	The expiration date of the existing authorization. This field autofills from the existing authorization.	Autofill	Month/day/year	8	08/15/2011	1, 4
Contact Name		Autofill				
Name	The contact's name. This field autofills from the application and existing authorization.	Autofill	Name	N/A	Smith, Don E. or City of Denver	1, 4
Security ID		Autofill				

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
New Special Use Application Block						
ID	A new ID is required for new authorizations for existing uses. The District alpha 3 letter characters are required.	Alpha-Numeric	Three letters and numbers	30	NFK780	1
Proclaimed Unit ID	Change this field only if processing is shifting from one proclaimed unit or ranger district to another.	Autofill			030206	1
Expiration Date	The expiration date of the new authorization based on the application. This field autofills from the existing authorization. This field remains the same when the re-authorization is for the purpose of change of ownership within the term of the existing authorization. A new term and expiration date needs to be entered for new authorizations or re- authorizations resulting from expiration.	Autofill or data entry	Month/day/year	8	08/15/2011	1, 4
Contact Name		Autofill				
Name	This field autofills from the <i>Contact</i> field.	Autofill or data entry	Name	N/A	Smith, Don E.	1, 4
Security ID		Numeric			092001	
Reauthorization Block						
Date Application Accepted	The date an application for a new authorization is accepted.	Date	Month/day/year	8	08/15/2011	1, 4
Reauthorization Date	The date a new authorization is issued.	Button	N/A	N/A	Press button	1
Transfer Button Bar/Special Use Authorization Transfer Window						
Authorization to Transfer Block (lease and easement transfer block)						
ID		Autofill				
Managing Unit ID		Autofill				
Expiration Date	The expiration date of the transferring authorization. This field autofills from the authorization. This field auto fills from the authorization and is restricted to Leases and Easements.	Autofill	Month/day/year	8	08/15/2011	4
Contact Name		Autofill				

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
New Contact Block						
Contact Name						
Name	This field autofills from the contact name.	Autofill or data entry	Name	N/A	Alta Incorporated	4
Transfer Information Block						
Date	The date a transfer becomes effective.	Date	Month/day/year	8	08/15/2011	4
Authorization Form Button Bar/Window						
Special Use Authorizations Block						
ID	.	Autofill		N/A		1
Expiration Date		Autofill				1
Generate Authorization	Press this button to generate an authorization.	Button	N/A	N/A		5
Mandatory Clauses Block						
Responsible Office	The Forest Service office (WO or RO) that issued a mandatory clause, with WO clauses displayed first, followed by RO clauses. This field autofills when mandatory clauses are selected	Autofill	N/A	N/A	WO	1, 5
Administering Unit ID		Autofill				
Default Clauses	Not all mandatory clauses feed into the authorization automatically; refer to FSH 2709.11, Chap 50, section 51.3 to select mandatory supplemental clauses applicable to the use. Click in the white space near the down arrow to load the default mandatory clauses, based on the applicable use code and administering unit codes. If no mandatory clauses apply, no default values appear.	Autofill	N/A	N/A		1, 5
Name	The clause name, based on the clause code.	Autofills	N/A	N/A		1, 5

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Optional Clauses Block						
Responsible Office	The Forest Service office (WO or RO) that issued an optional clause, with WO clauses displayed first, followed by RO clauses. This field autofills when optional clauses are selected.	Autofill	N/A	N/A	WO or RO	1, 5
Administering Unit ID		Autofill				
Clause Selection	This field displays all optional WO clauses, as well as RO clauses for the administering unit codes included in the user's I-Web profile.	List of values	Number	N/A	A-16	1, 5 FSH 2709.11, ch. 50
Name	The name of the clause, based on the clause code.	Autofill	N/A	N/A	Organizational camp fees	1, 5
Cost Recovery Button Bar/Cost Recovery Window						
Special Use Application/Authorization and Use Block						
ID		Autofill				
Use Code		Autofill				
Expiration Date		Autofill	Month/day/year	8	08/22/2011	1, 7
Date Issued		Autofill	Month/day/year	8	08/22/2011	1, 7
Use Name		Autofill	N/A	N/A	FLPMA easement	1, 7
Billing Cycle		Autofill	N/A	N/A	Annually	1, 7
Contact Name		Autofill	Name	N/A	Idaho Power Company	1, 7

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Cost Recovery Fees Block						
Monitoring and Processing Fees	Processing fees apply to applications. Monitoring fees apply to authorizations. Both types of fees apply to amendments.	Button	Type	N/A	Processing	1, 7
Amendment Number	The sequential number of an amendment, based on the amendments tab on the authorization page.	Autofill	N/A	N/A	01	1, 7
NEPA Requirements	The type of NEPA document required, e.g., a categorical exclusion (CE), environmental assessment (EA), or an environmental impact statement (EIS).	List of values	Type	N/A	EA	1, 7
Estimation Sheet	Click on this button to open a sheet for estimating cost recovery fees. Use SUDS to calculate and document the applicable fee category and, for major categories 5 and 6, the estimated fee amount. See the Special Use Cost Recovery Estimation Sheet below.	Button	N/A	N/A		1, 7 FSH 2709.11, ch. 50
Category Fee	Select the applicable cost recovery category (0 through 6).	Autofill	0 through 6	N/A	4	1, 7
	Calculated in dollars and cents, based on the applicable cost recovery category for minor cases and the actual or reasonable costs for major cases.	Numeric	Number	10	\$403.00	1, 7
Total Adjustments	The total adjustments to a cost recovery fee, in dollars and cents.	Autofill	Number	N/A	-\$100.00	1, 7
Adjusted Fee	The adjusted fee, in dollars and cents.	Autofill	Number	N/A	\$303.00	1, 7
Bill Comments	Comments about the cost recovery fee calculations that are printed in the bill.	Alpha-numeric	N/A		Text	1, 7
Internal Comments	Internal comments about the cost recovery fee calculations that do not appear when the bill is printed.	Alpha-numeric	N/A		Text	1, 7
Special Use Cost Recovery Estimation Sheet						
Special Use Application/Authorization and Use						
ID		Autofill				
User Code		Autofill	Number	3	752	
Expiration Date		Autofill	Month/day/year	8	08/22/2011	1.7
Date Issued		Autofill	Month/day/year	8	08/22/2011	1.7
User Name		Autofill	N/A	N/A	FLPMA easement	1.7
Billing Cycle		Autofill	N/A	N/A	Annually	1.7
Contact Name		Autofill	N/A	N/A	Idaho Power Company	1.7

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Estimation Sheet for Cost Recovery Category and Fee						
Monitoring and Processing Fee	This field autofills from the cost recovery screen.	Button	Type	N/A	Processing	1.7
Amendment Number	Sequential number of an amendment, which autofills from the amendments tab on the authorization page.	Autofill	N/A	N/A	01	1.7
Type of NEPA Document	The type of documentation required under NEPA. This field autofills from the cost recovery fees form as a CE, EA, or EIS.	Autofill	Type	N/A	CE	1.7
Determine Category						
Item	The title of the specialists working under cost recovery. This field displays up to 3 items at a time. Add as many titles as needed. Use the down arrow or the green plus sign to enter more than 3 titles.	List of values	Type	N/A	e.g. botanist or case manager	1.7
Item Description	The names of the specialists, if available and a description of the work performed.	Alpha-numeric	N/A	200	Tom Bates intensive cultural resource survey	1.7
Estimated Hours	The estimated number of hours spent on the case in quarter hour increments, e.g., 0.25, 0.50, and 0.75.	Numeric	Number	8	4.50	1.7
Print Estimation Sheet	Prints the estimation sheet once it has been completed and saved in the cost recovery screen.	Button	N/A	N/A	Click button	1.7
Total Hours	The total hours estimated to process or monitor the case. If the total hours exceed 50, the case falls into category 5 or 6	Autofill	Number	N/A	1,100.75	1.7
Category	This field autofills from the Cost Recovery Fees field.	Autofill	N/A	N/A	6	1.7

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
For Categories 5 and 6 Determine Estimated and Actual Costs (Once the total hours exceed 50-hours within “Determine Category,” this button appears)						
Item	This field autofills from the <i>Determine Category</i> field.	Autofill	N/A	N/A	Botanist	1.7
Item Description	This field autofills from the <i>Determine Category</i> field.	Autofill	N/A	N/A	Tom Bates cultural	1.7
CTG hourly Rate	The cost-to-government (CTG) hourly rate for each specialist.	Number	Number	6	\$225.23	1.7
Estimated Hours	This field autofills from the Determine Category field.	Autofill	Number	N/A	12	1.7
Estimated Costs	The field autofills after the CTG hourly rate is entered.	Autofill	Number	N/A	\$2,702.76	1.7
Actual Hours		Numeric	Number	5	10	1.7
Actual Costs		Numeric	Number	N/A	\$2,252.30	1.7
Comments	Remarks regarding cost recovery expenses.	Alpha-Numeric	N/A	>900	Text	1.7
Other Expenses	Other expenses or costs incurred in processing or monitoring the case, Forest Service contracts, a newspaper notice, printing, and transportation.	List of values	Cost types	N/A	Priming	1.7
Description of Other Expenses	Description of the actual expense or cost incurred.	Alpha-Numeric	N/A		Cost incurred of posting legal notice in newspaper of record.	1.7
Estimated Other Expenses	Enter dollar amount.	Numeric	Number		\$40.00	1.7
Actual Other Expenses	Enter dollar amount.	Numeric	Number		\$45.00	1.7
Comments	Comments about other expenses	Alpha-numeric	Alpha-numeric		Notice in 5 newspapers.	1.7
Subtotal of Estimated Costs	The subtotal of estimated costs from the “other expenses” category.	Autofill	Number	N/A	\$200.00	1.7
Subtotal of Actual Costs	The subtotal of actual costs from the “other expenses” category.	Autofill	Number	N/A	\$235.00	1.7
Total Estimated Cost	The estimated hourly subtotal plus the “other expenses” subtotal.	Autofill	Number	N/A	\$2,700.00	1.7
Total Actual Cost	The actual hourly subtotal plus the “other expenses” subtotal.	Autofill	Number	N/A	\$1,000.75	1.7
Overhead Assessment Rate	The amount assessed for cost pools	Numeric	Percentage	N/A	7.8	1.7

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Estimated Overhead	The overhead assessment rate times the total estimated costs.	Autofill	N/A	N/A	\$200.00	1.7
Actual Overhead	The overhead assessment rate times the total actual costs.	Numeric	Number		\$227.00	1.7
Total Estimated Costs	The total estimated costs plus the total estimated overhead.	Autofill	Number	N/A	\$2,952.88	1.7
Total Actual Costs	The total actual costs plus the total actual overhead.	Autofill	Number	N/A	\$3,012.34	1.7
Adjustment Tab						
*Type	The types of adjustments for cost recovery fees, including full waiver, partial waiver, reduction for reasonable costs for major category determinations.	List of values	Type	N/A	Partial waiver.	1.7
Authority	For waivers, see 36 CFR 251.58(f) and FSH 2709.11, section 23.6. For underpayments, see 36 CFR 251.58(c)(5)(ii) and (c)(5)(iii) and (d)(3)(ii) and (d)(3)(iii) and FSH 2709.11, section 26, paragraph 5. For overpayments, see 36 CFR 251.58(c)(6)(ii) and (c)(6)(iii) and (d)(4)(ii) and (d)(4)(iii) and FSH 2709.11, sec. 26, paragraph 5.	List of values		N/A	Issues not related to the proposed project.	1.7
*Amount	A negative dollar amount must be credited or refunded. A positive amount must be billed.	Numeric	Number	N/A	-\$403.00	1, 7
Remarks		Alpha-numeric		255	State does not charge the Forest Service for processing its applications	7

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Payment Tab						
Refer to previous Payment Tab Descriptions						
Customer Service Standard Tab						
CSS Met	Defaults to “Y” or “N” when data is refreshed. Data appears only for minor categories in the <i>View Cost Recovery Fee Data</i> and <i>Cost Recovery Data</i> fields.	Autofill or list of values		N/A	Y	1, 7
Date CSS Met		Autofill or date	Month/day/year	8	08/15/2011	1, 7
Date Notification Letter Mailed	The date a notification letter was mailed to the applicant, if applicable. See 36 CFR 251.58(c)(7) and FSH 2709.11, section 21.11d for direction on notification regarding the CSS.	Date	Month/day/year	8	08/15/2011	1, 7
Date Fee Paid	The date cost recovery fees are paid. This field autofills from the bills and receipts screen.	Autofill or date	Month/day/year	8	08/15/2011	1, 7
Projected Date for Completing Processing		Date	Month/day/year	8	08/15/2011	1, 7
Date Application Accepted	This field autofills from the application status field.	Autofill or date	Month/day/year	8	08/15/2011	1, 7
Primary Reason:	Select reason why customer service standard, beyond the Forest Service’s control, is not met.	List of values		N/A	Extensions for public scoping	1, 7
Explanation	Further explanation of the value selected.	Alpha-numeric	N/A		Additional time needed to accommodate public comment per authorized officer instruction.	1, 7

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Cost Recovery Agreement for Categories 5 and 6 Tab						
Agreement Number	<p>The major category cost recovery agreement number generated by SUDS, designated by YYMJ11RRFFUXXXX, where:</p> <p>YY = current fiscal year MJ = major 11 = USDA code for the Forest Service RRFFUU = processing unit code, where “RR” is the region code, “FF” is the administrative unit code, and “UU” is the ranger district code specific to the treasury symbol identifier XXX = sequential number assigned to the agreement</p>	Button	N/A	15	11MJ11080803001	1, 7
Create/Print Selected Documents	<p>Check the boxes next to the following documents to print them:</p> <ul style="list-style-type: none"> • Cost Recovery Agreement • FS-6500-205 • Cost recovery fee screen • Cost recovery amendment <p>Press <i>Create/Print Selected Documents</i> button.</p>	Boxes	N/A	N/A	Print cost recovery agreement	1, 7

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Communications Uses Form						
Site ID	The three-digit ranger district identifier for the location of a communications site plus the name of the communications site.	Alpha-numeric	Name	30	HCR-TABLE-MTN	1
Administering Unit		Autofill				
Area	The number of acres designated for a communications site.	Numeric	Number	5	1 acre	1
Elevation	The communications site's distance above mean sea level in feet.	Numeric	Number	6	100 MSL	1
Designated Date	The date a communications site was designated in a NEPA document or in the applicable land management plan.	Date	Month/day/year	8	01/01/2012	1
Site Name	The name of a communications site.	Alpha-numeric	Name	50	TABLE-MTN	1
Security ID		Autofill				
Area UOM	The unit of measure for the area of a communications site.	Numeric	Number	2	1 acre	1
Elevation UOM	The unit of measure for the elevation of a communications site, shown in feet.	Feet	Feet	4	Feet	1
Site Plan Approval Date	The date a communications site management plan was approved by the authorized officer.	Date	Month/day/year	8	01/01/2012	1
SUDS Selection	The button for selecting an authorization for a communications site.	Button	N/A	N/A		1
SUDS ID	The authorization ID for a communications use authorization	Select	N/A	N/A		1
Holder Name	The holder's name.	Alpha-numeric	Name	50	Transmission Agency of Northern California	1

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Create Special Use Bills Form						
Billing Parameters						
Step 1. Payment Data (enter the minimum amount necessary to locate records)						
Billing Unit	The administrative unit or ranger district responsible for billing.	List of values				
Payment Due Dates	The beginning and ending date designated for the payment period, e.g., for annual land use fee payments, select “1/1/YYYY to 1/1/YYYY.”	Date	Month/day/year	8	08/15/2011	1
Contact Name	This field allows for payments for multiple authorizations for the same contact.	List of values				
Authorization ID	This field allows for payments for a single authorization for the same contact.	List of values				
Use Code	Enter the applicable use code for payments to generate bills by use type. For example, generate all bills for outfitting and guiding by entering use code 153.	List of values	Number	3	151	1
Land Use Fee Calculation	Land use fee sheets and/or method used for authorization. See the SUDS User Guide for a list of available land use fee sheets.	List of values				
Step 2. Billing Data						
FY		Autofill	Current fiscal year	4	2012	1
Bill Number	The default is 1 for the first bill. This field will select numbers sequentially.	Numeric	N/A	3	001	1
RRFFRD	The code assigned to all bills, where “RR” is the region code, “FF” is the administrative unit code, and “RD” is the ranger district code.	List of values	Number	6	080803	1, 2 FSM 1224.25
Date of Issuance	The date of issuance must precede the due date of the bill.	Date	Month/day/year	8	08/15/2011	1
Remarks	Remarks will print on bills.					
Consolidation of Payments for Multiple Authorizations	Select this field to consolidate payments for multiple authorizations for the same contact in a single bill. Payments must have the same due date to be consolidated.	List of values	Yes or no	N/A	Y	1
Consolidation of Payments for Multiple Issuing Units	Select this field to consolidate payments for multiple issuing units for the same contact in a single bill. Payments must have the same due date to be consolidated.	List of values	Yes or no	N/A	Y	1

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Step 3. Issuing and Remittance Addresses						
ID	Four- or six-digit number used to identify the billing unit address.	Autofill or query		4 or 6		
Billing Unit Address	The address of the administrative unit or ranger district issuing the bill.	Autofill	N/A	N/A	Tel Ranger District, 2 Ci Rd, Ten, VA 24445	1
Remittance Address	The address to which payments should be mailed.	Autofill	N/A	N/A	USDA FS c/o Citi Bank POB 222 LA, CA 90000	1
Telephone Number	The telephone number of the billing unit.	Autofill	Number	14	540-265-2214	1
Step 4. Review of Previous Entries						
Administering Unit		Autofill				
Due Date	The due date for the bill.	Autofill	Month/day/year	N/A	08/15/2011	1
Name	The holder's name.	Autofill	N/A	N/A	Blake Edwards	1
Authorization ID		Autofill				
Use Code		Autofill				
Billing FY		Autofill	Year	4	2011	1
Initial Bill Number		Autofill	N/A	N/A		1
RRFFRD		Autofill	N/A	N/A	080803	1
Date of Issuance	The date a bill is issued.	Autofill	Month/day/year	8	08/15/2011	1
Remarks		Autofill				
Consolidation of Authorizations	Select this field to consolidate payments for multiple authorizations for the same contact in a single bill. Payments must have the same due date to be consolidated.	Autofill	N/A	N/A	Y	1
Consolidation of Entities	Select this field to consolidate payments for multiple entities for the same contact in a single. Payments must have the same due date to be consolidated.	Autofill	N/A	N/A	N	1
ID		Autofill				
Billing Unit Address		Autofill	N/A	N/A	Tel Ranger District, 2 Ci Rd, Ten, VA 24445	1
Remittance Address		Autofill	N/A	N/A	USDA FS c/o Citi Bank POB 2 LA, CA 90000	1
Telephone Number		Autofill	Number	11	540-265-2214	1
Find Payments	Click this button to display the billing parameters below.	Button	N/A	N/A		1

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Field Label	Purpose/Description	Type	Valid Values	Length	Example	Source
Billing Options						
Select All	Select this field to display all payments for generating a bill.	Button	N/A	N/A		1
Print List	Select this field to print the entire list of payments ready to bill.	Button	N/A	N/A		1
Print Selected List	Select this field to print only those payments selected from the ready-to-bill list.	Button	N/A	N/A		1
Individual Payments	Select this field to display individual payment records to bill.	Box	N/A	N/A	Check box	1
Contact Name		Autofill				
Administering Unit		Autofill				
Authorization ID		Autofill				
Use Code		Autofill				
Due Date		Autofill	Month/day/ye 8 ar		09/30/2012	1
Amount	The amount of the payment due.	Autofill	N/A	N/A	\$1,398.00	1
Discrepancies	This field finds discrepancies between payment amounts and job code amounts in the billing period screen. The amounts are correct if the value in this field is anything other than zero.	Autofill	N/A	N/A	\$0.00	1
Create Bills	Select this field to generate bills.	Button	N/A	N/A		1
Results						
Status	Generated bills are moved into “completed” status. See below for “save” status.	Autofill	N/A	N/A	Completed	1
Batch Number	The random number given to one bill or a group of bills generated at the same time.	Autofill	Number	N/A	18	1
Number of Bills		Autofill	N/A	N/A		1
Number of Payments	The number of payments used to create bills.	Autofill	N/A	N/A		1
Save Results and View Bills	Save bills if payments ready to bill are satisfactory. Bills will be moved to the billing and receipt screen and assigned a BF number.	Button	N/A	N/A		1
Don't Save and Start Again	Select this field to discard bills if the payments ready to bill are unsatisfactory. Corrections can be made, and a new bill can be generated.	Button	N/A	N/A		1
Special Use Bills and Receipts Form (Reserved)						
Special Use Bill Transmittal Status Form (Reserved)						

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Sources

If no number is listed under sources, the information came directly from the SUDS program.

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- 2) I-Web Special Uses User Guide: Chapter 1: Introduction to SUDS. [http://basenet.fs.fed.us/support/userguides/module.php?module=Special Uses \(SUDS\)](http://basenet.fs.fed.us/support/userguides/module.php?module=Special%20Uses%20(SUDS)).
- 3) I-Web Special Uses User Guide: Chapter 2: Special Use Applications. [http://basenet.fs.fed.us/support/userguides/module.php?module=Special Uses \(SUDS\)](http://basenet.fs.fed.us/support/userguides/module.php?module=Special%20Uses%20(SUDS)).
- 4) I-Web Special Uses User Guide: Chapter 3: Special Use Authorizations. [http://basenet.fs.fed.us/support/userguides/module.php?module=Special Uses \(SUDS\)](http://basenet.fs.fed.us/support/userguides/module.php?module=Special%20Uses%20(SUDS)).
- 5) I-Web Special Uses User Guide: Chapter 4: Land Use Fees. [http://basenet.fs.fed.us/support/userguides/module.php?module=Special Uses \(SUDS\)](http://basenet.fs.fed.us/support/userguides/module.php?module=Special%20Uses%20(SUDS)).
- 6) I-Web Special Uses User Guide: Chapter 5: Special Use Authorization Documents. [http://basenet.fs.fed.us/support/userguides/module.php?module=Special Uses \(SUDS\)](http://basenet.fs.fed.us/support/userguides/module.php?module=Special%20Uses%20(SUDS)).
- 7) I-Web Special Uses User Guide: Chapter 8: Cost Recovery. [http://basenet.fs.fed.us/support/userguides/module.php?module=Special Uses \(SUDS\)](http://basenet.fs.fed.us/support/userguides/module.php?module=Special%20Uses%20(SUDS)).
- 8) I-Web Special Uses User Guide: Chapter 9: Contacts. [http://basenet.fs.fed.us/support/userguides/module.php?module=Special Uses \(SUDS\)](http://basenet.fs.fed.us/support/userguides/module.php?module=Special%20Uses%20(SUDS)).
- 9) How SUDS Will Determine Administered to Standard. <http://fsweb.wo.fs.fed.us/specialuse/SUDS/adminstan.shtml>.
- 10) Default Inspection Requirements by Use Code. <http://fsweb.wo.fs.fed.us/specialuse/SUDS/adminstan.shtml>.
- 11) Default Insurance Requirements by Use Code. <http://fsweb.wo.fs.fed.us/specialuse/SUDS/adminstan.shtml>.
- 12) I-Web Contact Module Redesign: Redesigned Contacts Tips. <http://fsweb.wo.fs.fed.us/specialuse/SUDS/adminstan.shtml>.
- 13) Automated Lands Program, LRS Production GIS Dictionary. <http://fsweb.r6.fs.fed.us/alp/index-alp-production-GIS-DD.shtml>.