

## Outfitter and Guide Operating Plan Template

Olympic National Forest  
(Modify as appropriate to the operation)

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Name of Outfitter

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Designated Agent

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Address

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Telephone Number

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Email

When signed by both the Special Use Permit holder and the Forest Service authorized officer, this operating plan becomes part of the permit. This plan is the key basis upon which the outfitter's performance will be evaluated annually. The authorized officer must approve in advance any changes to the operating plan.

Plan prepared by \_\_\_\_\_ date: \_\_\_\_\_  
Outfitter or designated agent

Plan reviewed by \_\_\_\_\_ date: \_\_\_\_\_  
Outfitting administrator

Plan approved by \_\_\_\_\_ date: \_\_\_\_\_  
Authorized Officer

## Contents

I Mission, Goals, Objectives - Include statements of overall philosophy of the operation, goals for visitor service, care of land and resources, Wilderness objectives (if in Wilderness), etc.

II History of Operation - Previous permits held, if any, and how the operation has changed over time.

III Description of Operation – Describe activities and program offerings including:

- Number of guests and staff on trips, required service days
- Care of guests from arrival to departure. Explanation of services to be provided.
- List roads, trails, facilities, and routes used. Provide maps.
- Campsites, type (transfer, road end, base, drop, progressive, etc.), location, description, layout, sketch maps, handling of food, water and wastes, campfires, and Leave No Trace techniques.
- Pre-trip information sent to guests.
- Guest orientation, identification of hazards and risks, safety considerations, search, rescue and evacuation procedures, communications
- Equipment and gear specification including safety equipment and rescue gear.
- Signage (if any) location and wording
- Livestock operation, grazing, feeding, salting; watering, handling of injuries/death of livestock.
- Safety and/or sanitation precautions/procedures that apply to your service.
- Other equipment used, boats, aircraft, vehicles

IV Area of Operation – Describe specific trails, routes, and areas for proposed use. Include maps marked with areas of use as attachments.

V Staff Qualifications, Training, Certifications – Attach a list of all guides who would be working under the permit. Describe your requirements for employment and staff training programs. Attach copies of current CPR and First Aid certifications, Wilderness First Responder cards, and other applicable certifications for guides. Please do not send copies of social security cards or passports. Send driver's licenses only if driving is part of the outfitting and guiding service.

VI Risk Management – Describe procedures you have in place to reduce the risk of injury or accidents to your clients. Attach a copy of your operations or safety manual, if your organization has one. Explain the procedures to be taken in case of accidents or other emergencies.

VII Resource Stewardship – A description of stewardship activities associated with operations (e.g. rehabilitation of areas, prevention of introducing invasive species, behavior in sensitive wildlife habitats, archeological sites, food management in bear country, and other resource protection methods).

VIII Interpretive and Educational Approaches – Describe any educational efforts to convey natural and human history, Wilderness values, and agency management objectives to clients.

IX Itinerary/ Calendar of Activities – Overview of annual operations calendar. When you will offer services (beginning and ending dates).

X Future Planning – (If applicable) Ideas for expansion or reduction in services, changes envisioned, new ideas, etc.