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Use Code 141

Prospectus for Campground and Granger-Thye Concessions Black Hills National Forest

U.S. DEPARTMENT OF AGRICULTURE
Forest Service



Bismarck Lake

May 15, 2014

AUTHENTICATED
U.S. GOVERNMENT
INFORMATION
GPO

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VII. Pertinent Materials (Available on Request)

"Cleaning Recreation Sites" (USDA-Forest Service)
http://www.fs.fed.us/t-d/pubs/pdf/95231206.pdf

"In Depth Design and Maintenance Manual for Vault Toilets" (USDA-Forest Service) http://fsweb.sdtdc.wo.fs.fed.us/pubs/pdfimage/91231601.pdf

"Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts" (USDA-Forest Service)
http://www.fs.fed.us/t-d/pubs/pdfimage/92231308.pdf

I. Business Opportunity

A. Introduction

This prospectus is being issued to solicit applications for a concession special use permit for the operation of recreation facilities on the **Black Hills National Forest** (BHNF). A Granger-Thye (GT) permit will be issued to provide high quality public service in the operation and maintenance of Government-owned recreation facilities located on the Bearlodge, Northern Hills, Mystic, and Hell Canyon Ranger Districts of the Black Hills National Forest.

The term of the permit will be for five (5) years, with another five (5) years to be non-competitively awarded, at the discretion of the Forest Service, upon satisfactory completion of the original permit. At the end of the second 5-year period the permit will automatically terminate and any new permit would then be issued through a competitive process.

Applicants are encouraged to research this opportunity and participate in the show-me trip opportunities. Important considerations are the travel patterns, visitation numbers and occupancies, length of season, revenue, cost of operations, and ancillary income opportunities. Applicants are encouraged to consider all aspects of this business opportunity that may affect their application and the outcome of this process. Providing quality customer service is a critical component of this opportunity.

The selecting official for this business opportunity will be:

Craig Bobzien
Forest Supervisor
Black Hills National Forest
1019 N. 5th Street
Custer, South Dakota 57730

Application packages must be **received by close of business (4:30 p.m.) on Tuesday, July 15, 2014.**

Six (6) copies of the complete application package shall be submitted. The Business Plan shall be a separate document.

Any and all applicants have the opportunity to apply, except for members of congress, resident commissioners and current Forest Service employees.

DEVELOPED RECREATION SITE TOUR(S)

Tour(s) will be scheduled the week of June 9th, 2014. Details and an itinerary will be posted on the Black Hills National Forest internet website http://fs.usda.gov/blackhills on or before **May 23rd, 2014**. Tours will provide an overview of the area and types of facilities included in this package, but not every site in the Prospectus will be visited. Applicants are encouraged to visit the area on their own. The facilities will be open during the tour(s).

REVIEW PROCESS

A team of Forest Service employees from the Black Hills National Forest and possibly from other forests in the region will evaluate the applications and develop a recommendation to the selecting official.

The West River Business Resource Center, Rapid City, South Dakota, will be used to review the Business Plan portions of the applications. Their comments and recommendations will be used by the Forest Service evaluation panel and be part of the evaluation process.

The BHNF will mail a selection letter to the successful applicant. Letters of non-selection will be mailed concurrently.

Table 1

Listed below are the Recreation Complexes including the Campgrounds and Day Use Sites within them, Campgrounds and Day Use Fee Sites included within this package. These sites are comparable to FLREA (Federal Lands Recreation Enhancement Act) Standard & Expanded Fee Amenity Sites.

BEARLODGE RANGER DISTRICT

Cook Lake Recreation Complex

Cook Lake Campground
Picnic Ground
Trailhead

Please Note: The Cook Lake Recreation Complex was closed in May 2014, due to the potential for landslide movements of saturated soils as a result of continued spring rain and melting snow. At this time it is unclear as to when, or if, the complex will re-open.

Expanded Amenity Fee Campgrounds

Bearlodge Campground
Reuter Campground & Trailhead
Sundance Horse Campground & Trailhead

HELLCANYON RANGER DISTRICT

Bismarck Lake Recreation Complex

Bismarck Lake Campground
Boat Launch
Fishing Area
Picnic Ground

Horsethief Lake Recreation Complex

Horsethief Lake Campground
Fishing Area
Trailhead

Expanded Amenity Fee Campgrounds

Beaver Creek Campground
Comanche Park Campground
Grizzly Bear Campground & Picnic Ground
Iron Creek Horse Campground & Trailhead
Oreville Campground
Redbank Spring Campground
Willow Creek Horse Campground & Trailhead

Standard Amenity Fee Picnic Grounds

Lakota Lake Picnic Ground & Day Use Area

MYSTIC RANGER DISTRICT

Pactola Recreation Complex

Pactola Campground
Bear Gulch (Group) Campground
North Boat Launch
Osprey Trailhead (located behind B loop)
Pactola Point Swim Beach & Picnic Ground
South Boat Launch

Sheridan Recreation Complex

Sheridan South Campground
North Cove Group Campground
Calumet Trailhead (located at South Launch)
Dakota Point Picnic Ground
North Beach
North Boat Launch
North Picnic Ground
South Boat Launch
South Beach & Picnic Ground

Deerfield Recreation Complex

Custer Trails Campground
Dutchman Campground
Whitetail Campground
Custer Trails Boat Launch
Custer Trails Trailhead
Deerfield Cove Boat Launch
Lakeshore Picnic Ground
Mountain City Picnic Ground

Expanded Amenity Fee Campgrounds

Black Fox Campground (8 miles west of Rochford)
Castle Peak Campground (8 miles southwest of Rochford)
Ditch Creek Campground (4 miles south of Deerfield)

Standard Amenity Fee Picnic Grounds

Spring Creek Picnic Ground (1 mile east of Sheridan Lake)

NORTHERN HILLS RANGER DISTRICT

Dalton Lake Recreation Complex
Dalton Lake Campground
Picnic Ground
Trailhead

Roubaix Lake Recreation Complex
Roubaix Lake Campground
Beach
Picnic Ground

Expanded Amenity Fee Campgrounds
Boxelder Forks Campground
Hanna Campground
Rod & Gun Campground
Steamboat Rock Campground & Picnic Ground
Timon Campground & Little Spearfish Trailhead

Standard Amenity Fee Picnic Grounds
Strawberry Hill Picnic Ground

The Forest Service does not guarantee a profitable operation; rather, applicants are responsible for reviewing the prospectus and making their own determination concerning business viability. Applicants are responsible for producing their own business plans and for producing their own financial predictions in responding to this prospectus.

The information in this prospectus is from generally reliable sources, but no warranty as to its accuracy is made. Each applicant is expected to make his/her own assessment of the business opportunity offered in this prospectus.

The current permit for this concession expires on December 31, 2014. Over the past three years, this concession has generated the following gross revenues:

Year	Gross Revenue (rounded to the nearest $500)
2011	**$627,500**
2012	**$632,000**
2013	**$604,500**

The figures above are generally for sites included in this prospectus and include camping fees, group site fees, day use fees at campground sites for picnicking, season passes, firewood sales, parking and extra vehicles fees.

This prospectus includes 30 campgrounds, 14 Picnic Grounds, 7 Boat Launches, 4 Swim Beaches, and 2 Accessible Fishing Areas. Many of the recreation sites are large and complex, receiving heavy use by the public, while others are small and remote, offering many challenges to cost-effective operations.

The average occupancy rates for the campgrounds operated under this concession are as follows:

Table 2	**2009**	**2010**	**2011**	**2012**	**2013**	**5 Year Average**
Annual Averages	35%	37%	34%	30%	36%	34.4%
5 Yr. Monthly Averages					June	29%
					July	45%
					August	37%
					September	28%

B. Area Description

The 1.2 million-acre Black Hills National Forest **(**BHNF**)** is situated in south-western South Dakota and north-eastern Wyoming (*see* Appendix 1: Area and Vicinity Maps). The BHNF covers an area 125 miles long and 65 miles wide within the following counties: Crook, Custer, Fall River, Lawrence, Meade, Pennington, and Weston.

The Forest contains 11 reservoirs, 30 campgrounds, 26 picnic areas, 2 scenic byways, 1300 miles of streams, 13,426 acres of wilderness, over 1600 miles of motorized and non-motorized trails, and much more.

Popular activities in the Black Hills area include camping, hiking, sightseeing, mountain biking, four-wheel touring, horseback riding, scenic driving, fishing and hunting. Winter sports such as snowmobiling, skiing and snowshoeing are also popular. Ice fishing is also a popular activity on area lakes.

The Black Hills National Forest is easily accessed by several major highways, and receives over 1.1 million recreation visits annually (*see* Appendix 20: 2009 BHNF NVUM). The area is a popular vacation destination and stop-over for those travelling to destinations farther west. Visitors come from throughout South Dakota, Wyoming, and the Upper Midwest, with occasional international visitors. The Forest is located at a key intersection of tourism corridors with Interstate 90 and South Dakota State Highways providing access to the Black Hills, Mount Rushmore National Memorial, Wind Cave National Park, Jewel Cave National Monument, Devils Tower National Monument, Custer State Park, and Crazy Horse Memorial, as well as Yellowstone regions to the west.

The Black Hills rise from the adjacent grasslands into forestland dominated by ponderosa pine, with inclusions of spruce, aspen, and oak. It is an "Island in the Plains" with the diversity of wildlife and plants reaching from the eastern forests to the western plains. The topography of the Black Hills is best described as gently rolling hills, with elevations varying from about 3,000 feet on the surrounding prairie, to over 7,000 feet at the highest point.

The summertime climate is generally mild with daily average temperatures ranging from highs of 65-95 degrees F., to lows of 30-60 degrees F. Summer days are mostly clear and sunny; however, afternoon and evening showers and thunderstorms are fairly common early in the season. Although it is not a routine occurrence, snow is possible in late May and early June,

especially in the northern and central Hills. In general, winter snows have melted from most sites by mid to late April, while some sites receive very little snowfall during most years.

C. Description of Developed Recreation Sites and Facilities

These sites are comparable to FLREA (Federal Lands Recreation Enhancement Act) Standard & Expanded Fee Amenity Sites. Table 3 provides an overview of each developed recreation site included in this prospectus. Refer to Appendix 2: Campground Maps and Descriptions for more detailed information.

Most facilities being offered in this prospectus have been maintained by concessionaires and range in condition from fair to excellent. After awarding the permit, the Forest Service and holder will visit and agree on the current condition of each facility.

The holder will be responsible for maintaining facilities to their existing or better condition. If conditions are improved or upgraded, the holder will be responsible for maintaining the facilities in their upgraded condition.

Details about constructed facilities located at each site are listed in Appendix 3. Facility improvements may include, but are not limited to, the individual camp or picnic unit including a table, fire grill, level surfaces, tent pads, restroom buildings, other buildings, water systems, wells, parking barriers, parking spurs, parking lots, roads, trails, drainage structures, bridges, fishing piers, sidewalks, signs, fences, gates, bulletin boards, cattle guards, fee tubes and water storage tanks.

A Sample Annual Operating Plan (*see* Appendix 9) contains information and requirements for operation and maintenance of all sites included in this offering.

Applicants should read and become familiar with the details in Appendix 3, Appendix 9, and all other appendices prior to submitting applications.

Future construction or reconstruction projects may occur and will be contingent upon funding. The BHNF Recreation Facility Analysis (*see* Appendix 21) identifies opportunities to upgrade current campground facilities. The BHNF will attempt to reduce impacts to the public and the holder as much as possible during any project activity. The BHNF Recreation Facility Analysis is proposed to be updated during the life of the permit.

Table 3. Characteristics of Developed Recreation Sites on the Black Hills National Forest

Recreation Site	# of Units	Reservation System	Elevation (feet)	Max. Spur Length (feet)	Drinking Water Available	# & Type Toilet (total capacity-gallons)	Designated Camp Host Site (s) & Host Utilities	Suggested Trash Bins	2013 Daily Fee	Revenue 3-Yr. Average *(2011-2013 Camping Only. Day use revenue not included in figures)*	** Other
Bear Gulch	1	Yes	4600	45	Yes	1-single (1000)	No	1 ea. (3 cu. Yd. dumpster)	$85	$6,610	R
Bearlodge	8	No	4700	25	No	1-single (1000)	No	4 ea. (30 gal. cans) Bear-proof installed	$10	$1,140	A
Beaver Creek	8	No	6500	45	Yes	1-single (1140)	No	None; pack in/pack out	$10	$2,313	A
Bismarck Lake Recreation Complex (CG & Day Use)	23	Yes	5300	55	Yes	4-single (4140)	Yes (1), sewer, water, electric, holding tank	6 ea. (3 cu. Yd. dumpster)	$24	$27,296	A, R
Boxelder Forks	14	No	4700	45	Yes	2-single (3000)	Yes (1), sewer, water, electric	1 ea. (2 cu. Yd. dumpster)	$16	$8,529	R
Black Fox	9	No	5900	45	No	1-single (1000) future installation	No	(pack in – pack out)	$10	n/a	
Castle Peak	9	No	5300	45	No	1-single (1000)	No	(pack in – pack out)	$10	n/a	
Comanche Park	34	Yes	5100	55	Yes	5-single (3500)	Yes (1), water, electric	4 ea. (2 cu. Yd. dumpster)	$14	$10,742	R
Cook Lake Recreation Complex (CG, Day Use, Trailhead)	34	Yes	4400	45	Yes	4-double (9120)	Yes (1), holding tank	2 10 yd dumpsters,, 10 ea. (30 gal. cans)	$14/$18	$15,966	A, R
Custer Trail (CG, Trailhead, Boat Launch)	11	No	5900	50	Yes	1-single (1000)	No	1 ea. (3 cu. Yd. dumpster)	$14	$1,955	R
Dalton Lake (CG, Day Use, Trailhead)	11	No	4400	45	Yes	1-single, 1-double (2000)	Yes (1), sewer, water,	1 ea. (6 cu. Yd. dumpster)	$18	$6,048	A, R
Ditch Creek	13	No	6200	50	Yes	1-single (1140)	No	2 ea. (3 cu. Yd. dumpster)	$18	$9,291	A, R
Dutchman	45	Yes	6100	50	Yes	4-single (4000)	Yes (1), sewer, water, electric	4 ea. (3 cu. Yd. dumpster)	$18	$13,470	A, R
Grizzly Bear (CG, Day Use)	15	Yes	5000	20	Yes	2-single (2000)	Yes (1)	3 ea (3 cu Yd.)	$20	$10,963	A

Recreation Site	# of Units	Reservation System	Elevation (feet)	Max. Spur Length (feet)	Drinking Water Available	# & Type Toilet (total capacity-gallons)	Designated Camp Host Site & Host Utilities	Suggested Trash Bins	2013 Daily Fee	Revenue 3-Yr. Average *(2011-2013)*	** Other
Hanna	13	No	5600	55	Yes	2-single (1140)	Yes (1), sewer, water	2 ea (6 cu Yd.)	$16	$7,832	A, R
Horsethief Lake (CG, Day Use)	36	Yes	5000	50	Yes	2-single, 2-double (6000)	Yes (1), sewer, water, electric	1 ea. (3 cu. Yd. dumpster)	$24	$51,942	A, R
Iron Creek Horse Camp (CG, Trailhead)	9	Yes	5100	50	No	1-single, 1-double (3000)	No	2 ea. (3 cu. Yd. dumpster), 1 ea. (30 yd. manure bin)	$22	$5,809	A
Oreville	26	Yes	5300	50	Yes	2-single (2000)	Yes (4), sewer, water, electric	4 ea. (3 cu. Yd. dumpster)	$18	$15,627	A, R
Pactola South Recreation Complex (CG, Day Use, Boat Launch, Beach)	80	Yes	4700	50	Yes	3-single, 7 double (17,000)	Yes (5), sewer, phone, water, electric	14 ea. (3 cu. Yd. dumpster)	$24	$82,594	A, R
Pactola North Boat Launch		No			No	1-single (1000)	No	1 ea. (3 cu. Yd. dumpster)	$6	n/a	
Redbank Springs	4	No	6600	40	No	2-single (600)	No	None; pack in/pack out	$10	$1,880	
Reuter (CG & TH for overflow)	24	Yes	4900	30	Yes	2-single (2280)	Yes (1)	14 ea. (30 gal. cans)	$10	$3,644	A
Rod and Gun	7	No	5500	50	Yes	1-single (1140)	No	1 ea (6 cu. Yd)	$16	$4,895	R
Roubaix Lake Recreation Complex (CG, Beach, Day Use)	56	Yes	5500	45	Yes	4-single, 3-double (9120)	Yes (2) , sewer, water, electric	2 ea. (2 cu. Yd. dumpster), 2 ea. (30 gal. cans)	$20	$36,083	A, R
Sheridan Lake North Cove Group Complex (CG, Day Use, Boat Launch, Beach)	5	Yes	4600	60	Yes	1-single, 2-double (3000)	No	3 ea. (3 cu. Yd. dumpster)	$50-150	$9,040	R
Sheridan Lake Southside Recreation Complex (CG, Beach, Day Use, Boat Launch)	129	Yes	4600	60	Yes	8-single, 3-double, 1-bathhouse (14,000)	Yes (6), sewer, water, phone, electric	20 ea. (3 cu. Yd. dumpster)	$24	$95,653	A, R

Recreation Site	# of Units	Reservation System	Elevation (feet)	Max. Spur Length (feet)	Drinking Water Available	# & Type Toilet (total capacity-gallons)	Designated Camp Host Site & Host Utilities	Suggested Trash Bins	2013 Daily Fee	Revenue 3-Yr. Average *(2011-2013)*	** Other
Steamboat Rock (CG & Day Use)	4-10	No	4700	Tent	No	1-double (700)	No	1 ea (6 cu.Yd.)	$10 camp/$5 day use	$174	
Sundance Horse Camp (CG, Trailhead)	10	Yes	4700	50	Yes	1-double (2280)	No	12 ea. (30 gal. cans)	$14	$1,438	A, R
Timon	7	No	5600	60	Yes	1-single (1140)	No	1 ea. (6 cu. Yd. dumpster)	$16	$4,947	R
Whitetail	17	Yes	6000	50	Yes	2-single (1140)	Yes (1), sewer, water, electric	3 ea. (3 cu. Yd. dumpster)	$18	$8,822	R
Willow Creek Horse Camp (CG, Trailhead)	8	Yes	5000	50	Yes	2-single, 1-double (3500)	No	2 ea. (3 cu. Yd. dumpster), 1 ea. 40 cu. Yd. (manure bin)	$24-110	$5,487	R

*R=Aluminum Recycling Required, A=Accessible sites available

Operating Season

The minimum operating season for all campgrounds is one weekend before Memorial Day Weekend through one weekend after Labor Day Weekend.

Fees at Day Use Areas

These sites are comparable to FLREA (Federal Lands Recreation Enhancement Act) Standard & Expanded Amenity Fee Sites. Day Use (beaches, boat launches, and picnic areas) parking fees are: $6/vehicle at Pactola Reservoir and Sheridan Lake parking areas, and $5/vehicle for all other day use areas. Trailheads, even those within larger recreation sites/complexes, are excluded and no fee is collected.

D. Government-Furnished Property

The Forest Service will provide certain property in conjunction with the concession campground special use permit (*see* Appendix 3).

E. Government-Furnished Supplies

The Forest Service will not furnish any supplies for day-to-day operation of the concession. Government-furnished supplies will be limited to those necessary for programmatic consistency, including:

- Forms to report use and revenue (*see* Appendix 5).
- A copy of the following Forest Service publications, "Cleaning Recreation Sites," "In-Depth Design and Maintenance Manual for Vault Toilets," and "Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts."
- Title VI signs – Equal Opportunity Program posters.
- Aluminum "Fee Site" road signs. (All other Fee Station and Fee signing is the responsibility of the permit holder.)
- Initial locks & keys for gates, vaults, etc. (The permit holder will be required to replaceany lost or damaged locks as needed, and return them at the conclusion of the permit.)
- Beach-Swim Area bouys at Roubaix Lake. (Once provided by the Government, the permit holder will be required to replace any lost or damaged bouys as needed, and return them at the conclusion of the permit.)
- Boat-Fishing Docks – seven (7) total: for Sheridan Lake (3), Deerfield Resevior (2), and Pactola Resivoir (2).

F. Utilities, Waste Management, Road and Path Maintenance

Certain utilities and infrastructure exist for the developed recreation sites identified in this Prospectus. The successful applicant will be responsible for securing, managing, and paying for these utilities. Applicants should contact current service providers to obtain estimated costs and account requirements for the utilities. These utilities include: vault pumping, trash collection, telephone and electric.

Liquid and Solid Waste Disposal

The permit holder is responsible for pumping vault toilets and host site sewage holding tanks at developed recreation sites. The past permit holder has used their own personnel and equipment to do the pumping. Several providers are available across the permit area. Costs and quality of these services should be explored by applicants.

A vault toilet shall be pumped to remove all liquids, solids, and accumulated trash, when waste is within 10 inches of the top of the vault. The vault will then be re-charged with fresh water to 1/3 of the capacity of the vault. Add smell-reducing additive as needed. It is the permit holder's responsibility to monitor the stored volume and schedule pumping. Once a toilet is identified as needing to be pumped, it will be pumped & recharged within three (3) days.

Trash Collection and Recycling

The permit holder will be responsible for garbage removal at all sites. Animal resistant receptacles are currently provided at many sites. When a wildlife conflict arises the mitigating measures may include but are not limited to installation of bear proof receptacles and implementation of appropriate trash management operations. Addressing wildlife problems will take precedence over accessibility issues. The past permit holder hired a sanitation company to haul trash to local sanitary landfills for disposal.

The capacity of any trash receptacle shall not be exceeded. Scheduled service should be planned accordingly. Any mechanical devices used to prevent wildlife problems shall be maintained in working order. Green operations including recycling will be strongly encouraged during the proposal evaluation process. Conflicts between recycling and wildlife shall be considered when developing or managing a recycling program.

Electric Service

Host sites may have electrical hook-ups. It will be the successful applicant's responsibility to procure and pay for electric service at sites with this service.

Phone and Other Satellite Communication Service

If phone service is desired, it will be the permit holder's responsibility for procuring and paying for phone and other communication service. Satellite and/or cell service is an option, but coverage areas should be thoroughly examined to ensure there is service in some of the more remote locations. Cellular phone service in the forest is generally poor with limited coverage.

Potable Water Systems

The permit holder is required to operate and maintain the water system for all campgrounds in compliance with applicable federal, state and local laws and regulations for the operation and maintenance of a public drinking water system. Water systems that the State may classify as non-public water systems shall be operated as if they were public systems and comply with all public system regulations. It is very important that applicants exercise due diligence in exploring potential expenses for water systems operations, testing and maintenance.

The Forest Service will provide assistance during the initial year to help the holder become familiar with each water system. If Forest Service assistance is required in subsequent years, the holder may be billed for government expenses related to these services.

The holder will be responsible for all water testing that is required for the water systems to be in compliance with Federal and State water quality testing standards (*see* Appendix 10, Appendix F). Testing may include annual, monthly, weekly, or daily tests, and include any required repeat or follow up tests. Examples include tests such as start-up and monthly bacteriological tests,

nitrate tests, and other regular tests that may become necessary on a biennial or more frequent basis due to new or changed regulations or classifications of the water systems.

A direct line of communication is required between the Forest and the Designated Representative of the Concessionaire (DRC) for every water/waste system. The Forest remains the primary point of contact with the State to ensure continuity. Any direct communications between the DRC and the State must include concurrent copies to the Forest.

Operation of the site water systems will be the responsibility of the successful applicant. This includes start-up, normal operations and systems shut-down in the fall. Damage to the water systems due to negligence on the part of the operator will be their responsibility.

The permit holder is responsible for all repairs of the water system components which are caused by vandalism and wear due to normal use up to **$2,500 per facility per calendar year**. Events attributed to holder actions or negligence will be the sole responsibility of the holder. Valves, water lines, or other system components which break due to any water being left in the system and subsequent freezing over the winter shall be the sole responsibility of the holder.

Hosts are allowed to connect hoses only at the sites that have the appropriate faucet and back-flow-preventers. The public will not be permitted to connect hoses to any water hydrant.

Roads and Trail Maintenance

The permit holder is responsible for maintaining vehicular and pedestrian access in a safe and passable condition to Forest Service standards. This responsibility includes, but is not limited to:

Campground Trails and Foot Paths

Permit Holders responsibilities:

Trails shall be kept free of branches, slash, logs, brush and roots that would normally interfere with safe foot traffic.

Mow or trim weeds and grass along the edges of trails to water pumps, toilet facilities, campsite pads, and trash receptacles, to create a neat appearance.

Maintain the trail surface to a smooth finish (free of potholes) with consistent grades. Perform maintenance as needed to stairways, ramps, foot bridges, railing and other trail related features.

Maintain and clean drainage structures, such as culverts and ditches, to allow for proper function.

Roads, Parking Areas and Spurs

Permit Holders responsibilities:

Trimming branches or other vegetation to maintain sight distances at intersections and in front of signage. Branches along roadways will be trimmed back to avoid scratching of trailers and vehicles utilizing the roads, and to maintain sight distances.

Mow or trim grass and weeds around parking barriers to maintain visibility and appearance.

Place small quantities (1 to 3 cubic feet) of spot gravel surfacing per occurrence with aggregate material that will be made available to the permit holder by the Forest Service.

Clean culverts prior to opening of campgrounds for the summer season. Maintain drainage structures including culverts and ditches to allow for proper function. (Note: Grizzly Bear, Dalton, Steamboat Rock, and Roubaix CG have drainage structures that are of historic significance. Consult with District Cultural Resource Staff for further information on cleaning these structures.)

Maintenance work that keeps roads, parking areas, and camping spurs in an ordinary operating condition, including spot gravel surfacing.

Other road, parking area, and camping spurs maintenance items the permit holder is responsible for: re-painting lines, minor repair and maintenance of campground road closure gates, repair/replacing regulatory/traffic signs on interior access roads within the campgrounds, snow removal, felling hazard trees, bucking out fallen trees on/along a road/spur, slide debris removal on interior roads and spurs, and repairing any damage to the roads caused by the permit holder's operations.

Forest Service's responsibilities:

The Forest Service will perform the following road maintenance on access and loop roads according to the grid maintenance schedule: Surface blading, repair drainage structures and clean cattle guards.

The following is a list of applicable roads that may require routine maintenance by the permit holder and/or Forest Service:

Campground	Road #	Road Length	Description
BEAR GULCH	253	1.49	Single Lane Gravel
BEARLODGE CG	880	0.30	Single Lane Gravel
BEAVER CREEK CG	590	0.11	Single Lane Gravel
BISMARCK LAKE CG	430	0.62	Single Lane Paved
BLACKFOX CG	233.3C	0.11	Single Lane Gravel
BOXELDER FORKS CG	140.2Z	0.30	Single Lane Gravel
CASTLE PEAK CG	587	0.14	Single Lane Gravel
COMANCHE	618	0.41	Single Lane Gravel
COMANCHE	618.1A	0.19	Single Lane Gravel
COMANCHE	618.1B	0.02	Single Lane Gravel
COOK LAKE	842	1.00	Double Lane Gravel
COOK LAKE	842.1A	0.27	Double Lane Gravel
COOK LAKE	842.1B	0.08	Double Lane Gravel
CUSTER TRAIL	417	0.52	Single Lane Gravel
DALTON LAKE	224.1Z	0.20	Single Lane Gravel
DITCH CREEK	611	0.19	Single Lane Gravel
DITCH CREEK	611.1A	0.10	Single Lane Gravel
DUTCHMAN	607	0.50	Double Lane Gravel

DUTCHMAN	482	0.69	Single Lane Gravel
GRIZZLY BEAR	400	0.61	Single Lane Gravel
HANNA	588	0.12	Single Lane Gravel
HORSETHIEF	401	0.41	Double Lane Paved
HORSETHIEF	401.1A	0.40	Double Lane Gravel
HORSETHIEF	401.1B	0.27	Double Lane Paved
IRON CREEK HORSE CAMP	345.3A	0.27	Single Lane Gravel
IRON CREEK HORSE CAMP	345.3A	0.57	Single Lane Gravel
OREVILLE	592	0.44	Single Lane Paved
PACTOLA	545	0.52	Double Lane Paved
PACTOLA	545.1A1	0.66	Double Lane Paved
PACTOLA	545.1A2	0.13	Double Lane Paved
PACTOLA	545.1A3	0.10	Double Lane Paved
PACTOLA	545.1B	0.41	Single Lane Paved
REDBANK	294.2A	0.77	Single Lane Gravel
REUTER	838.2X	0.19	Single Lane Gravel
REUTER	838.2X1	0.19	Single Lane Gravel
ROD AND GUN	222.3Z	0.13	Single Lane Gravel
ROUBAIX LAKE	255	1.27	Single Lane Paved
ROUBAIX LAKE	255.1A	0.15	Single Lane Paved
ROUBAIX LAKE	255.1B	0.23	Single Lane Paved
ROUBAIX LAKE	255.1C	0.20	Single Lane Paved
ROUBAIX LAKE	255.1D	0.32	Single Lane Paved
SHERIDAN NORTH	605	0.75	Double Lane Paved
SHERIDAN NORTH	605.1A	0.20	Double Lane Paved
SHERIDAN NORTH	605.1B	0.13	Double Lane Paved
SHERIDAN NORTH	605.1C	0.10	Double Lane Paved
SHERIDAN NORTH	605.1D	0.10	Double Lane Paved
SHERIDAN NORTH	605.1E	0.04	Double Lane Paved
SHERIDAN NORTH	605.1F	0.10	Double Lane Paved
SHERIDAN SOUTH	438	1.73	Double Lane Paved
SHERIDAN SOUTH	438.1B	0.24	Single Lane Paved
SHERIDAN SOUTH	438.1C1	0.28	Single Lane Paved
SHERIDAN SOUTH	438.1C2	0.20	Single Lane Paved
SHERIDAN SOUTH	438.1E1	0.39	Single Lane Paved
SHERIDAN SOUTH	438.1E2	0.12	Single Lane Paved
SHERIDAN SOUTH	438.1E3	0.20	Single Lane Paved
SHERIDAN SOUTH	438.1E4	0.20	Single Lane Paved
SHERIDAN SOUTH	438.1F	0.06	Single Lane Paved
SHERIDAN SOUTH	438.1G1	0.18	Single Lane Paved
SHERIDAN SOUTH	438.1G2	0.22	Single Lane Paved
SHERIDAN SOUTH	438.1G3	0.30	Single Lane Gravel
SHERIDAN SOUTH	438.1H	0.16	Single Lane Paved
SHERIDAN SOUTH	439	0.25	Single Lane Paved
SHERIDAN SOUTH	440	0.33	Single Lane Paved

SUNDANCE	821	0.26	Double Lane Gravel
TIMON	222.3Y	0.12	Single Lane Gravel
WHITETAIL	421	1.90	Single Lane Gravel
WILLOW CREEK HORSE CAMP	355	0.37	Single Lane Gravel
WILLOW CREEK HORSE CAMP	355.1A	0.25	Single Lane Gravel
WILLOW CREEK HORSE CAMP	355.1B	0.29	Single Lane Gravel
WILLOW CREEK HORSE CAMP	355.1C	0.08	Single Lane Gravel

*This list generally contains roads within developed recreation areas in this prospectus, but may not be all inclusive.

II. Forest Service Concession Programs and Policies

Government-owned concessions are authorized by special use permits issued under Section 7 of the Granger-Thye (GT) Act, 16 U.S.C. 580d, and implementing regulations at 36 CFR Part 251, Subpart B. In addition, there are certain Forest Service programs and policies that apply to campground concession. All applications must be consistent with these requirements.

A. National Recreation Reservation Service (NRRS)

The Black Hills National Forest participates in the National Recreation Reservation System, (NRRS), which provides nationwide, toll-free telephone and website reservation services for single-family or group camping sites, rental cabins, and other recreational facilities. Visitors pay a reservation fee and camping fee at the time they make a reservation and no fees are collected at the site. The successful applicant may allow occupancy of any site in the NRRS that is unreserved and collect a camping fee for any walk-in or first-come visitors. Contact information for the NRRS follows:

NRRS Camping and Tour Reservations

- Call Toll Free 1-877-444-6777
- International 518-885-3639
- **http://www.recreation.gov/**

Jane Leche
Region 2, Rocky Mountain Regional Office - NRRS Coordinator
Telephone: 303-275-5349
E-mail: jleche@fs.fed.us
Facsimile: 303-275-5407

John Cameron
Forest Service Contracting Officer's Technical Representative
Telephone: (850) 523-8589
E-mail: jhcameron@fs.fed.us
Facsimile: (850) 523-8505

Reserve America Inc.
2480 Meadowvale Boulevard, Suite 120
Mississauga, Ontario
Canada L5N 8M6
Inventory Help Desk: (877) 345-6777
Customer Service: (888) 448-1474
E-mail: nrrs-inventory@reserveamerica.com
Facsimile: (888) 742-5520

The NRRS is the only authorized reservation system for Forest Service developed recreation sites, including campgrounds, cabins, and group use areas. The Forest Service contract for the NRRS prohibits campground concession permit holders from using any other reservation system, establishing their own reservation system, or reserving campsites other than through the NRRS. Applicants may recommend adding sites to or deleting sites from the NRSS or changing the number of sites that may be reserved, the minimum number of days per reservation, or the location of sites that may be reserved. The permit holder also may make these recommendations during the term of the permit. The authorized officer will decide whether to accept or reject the recommendations.

BHNF sites that are currently on the NRRS reservation system and which are offered under this prospectus include:

Northern Hills Ranger District
Roubaix

Mystic Ranger District
Bear Gulch Group Site
Dutchman
Pactola
Sheridan Lake Complex
Sheridan North Cove Group Site
Whitetail

Hell Canyon Ranger District
Bismarck Lake
Comanche Park
Grizzly Bear
Horsethief Lake
Iron Creek Horse Camp
Oreville
Willow Creek Horse Camp

Bearlodge Ranger District
Cook Lake Complex
Reuter
Sundance Horse Camp

(The BHNF will consider optional proposals to add additional sites.)

Under the NRRS, the following guidelines must be followed, unless there are compelling operational reasons:

1. For each developed recreation site included in the NRRS, at least 60 percent of the units must be available for reservations. The rest of the units may be occupied on a first-come, first-served basis.

- Reservation windows vary by type of site and are as follows:
    - Individual campsites: Up to 180 days in advance to 4 days prior to arrival.
    - Group use areas: Up to 360 days in advance to 4 days prior to arrival.

2. When the NRRS is utilized, the permit holder is responsible for on-site administration and will be required to:

- Obtain daily arrival reports (DARs) from the NRRS contractor each morning by establishing at least one central facsimile location, email address, or other means of obtaining and distributing DARs (*see* Appendix 22: NRRS Reservation System Manual).
- Develop a system for posting reservations at the sites so other visitors know which units are reserved.
- Post and hold reserved sites for 24 hours.
- Ensure that the party with the reservation is the party using the site.
- Resolve any disputes over the use of reserved sites by drop-in campers.
- Verify that visitors hold a Golden Age or Golden Access Passport or the America the Beautiful–National Parks and Federal Recreational Lands Pass (ATB Pass or ATB Senior Pass) authorized under the Federal Lands Recreation Enhancement Act (REA), 16 U.S.C. 16 U.S.C. 6801-6814, before giving the discount on fees for those passes.
- Develop inventory data for sites being added to the NRRS, and update data for sites currently in the NRRS (including fees charged the public and temporary site closures). Submit data to the NRRS at least annually for data updates.
- Communicate to the NRRS any emergency closures or other relevant operational changes as they occur.
- Approve customer refunds as appropriate, and process them through the NRRS. NRRS refund policies can be found at: http://www.recreation.gov/content.do?path=/brands/rec.gov/marketing/nrrsreservationpolicies.html

Because reservations can be made up to a 360 days in advance for group sites and up to 180 days in advance for individual sites, the NRRS may be accepting reservations for the 2015 operating season by the time this prospectus is issued. Fees received by the NRRS for reservations after December 31, 2014, will be held by the Forest Service and distributed following issuance of a special use permit to the successful applicant. In the final year of the permit, fees will be held in the same manner until a new permit is issued. The permit holder will honor reservations made prior to issuance of the permit at the price in effect when the reservations were made.

B. Pass Discounts

The permit holder must provide a 50 percent discount on recreation fees charged at all developed recreation sites covered by this prospectus (*see* Table 3 and Appendix 2) to holders of Golden Age and Golden Access Passports, as well as holders of the America the Beautiful Senior and Access Passes.

Specifically, holders of these passes are entitled to a 50 percent discount on the fee for a single campsite occupied by the pass holders. The pass holders are not entitled to a discount on the fee for a multiple-family campsite, cabin, or group use area or any additional campsites occupied by those accompanying the pass holders. The 50 percent campsite discount does not include utility, water, or any other hookup fees.

Any loss of fee revenue from honoring the passes should be factored into applicants' bids.

The permit holder will not be required to offer discounts on camping to holders of the Annual or Volunteer Pass.

Separate Special-Use Permits are in place at Pactola North Boat Launch, Sheridan North Boat Launch, and Sheridan South Campground, for operation of a marina. This marina Special-Use Permit is within day use areas offered under this prospectus. The permit holder, selected under this prospectus, shall be required to take measures to insure marina customers are not hindered by day use fee collection process. This will require screening by the permit holder to insure marina customers are allowed into the area without fee to conduct marina business. In addition, all marina slip –holders will be issued one annual pass per slip as part slip holder fees paid to the marinas. These annual passes will be provided by the permit holder, selected under this prospectus.

Other "Fee Free" Events (dates adjusted annually) that the permit holder may choose to honor for free day use include:

Martin Luther King Jr. Day (Jan. 19, 2015)
Presidents' Day Weekend (Feb. 14-16, 2015)
National Get Outdoors Day (June 13, 2015)
National Public Lands Day (Sept. 26, 2015)
Veterans Day Weekend (Nov. 14-17, 2015)

C. Site Closures

The Forest Service reserves the right to close all or a portion of any area in this prospectus for repair; construction; floods, snow, extreme fire danger, or other natural events; wildlife protection; or risks to public health and safety. The Forest Service shall not be liable to the permit holder for lost revenue, operating costs, or any other losses resulting from these closures. However, for fee calculation purposes, the permit shall be placed in non-use status as provided by FSH 2709.11, section 31.23.

Horsethief Lake, Lakota Lake and Bismarck Lake, are slated for sediment removal from October 2014 - March 2015, however, Lakota Lake and Bismarck Lake projects may be carried over to October 2015 - March 2016. The lakes will be completely drained during these periods. Cook Lake Dam Improvement is slated for July 15 to November 1, 2015. The lake will be completely drained during this period.

At this time there are no plans to close an entire site for a major capital improvement project (CIP). However the Forest will continue efforts to compete for CIP funding and if successful will notify the holder in a timely fashion.

D. Administrative Use

If the Forest Service requires the permit holder to provide a service for the agency, the permit holder will be compensated for that use.

E. Applicable Forest Orders

Forest Orders may be issued to address a variety of management concerns on a particular forest. Current orders related to the offering are identified in Appendix 4. Current orders may be updated, and additional applicable forest orders may be issued in the future.

F. Fee Tickets and Compilation of Use and Revenue Data

The permit holder must provide fee tickets to visitors that include at least the following information:

- The site number and total amount paid.
- The date of issuance and number of days paid for.
- If a pass is used, the pass number.
- The number of people in the group.
- The number of vehicles and their license plate numbers.

The permit holder must provide use and revenue data to the Forest Service (*see* Appendix 5: Sample Use Report). Use reports must be completed monthly and at the end of the operating season for each developed recreation site. At a minimum, monthly and year-end use reports must include:

- The total number of units occupied based on daily counts.
- The total number of people based on daily counts.
- The percentage of occupancy by month.
- Total recreation fee revenue.
- Total fee revenue for other goods and services.
- The total number of Camp Stamps collected.
- The total number of passes used.
- Total fee revenue collected under NRRS

In addition, year-end use reports must include:

- Total fee revenue collected under the NRRS.
- Total taxes paid.
- Total gross revenue.
- Total net revenue.
- Actual dates upon which each site was open to start the season and closed to end the season.
- Documentation of off-set fee work accomplished with verifiable accounting records for labor, materials, contracts, and other project costs.

G. Customer Service Comment Cards

The permit holder must provide a customer service comment card to visitors at each developed recreation site (*see* Appendix 6).

H. Performance Evaluations

At a minimum, the Forest Service will perform a year-end performance evaluation within four months of the close of the operating season (*see* Appendix 7). A mid-year performance evaluation may be requested by the permit holder and/or may be conducted at the discretion of the Authorized Officer. An unsatisfactory rating may be cause for suspension or revocation of the special use permit. Sustained satisfactory performance is required for a permit extension.

I. Accessibility

The Architectural Barriers Act of 1968 (ABA) and Section 504 of the Rehabilitation Act of 1973 require new or altered facilities to be accessible, with few exceptions. In 2004, the Architectural and Transportation Barriers Compliance Board (Access Board) issued revised accessibility guidelines for buildings and facilities subject to the ABA and the Americans with Disabilities Act (ADA), accepted by GSA in 2006. These new guidelines are called the ADA/ABA Accessibility Guidelines (Chapter 2 of the ADA/ABAAG applies to Federal Agencies). In 2006 (updated in 2013), the Forest Service issued the Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG). The FSORAG addresses types of recreational facilities, including developed recreation sites that are not covered by ADA/ABA Accessibility Guidelines.

Any Government maintenance, reconditioning, renovation, or improvement must meet ADA/ABA Accessibility Guidelines, where applicable, as well as the FSORAG.

The FSORAG and the ADA/ABA Accessibility Guidelines are posted on the Forest Service's website at http://www.fs.fed.us/recreation/programs/accessibility . Questions regarding ADA/ABA Accessibility Guidelines may be referred to the Access Board at http://www.access-board.gov . Questions regarding the FSORAG may be referred to the Accessibility Coordinator for the Black Hills National Forest.

The permit holder is responsible for ensuring effective communication with visitors with disabilities, including persons with vision or hearing disabilities, so that all visitors may obtain information on accessible services, activities, and facilities.

J. Camping Unit Capacity

Number of Vehicles per Camping Unit

A single-family camping unit may accommodate one or two vehicles. A "vehicle" is defined as any motorized conveyance, except that for purposes of vehicular capacity, two motorcycles are considered one vehicle. Additional vehicles may be allowed at a camping unit, if the camping unit can safely accommodate them. When extra vehicles are allowed, an extra fee of up to 50 percent of the camping fee may be charged for each extra vehicle. If an extra vehicle exceeds the camping unit capacity (i.e., the extra vehicle causes a safety hazard or resource damage), the customer may be required to pay for an additional camping unit or park in an overflow parking area, if available. One towed vehicle per single camping unit will be allowed for no extra charge if it can be parked completely on the surfaced area and does not create a safety hazard. Examples of towed vehicles include: a boat trailer, a camper, a tent-trailer, or a car towed by a motor home.

Single Family Site Capacity

The capacity for single family sites is a maximum of eight (8) individuals per site.

Group Site Capacity

The capacity (day-use and overnight) established for group sites is as follows:

Sheridan- Beaver Group Area will accommodate: 25 People
Sheridan- Deer Group Area will accommodate: 30 People

Sheridan- Otter Group Area will accommodate: 60 People
Sheridan- Ranger Group Area will accommodate: 100 People
Sheridan- Squirrel Group Area will accommodate: 55 People
Bear Gulch Group Area will accommodate: 40 people

Day Use Site Capacity

Day use sites associated with developed campgrounds/lake complexes are included in the prospectus as follows, parking spaces are in parenthesis:

BEARLODGE RANGER DISTRICT

Cook Lake Recreation Complex
Cook Lake Picnic Ground & Cliff Swallow Trailhead

Other Fee Campgrounds
Bearlodge Campground
Reuter Campground & Trailhead
Sundance Horse Campground & Trailhead

HELLCANYON RANGER DISTRICT

Bismarck Lake Recreation Complex
Bismarck Lake Fishing Area, Picnic Ground & Boat Launch (10)

Horsethief Lake Recreation Complex
Horsethief Lake Fishing Area &Trailhead (14)

Other Fee Campgrounds
Grizzly Bear Picnic Ground (6)
Iron Creek Horse Camp - Norbeck Trailhead (3)
Willow Creek Horse Camp - Trailhead

Other Fee Picnic Grounds
Lakota Lake Picnic Ground, Day Use Area, & Iron Creek Trailhead (15)

MYSTIC RANGER DISTRICT

Pactola Recreation Complex
North Boat Launch
South Boat Launch
Pactola Point Swim Beach & Picnic Ground
Osprey Trailhead (located at the back of B loop in the Campground)

Sheridan Recreation Complex
North Boat Launch
South Boat Launch
North Beach
North Picnic Ground
South Beach & Picnic Ground
Dakota Point Picnic Ground
Calumet Trailhead (of the Flume Trail, located at South Launch)

Deerfield Recreation Complex

Deerfield Cove Boat Launch
Custer Trails Boat Launch
Mountain City Picnic Ground
Lakeshore Picnic Ground
Custer Trails – Deerfield Loop Trailhead

Other Fee Picnic Grounds
Spring Creek Picnic Ground (1 mile east of Sheridan Lake)

NORTHERN HILLS RANGER DISTRICT

Dalton Lake Recreation Complex
Dalton Lake Picnic Ground & Centennial Trailhead

Roubaix Lake Recreation Complex
Roubaix Lake Campground
Beach
Picnic Ground

Other Fee Campgrounds
Boxelder Forks Campground
Hanna Campground
Rod & Gun Campground
Steamboat Rock Campground & Picnic Ground
Timon Campground & Trailhead

Other Fee Picnic Grounds
Strawberry Hill Picnic Ground

K. Stay Limit

Campers at overnight sites will be limited to a 14-day stay limit during any consecutive 14 day period (*see* Appendix 4: Order No. BHNF-046-98 "Length of Stay Restrictions & Reservation Campgrounds"). Congress set aside National Forest System lands, in part, for recreational purposes. Persons utilizing sites included in this offering as season long residences, or as a place to live or stay while actively working is prohibited and the successful applicant will be responsible for managing sites for recreational use.

L. Fees Charged to the Public

The permit holder may charge the public fees only to the extent that the Forest Service can charge recreation fees under Federal Lands Recreation Enhancement Act (FLREA). All recreation fees are specified per developed recreation site. The holder must honor the proposed pricing through the first full operating season. Thereafter, the holder may propose price adjustments with justification for Authorized Official consideration.

Permit holders may not charge for any of the following:

- Solely for parking, undesignated parking, or picnicking along roads or trail sides outside of established campground boundaries.

- General access, unless specifically authorized by FLREA.
- Solely for obtaining water or use of the toilet facility at a fee campground site.
- Dispersed areas with low or no investment, unless specifically authorized by FLREA.
- Persons who are driving through, walking through, boating through, horseback riding through, or hiking through NFS lands without using the recreational facilities and services for which a fee is charged.
- Camping at undeveloped sites that do not provide the minimum number of facilities and services prescribed by FLREA.
- Use of overlooks or scenic pullouts.
- Travel by private, noncommercial vehicle over any national parkway or any road or highway in the Federal-aid System that is commonly used by the public as a means of travel between two places, either or both of which are outside an area in which recreation fees are charged.
- Travel by private, noncommercial vehicle, boat, or aircraft over any road, highway, waterway, or airway to any land in which the person traveling has a property right, if the land is in an area in which recreation fees are charged.
- Any person who has a right of access for hunting or fishing privileges under a specific provision of law or treaty.
- Any person who is engaged in the conduct of official federal, state, tribal or local government business.
- Special attention or extra services necessary to meet the needs of the visitors with disabilities.

M. Law Enforcement

Forest Service Manual (FSM) 2342.1, Exhibit 01 (*See* Appendix 8), addresses the law enforcement authorities and responsibilities of concessionaires, state and local law enforcement agencies, and the Forest Service at concession campgrounds.

N. Other Pertinent Information

Record Keeping

The Black Hills NF considers quality record keeping as a critical means by which the holder's performance and adherence to all applicable standards can be monitored. A written record of inspections, operations and maintenance procedures is required. All records shall be available for review upon request of the permit administrator or a designated Forest Service representative. Records should include: time, date, location, what was done, by whom, why, quantities and any other information appropriate to the task. This may be in the form of hand written log books for each site, computer based records or a combination of multiple formats of record keeping.

Applications should include detailed information regarding how the applicant intends to keep records and in what format(s) the records will be maintained. Minimum standards for the types of required records may be found throughout this document.

Records required to meet standards include, but are not limited to: maintenance and operations of water systems, toilet facilities, hazard tree mitigation work, health and safety inspections performed and any resulting mitigations performed, regular tenant maintenance that has been performed – specifically intervals of cyclic and one-time inspections, repair or replacement of components or facilities that are either tenant or landlord responsibility; etc. Examples would also include: the date, time and who of inspecting/cleaning a water system grease trap; cleaning toilets, Pumping & re-charging toilets; inspecting/cleaning/greasing motors & pumps; records of when/where/what and model #, color, etc., of any individual site feature or campground feature that is repaired or replaced; when signs are painted and refurbished; when/by whom/what chemical was used to treat undesirable vegetation in the site spurs; etc.

Employee Housing
Housing is not available, except for designated host campsites (see Table 3).

Storage Areas
Storage for equipment & supplies may be available within the developed recreation areas.

Resource Concerns

Wildlife Mitigation
Campgrounds will have trash and garbage service and campsite cleanliness managed to minimize wildlife habituation. If necessary, rules and regulations may also be developed and enforced to minimize wildlife conflicts.

Endangered Species
The US Fish and Wildlife service has proposed to list the Northern Long-Eared Bat (NLEB) (*Myotis septentrionalis*) as endangered under the Endangered Species Act. The NLEB hibernates in caves and mines during winter. It uses snags and trees with cavities and cracks for day roosts and maternity roosts during the summer. They also may occur in buildings during the summer. A decision whether to list the species is expected by October 2014.

Archaeological Resources
The permit holder will have to coordinate any projects with the Forest Service before any work is started to prevent disturbance to any cultural resources. The permit holder will have to notify Forest Service law enforcement personnel immediately of any unauthorized disturbance of a cultural resource site.

Condition of Trees
The BHNF is dominated by stands of ponderosa pine. During the past few years, the ponderosa pine trees have experienced heavy mortality from Mountain Pine Beetle. Additional common tree species include spruce, birch, aspen, and oak. These species are susceptible to a variety of insects and diseases. The spruce is shallow rooted, especially near water courses, and particularly susceptible to wind-throw. Heavy winter snows, ice storms and wind events also impact individual trees causing partial or complete blow-downs each year. It is strongly recommended that the permit holder have or obtain training in the 'Identification of Hazard Tree Conditions' and in 'Safe and Proper Tree Felling Techniques'. (See http://www.fs.usda.gov/main/r2/forest-grasslandhealth).

Hazard Tree Removal

The permit holder will conduct pre-season inspections of the campgrounds to identify existing and potential hazards, including hazard trees. The permit holder will be responsible for identifying, monitoring, and removing hazard trees during the operating season. After securing written approval from the authorized officer, the successful applicant's financial responsibility for removing hazard trees and associated slash will not exceed 1% of the gross revenue ($6,213 based upon the last 3 years). The Annual Operating Plan will address appropriate disposal of hazard trees and slash (see Appendix 19 - *The Rocky Mountain Region Vegetation Management Handbook*).

A Commercial Fire Wood Permit will be required for the re-sale of wood from Hazard Tree Removal.

Verification of actual expenses may be required if the holder claims that the annual limit of financial responsibility has been reached.

Standard – Any dead standing tree within 200 feet of the outermost constructed feature around the perimeter of a campground is non-negotiable as a hazard tree and must be removed by the permit holder as soon as practical and the hazard must be otherwise mitigated through closure of individual sites or surrounding area where there is a target potential until the tree is removed.

Standard - All hazard/safety inspections shall be documented in the logbook and numbers, specific locations (e.g. site #, 30ft behind toilet #3, etc.), species, diameter at breast height, tree condition and method of disposal of all hazard trees removed will be recorded in the logbook. Inspection and mitigation documentation shall also be submitted to the permit administrator prior to commencement of annual operations (typically the 3rd week in May).

Noxious Weeds

The permit holder is responsible for prevention, detection, and control of noxious weed infestations within their permitted boundaries. The permit holder must; 1) actively prevent new infestations from becoming established, 2) monitor, detect and report any newly established infestations and 3) actively control existing infestations by coordinating treatments with the Forest Service within the permitted area. The Forest will provide the holder with a list of weed species of concern (*see* Appendix 19). From time to time this list may need updating as new weeds are found in the area. Control treatment of weeds may be accomplished through herbicide treatment. Other types of treatment can be discussed with the Forest Service on a case by case basis.

For species which require herbicidal treatment to control, the concessionaire will be required to report these species to the Forest Service if found (i.e. knapweed, Canada thistle etc.) and obtain written permission for the application of herbicide treatment. Herbicide may be applied following label directions by a licensed applicator(s) that is employed by the concessionaire, a hired licensed contractor, or possibly contracted back to the FS. Documentation using required mapping and reporting standards must be turned in as the applications are completed.

The Forest Service may conduct monitoring/treatments within developed sites annually which may include the use of herbicides. Attempts will be made to contact campground hosts prior to any herbicide treatments.

Grass or Vegetation Mowing and Weed Eating

The holder is responsible for mowing and cutting grass, brushing roads sides within campground and day use area internal roads, and other ground vegetation on a regular basis to reduce potential for wildfire adjacent to entrance signs, sites, expose parking barriers, buildings, bulletin boards, hydrants, benches, and other improvements, provide safe site distance along roads, and to maintain a comfortable and inviting setting. Some campgrounds may require frequent weed trimming and/or mowing due to fecund growth while other campgrounds may only need weed trimming and/or mowing once per year. Some sites have a lot of area to be maintained and some have a relatively small area where such maintenance is necessary.

Standard – Grass, brush, or other combustible vegetation must be cleared from above, around, or adjacent to all fire rings or other fire devices to a minimum of 48" for wildfire prevention purposes. Low hanging tree branches must be removed for personal safety of the users and their vehicles.

Other Vegetation

Ground vegetation can grow within site spurs, walking paths, parking areas, or in road prisms. The holder is responsible for treatment on this type of vegetation in an acceptable manner in order to prevent it from encroaching upon, or obscuring a site. "Off the shelf" herbicides may be used to treat this vegetation in accordance with manufacturer instructions. Road side vegetation must be kept trimmed back 36" from the edge of the gravel or paved road surface of all internal campground and developed site roads.

Aquatic plant vegetation can grow in and around swimming beaches, accessible fishing piers & boat launch areas. During the operation season of May 15 to September 15, the permit holder is responsible for keeping these areas (within the buoyed area of swim beaches, and at a minimum of 50 feet from boat launches and fishing piers) free of aquatic vegetation so as not to impede recreation activities. Herbicides may be used to treat this vegetation, as allowed by South Dakota Game, Fish & Parks, and in accordance with manufacturer instructions. Aquatic vegetation that is removed from the lake must then be removed from National Forest lands.

Butane and Propane Installations

For safety and regulatory reasons, the permit holder is not allowed to install or store bulk butane or propane.

III. Special Use Permit

In exercising the rights and privileges granted by the special use permit, the permit holder must comply with all present and future federal laws and regulations and all present and future state, county, and municipal laws, regulations, and other legal requirements that apply to the permit area, to the extent they do not conflict with federal law, regulation, or policy. The Forest Service assumes no responsibility for enforcing laws, regulations, and other legal requirements that fall under the jurisdiction of other governmental entities.

A. Permit Term

The initial permit term will be for up to **five (5) years**, with an option to extend the term for up to an additional **five (5) years** at the sole discretion of the authorized officer. The decision to extend the term will depend, in part, on sustained satisfactory performance of the permit holder.

Upon expiration of the permit, continuation of the permitted activity will be at the sole discretion of the authorized officer and will be subject to a competitive offering. A new prospectus will be issued during the final year of the permit term.

If the decision to select a permit holder is appealed, a permit will not be issued until the appeal has been resolved, unless operation is needed during the appeal, in which case a permit with a term of one year or less may be issued.

B. Permit Holder Responsibilities

This section highlights the requirements of the special use permit, which is contained in Appendix 10. Applicants are responsible for familiarizing themselves with all permit requirements that govern the operation covered by this prospectus.

Responsibility for Day-to-Day Activities

As a general rule, the holder will be required to conduct the day-to-day activities (cleaning, mowing, trash disposal, water testing, etc.) authorized by the permit. Some, but not all, of these activities may be conducted by someone other than the permit holder (i.e. subcontractor), but only with the prior written approval of the authorized officer. The permit holder will continue to be responsible for compliance with all the terms of the permit.

The holder is responsible to ensure that staff includes personnel who have the adequate interpersonal skills, customer service skills, managerial skills, operational skills and maintenance skills such as basic carpentry, plumping and electrical skills sufficient to successfully operate and maintain all components of the facilities. Staff must include some personnel who are sufficiently physically fit to perform arduous labor tasks and heavy lifting that are sometimes necessary to operate and maintain campground facilities.

Permit Holder-Furnished Supplies and Equipment

The permit holder will be required to provide all vehicles, equipment, and supplies necessary to operate the authorized developed recreation sites in accordance with the special use permit. Equipment and supplies may include, but are not limited to: trailers; hand tools; weed eaters; mowers; chain saws; voltage meters; grease guns; basic hand operated power tools such as drills, circular saws, sanders etc.; tow chains or winches; shovels, axes, and other fire tools; fire extinguishers; Fee Station signing following National Guidelines, and other needed signing; paint brushes, brooms, mops, and cleaning supplies.

Holder Furnished Vehicles

Use of any vehicle other than a full size truck or car in campgrounds requires prior authorization. Typically a battery operated vehicle such as a golf cart or motorized vehicles such as All Terrain Vehicle's (ATV's) will be approved to facilitate daily maintenance and operations of facilities. If authorized, carts or any other motorized or mechanized vehicle must stay on designated roads or trails while driving between sites, loops, or constructed features.

All vehicles, boats, or trailers must be maintained in good operating condition and be properly licensed or registered according to State or County regulations. Any vehicle or trailer used for

hauling loads or towing may only be used for loads that do not exceed the designed capacity of such vehicle.

Permit Holder Maintenance, Reconditioning, or Renovation (MRR)

Maintenance, reconditioning, and renovation are defined in the permit (*see* Appendix 10: FS-2700-4h, clause IV.E.1(a), (c)). Holder MRR is defined as maintenance, reconditioning, or renovation that neither materially adds to the value of the property nor appreciably prolongs its life. The work serves only to keep the facility in an ordinary, efficient operating condition. From an accounting or tax perspective, it is work that may be expensed, but not capitalized. In fulfilling these responsibilities, the holder must obtain any licenses and certified inspections required by regulatory agencies and follow state and local laws, regulations, and ordinances and industry standards or codes applicable to the permitted operation (FS-2700-4h, clause IV.E.1(d)). The permit holder, at its expense, will be required to perform holder MRR under a holder MRR plan (FS-2700-4h, clause II.D). The holder MRR plan will describe required holder MRR and its frequency (see Appendix 12: Sample Holder MRR Plan). The holder MRR plan will become part of the permit holder's annual operating plan.

C. Granger-Thye Fee Offset Agreement

The federal government owns all the improvements at the developed recreation sites covered by this prospectus. Under Section 7 of the Granger-Thye (GT) Act and the terms of the permit, the permit fee may be offset in whole or in part by the value of Government maintenance, reconditioning, renovation, and improvement (MRRI) performed at the permit holder's expense. Government MRRI is defined as maintenance, reconditioning, renovation, or improvement that arrests deterioration, improves and upgrades facilities, and appreciably prolongs the life of the property. Government maintenance, reconditioning, renovation or improvement, whether performed by the holder or the Forest Service, shall be performed at the sole discretion of the authorized officer (*see* Appendix 10 of the prospectus and FS-2700-4h, clause IV.E).

All Government MRRI shall be enumerated in an annual GT fee offset agreement signed by the holder and the Forest Service in advance of the operating season (*see* Appendix 11 of the prospectus and FS-2700-4h, Appendix B - Granger-Thye Fee Offset Agreement). Alternatively, a multi-year fee GT fee offset agreement can be prepared for consolidated fee payments. A list of sample Government MRRI projects is included in Appendix 12 of the prospectus.

The holder must perform GT fee offset work. When that work includes construction that costs more than $2,000, it is subject to the Davis-Bacon Act and the GT fee offset agreement must contain Davis-Bacon Act wage provisions. Additionally, indirect costs may be offset provided the holder submits either a currently approved indirect cost rate or accounting procedures and supporting documentation to determine an indirect cost rate (*see* Appendix 13 of the prospectus).

The holder's claims for GT fee offset must be documented using the FS-2700-4h, Appendix G, Granger-Thye Fee Offset Certification Form (*see* Appendix 14 of the prospectus). This form requires the holder to itemize allowable costs incurred for an approved GT fee offset project and to certify the accuracy and completeness of claims.

NOTE: The permit holder may ask the Forest Service to perform required Holder MRR work (*see* section III. B., above) under a collection agreement. If both parties agree, the Forest Service

may perform the identified Holder required MRR work under a collection agreement (*see* Appendix 15 of the prospectus).

Likewise, the Forest Service may ask the Holder to deposit fee payments into a CWFS account for the Forest Service to complete an identified GT project. If both parties agree, the Forest Service may perform the identified GT project under a collection agreement (*see* Appendix 15). GT fee offset projects funded through a collection agreement would be credited toward the permit holder's annual permit fee (*see* FS-2700-4h, clause IV.E.3, and Appendix 15). The Forest Service's indirect costs may be offset at the agency's approved rate. The Forest Service and the holder will agree on the work to be performed in advance of each operating season.

D. Insurance

Liability Insurance

The successful applicant must have liability insurance covering losses associated with the use and occupancy authorized by the permit arising from personal injury or death and third-party property damage in the minimum amount of **$500,000.00** for injury or death to one person per occurrence; **$1,000,000.00** for injury or death to more than one person per occurrence; and **$25,000.00** for third-party property damage per occurrence, or in the minimum amount of **$1,000,000.00** as a combined single limit per occurrence. Insurance policies must name the United States as an additional insured (*see* Appendix 24: Sample Insurance Form, and Appendix 10: FS-2400-4h, clause III.I).

Property Insurance

Property insurance will be required for all toilet buildings and water distribution systems in the amount of **$150,000** for functional replacement of the insured property (*see* Appendix 3: Inventory of Government-Furnished Property).

E. Bonding

The permit holder will provide a performance bond in the amount of **$75,000**. The bond may take the form of corporate surety, Treasury bills, notes or other negotiable securities, cash deposits, irrevocable letters of credit, assignment of savings accounts, or assignment of certificates of deposit. The authorized officer may reevaluate the need for or the amount of the bond after the first operating season.

IV. Application

A. Instructions for Submitting Applications

Applicants must submit a written application for all developed recreation sites offered in this prospectus.

Applicants are strongly encouraged to visit the sites at least once before submitting an application (*see* Appendices 1 & 2, Vicinity and Area Maps, and Maps of Developed Recreation Sites), research this opportunity and participate in Developed Recreation Site Tours, as provided by the Forest Service. Important considerations are travel patterns, visitation numbers and occupancies, length of season, revenue, logistics and costs of operations.

The information in this prospectus is from generally reliable sources, but no warranty is made as to its accuracy. Each applicant is expected to make an independent assessment of the business opportunity offered in this prospectus.

All applications must be submitted to Craig Bobzien, Forest Supervisor, Attention: Scott Haas, 1019 N. 5th Street, Custer, SD 57730. Applications must be received by close of business (4:30 p.m. Rocky Mountain Time) on **Tuesday, July 15, 2014.**

Applicants must submit six (6) copies of their application package and supporting documents. The Business Plan must be submitted as a separate document for Small Business Development Center review as outlined below in Section IV. C.

Please ensure that all requested information is submitted. Missing or incomplete information will result in a lower rating for the corresponding evaluation criteria.

Applications must be signed. The person signing for an entity must have authority to sign for that entity. Applicants must include their address, telephone number, facsimile number, and email address.

Corporations also must include:

- Evidence of incorporation and good standing.
- If reasonably obtainable, the name and address of each shareholder owning 3 percent or more of the corporation's shares and the number and percentage of any class of voting shares that each shareholder is authorized to vote.
- The name and address of each affiliate of the corporation.
- If an affiliate is controlled by the corporation, the number of shares and the percentage of any class of voting stock of the affiliate owned, directly or indirectly, by the corporation.
- If an affiliate controls the corporation, the number of shares and the percentage of any class of voting stock of the corporation owned, directly or indirectly, by the affiliate.

Partnerships, limited liability companies (LLCs), associations, or other unincorporated entities must submit a certified copy of the partnership agreement or other documentation establishing the entity or a certificate of good standing under the laws of the state where the entity is located.

Applicants should contact Scott Haas, Permit Administrator, at 605-673-9200 or sehaas@fs.fed.us regarding any questions related to this prospectus.

B. General Terms, Qualifications, and Reservations

All applicants have an equal opportunity to apply. Except for members of Congress, Resident Commissioners, and current Forest Service employees, any individual or entity may apply.

The Forest Service does not guarantee a profitable operation. Rather, applicants are responsible for reviewing the prospectus and making their own determination concerning business viability.

The Forest Service will select the application that offers the best value to the Government. The Forest Service reserves the right to select the successful applicant based on a trade-off between the fee to the Government and technical merit.

The Forest Service is not obligated to accept the application with the highest return to the Government.

The Forest Service reserves the right to select the successful applicant based solely on the initial application, without oral or written discussions.

The Forest Service reserves the right to reject any or all applications and to rescind the prospectus at any time before a special use permit is issued.

Any oral statement made by a representative of the Forest Service shall not modify the requirements of this prospectus. If it is determined that an error or omission has been made or additional information is required, a written amendment will be sent to each person or entity receiving a copy of this prospectus.

If there is a conflict between the terms of the prospectus and the special use permit, the terms of the permit will control.

The Forest Service reserves the right to amend the special use permit, to make it consistent with applicable laws and regulations, including REA; other Forest Service directives; or other management decisions.

The information contained in applications will be kept confidential to the extent permitted under the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

C. Application Package Requirements

Applications must be in writing and must include or address the following:

- A proposed Annual Operating Plan (including required and optional services).
- A business plan, past performance, business experience, references, and Small Business Development Center (SBDC) review fee, if applicable. (see section IV.C.2)
- Financial resources.
- Fees charged to the public.
- Fee to the government.
- Initial processing fee.

1. Proposed Annual Operating Plan (Including Required and Optional Services)

Applicants must submit a proposed annual operating plan that addresses all required and optional services**. Applicants must utilize the sample annual operating plan** (*see* Appendix 9) **to organize their response to this section.** The successful applicant's proposed operating plan will be attached to and become a part of the special use permit.

Applicants must specify whether another party will assist with any of the operational aspects of the concession, and if so, must include the other party's name, address, telephone number, email address, and relevant experience.

Below are highlights of what needs to be addressed in the proposed annual operating plan. For more detail, see the Sample Annual Operating Plan in Appendix 9.

Operating Season

The minimum operating season is one week (7 days) before Memorial Day Weekend to one week (7 days) after Labor Day Weekend. Applicants proposing to operate beyond the minimum seasons would be expected to receive a higher rating during the application evaluation.

Applicants need to propose the period in which they will operate the sites listed in the prospectus. All sites must be open and operational seven days per week during the minimum operating season, unless a Forest Service closure order is in effect.

Applicants should include all amenities proposed to be provided during peak and shoulder seasons.

Staffing

Applicants must address appropriate staffing to meet customer service and cleanliness standards. The permit holder will be responsible for furnishing all personnel for the developed recreation sites and for adequately training and supervising their activities under the terms of the permit. The holder must meet requirements of federal and state laws governing employment, wages, and worker safety.

Applicants should address worker hours and schedules. Applicants also should address staff training for effective customer service, conflict resolution, area-specific emergency procedures, and dissemination of recreation and tourism information.

Supervision and Management

Applicants must designate an individual to serve as the agent of the holder for purposes of administration of the permit by the Forest Service. The designated agent must periodically review attendant performance on site and must be available to resolve repair needs within 24 hours of discovery or notification. The holder will be responsible for the conduct of its employees, including preventing conduct prohibited by 36 CFR Part 261, Subpart A, and ensuring that employees are not under the influence of intoxicating beverages or narcotic drugs while on duty or representing the holder. Applicants also must include a policy for removing employees who engage in inappropriate conduct.

Uniforms and Vehicle Identification

Applicants should describe employee uniforms, insignia, name tags, and the applicants' policy for ensuring a clean, professional appearance by staff while on duty. The holder's employees may not wear any component of the Forest Service uniform. Additionally, applicants should address their policy for vehicle maintenance and appearance; types of vehicles to be used for operations (vehicles may not be driven off designated roads or trails); and signage to identify the concessionaire to the public.

2. Business Plan, Business Experience, and References

Applicants must submit a business plan utilizing the format in Appendix 16 of the prospectus. **This part of the application package must be a separate document.** The business plan provides a thorough analysis of an applicant's vision of the proposed business. A good business plan is essential for running a successful business, maintaining and improving the business, and raising needed capital.

Applicants must furnish a detailed description of their experience relating to operating and maintaining developed recreation sites (e.g., campgrounds, picnic areas, boat launches, and beaches). The description must include experience in private business, public service, or any nonprofit or other related enterprises. Applicants are encouraged to contact their local Small Business Development Center (SBDC) if they need assistance in completing their business plans. Alternatively, applicants who have already received a review of their business plan from an SBDC for the current fiscal year may submit a copy of the review report.

SBDC Review

All business plans will be independently reviewed a SBDC. Applicants are required to submit two (2) copies of their business plan. If an applicant's current fiscal year business plan has already been reviewed by an SBDC, the applicant may submit a copy of the review report.

The South Dakota Small Business Development Center in Rapid City, SD (http://www.usd.edu/business/small-business-development-center/) will be used to review the Business Plan portions of the applications. Their comments and recommendations will used by the Forest Service evaluation panel and be part of the evaluation process.

Performance Evaluations

Applicants who have experience in managing Forest Service or other Government concessions must provide copies of the most recent annual written performance evaluations for each Forest Service or other concession the applicants have operated or are operating.

References

Applicants also must furnish three business references with names, addresses, telephone numbers, and email addresses in support of relevant business experience. These references will be contacted for information regarding applicants' past performance. In addition, the Forest Service may consider past performance information from other sources. Past performance will be a very important evaluation criterion and therefore the applicant is encouraged to supply comprehensive reference information.

3. Financial Resources

Applicants must submit a complete set of all financial statements for the last three fiscal years that have been audited, reviewed, or compiled by a certified public accountant (CPA). For any financial statements that were only compiled by a CPA, applicants must complete FS-6500-24, Financial Statement (*see* Appendix 17) for certification of the accuracy of the financial statements.

Applicants must complete FS-6500-24 for any of the last three fiscal years they were in business for which a financial statement was not audited, reviewed, or compiled by a CPA. An applicant who has had a financial ability determination (FAD) conducted within the past year should include a statement to that effect along with the forest name, contact name and telephone number, Additionally, applicants must identify any pending applications or new permits obtained from the Forest Service since the FAD was completed.

In completing FS-6500-24, LLCs must list the name of the company in block 1, the names and interests of the principals in block 5, and their members should be listed in block 6. In addition, LLCs must complete the certification in Part (D)(1) of FS-6500-24.

An applicant who has not been in business for the last three fiscal years, and therefore cannot submit audited, reviewed, or compiled financial statements or an FS-6500-24, must submit three fiscal years of projected financial statements compiled by a CPA using the forecast method.

Any financial information submitted by applicants must conform to generally accepted accounting principles (GAAP) or other comprehensive bases of accounting. Any previously prepared financial documents that are submitted must be un-redacted and in their original form, including footnotes.

Applicants must show at least 25 percent of the first year's operating costs in liquid assets. Liquid assets are assets that are readily converted into cash.

Applicants also must complete blocks 1 through 5 of form FS-6500-25, Request for Verification (*see* Appendix 18) and submit the signed and dated form with the application. The Forest Service will forward the FS-6500-25 for the most qualified applicant to the Albuquerque Service Center for processing. The auditor assigned to conduct the FAD will send a copy to each financial institution with which the applicant does business. The financial institutions must complete blocks 6 through15 of the form and mail the completed form to USDA Forest Service, Albuquerque Service Center, Attention: Auditor**,** 101 B Sun Ave. NE, Albuquerque, NM 87109**.**

4. Fees Charged to the Public

Applicants must provide a list of all fees they propose to charge to the public for the first three years of operation; including fees for required and optional services (*see* Appendix 9, Sample Annual Operating Plan, for a list of required and optional services). Discuss any variable pricing, discounts, and passes. All proposed fees to be charged to the public also must be included in the business plan as an income item.

BHNF will consider proposals that include variable fee rates commensurate to the desirability of different sites, weekday vs. weekend, peak vs. shoulder seasons, group vs. family sites, premium vs. less desirable sites, etc. Applications should include all fee types and fee rates proposed.

The Forest Service reserves the right to regulate the rates charged to the public.

5. Fee to the Government

The Government is obligated to obtain fair market value for the use of its land and improvements. **The minimum fee is $22,989.00 per year.** The minimum fee is the concession's average gross revenue for the past three years multiplied by the current 30-year Treasury bond rate.

(**Rate as of March 11, 2014 was 3.70%)** http://www.treasury.gov/resource-center/data-chart-center/interest-rates/Pages/TextView.aspx?data=yield .

The minimum fee will be adjusted at the end of the first **five (5)** years of the permit term if the permit is extended for **five (5)** years.

Minimum Fee Calculation

Year	Gross Revenue (rounded to nearest $500.00)
2011	$627,500
2012	$632,000
2013	$604,500
Total	$1,864,000

Total gross revenue ÷ 3 = average gross revenue

$1,863,800 ÷ 3 = $621,333.33

Average gross revenue multiplied by the current 30-year Treasury bond rate = the minimum annual fee. In this example, the 30-year Treasury bond rate is 3.70 percent (March 11, 2014 rate).

$621,333.33 x 0.0370= $22,989.33 (rounded) = $22,989.00 minimum annual fee

Applicants may propose a fee below the minimum, provided they can document why this amount represents fair market value. However, the Forest Service may reject the proposed fee if the agency determines that it does not reflect fair market value.

Applicants must propose the fee to the Government as a percentage of the concession's adjusted gross revenue. One percentage may be proposed for the entire permit term, or the percentage may vary each year. However, if a consolidated fee payment will be proposed, one percentage rate must be proposed for the entire period of consolidated payments.

The proposed fee to the Government also must be included in the business plan as an expense item in the cash flow projections.

The fee to the Government may be offset in whole or in part by the value of Government MRRI, performed at the permit holder's expense in accordance with a GT fee offset agreement (*see* section III of the prospectus).

6. Application Fee

Cost Recovery

Applications submitted in response to this prospectus are subject to cost recovery pursuant to 36 CFR 251.58(c)(1)(ii) and (c)(3)(iii). Applicants must submit a **processing fee of $400.00** to cover the cost of the prospectus and review of the application. Payments due the United States for this application must be paid in the form of a bank draft, money order, or cashier's check payable to the USDA-Forest Service. Payments will be credited on the date received by the designated Forest Service collection officer or deposit location. Additionally, the selected

applicant will be responsible for the costs of preparing and issuing the permit and conducting a Financial Ability Determination (FAD), unless the Forest Service has conducted a FAD for the applicant within the past year. If a FAD has been completed for the applicant within the last 12 months, the applicant will be responsible for the cost of adjusting it to reflect any change this selection will have on the applicant's financial ability.

D. Evaluation of Applications

A Forest Service evaluation panel will evaluate each application utilizing the non-fixed weight method, and develop a recommendation to the selecting official.

RATING	CRITERIA
Very Important and of equal importance to Item B	**A. Proposed Annual Operating Plan Provisions:** Adequacy and appropriateness of labor, logistical support, and quality control. Plan is realistic in potential to meet required standards. Special considerations described in detail and meet or exceed required standards. REMARKS:
Very Important and of equal importance to Item A	**B. Business Plan, Experience and References:** Business Plan is clear, concise, and addresses operations in applicable recreational areas. Extent of general business experience. Extent of experience the applicant has had in work similar to recreation site management as required by the prospectus. Qualifications of individuals described as supervisory, maintenance, and operations personnel. REMARKS:
Not as important as Items A or B, and equally as important as D & E	**C. Financial Resources:** Financial capabilities are appropriate and verified. REMARKS:
Not as important as Items A or B, and equally as important as C & E	**D. Fees Charged to the Public:** Fees and services proposed are reasonable and appropriate. Proposal offers a range of opportunities with regard to fees for various services. REMARKS:
Not as important as Items A or B, and equally as important as C & D	**E. Fees to the Government:** Proposed return to the government for off-set maintenance. REMARKS:
Total Rating	

The following evaluation criteria are listed in approximate descending order of importance:

- Proposed annual operating plan (including required and optional services).
- Business plan, business experience, and references.
- Financial resources.
- Fees charged to the public.
- Fee to the Government.

The Forest Service will consider only the applicant's written application package and any past performance information obtained by the Forest Service. During the evaluation process, the evaluation panel may contact any references, including all federal, state, and local entities that have had a business relationship with the applicant. The evaluation panel also may consider past performance information from other sources.

The evaluation panel will make a recommendation to the authorized officer (Forest Supervisor) as to which applicant offers the best value to the Government. The authorized officer will make the selection decision. All applicants will be notified of the successful applicant via certified mail.

The Forest Service will conduct a FAD on the selected applicant as a prerequisite to issuing a special use permit, unless the agency has a current fiscal year FAD conducted by the Albuquerque Service Center or SBDC for another Forest Service unit.

The Forest Service reserves the right to reject any and all applications.

The Forest Service reserves the right to rescind the prospectus at any time before a special use permit is issued. If the Forest Service rescinds the prospectus, application fees will be returned.

The BHNF intends to mail a selection letter to the successful applicant prior to the end of January, 2015. Letters of non-selection will be mailed concurrently.

V. Post-Selection Requirements

Once an applicant has been selected, the following information must be submitted and approved by the Forest Service prior to issuance of a special use permit:

- A final annual operating plan containing all the items included in the annual operating plan submitted in response to the prospectus.
- An annual GT fee offset agreement.
- Documentation of required liability insurance and, if applicable, property insurance.
- Documentation of bonding, if applicable.
- Required deposits and advance payments (*see* Appendix 10: FS-2700-4h, clause IV.C.1).

- Documentation that utility services have been obtained in the name of the selected applicant.

- A state business license and any other required federal, state, or local certifications or licenses.

The successful applicant will be required to submit all these items within 30 days of the date of the selection letter. If these requirements are not met within the 30-day period, a special use permit will not be issued. The applicant who receives the next-highest rating may then be selected for the special use permit, subject to the same requirements.

The successful applicant will begin on or about **March 15, 2015**, with campgrounds opening on Friday, **May 16, 2015**.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 10 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

Appendices

Appendix 1: Vicinity and Area Maps
Appendix 2: Maps and Descriptions of Developed Recreation Sites
Appendix 3: Inventory of Government-Furnished Property
Appendix 4: Applicable Forest Orders
Appendix 5: Sample Use Report
Appendix 6: Sample Customer Service Comment Card
Appendix 7: Standard Performance Evaluation Form
Appendix 8: FSM 2342.1, Exhibit 01, Law Enforcement at Concession Campgrounds
Appendix 9: Sample Annual Operating Plan
Appendix 10: FS-2700-4h, Special-Use Permit for Campground and Related Granger-Thye Concessions, and FS-2700-4h, Appendix-F, Operation of Federally Owned Drinking Water Systems
Appendix 11: FS-2700-4h, Appendix B, Granger-Thye Fee Offset Agreement
Appendix 12: Potential Government Maintenance, Reconditioning, Renovation, and Improvement Projects
Appendix 13: Indirect Cost Reimbursement Guidance
Appendix 14: FS-2700-4h, Appendix G, Granger-Thye Fee Offset Certification
Appendix 15: Sample Collection Agreement for Granger-Thye Fee Offset Work
Appendix 16: Sample Business Plan
Appendix 17: FS-6500-24, Financial Statement
Appendix 18: FS-6500-25, Request for Verification
Appendix 19: Rocky Mountain Region Vegetation Management Guidelines
Appendix 20: Black Hills National Forest NVUM Report (2009)
Appendix 21: BHNF Recreation Facility Analysis (2008) Program of Work
Appendix 22: National Recreation Reservation System Operation Manual
Appendix 23: E.O. 13423, Federal Environmental, Energy and Travel Management
Appendix 24: Insurance Form
Appendix 25: National Quality Standards for Recreation Site Management

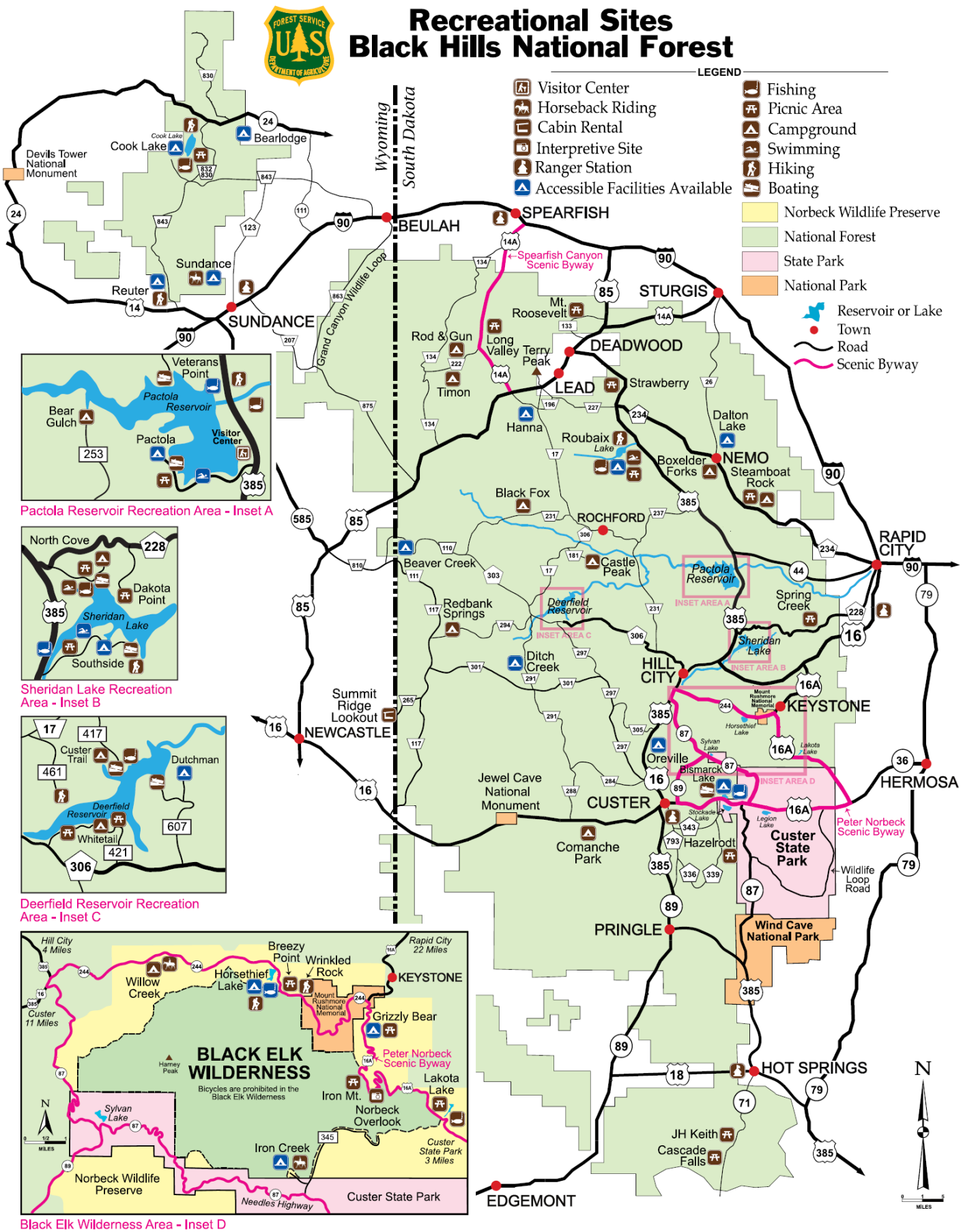
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Appendix 1: Vicinity and Area Maps

Maps can also be found on the Black Hills National Forest webpage: www.fs.fed.us/r2/blackhills

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Recreational Sites
Black Hills National Forest



Pactola Reservoir Recreation Area - Inset A

Sheridan Lake Recreation Area - Inset B

Deerfield Reservoir Recreation Area - Inset C

Black Elk Wilderness Area - Inset D

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Recreational Sites
Black Hills National Forest

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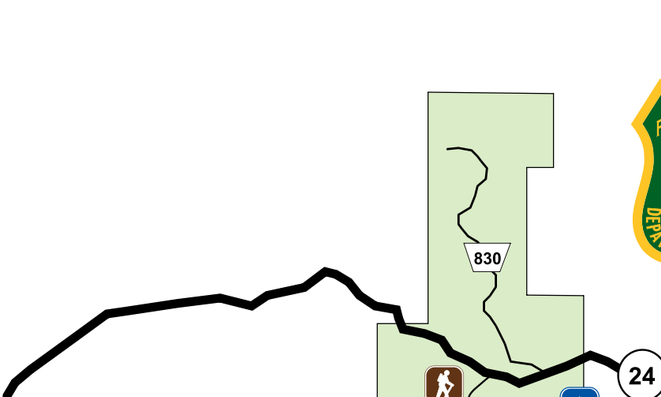
LEGEND

- Visitor Center
- Horseback Riding
- Cabin Rental
- Interpretive Site
- Ranger Station
- Accessible Facilities Available
- Fishing
- Picnic Area
- Campground
- Swimming
- Hiking
- Boating
- Norbeck Wildlife Preserve
- National Forest
- State Park
- National Park
- Reservoir or Lake
- Town
- Road
- Scenic Byway

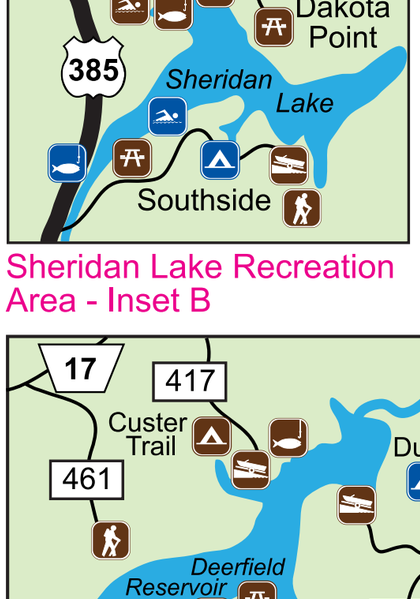
Wyoming | South Dakota

Devils Tower National Monument
Cook Lake
Bearlodge
Sundance
Reuter
SUNDANCE
BEULAH
SPEARFISH
Spearfish Canyon Scenic Byway
Grand Canyon Wildlife Loop
STURGIS
Mt. Roosevelt
Rod & Gun
Long Valley
Terry Peak
DEADWOOD
LEAD
Timon
Strawberry
Hanna
Roubaix Lake
Dalton Lake
Boxelder Forks
NEMO
Steamboat Rock
Black Fox
ROCHFORD
RAPID CITY
Beaver Creek
Castle Peak
Pactola Reservoir
INSET AREA A
Spring Creek
Redbank Springs
Deerfield Reservoir
INSET AREA C
Sheridan Lake
INSET AREA B
Ditch Creek
HILL CITY
Summit Ridge Lookout
NEWCASTLE
Mount Rushmore National Memorial
KEYSTONE
Horsethief Lake
Sylvan Lake
Lakota Lake
Oreville
Bismarck Lake
INSET AREA D
Jewel Cave National Monument
CUSTER
Stockade Lake
Legion Lake
Custer State Park
Peter Norbeck Scenic Byway
HERMOSA
Comanche Park
Hazelrodt
Wildlife Loop Road
PRINGLE
Wind Cave National Park
HOT SPRINGS
JH Keith
Cascade Falls
EDGEMONT

Pactola Reservoir Recreation Area - Inset A



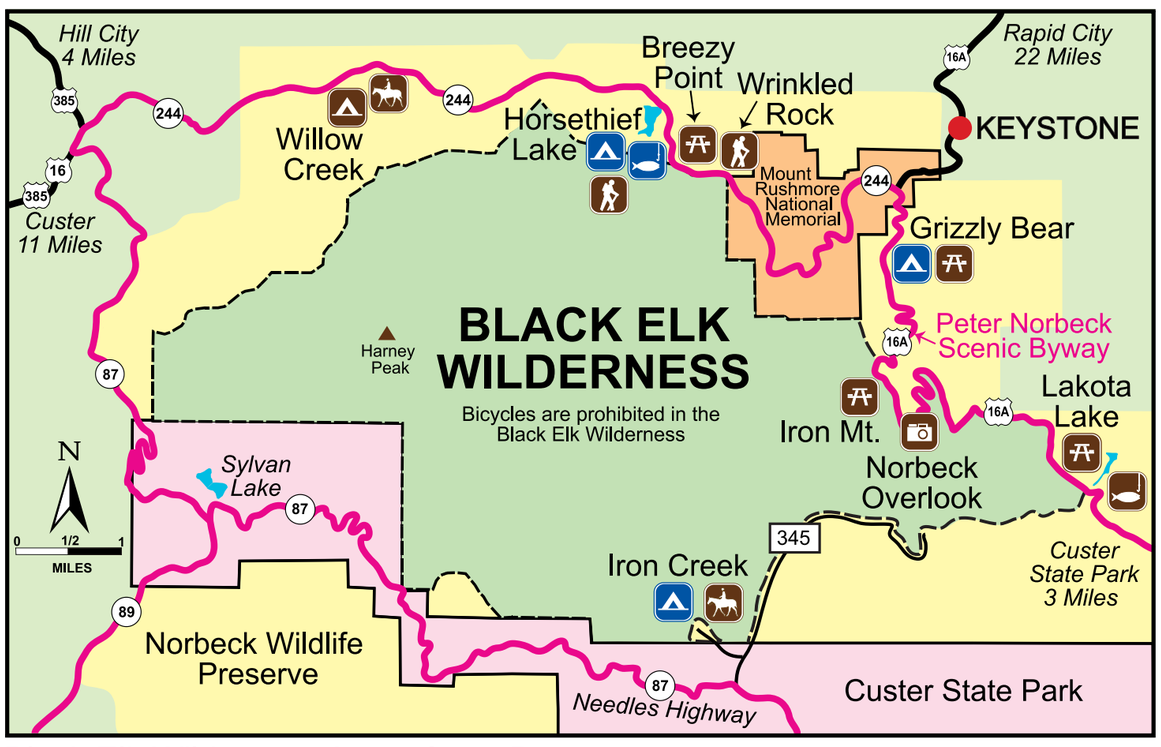
Sheridan Lake Recreation Area - Inset B



Deerfield Reservoir Recreation Area - Inset C



Black Elk Wilderness Area - Inset D



N

0 1 5 MILES

Black Hills National Forest

Recreation Guide



Black Hills National Forest
Supervisor's Office
1019 N. 5th Street, Custer, SD 57730
605-673-9200 or Dial 711 for TRS
www.fs.usda.gov/blackhills

For more information contact:

Bearlodge Ranger District
101 S. 21st Street, PO Box 680,
Sundance, WY 82729
307-283-1361

Hell Canyon Ranger District
330 Mount Rushmore Road,
Custer, SD 57730
605-673-4853

Mystic Ranger District
8221 S. Hwy. 16, Rapid City, SD 57702
605-343-1567

Northern Hills Ranger District
2014 N. Main Street, Spearfish, SD 57783
605-642-4622

Black Hills National Forest Visitor Center
located on Pactola Reservoir Dam,
on US Highway 385, open from
Memorial Day to Labor Day.

The USDA is an equal opportunity provider and employer.

REV2012

Welcome

Welcome to your **Black Hills National Forest** where 1.2 million acres of public land recreation opportunities await you!

We hope you enjoy the eleven reservoirs, twenty-nine campgrounds, two scenic byways, 1,300 miles of stream, 13,426 acres of wilderness, hundreds of miles of non-motorized and motorized trails, and much more! The Forest is managed for many uses, so don't be surprised to see mining, logging, cattle grazing, and summer homes on your travels. Please take time to enjoy the beauty and charm of this national treasure.

Scenic Byways

Peter Norbeck Scenic Byway in the southern Black Hills leads visitors along 66 miles of scenic highways that pass through the Norbeck Wildlife Preserve, the Black Hills National Forest, Custer State Park, and Mount Rushmore National Memorial. A visit to the Black Hills should include a trip through this byway's one lane tunnels that frame Mount Rushmore, and around the curling 'pig-tail' shaped bridges, along the Iron Mountain Road.

Spearfish Canyon Scenic Byway in the northern Black Hills takes visitors along US Highway 14A, through 18 miles of breath taking views of waterfalls, sheer cliff walls, springs, a roaring stream, and an opportunity to view wildlife. Pick up a self-guided tour map and brochure at any Forest Service office in the Black Hills.



SDTourism

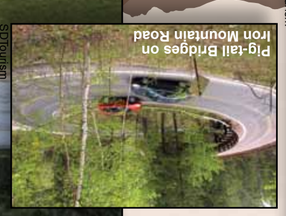
Trails

Hiking, Biking, OHVs, Horses, Snowmobiles

The Forest offers hundreds of miles of non-motorized and motorized trails. There are a variety of settings from forest to prairie, and easy to difficult opportunities to challenge your skills.

Motorized vehicles and mountain bikes are prohibited in the Black Elk Wilderness, where only foot and horse travel are allowed.

Brochures for most of the non-motorized trails, Motor Vehicle Use Maps of the motorized trail system, and a map of the snowmobile trail system, are available at Forest offices and online.



SDTourism

Pig-tail Bridges on Iron Mountain Road



BHNF

Sheridan Lake

Guide Services

Commercial fishing, hunting, sightseeing, and trail ride guides, to name a few, are located throughout the Black Hills. These Forest Service partners operate under special use permits and help visitors enjoy the Forest. Call the Forest, or check out our list of permitted businesses on our website before you book a trip.

More Activities

Black Hills Moonwalk

Once a month during the summer, Forest visitors enjoy a natural history program and hike under a full moon. Pick up a **Black Hills Moonwalk** brochure from a Forest Service office for more information, or visit our website at: www.fs.usda.gov/blackhills

General Information

• Trail Ethics
Cutting switchbacks causes erosion. Please stay on the designated trail. Expect and respect other trail users.



• Extreme Weather
Clear sunny days can quickly turn into afternoon thunderstorms. Carry extra warm clothes and be prepared for snow or hail!

• Water
Streams in the forest may look safe to drink but usually they are not. Carry at least one quart of water per hiker.



BHNF

Available Maps
Motor vehicle use maps and waterproof motorized trail maps are available at all Forest Service Offices and the BHNF Visitor Center.

Detailed information for trails, back country roads, streams, lakes, peaks, lookout towers, private, federal and state lands, and recreation sites is available on the BHNF Visitor Map.

Thank you for being a responsible user of your National Forest!

Contacts

1-877-444-6777 • Dial 711 for TRS
www.recreation.gov
A reservation fee is charged to make and cancel a reservation. A limited number of sites are available on a first-come, first-served basis. Reservations are recommended for holiday weekends.

Horse Camping

The Black Hills National Forest requires the use of certified weed free feed. Contact the South Dakota Department of Agriculture Hotline at 800-228-5254 or Wyoming Department of Agriculture Hotline at 307-777-7321.

Sundance Campground, north of Sundance, WY, has corrals and potable water. It has accessible sites.

Iron Creek Horse Camp, east of Custer, SD, adjacent to Custer State Park, has corrals and potable water.

Willow Creek Horse Camp, Southeast of Hill City, SD, has no corrals, but portable corrals are permitted, no potable water, but stock water is available from Willow Creek.

Other public Horse Camps are located in Custer State Park and Fort Meade Recreation Area near Sturgis, SD. Horse camping is also offered at some private campgrounds throughout the Black Hills.

treadlightly!®
ON LAND AND WATER

Camping

The Forest has 29 campgrounds and 682 individual sites. Most of the campgrounds are operated by a concessionaire, and have on-site hosts in the summer. Fees range from $10 to $24 per night for a single family site (2012) - which can accommodate up to 8 people. Some campgrounds may have reduced rates in the fall, winter, and spring. Potable water and vault toilets are available at most sites. Showers, electric, sewer, and water hook-ups are NOT available. For more information, please go to: www.fs.usda.gov/blackhills

Dispersed Wilderness Camping

Visitors to the Black Elk Wilderness must fill out a Use Registration Form, available at any of the major trailhead portals into the wilderness. Camping is allowed anywhere EXCEPT within ¼ mile of Harney Peak Trail #9 and Harney Peak. NO camping in the Tower. To keep our water pure, do not camp or dispose of human waste within 100 feet of streams or other water sources.

Dispersed Camping

Outside the Wilderness, dispersed camping is allowed within 300' of designated roads for motorized access (see Motor Vehicle Use Maps), and throughout the Forest for non-motorized access. However, dispersed camping is NOT allowed within 1/2 mile of a campground.

Reserve a Campsite

1-877-444-6777 • Dial 711 for TRS
www.recreation.gov
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Fire Restrictions

Campfires or open fires in the South Dakota portion of the Black Hills are allowed only in developed campground or picnic area fire grates. Campfires are allowed in the Wyoming portion of the Black Hills.

Day-use Area Fees

Some day-use sites charge a daily fee, per vehicle, from mid-May through mid-September. A $20 and $30 Annual Pass is also offered for frequent visitors. Passes can be purchased at most Black Hills National Forest offices, some campgrounds, and the Forest Visitor Center at Pactola Reservoir. Fees are used to maintain and operate the facilities.

Accessibility

Many recreation sites on the Black Hills National Forest have fairly level terrain and are accessible to visitors who have disabilities. Accessibility is contingent on the characteristics of each site. If you have questions about a particular recreation site, please contact a Forest Service office.

Campground and Cabin Information

Campground Name	Daily Fee (Fees as of May 2012)	Units	Drinking Water	Lake or Stream	Spur Length	Open in Winter	Hosts	Remarks
Bear Gulch **Group** (*) (R)	$85 (Group)	1	Yes	Pactola Reservoir	45 ft	No	No	Quiet side canyon to Pactola
Bearlodge (*) ⛺	$10	8	No	None	25 ft	Partial	No	Just off highway to Devil's Tower
Beaver Creek ⛺	$10	8	Yes	Beaver Creek	45 ft	Yes	No	Remote, quiet, and high elevation
Bismarck Lake (*) (R) ⛺	$24	23	Yes	Bismarck Lake	55 ft	Partial	Yes	Canoeing, fishing, electric motors less than 6 hp
Boxelder Forks (*)	$16	14	Yes	Boxelder Creek	45 ft	Partial	Yes	Near Centennial Trail
Black Fox	$10	9	No	Rapid Creek	45 ft	Yes	No	Trout fishing, high elevation
Castle Peak	$10	9	No	Castle Creek	45 ft	Yes	No	Remote, historic mining sites nearby
Comanche Park (*) (R)	$14	34	Yes	None	55 ft	Partial	Yes	Closest campground to Jewel Cave
Cook Lake (*) (R) ⛺	$14/$18	34	Yes	Cook Lake	45 ft	Partial	Yes	Fee difference among sites; fishing,wildlife,hiking
Custer Trail (*)	$14	16	Yes	Deerfield Lake	50 ft	No	No	North shore location, trailhead, high elevation
Dalton Lake (*) ⛺	$18	11	Yes	Dalton Lake	45 ft	No	Yes	Centennial Trail, Little Elk Canyon
Ditch Creek (*) ⛺	$18	13	Yes	Ditch Creek	50 ft	Yes	No	5 mi south of Deerfield Lake, high elevation
Dutchman (*) (R) ⛺	$18	45	Yes	Deerfield Lake	50 ft	Partial	Yes	South shore, fishing, boating, & trails, high elevation
Grizzly Bear (*) (R) ⛺	$20	15	Yes	Grizzly Creek	20 ft	No	Yes	Near Mt. Rushmore, reservations recommended, **no trailers/RVs**, single vehicles only
Hanna (*) ⛺	$16	13	Yes	Spearfish Creek	55 ft	No	Yes	Near Spearfish Canyon Scenic Byway, high elevation
Horsethief Lake (*) (R) ⛺	$24	36	Yes	Horsethief Lake	50 ft	No	Yes	Near Mt. Rushmore, reservations recommended
Iron Creek **HORSE** Camp (*) (R) ⛺	$22	9	No	Iron Creek	50 ft	Closes mid-Oct	No	Reservations recommended
Oreville (*) (R) ⛺	$18	26	Yes	None	50 ft	Closes mid-Oct	Yes	Near Mickelson Trail
Pactola (*) (R) ⛺	$24	80	Yes	Pactola Reservoir	50 ft	Partial	Yes	Fishing, boating, trails, marina, store, open in winter
Redbank Springs	$10	4	No	Spring only	40 ft	Yes	No	Isolated and remote spot, high elevation
Reuter (*) (R) ⛺	$10	24	Yes	None	30 ft	Partial	Yes	Near Warren Peak lookout tower
Rod & Gun (*)	$16	7	Yes	Little Spearfish	50 ft	Closed 12/1-5/15	No	Near *Dances With Wolves* filming site, high elevation
Roubaix (*) (R) ⛺	$20	56	Yes	Roubaix Lake	45 ft	Partial	Yes	Fishing & swimming, high elevation
Sheridan Lake North Cove **Group** (*) (R)	$50-$150	5	Yes	Sheridan Lake	60 ft	No	No	Group camping, reservations recommended
Sheridan Lake Southside (*) (R) ⛺	$24	129	Yes	Sheridan Lake	60 ft	Partial	Yes	Flume Trail and Centennial Trail, open in winter
Sundance **HORSE** Camp (*) (R) ⛺	$14	10	Yes	None	50 ft	Partial	No	Horse facilities and trails near to I-90
Timon (*)	$16	7	Yes	Little Spearfish	60 ft	Closed 12/1-5/15	No	Fishing, hiking, and mountain bike trails, high elevation
Whitetail (*) (R)	$18	17	Yes	Deerfield Lake	50 ft	Yes	Yes	Lake Loop Trail, fishing, high elevation
Willow Creek **HORSE** Camp **Grp** (*) (R)	$18	17	Yes	Deerfield Lake	50 ft	Yes	Yes	Lake Loop Trail, fishing, high elevation

Cabin Rental	Daily Fee	Units	Drinking Water	Lake or Stream	Spur Length	Open in Winter	Hosts	Remarks
Summit Ridge Lookout Cabin (R)	$35	1	No	None	N/A	By reservation	No	605-673-4853 for cabin rental info, high elevation

(R) Reservations are available by calling 1-877-444-6777 or on the web at www.Recreation.gov.
(*) Operated mid-May to mid-September by a private campground concessionaire under special use permit.
⛺ A limited number of accessible sites are available at these campgrounds.
Varying levels of accessibility exist among campground sites.
At concessionaire operated campgrounds, a minimum pet fee of $2 per pet will be charged during your stay.
At concessionaire operated campgrounds, an additional fee for multiple vehicles may apply.

- **Stay limit for camping in the BHNF is 14 days (BHNF-046-98).**
- **All fees and open status are subject to change.**
- **A portion of all fees collected at campgrounds will be used for repairs and upkeep of Forest Service facilities.**
- **Generator quiet hours are 10 pm - 6 am.**
- **Roads within the campgrounds are not plowed in the winter.**

Ordinary Man ~ Extraordinary Vision



Governor Peter Norbeck



Norbeck with Mt. Rushmore architect, Gutzom Borghlum.

Many of the outstanding features of the Black Hills have a common thread - they are the legacy of Peter Norbeck.

Burly and unpretentious, Norbeck was a man of common origin but uncommon destiny. Born in 1870 in a tiny dugout shelter in eastern South Dakota, Norbeck eventually moved to the Black Hills, where he would become a steward of the land and a nationally prominent conservationist legislator.

Despite having the worst attendance record at his one-room schoolhouse, Norbeck eventually made it to the University of South Dakota. His three terms cost him $25 and helped guide his future in business and politics.

Norbeck's successful well-drilling business eventually gave way to his interest in politics. Beginning in 1908 as a State Senator, Norbeck went on to become Lieutenant Governor and then Governor. In 1920, the road led him to a U.S. Senate seat in Washington, D.C. where he served three terms.

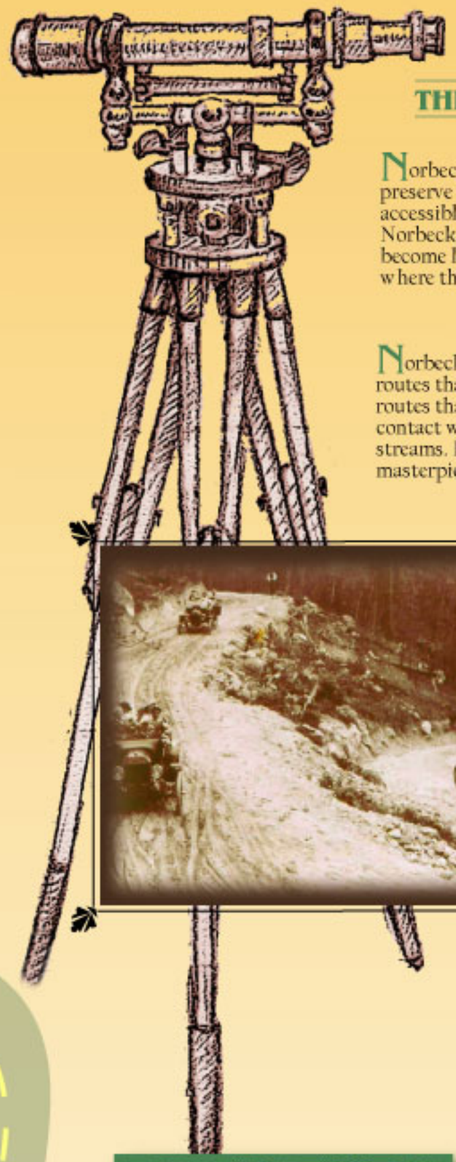
Custer State Park, Norbeck Wildlife Preserve, and Mt. Rushmore National Memorial exist today because of Norbeck's tireless efforts. He also helped establish the Federal Duck Stamp Program, Badlands National Monument and Grand Teton National Park. National Park Service Director Horace Albright said:

"We are not likely to see another leader arise who will have such a broad knowledge of the conservation problems of the country and the courage, power, and the legislative skill in guiding through Congress the laws necessary to provide permanent solutions to these problems."

Peter Norbeck continued to be politically active until he died quietly at his home in 1936.

A Masterpiece of Art & Engineering

"I would rather be remembered as an artist than as a United States Senator."
~ Peter Norbeck



THE NEEDLES HIGHWAY

Norbeck was guided by a persistent desire to preserve natural beauty while making special areas accessible to as many people as possible. To that end, Norbeck assembled teams of engineers who would become leaders in a new form of road building - where the road itself was a work of art.

Norbeck searched through the Harney Range for routes that would provide 'the grandest views' - routes that would bring the visitor in intimate contact with the forest, the rocks, and the streams. His road would engage the senses, in a masterpiece of engineering.

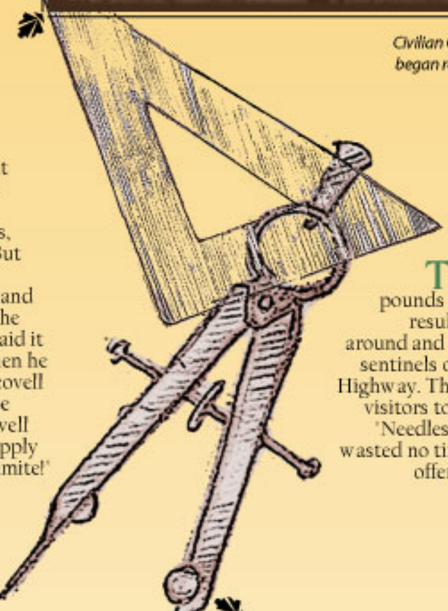


Early motorists on the Needles Highway.

In 1919, the route that Norbeck mapped out was, to conventional engineering standards, impossible to build. But Norbeck was an unconventional man, and was not deterred by the 'diploma boys' who said it couldn't be done. When he asked his engineer, Scovell Johnson, if it would be possible to build, Scovell replied, 'If you can supply me with enough dynamite!' And so Norbeck did.

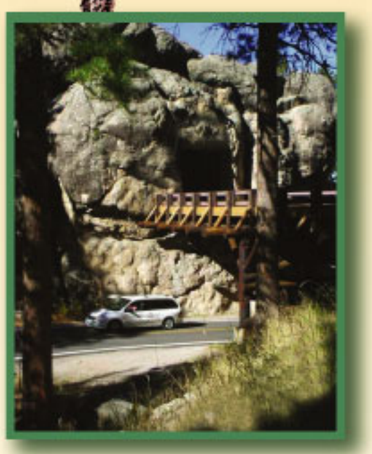


Civilian Conservation Corps crews began road building in the 1930s.



Two years and 150,000 pounds of dynamite later, the result was a winding road around and through the upthrust sentinels of stone - The Needles Highway. The new signs directing visitors to this work of art read 'Needless Highway.' Johnson wasted no time in scraping off the offending last 's' with his pocketknife.

THE IRON MOUNTAIN HIGHWAY



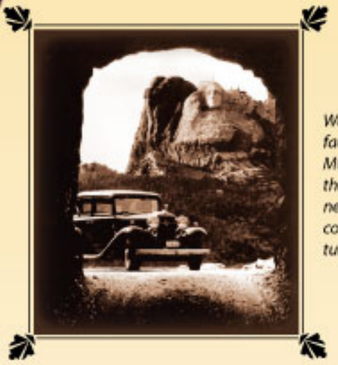
An Iron Mountain bridge disappears into a tunnel.

The Needles Highway was good training ground for Norbeck's next venture - the Iron Mountain Road. Norbeck mapped out a route that required three tunnels to be blasted through the mountains. In addition, the tunnels were to frame the four faces emerging from Mt. Rushmore in the distance. But that was the easy part.

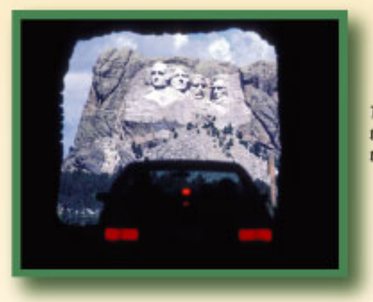
Norbeck asked the Superintendant of Custer State Park, C.C. Gideon, to design the road that would connect the tunnels. Gideon devised a remarkable corkscrew spiral road connecting the tunnels to lift the traveler from one level to another without adding miles of road. Gideon (who quit school at age 13) referred to them as 'spiral-jumpoffs.' Norbeck call them 'whirly jigs.' Today they are known as the Pigtail Bridges.



Pigtail bridge

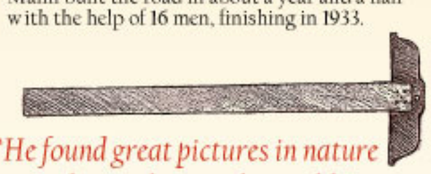


Washington's face emerges at Mt. Rushmore through the newly constructed tunnel.



Today's view through a tunnel.

Custer State Park Superintendent Owen Mann built the road in about a year and a half with the help of 16 men, finishing in 1933.



"He found great pictures in nature and gave them to the world."
- From a newspaper editorial at the time of Norbeck's death

Wildlife Along the Byway



Keep your eyes open for marmots, antelope, coyotes, mule and white-tailed deer. If you are observant (and maybe a bit lucky) you may see bobcats, mountain lions, bald eagles, badgers, and porcupines.

Although not native to the area, Rocky Mountain elk, bighorn sheep, and mountain goats now make their home here. Watch for shy rattlesnakes on your walks - they don't like to be startled.



Along the Peter Norbeck Scenic Byway, our traffic jams are a little different. Because of the abundance and visibility of wildlife, you may occasionally find yourself in a 'Goat Jam,' a 'Bison Jam,' or a 'Tourist Jam.'

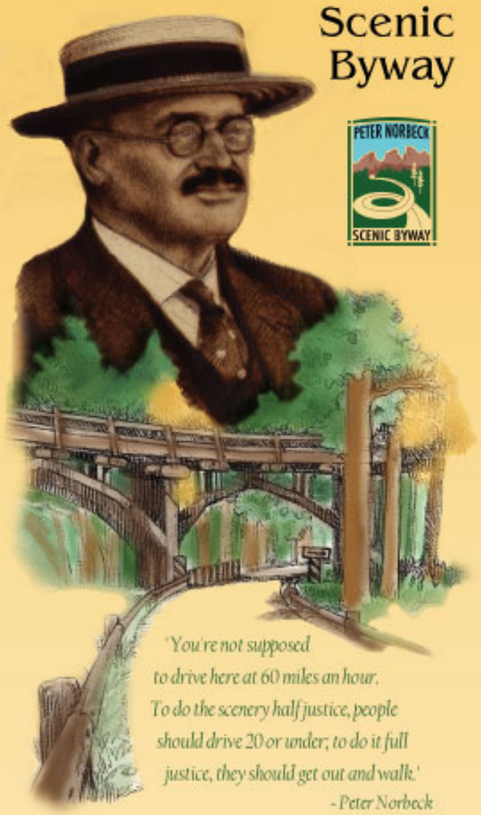
Please drive carefully!





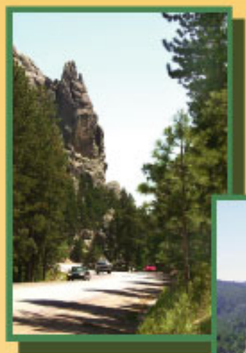
Welcome to the Peter Norbeck Scenic Byway

PETER NORBECK Scenic Byway

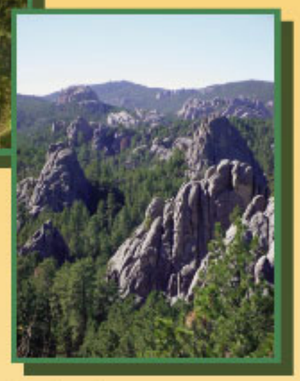


"You're not supposed to drive here at 60 miles an hour. To do the scenery half justice, people should drive 20 or under; to do it full justice, they should get out and walk."
- Peter Norbeck

An Extraordinary Man's Masterpiece of Art & Engineering

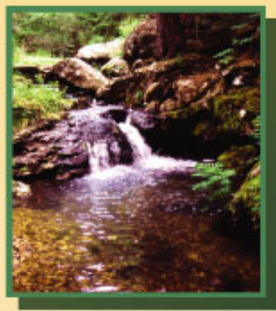


Open your car window and breath in the perfume of a ponderosa pine forest.



Feel the spiral of the pigtail bridges pulling you closer into the hills.

Let your hands explore the coarse contours of a granite spire.



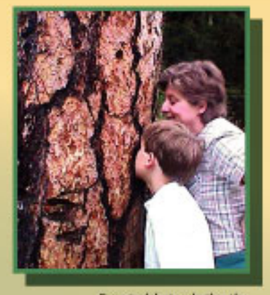
Listen to the musical rivulets of a creek finding its way down a valley.

Discover the amazing rock walled tunnels that perfectly frame Mt. Rushmore.

The Peter Norbeck Scenic Byway is a 66-mile double loop that honors a South Dakota conservationist, Governor, and U.S. Senator. "An Ordinary Man with an Extraordinary Vision," Peter Norbeck is credited with an impressive list of conservation accomplishments. To the people of South Dakota and the nation, he bequeathed an enduring legacy through the Peter Norbeck Scenic Byway.

Near the geographic center of the continent, the Black Hills rise 4,000 feet above the high northern grasslands, like an 'island in the plains.' At 7,242 feet, Harney Peak is the highest point east of the Rocky Mountain chain and west of the Spanish Pyrenees.

Ninety percent of the area is cloaked in ponderosa pine, decorated with ribbons of aspen, birch, bur oak, spruce, and willow. The oldest and largest pines are called 'yellow barks,' because of the tint they take on in maturity.



Experts debate whether the "yellow barks" emanate a chocolate, vanilla, or butterscotch odor!

The Lakota Sioux people called the Black Hills 'Paha Sapa' meaning 'hills that are black' which is how they appear from the plains.



Harney Peak

The Black Hills are the eroded remnants of a mountainous dome formed when younger sedimentary material was bowed upward by molten stone intruding from below. Lakota people sometimes refer to this igneous rock as 'Inyan, the Stone Nation.' Inyan is prominent in their origin story, whereby the Great Spirit gives movement to the Stone Nation People.



Black Elk

As you drive toward the center of the hills, the rocks get older (more than 2 billion years). In fact, they are some of the oldest in North America. Age after age, these outcroppings have been sculpted by wind, water, and sun to create the monoliths and spires that you see along the byway today.



Legend

Much of what you see from the Scenic Byway is part of the 1.2 million-acre **Black Hills National Forest.** Not only does the National Forest provide a scenic backdrop for the hills, it is also a working forest, providing timber, forage, water, wildlife habitat, minerals, and recreational opportunities.

The 13,426-acre **Black Elk Wilderness (Black Hills NF)** is named for a famous Oglala holy man. Wilderness is established to be an area "...where man himself is a visitor who does not remain" (1964 Wilderness Act). Travel is by foot or horse only.

Congress established the 35,000-acre **Norbeck Wildlife Preserve (Black Hills NF)** in 1920 for the "protection of game animals and birds and to be recognized as a breeding place therefore." Here, the needs of wildlife come first.

Mt. Rushmore National Memorial, the "Shrine of Democracy," became a reality when Gutzon Borglum sculpted his vision, symoblizing the birth, growth, preservation, and development of the United States.

Established in 1919, **Custer State Park** preserves the beauty of its landscapes while providing activities for all. Whether you're seeking solitude or an exciting adventure, this 71,000-acre park is the place to go.

Campground
Picnic Area
Tunnel
Vista Point
10 Miles between junctions
Scenic Byway

Busses, RVs, and trailers may find it difficult or impossible to negotiate the hairpin turns and tunnels of the byway. Contact Custer State Park for more information.



SCENIC WANDERS



Washington Profile
Just to the west of the main entrance to Mt. Rushmore, this wayside provides a unique view of Washington's face.



Iron Mountain Road
The road they said 'couldn't be built' spirals up the mountains via three pigtail-shaped bridges. Three tunnels perfectly frame Mt. Rushmore in the distance.



Needles Highway
Hairpin turns and narrow tunnels make this more than your average 'drive in the park!' The 14-mile drive winds through a maze of granite formations, reminiscent of needles, organ pipes, and spires. Watch for the Needle's Eye and Cathedral Spires.



Golden Valley
Lieutenant Colonel George Custer used this area in 1874 as the base camp for the Custer Expedition that explored the Black Hills. More important to the future of the area, Golden Valley was also where gold was first discovered.



Gordon Stockade
The Gordon Party came to the Black Hills in 1874 in search of gold. Although illegal, they built a base camp on French Creek. Today a replica stands as a reminder of those Gold Rush days.



Wildlife Loop Road
This 18-mile loop passes through grasslands and rolling hills that harbor bison (buffalo), pronghorn antelope, elk, coyotes, and an abundance of other wildlife.



The Badger Hole
Charles Badger Clark, South Dakota's first Poet Laureate, lived for 30 years in his cabin deep inside Custer State Park. Clark embodied the spirit of the West, inspired by the sights, sounds, and smells of his own front yard.



Peter Norbeck Visitor Center
Stop here to learn more about Custer State Park and the park's founder - Peter Norbeck.

For More Information

Black Hills National Forest
25041 North Highway 16
Custer, SD 57730
(605) 673-9200
www.fs.fed.us/r2/blackhills

Mt. Rushmore National Memorial
13000 Hwy. 244
Building 31, Suite 1
Keystone, SD 57752
(605) 574-2523
www.nps.gov/moru

Custer State Park
HC 83, Box 70
Custer, SD 57730
(605) 255-4515
www.custerstatepark.info

Custer Chamber of Commerce
615 Washington St.
Custer, SD 57730
(605) 673-2244
(800) 992-9818
www.custersd.com

Hill City Chamber of Commerce
324 Main St.
Hill City, SD 57745
(605) 574-2368
(800) 888-1798
www.hillcitysd.com

Keystone Chamber of Commerce
110 Swanzey St.
Keystone, SD 57745
(605) 666-4896
(800) 456-3345
info@keystonechamber.com

South Dakota Office of Tourism
(800) S-DAKOTA
www.travelsd.com

Funded in part by the Federal Highway Administration.
Photos provided by Black Hills National Forest, Custer State Park, Mt. Rushmore National Memorial and South Dakota Dept. of Tourism
These organizations are equal opportunity providers.

Appendix 2: Maps and Descriptions of Developed Recreation Sites

Individual site maps for facilities that are included in the National Recreation Reservation System (NRRS) are also available at www.Recreation.gov

BEARLODGE RANGER DISTRICT

Cook Lake Recreation Complex
- Cook Lake Campground
- Picnic Ground
- Trailhead

Expanded Amenity Fee Campgrounds
- Bearlodge Campground
- Reuter Campground & Trailhead
- Sundance Horse Campground & Trailhead

HELL CANYON RANGER DISTRICT

Bismarck Lake Recreation Complex
- Bismarck Lake Campground
- Fishing Area
- Picnic Ground
- Boat Launch

Horsethief Lake Recreation Complex
- Horsethief Lake Campground
- Fishing Area
- Trailhead

Expanded Amenity Fee Campgrounds
- Beaver Creek Campground
- Comanche Park Campground
- Grizzly Creek Campground & Picnic Ground
- Iron Creek Horse Campground & Trailhead
- Oreville Campground
- Redbank Spring Campground
- Willow Creek Horse Campground & Trailhead

Standard Amenity Fee Picnic Grounds
- Lakota Lake Picnic Ground & Day Use Area

MYSTIC RANGER DISTRICT

Pactola Recreation Complex
- Pactola Campground
- Bear Gulch (Group) Campground
- North Boat Launch
- South Boat Launch
- Pactola Point Swim Beach & Picnic Ground
- Osprey Trailhead (located behind B loop)

Sheridan Recreation Complex
- Sheridan South Campground
- North Cove Group Campground
- North Boat Launch
- South Boat Launch
- North Beach
- North Picnic Ground
- South Beach & Picnic Ground
- Dakota Point Picnic Ground
- Calumet Trailhead (located at South Launch)

Deerfield Recreation Complex
- Dutchman Campground
- Whitetail Campground
- Custer Trails Campground, Boat Launch, &Trailhead
- Deerfield Cove Boat Launch
- Mountain City Picnic Ground
- Lakeshore Picnic Ground

Expanded Amenity Fee Campgrounds
- Ditch Creek Campground (4 miles south of Deerfield)
- Black Fox Campground (8 miles west of Rochford)
- Castle Peak Campground (8 miles southwest of Rochford)

Standard Amenity Fee Picnic Grounds
- Spring Creek Picnic Ground (1 mile east of Sheridan Lake)

NORTHERN HILLS RANGER DISTRICT

Dalton Lake Recreation Complex
- Dalton Lake Campground
- Picnic Ground
- Trailhead

Roubaix Lake Recreation Complex
- Roubaix Lake Campground
- Beach
- Picnic Ground

Expanded Amenity Fee Campgrounds
- Boxelder Forks Campground
- Hanna Campground
- Rod & Gun Campground
- Steamboat Rock Campground & Picnic Ground
- Timon Campground & Trailhead

Standard Amenity Fee Picnic Grounds
- Strawberry Hill Picnic Ground

Campground Descriptions, Black Hills National Forest

Bearlodge Ranger District:

Cook Lake Recreation Complex

Cook Lake Campground has 32 camp sites (9 accessible) and 33 picnic sites. The lake is stocked with trout, catfish, and sunfish, and there is a wheelchair accessible pier. There is carry-down access to the lake for small watercraft. Approximately four miles of hiking and bicycling trails are available at the recreation area. A hike to Warren Peak Lookout Tower makes a scenic day trip for visitors to the Cook Lake Recreation Area. From Sundance, WY, take US Hwy. 14 west, or exit 185 off Interstate 90 to US Hwy. 14 west, for 1.4 miles to Cook Lake Recreation Area sign at Forest Route 838. Turn right onto FSR 838 and go 12.9 miles to FSR 843. Turn right and go 5.4 miles to another Cook Lake Recreation Area sign on FSR 842. Turn left and go 1.1 miles to campground.

Expanded Amenity Fee Campgrounds

Bearlodge Campground has 8 camp sites (1 accessible). Restroom facilities are available. The campground is isolated from the adjacent Forest by Wyoming State Highway 24. This campground is a convenient distance from Devils Tower. To access the Bearlodge Campground from Aladdin, travel west on Wyoming State Highway 24 for approximately seven miles.

Reuter Campground has 24 campsites (0 accessible). Restroom facilities are available. Warren Peak Lookout Tower, approximately four miles north of the campground on FSR 838, provides a panoramic view of South Dakota and Wyoming. The Reuter Trailhead provides access from the campground to the Sundance Trails (#87) and Carson Draw Trails (#93) which are open for hiking, horse riding, bicycling and cross-country skiing. To access Reuter Campground from Sundance, WY, travel west on Interstate 90 approx. one mile. Take Exit 185, and travel northwest on US Highway 14 approx. one mile. Turn right (north) onto County Road 100 (FSR 838) and travel 3 miles to the campground.

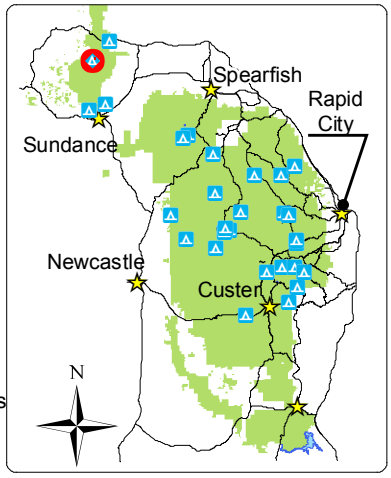
Sundance Horse Camp has 10 campsites (2 accessible) specifically designed for horse use. Corrals and an accessible loading dock are available. The Sundance Trailhead provides access from the campground to the Sundance Trails System (Trail 87) which is open for hiking, horse riding, bicycling and cross-country skiing. To access the Sundance Horse Camp from Sundance, WY, travel east to County Road 249, Government Valley Road. Turn left, onto County Road 249, and travel north for 3 miles to the horse camp.

COOK LAKE RECREATION COMPLEX

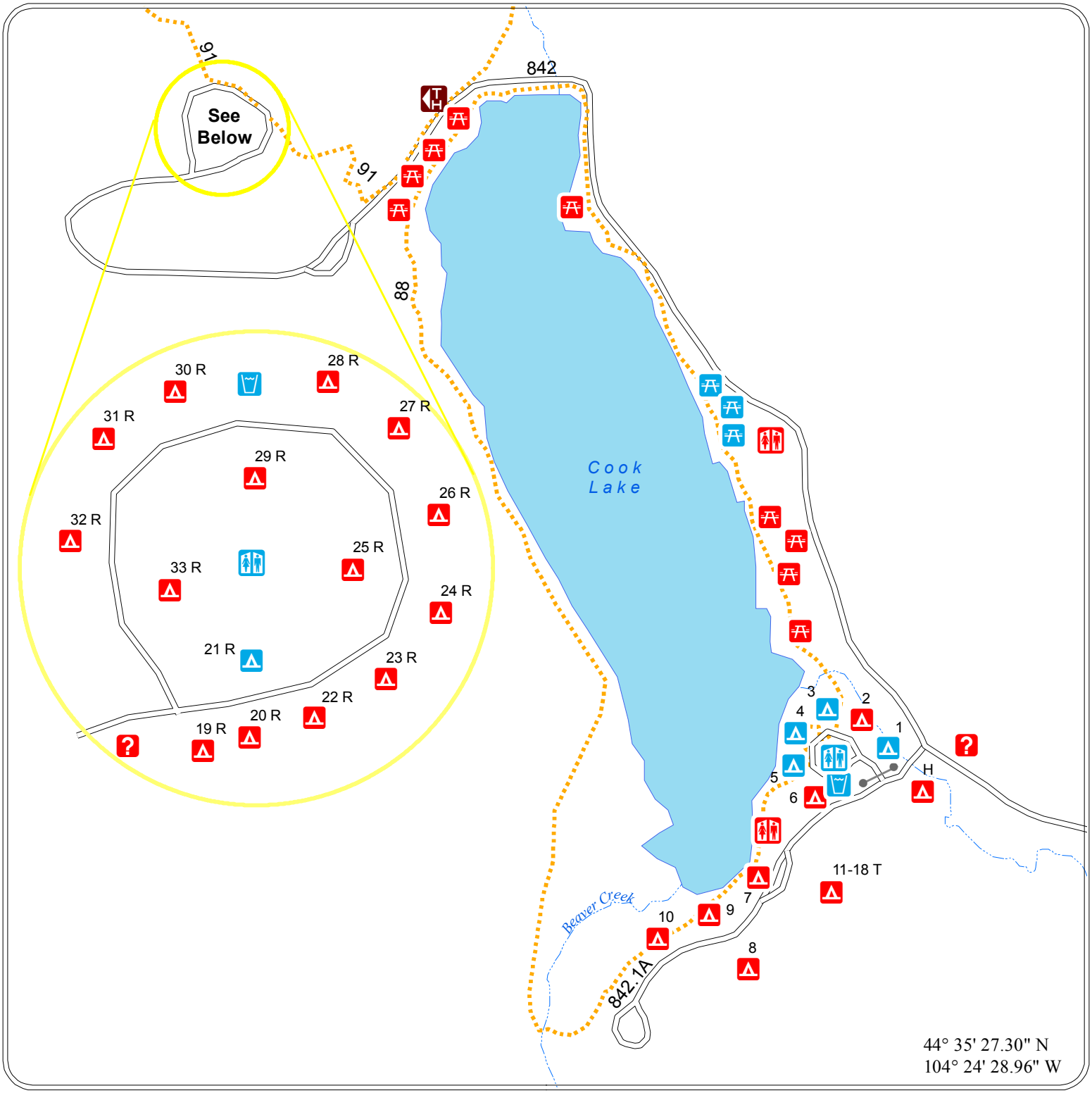
Number of Units: 34
2013 Daily Fee: $14/18
Accessible Site(s) Available: yes
Drinking Water Available: yes
Host on Site: yes
Reservable Sites: yes

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities



0 250 Feet



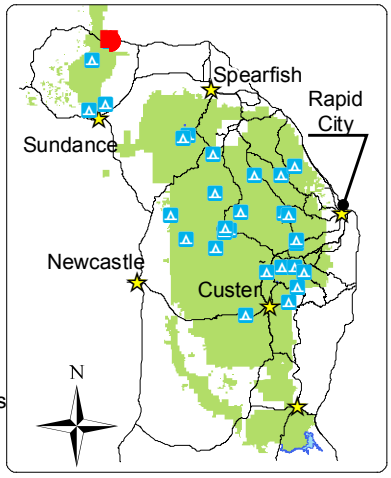
BEARLODGE CG

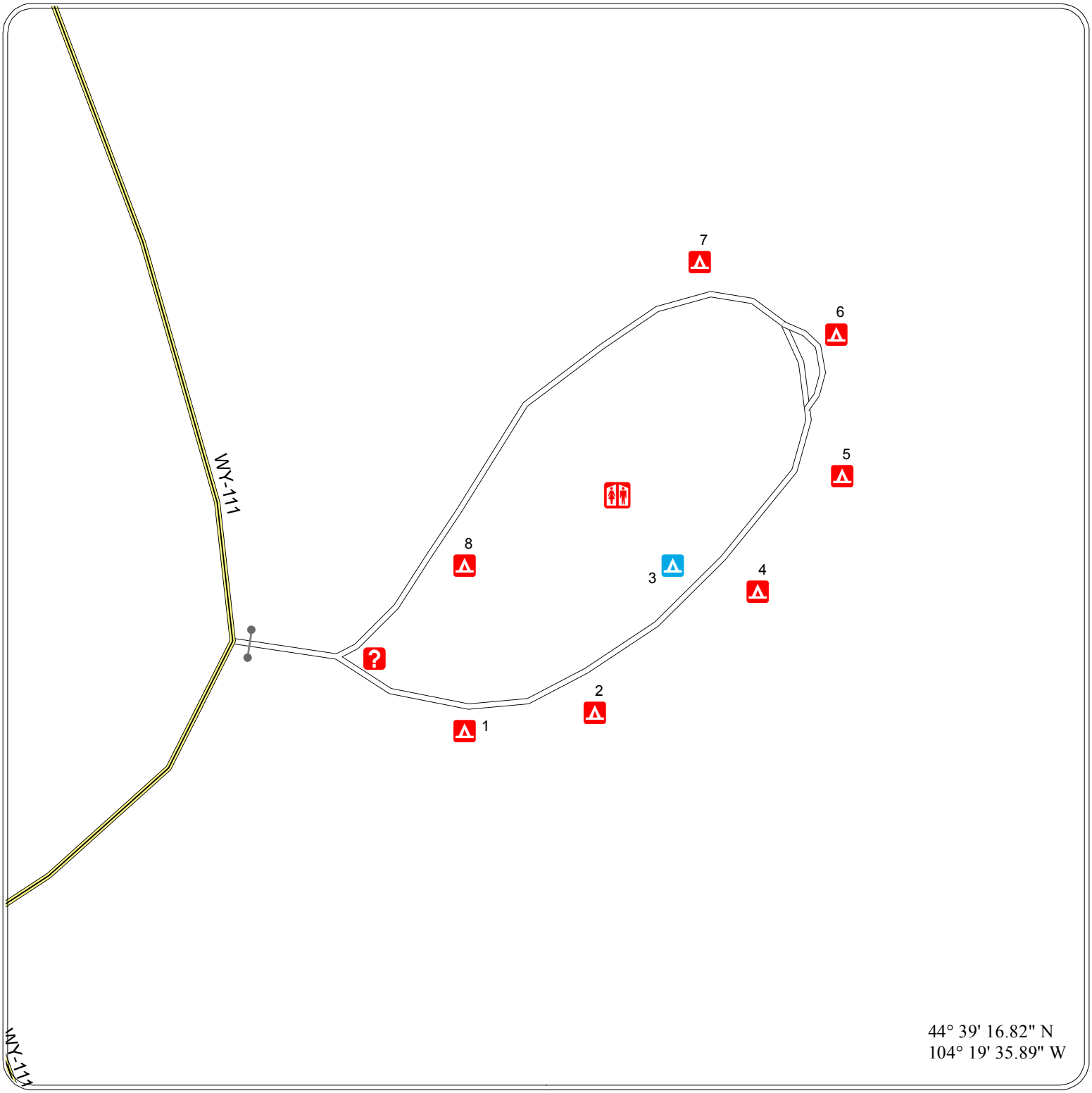
Number of Units: 8
2013 Daily Fee: $10
Accessible Site(s) Available: yes
Drinking Water Available: no
Host on Site: no
Reservable Sites: no

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet





44° 39' 16.82" N
104° 19' 35.89" W

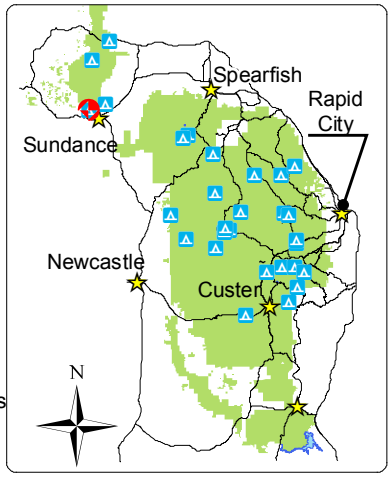
REUTER CG & TRAILHEAD

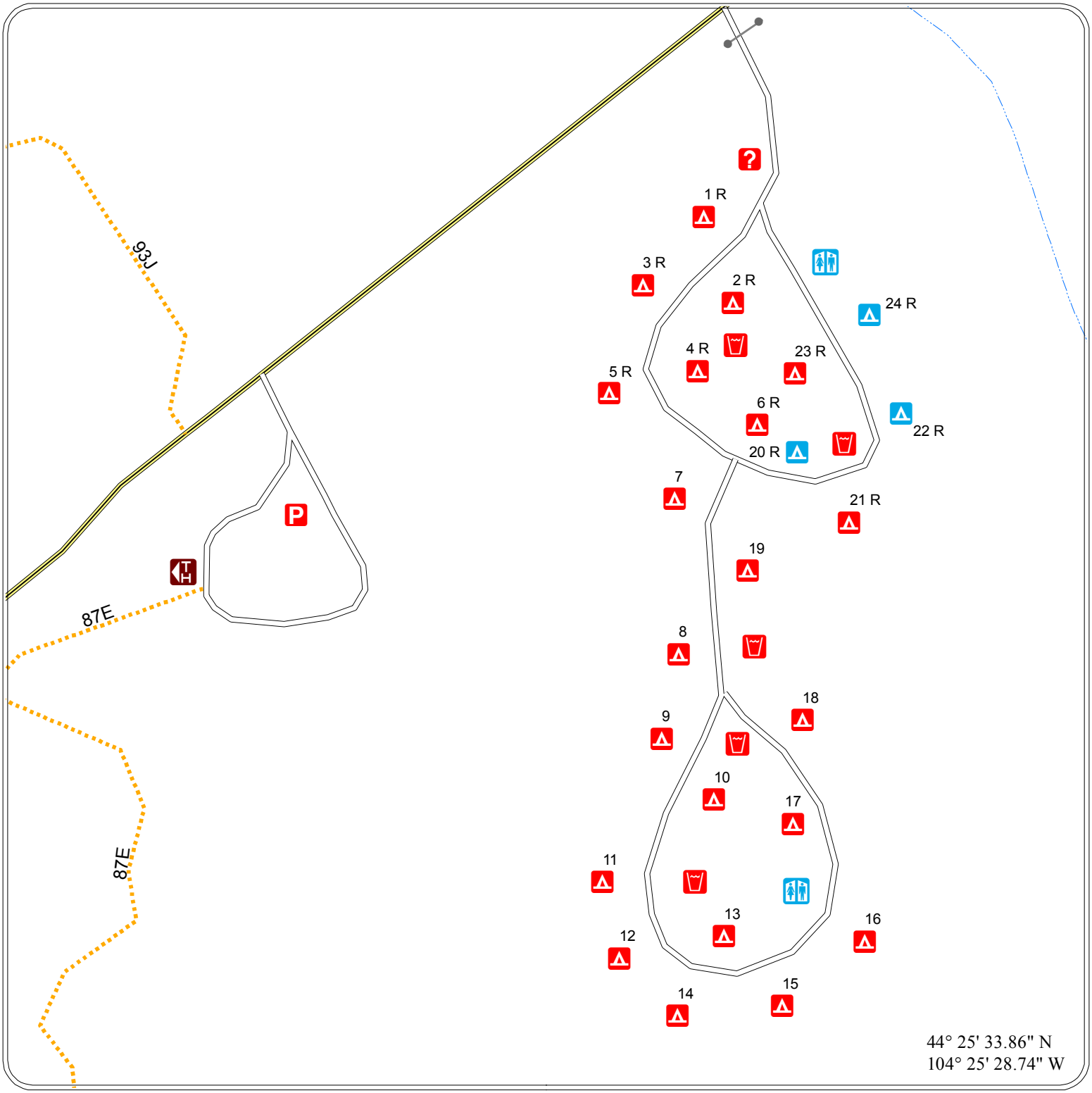
Number of Units: 24
2013 Daily Fee: $10
Accessible Site(s) Available: yes
Drinking Water Available: yes
Host on Site: yes
Reservable Sites: yes

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet





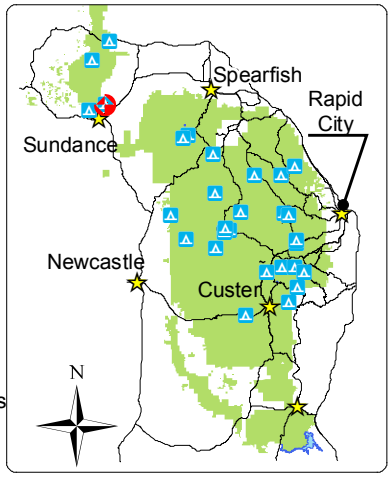
SUNDANCE HORSE CG & TRAILHEAD

Number of Units: 10
2013 Daily Fee: $14
Accessible Site(s) Available: yes
Drinking Water Available: yes
Host on Site: no
Reservable Sites: yes

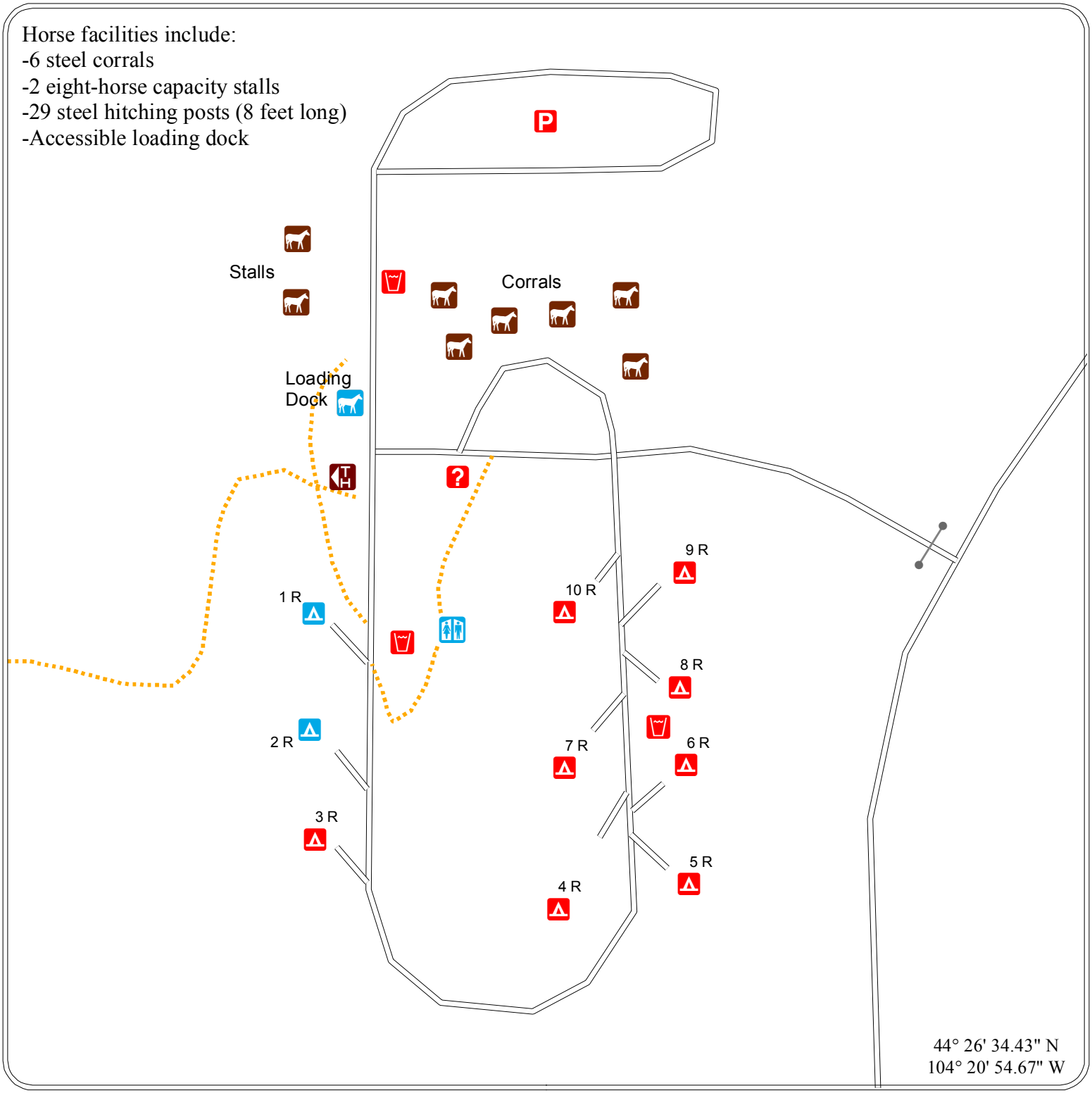
Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet



Horse facilities include:
-6 steel corrals
-2 eight-horse capacity stalls
-29 steel hitching posts (8 feet long)
-Accessible loading dock



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Campground Descriptions, Black Hills National Forest

Hell Canyon Ranger District:

Bismarck Lake Recreation Complex

Campground and Recreation Area has 23 campsites (5 accessible). Bismarck Day Use Area provides picnic areas, accessible fishing pier, hiking trail with developed overlook, and lake access. Bismarck Lake has a "no-wake" restriction. Amenities include toilets, tent camping, and drinking water. Bismarck Lake is 5 miles east of Custer along US Hwy. 16A, adjacent to Custer State Park.

Horsethief Lake Recreation Complex

Campground and Day Use Area has 36 camp sites (5 accessible). This is the closest campground to Mount Rushmore National Memorial, and is a very popular lakeside campground. Amenities include toilets, drinking water, picnic tables, accessible fishing piers, and hiking trails. The site also contains a trailhead for access to the Black Elk Wilderness. Horsethief Lake is located on State Hwy. 244, two miles west of Mount Rushmore National Memorial.

Expanded Amenity Fee Campgrounds & Picnic Grounds

Beaver Creek Campground has 8 campsites (1 accessible), and is remote and quiet. The campground is on the Wyoming/South Dakota border NW of Hill City. From Newcastle, WY, proceed north on US Hwy. 85 approx. 16 miles to 'Four Corners'. Turn right (east) on County Road 811 for 2 miles, then straight ahead (east) on County Road 39 for approx.. 3 miles, then right (east) on FSR 111 for approx. 2 miles to the campground.

Comanche Park Campground has 34 sites (0 accessible), drinking water, and toilets. Large trailers and long RV's are not recommended due to tight corners in the loops. This is the closest campground to Jewel Cave, and also to the Martin Motorized Trail System. To access the campground from Custer, travel west on U.S. Hwy. 16 for approximately 6 miles. The campground is on the south side of the highway.

Grizzly Bear Campground has 20 campsites (1 accessible). The campground is situated along Grizzly Bear Creek and offers drinking water, toilets, and a historic rock shelter. It is the campground located closest to Mount Rushmore National Memorial. Large trailers are not recommended. The Grizzly Bear Campground is located on approx. 2 miles from Mount Rushmore National Memorial. From Keystone, travel west and south along US Highway 16A, approx. 1 mile distant to the campground.

Iron Creek Horse Camp has 9 camp sites. A limited number of accessible sites are available. This campground is in a remote location and has horse paddocks available. Two trails leave from the

campground area. The site provides access to the Black Elk Wilderness. To access the Horse Camp from Custer, travel east on US Hwy. 16A for approximately 9 miles. Turn left (north) onto State Highway 87 and travel approximately 6 miles to FSR 345. Turn right (north) onto FSR 345 and travel approx. ¾ of a mile. Turn left (west) into the campground.

Oreville Campground has 26 camp sites (4 accessible). Toilets and drinking water are available. The campground is located adjacent to U.S. Highway 385, on the east side of the highway, between Custer and Hill City. The Mickelson Trail is nearby. Oreville Campground is 6 miles south of Hill City on US Hwy. 385.

Redbank Spring Campground is a small, isolated, high elevation campground with 4 camp sites (0 accessible), and toilets. No drinking water available. From Newcastle, WY, proceed east on US Hwy. 16 for approx. 9 miles. Turn left (north) onto FSR 117 and proceed for approx. 16 miles. Turn right (east) onto FSR 294 for approx. 1 mile. Then turn left (northwest) onto FSR 294-2A, travel approx. 1 mile to the campground.

Willow Creek Horse Campground has 8 campsites (0 accessible), with stock facilities and is close to Mount Rushmore National Monument. Willow Creek and Lost Cabin Trailheads are accessible from the campground. Along State Hwy. 244, 5 miles west of Mount Rushmore National Monument.

Lakota Lake Picnic Area has 4 sites (0 accessible), and an accessible toilet. The picnic area is located at Lakota Lake, along the Peter Norbeck Scenic Byway. The site also contains a trailhead for access to the Black Elk Wilderness. The site is 6 miles south of Keystone on US Hwy. 16A.

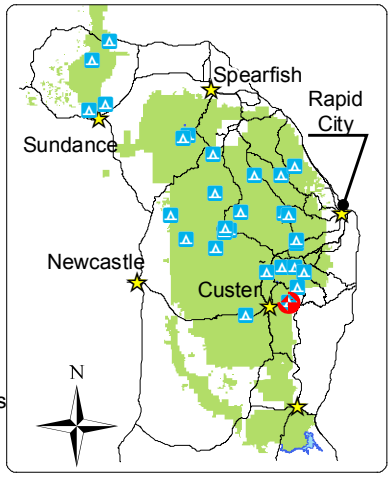
BISMARCK LAKE RECREATION COMPLEX

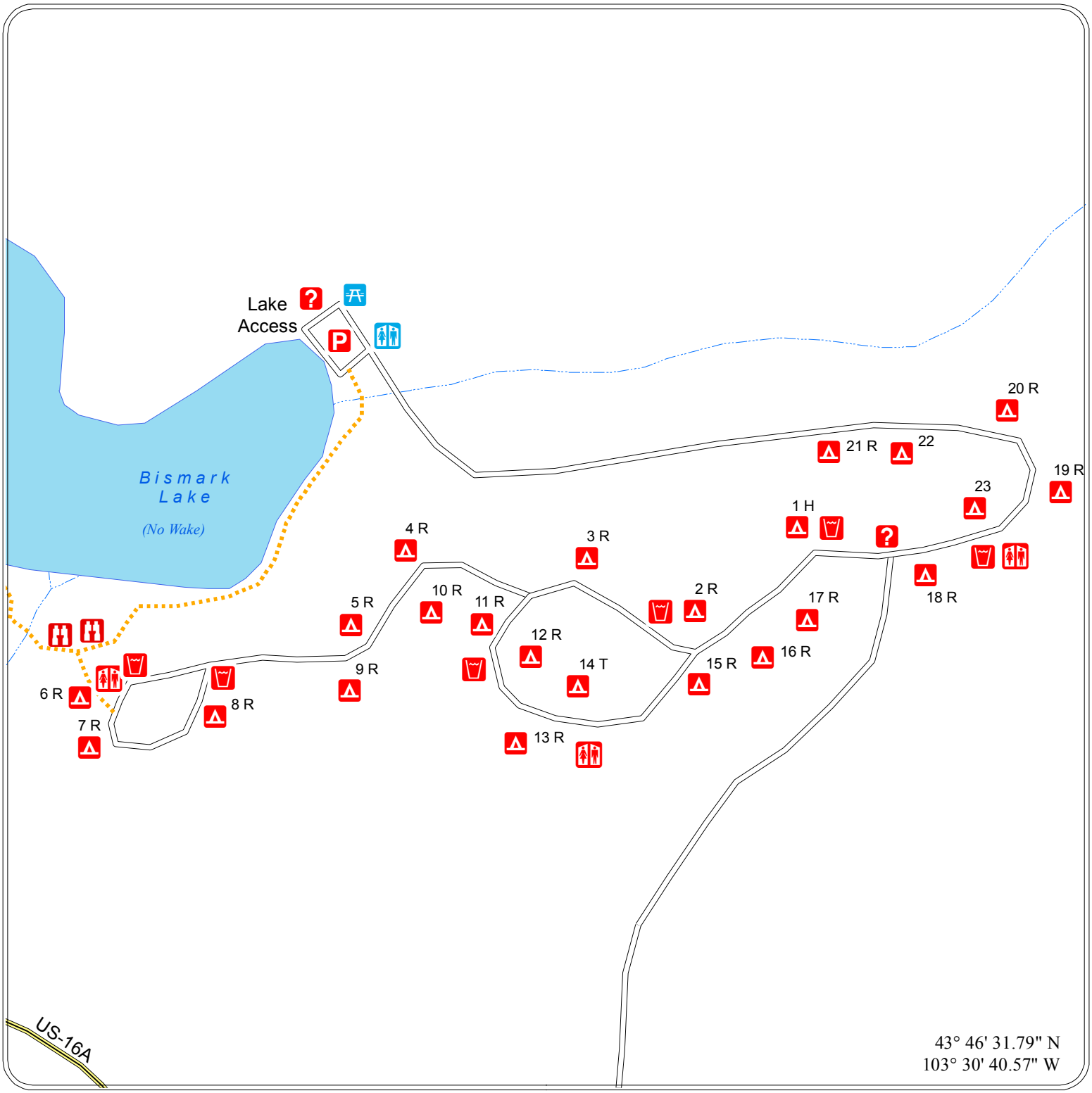
Number of Units: 23
2013 Daily Fee: $24
Accessible Site(s) Available: yes
Drinking Water Available: yes
Host on Site: yes
Reservable Sites: yes

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet



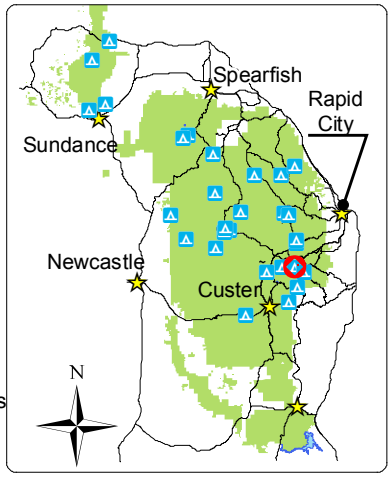


HORSETHIEF LAKE RECREATION COMPLEX

Number of Units: 36
2013 Daily Fee: $24
Accessible Site(s) Available: yes
Drinking Water Available: yes
Host on Site: yes
Reservable Sites: yes

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities



0 250 Feet

Host
22
1
21
2&3
4
20
5
19
7 R
6
18 R
8-10 R
15-17 R
11-14 R
8 Tent Sites
29-36 T
Horse Thief Lake
SD 244
26-28 R T
25 R T
23 R T
24 R T
244
Pine Creek

43° 53' 37.91" N
103° 28' 58.62" W

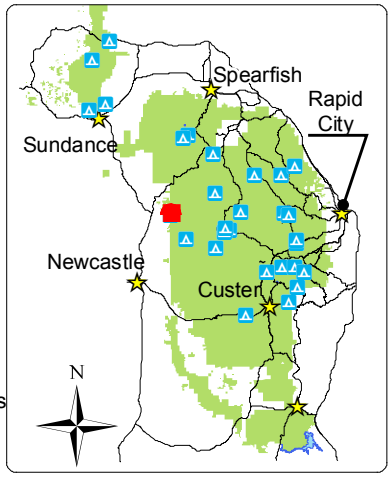
BEAVER CREEK CG

Number of Units: 8
2013 Daily Fee: $10
Accessible Site(s) Available: yes
Drinking Water Available: yes
Host on Site: no
Reservable Sites: no

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet



44° 4' 31.09" N
104° 3' 1.46" W

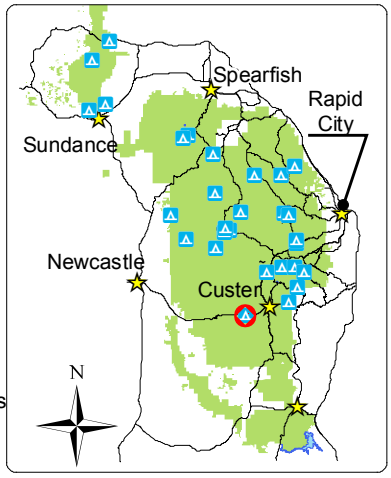
ONE WAY
FSR-111
Beaver Creek
Pump
S
1
2
3
4
5
6
7
8

COMANCHE PARK CG

Number of Units: 34
2013 Daily Fee: $14
Accessible Site(s) Available: no
Drinking Water Available: yes
Host on Site: yes
Reservable Sites: yes

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities



0 250 Feet

US-16
To Custer

1 T
2 T
3 T
4 T
5 T
6 T
20 R
19 R
7 R
18 T
17 R
34 R
32 R
31 R
8 R
9
16 T
33 R
29 R
30 T
10 R
11 R
15 T
28 T
14 T
12 R
13 T
27 R
22 R
24 T
26 R
21 R
25 R
23 R

43° 44' 3.15" N
103° 42' 47.94" W

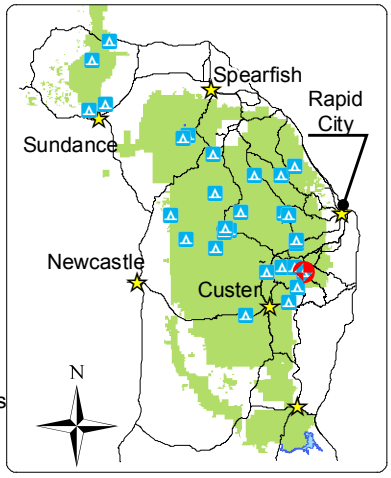
GRIZZLY BEAR CG & PICNIC AREA

Number of Units: 15
2013 Daily Fee: $20
Accessible Site(s) Available: yes
Drinking Water Available: yes
Host on Site: yes
Reservable Sites: yes

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet



43° 52' 32.88" N
103° 26' 25.79" W

19 R T
20 R T
Grizzly Bear Creek
1 R T
17 R T
2 R T
18 R T
15 R T
16 R T
5 R T
6 R T
Pigtail Bridge
US-16A
7 R T
8 R T
10 R T
9 R T
13 R T
12 R T

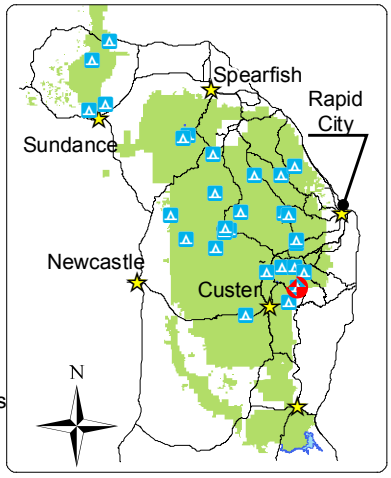
IRON CREEK HORSE CG & TRAILHEADS

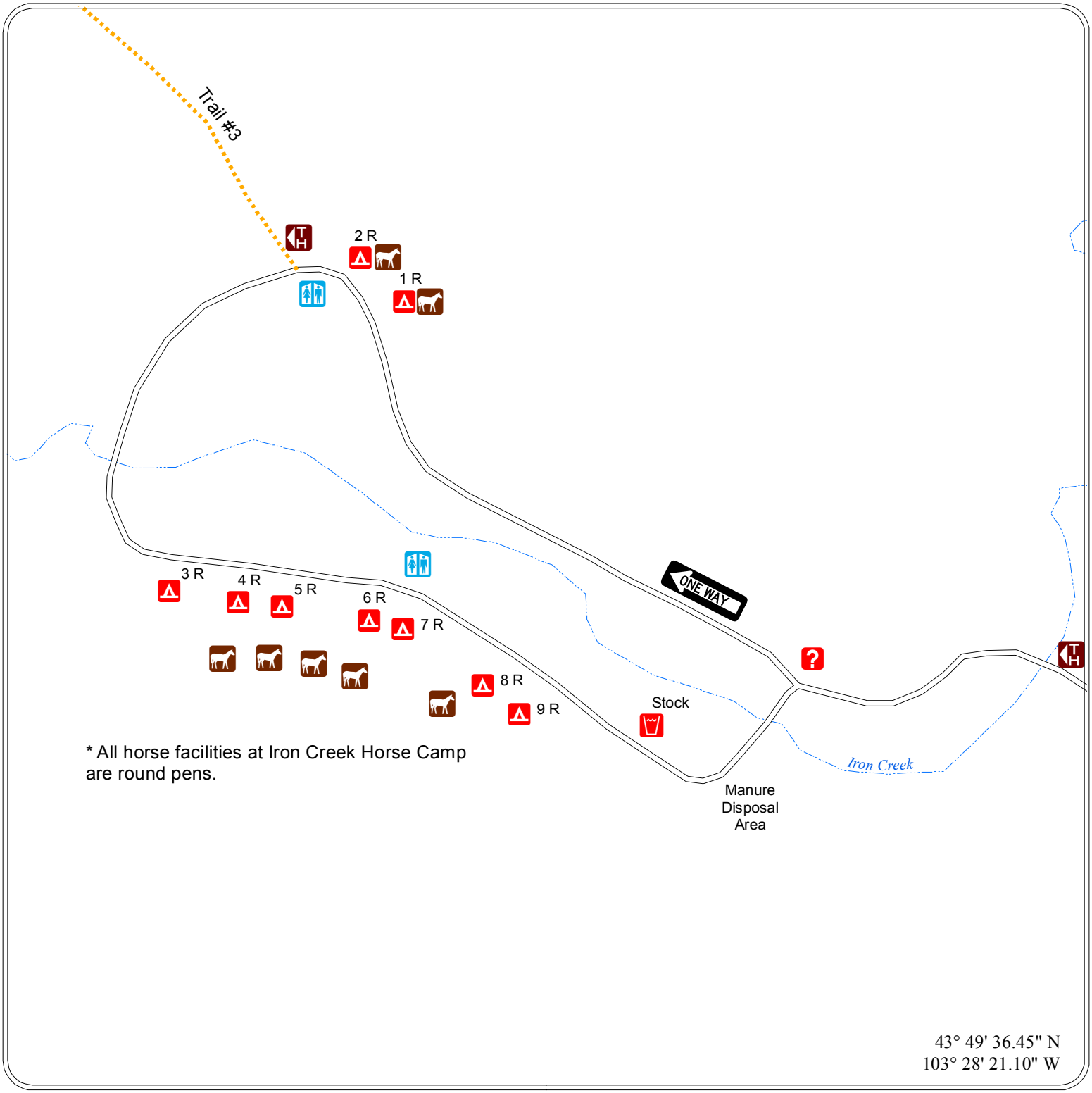
Number of Units: 9
2013 Daily Fee: $22
Accessible Site(s) Available: yes
Drinking Water Available: no
Host on Site: no
Reservable Sites: yes

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet





* All horse facilities at Iron Creek Horse Camp are round pens.

43° 49' 36.45" N
103° 28' 21.10" W

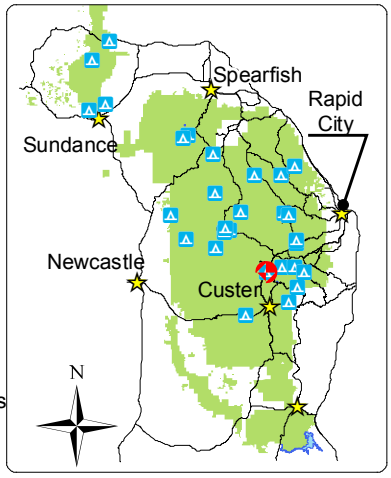
OREVILLE CG

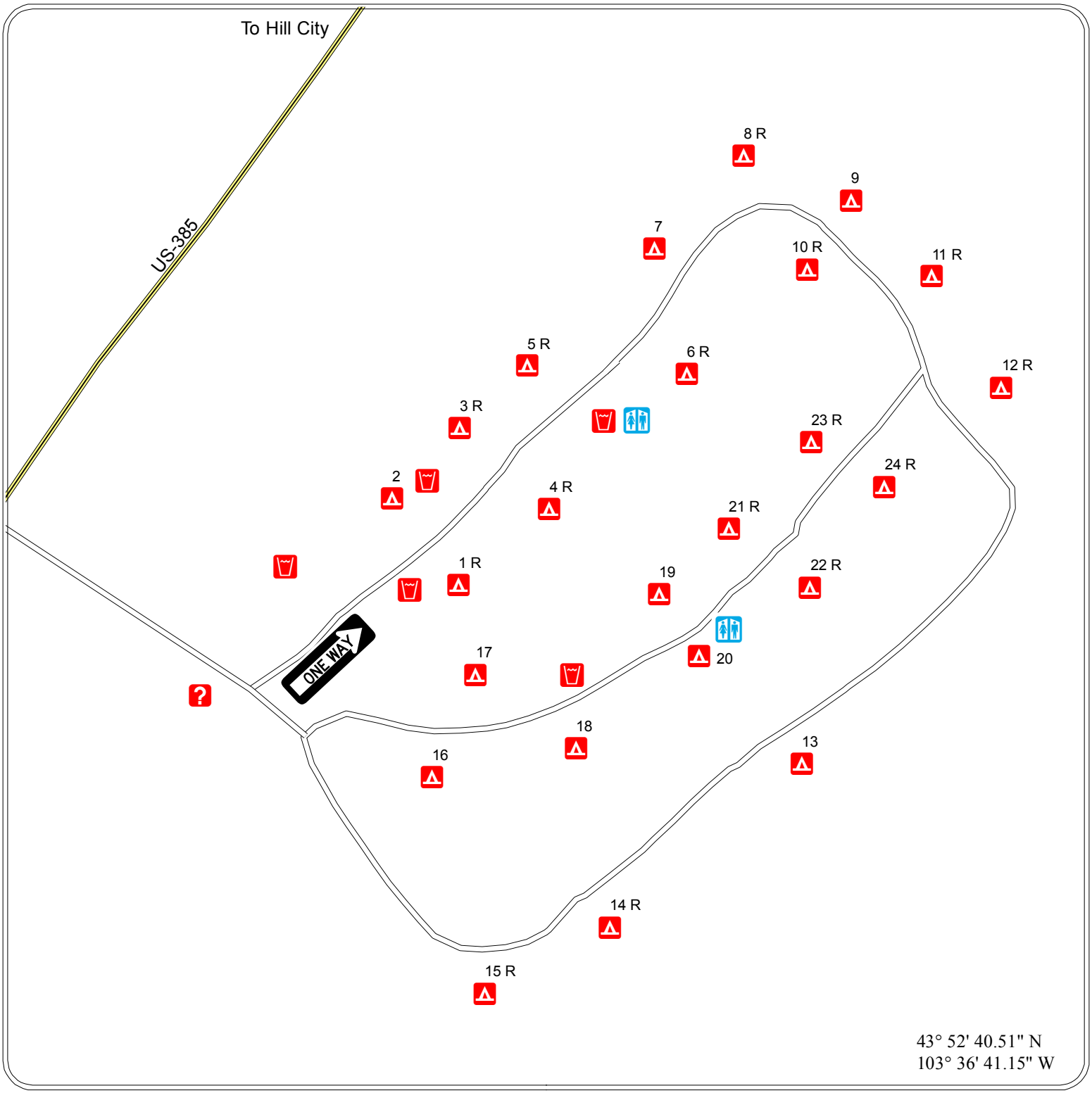
Number of Units: 26
2013 Daily Fee: $18
Accessible Site(s) Available: yes
Drinking Water Available: yes
Host on Site: yes
Reservable Sites: yes

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet





43° 52' 40.51" N
103° 36' 41.15" W

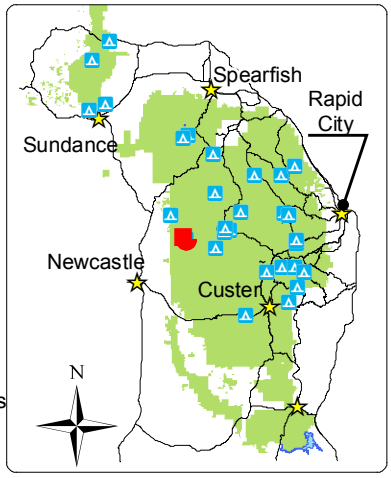
REDBANK SPRING CG

Number of Units: 4
2013 Daily Fee: $10
Accessible Site(s) Available: no
Drinking Water Available: no
Host on Site: no
Reservable Sites: no

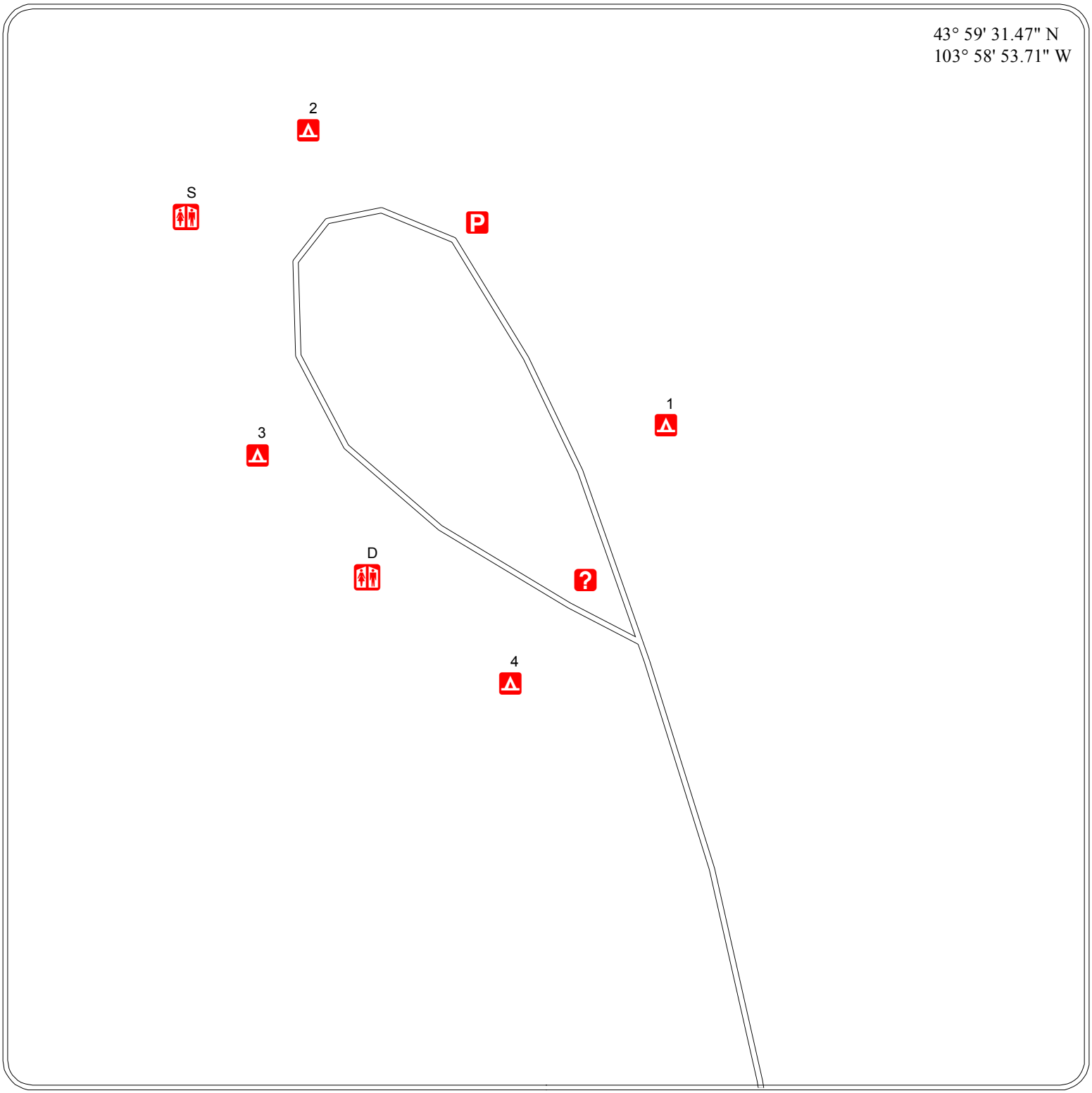
- Fee Tube/Info
- Campsite
- Parking
- Restroom
- Water
- Picnic Area
- Beach
- Fishing Pier
- Overlook
- Trailhead
- Shelter
- Horse Facility
- Gate
- Road
- Access Road
- Trail
- Mowed grass
- Stream
- Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet



43° 59' 31.47" N
103° 58' 53.71" W



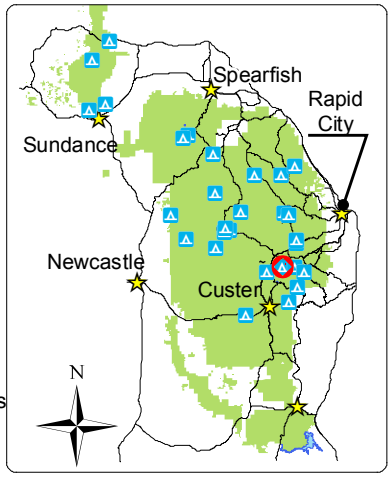
WILLOW CREEK HORSE CG & TRAILHEAD

Number of Units: 8
2013 Daily Fee: $18
Accessible Site(s) Available: no
Drinking Water Available: yes
Host on Site: yes
Reservable Sites: yes

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet



43° 53' 45.33" N
103° 32' 15.53" W

1 R
Stock
3 R
Stock
2 R
8 R
7 R
4 R
5 R
6 R
Willow Creek
Palmer Creek

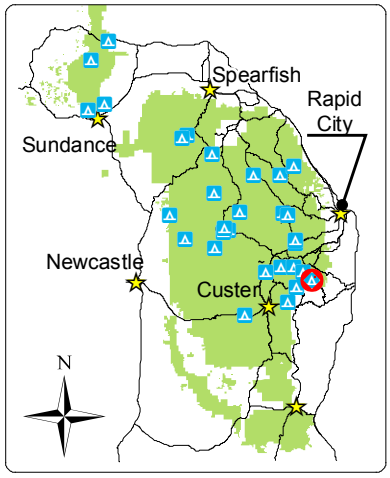
LAKOTA LAKE PICNIC GROUND

Number of Units: 6

Parking Fee: $3/vehicle

Drinking Water Available: no

Fee Tube/Info
Parking
Restroom
Water
Picnic Area
Overlook
Trailhead
Shelter
Road
Access Road
Trail
Stream
Lake



0 250 Feet

43° 51' 0.61" N
103° 23' 57.58" W

Iron Creek
Canoe Launch
Lakota Lake
444
US-16A
Toll Gate Creek

Campground Descriptions, Black Hills National Forest

Mystic Ranger District:

Pactola Recreation Complex

Pactola Campground is on the south shore of Pactola Reservoir, and boasts 83 camping sites (4 accessible). The campground is located in an open ponderosa pine forest, adjacent to the reservoir, with boat launch and access to the Osprey hiking trail. Boat rentals and laundry are available at a nearby marina. To access the Pactola Campground from Rapid City, travel west on State Highway 44 for approx. 15 miles. Turn left (south) onto US Hwy. 385 and travel 2 miles. Turn right (west) onto FSR 258 for approx. 1 mile. Turn right (north) onto FSR 545. The road ends at the campground.

Bear Gulch Group Site Campground, nestled among large ponderosa pine trees in a quiet canyon on the south side of Pactola Reservoir, is available for group camping. Amenities include toilet, drinking water, and lake access. Boat rentals are available at south side Pactola Marina. Large RV's not recommended. From the Pactola Visitor Center, at the dam on Pactola Reservoir, proceed south on US Highway 385 approx. 2 miles. Turn right (west) onto 'Custer Gulch Road' for approx. ¼ mile, then bear left (west) onto FSR 251, travel approx. 6 miles. Then turn right (north) onto FSR 253, go 3 miles. The road ends at the campground.

Sheridan Lake Recreation Complex

Sheridan South Campground and Recreation area has 129 camp sites (12 accessible) on five loops. RV campsites are available. Restroom facilities and drinking water are available. The campground is located in an open ponderosa pine forest and receives heavy use on weekends during the warmer months. There is an associated beach, along with picnic areas, and boat launch near the campground. Boat rentals are available at the marina. From Rapid City, travel west on US Hwy 16 for 18 miles. Turn right (north) onto US Hwy 385 (this road junction is labeled 'Three Forks' on the maps), and travel approx. 2 miles. Turn right (east) onto Calumet Road at inlet; travel 1 mile, turn left (west) into the campground.

North Cove Group Campground has 5 group camp sites. Restroom facilities and drinking water are available. This campground is near Sheridan Lake. A beach, a picnic area, marina and a boat launch are near the campground. Boat rentals are available at the marina. To access the Group Campground from Rapid City, travel west on US Hwy 16 for 18 miles (to 'Three Forks'). Turn right (north) onto US Hwy. 385 (this road junction is labeled 'Three Forks' on the maps), and travel approx. 3 miles. Turn right (east) onto Sheridan Lake Road, and travel approx. 1/4 mile. Turn right (south) into the North Cove recreation area.

Campground Descriptions, Black Hills National Forest

Deerfield Recreation Complex

Dutchman Campground has 44 campsites (4 accessible), and is a quiet area among large, scattered Ponderosa Pine. It is a short hike to Deerfield Reservoir, and the boat launch near southeast shore of Deerfield Reservoir. Deerfield Reservoir is known for providing year-round fishing for brook, splake and rainbow trout. A no-wake regulation enhances the fishing experience. Deerfield Lake Loop Trail (Trail #40L) that encircles Deerfield Lake is also accessible from the campground. The trail offers great views of the lake, and winds through areas of tall pines and small meadows. The trail is maintained for hiking, horse riding, bicycling and cross-country skiing. There is no drinking water available along the trail, so it is best to carry water with you. From Hill City go west on the 'Deerfield Road' approximately 14 miles to FSR 607. Turn right (north) on FSR 607, travel 2 miles. The road ends at the campground.

Whitetail Campground has 17 campsites (0 accessible) and is located on an open slope above Deerfield Reservoir. Deerfield Lake Loop Trail, 10 miles in length, is nearby. From Hill City go west on 'Deerfield Road' approximately 16 miles to 'Whitetail Loop', FSR 421, turn right (north), travel approx. 1 mile to the campground.

Custer Trails Campground is located on the north side of Deerfield Reservoir. The campground has 16 campsites (0 accessible), drinking water, and toilet. There is a boat launch (no wake on lake) and Deerfield Lake Loop Trailhead is adjacent to the campground. From Hill City go west on the 'Deerfield Road' approximately 23 miles to northwest side of lake, turn right (south) on FSR 417, travel approx. 1 mile. The road ends at the campground.

Expanded Amenity Fee Campgrounds & Standard Amenity Fee Picnic Ground

Ditch Creek Campground is a quiet campground with 13 campsites (0 accessible) adjacent to Ditch Creek. It is situated in an open area with some spruce along the creek. Drinking water and toilets are available. The campground provides the opportunity to fish in the creek and nearby beaver ponds. The campground is located approximately 4 miles south of Deerfield Reservoir. To access the campground from Hill City, travel west on the 'Deerfield Road' approximately 19 miles. Turn left (south) onto FSR 291, and travel 4 miles to the campground.

Black Fox Campground has 9 camp sites (0 accessible). Drinking water is not available. The campground is in a remote location within a spruce forest along the South Fork of Rapid Creek. The Black Fox Botanical Area is adjacent to the campground. Road access is closed to wheeled vehicles December 15 through March 31 for snowmobiling. A snowmobile trail with a warming hut is available. From Rochford, travel west on FSR 231 approx. 8 miles to the campground.

Campground Descriptions, Black Hills National Forest

Castle Peak Campground has 9 camp sites (0 accessible). Restroom facilities are available. The campground is in a quiet, remote location along Castle Creek in a scenic canyon with large spruce trees. From Hill City travel west on the 'Deerfield Road' for approx. 5 miles. At the road junction go straight (north) (this road junction is labeled 'Tigerville' on the maps), and follow the 'Mystic Road' for approx. 8 miles. Turn left (west) onto Castle Peak Road, FSR 181, travel approx. 8 miles to campground.

Spring Creek Picnic Ground has 10 picnic sites (0 accessible) along the creek. It is situated in an open meadow with ponderosa pine and scattered hardwood trees providing overhead shade. A toilet is available. The picnic ground provides access to fish and play in the creek. The picnic ground is located approximately 3 miles east of Sheridan Lake. To access the picnic ground from Hill City, travel east on US Hwy. 16/385, approx. 3 miles. Turn left (north) onto US Hwy 385 (this road junction is labeled 'Three Forks' on the maps), proceed north approx. 3 miles. Turn right (east) onto Sheridan Lake Road, travel approx. 3 miles to the picnic ground.

PACTOLA RECREATION COMPLEX

Road
Trail
Stream
Lake

Beach
Boat Ramp
Campground
Fishing Pier
Marina
Picnic Area
Trailhead

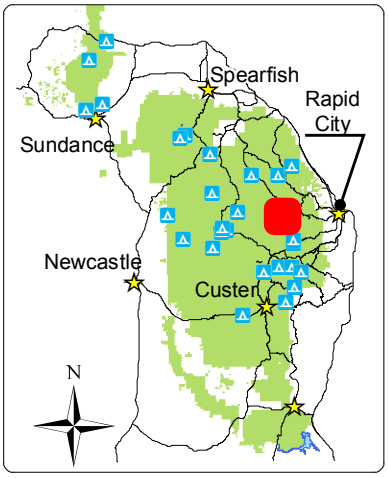
0 0.5 Miles

Pactola Concession Operated Facilities

Pactola Point Picnic and Beach (11 sites, 48 single)
North Boat Launch (34 trailer)
South Boat Launch (45 trailer)
Osprey Trailhead (6 single)

Pactola CG (80 sites)
Bear Gulch Group CG (8 sites)

(Marinas are under separate Resort Special Use Permit)



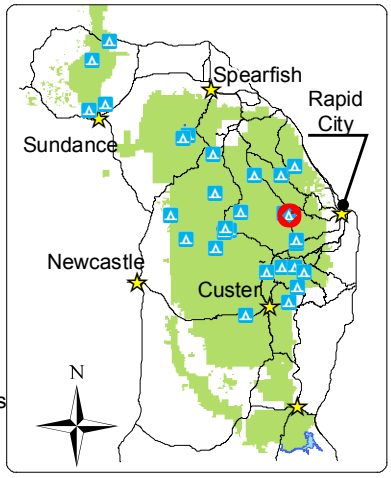


PACTOLA CG & TRAILHEAD

Number of Units: 80
2013 Daily Fee: $24
Accessible Site(s) Available: yes
Drinking Water Available: yes
Host on Site: yes
Reservable Sites: yes

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities



0 250 Feet

59-62
58
58
68-73 R
54-58 R
63-67 R
51-53 R
Loop B
76 R
74-75
48-50
47 R
79 R
Loop A
35-40 R
41-46 R
23-28 R
29-34 R
Pactola Reservoir
Boat Launch
1, 3, &7
22 R
2&4 R
8-12 R
Loop C
13-15
19-21
16-18 R
Custer Gulch

44° 4' 1.47" N
103° 30' 8.81" W

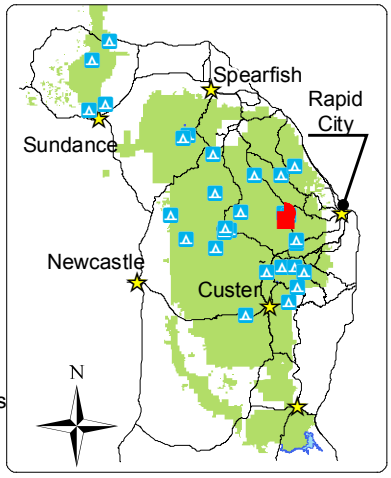
BEAR GULCH GROUP CG

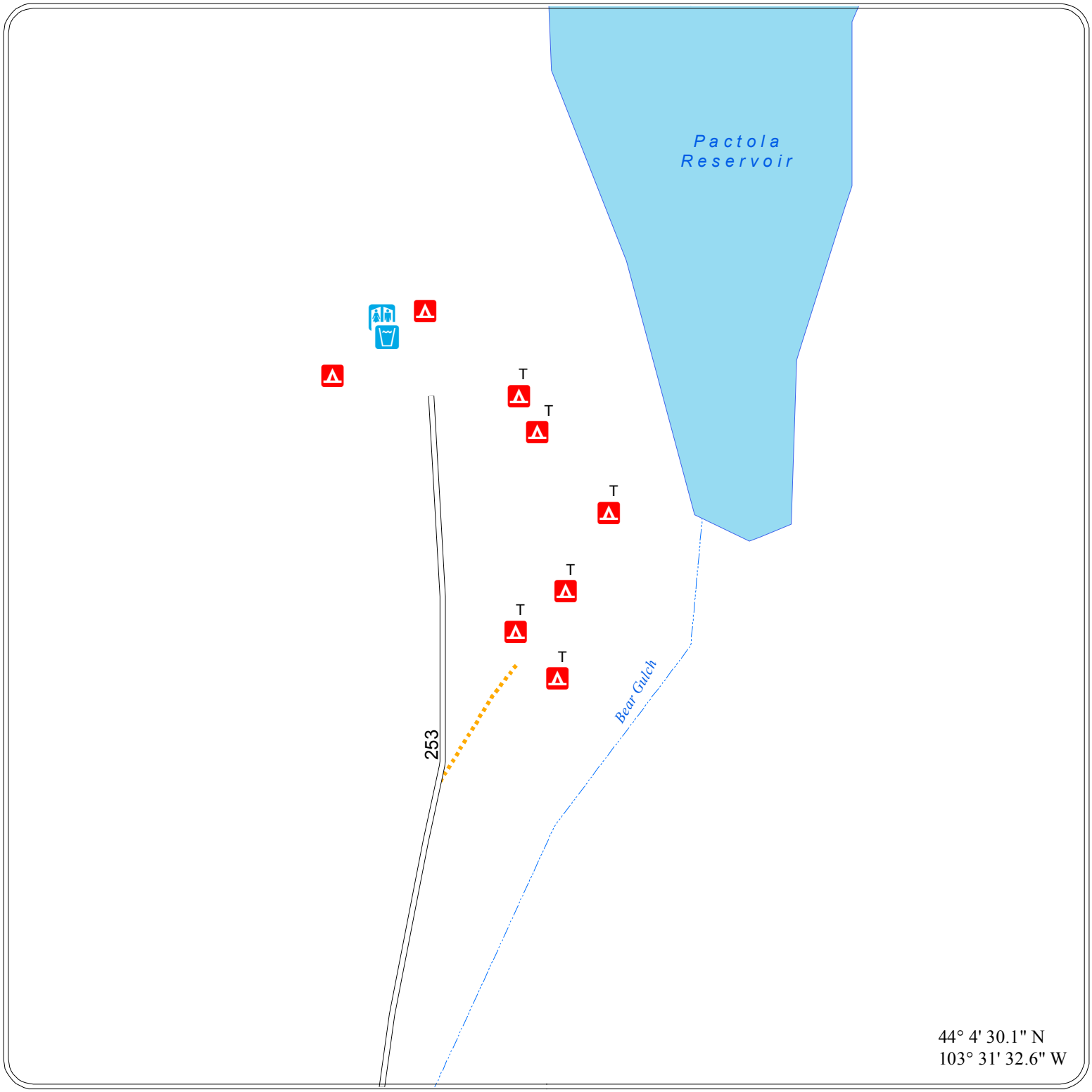
Number of Units: 1
2013 Daily Fee: $85
Accessible Site(s) Available: no
Drinking Water Available: yes
Host on Site: no
Reservable Sites: yes

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet





SHERIDAN RECREATION COMPLEX

Road
Trail
Stream
Lake

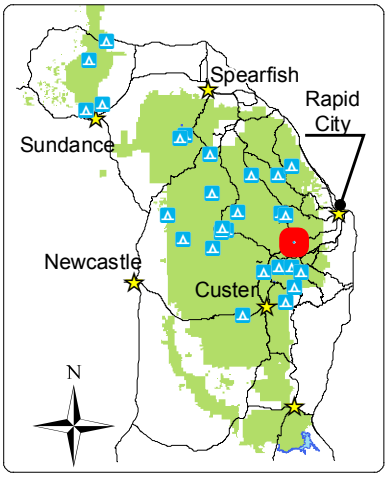
Beach
Boat Ramp
Campground
Fishing Pier
Marina
Picnic Area
Trailhead

0 0.5 Miles

Sheridan Concession Operated Facilities

North Beach (108 single)
South Beach (90 single)
North Boat Launch (21 trailer upper lot, 15 trailer lower lot)
South Boat Launch (11 trailer)
Calumet Trailhead (11 trailer, 1 single)
North Fishing Pier (9 single)
South Fishing Pier (8 single)
North Picnic Area (9 picnic sites, 16 single)
South Picnic Area (30 picnic sites)
Dakota Point Picnic Area (9 picnic sites, 12 single)
South CG (130 campsites, 14 trailer)
North Cove Group CG (5 campsites, 12 trailer, 100 single)

(Marinas are under separate Resort Special Use Permit)



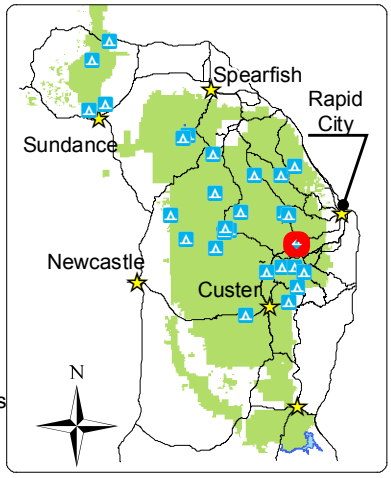
North Cove Group CG
North Picnic Area
North Beach
North Pier
North Boat Launch
Horse Creek
Clay Gulch
605
434
738
Dakota Point
Sheridan Lake
US-385
438.1E1
South CG
South Pier
South Picnic and Beach
438.1A
South Boat Launch
440
432
438
Spring Creek
Calumet TH

SHERIDAN SOUTHSIDE CG & TRAILHEAD

Number of Units: 129
2013 Daily Fee: $24
Accessible Site(s) Available: yes
Drinking Water Available: yes
Host on Site: yes
Reservable Sites: yes

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities



0 250 Feet

43° 58' 14.06" N
103° 28' 16.95" W

Each tent symbol represents 5 camping units.
91 of 129 sites are reservable.

Horse Creek
Sheridan Lake
Spring Creek
US-385
392
89
Beach
Boat Launch
5x

DEERFIELD RECREATION COMPLEX

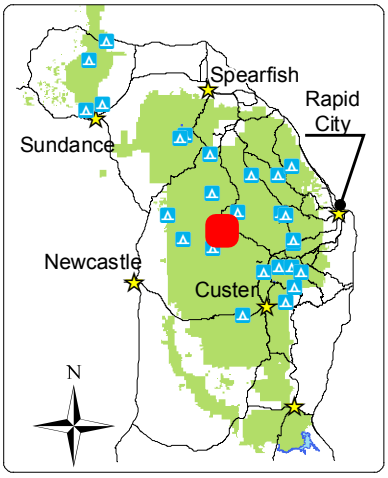
Road
Trail
Stream
Lake

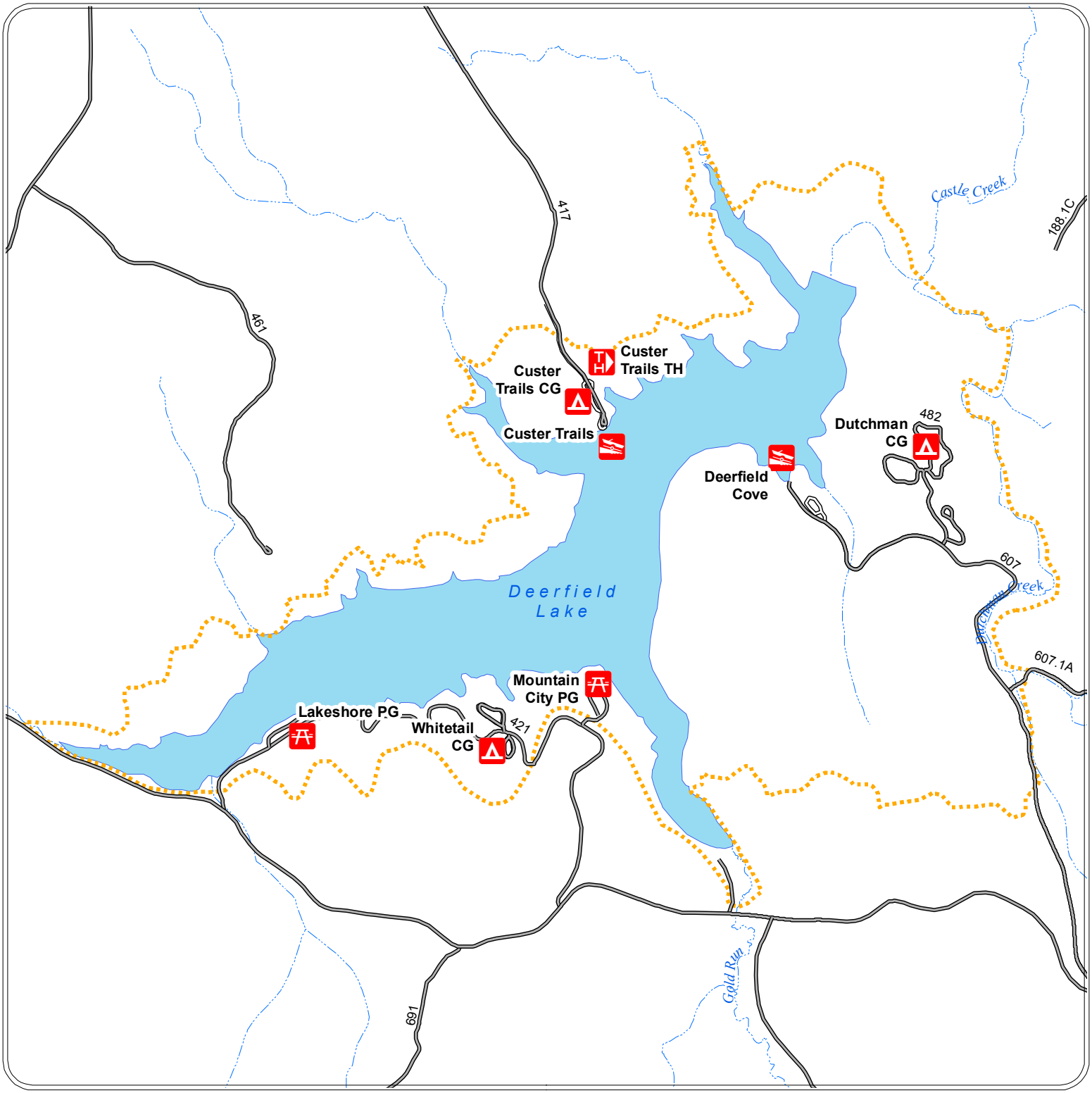
Beach
Boat Ramp
Campground
Fishing Pier
Marina
Picnic Area
Trailhead

0 0.5 Miles

Deerfield Concession Operated Facilities

Deerfield Cove Boat Launch (25 trailer)
Custer Trails Boat Launch (12 trailer)
Custer Trails Trailhead (12 single)
Mountain City PG (6 picnic sites, 10 single)
Lakeshore PG (15 picnic sites, 25 single)
Dutchman CG (45 sites)
Whitetail CG (17 sites)
Custer Trails CG (11 sites)



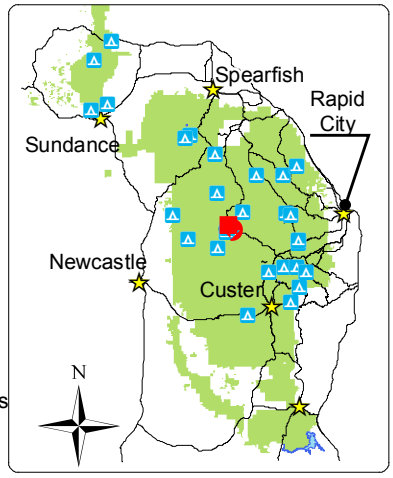


DUTCHMAN CG

Number of Units: 45
2013 Daily Fee: $18
Accessible Site(s) Available: yes
Drinking Water Available: yes
Host on Site: yes
Reservable Sites: yes

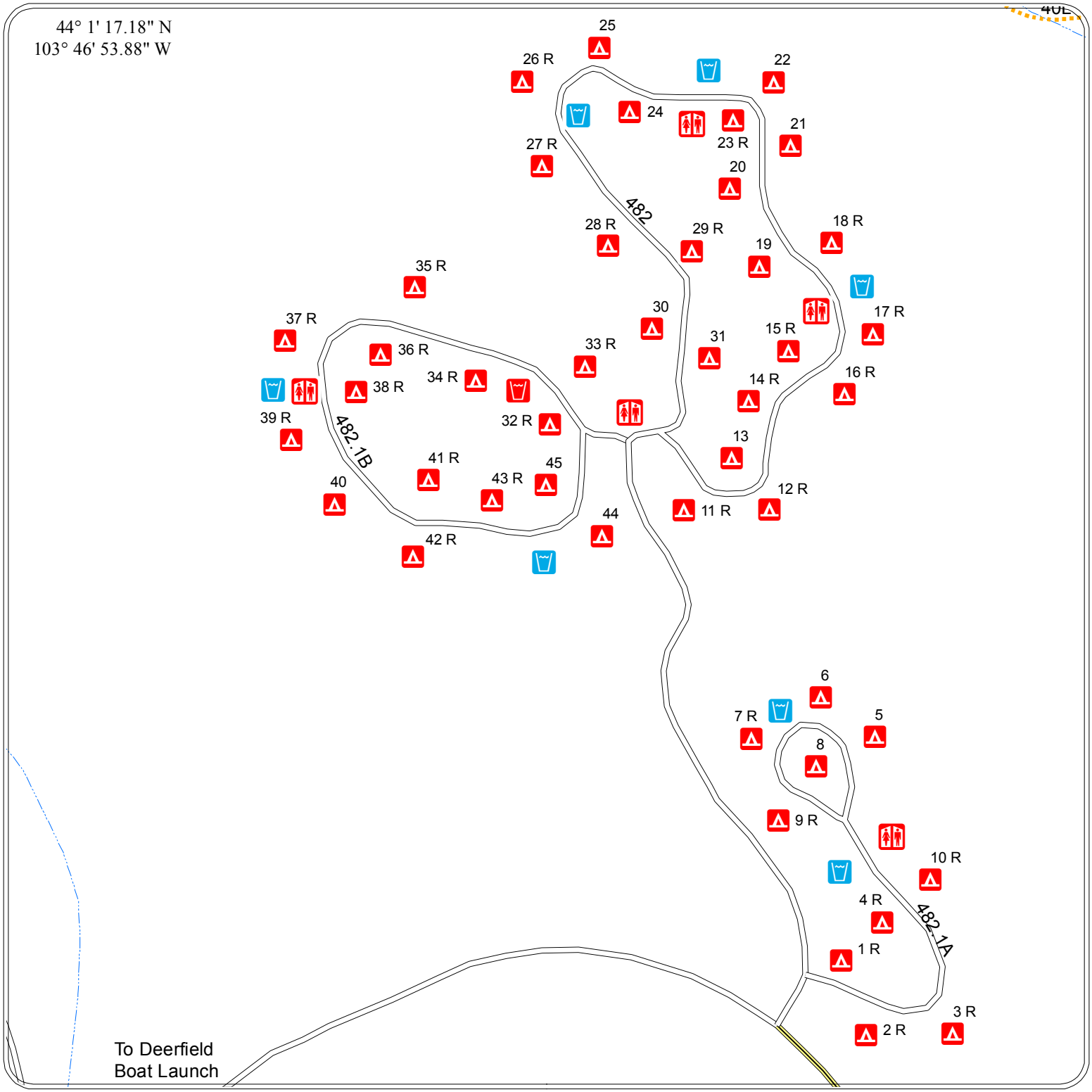
Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities



0 250 Feet

44° 1' 17.18" N
103° 46' 53.88" W



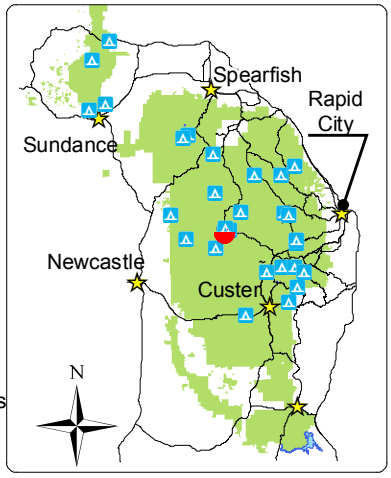
WHITETAIL CG

Number of Units: 17
2013 Daily Fee: $18
Accessible Site(s) Available: no
Drinking Water Available: yes
Host on Site: yes
Reservable Sites: yes

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet



Deerfield Lake

44° 0' 45.14" N
103° 48' 11.10" W

13
12
11
14 R
16
15 R
17 R
421
1 R
2
10 R
3 R
9 R
4 R
7 R
8 R
5 R
6 R

40L

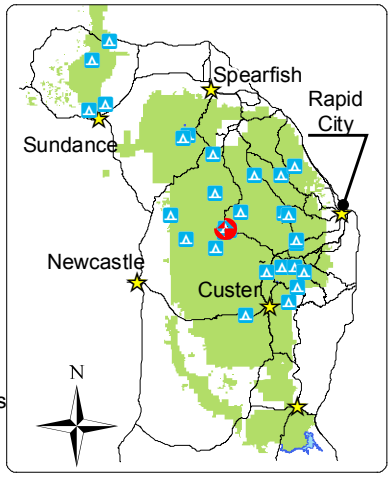
CUSTER TRAIL CG & TRAILHEAD

Number of Units: 11
2013 Daily Fee: $14
Accessible Site(s) Available: no
Drinking Water Available: yes
Host on Site: no
Reservable Sites: no

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet



40L

T T T T T T T T

4 3 2 1

Deerfield Lake

Boat Launch

44° 1' 31.74" N
103° 47' 52.28" W

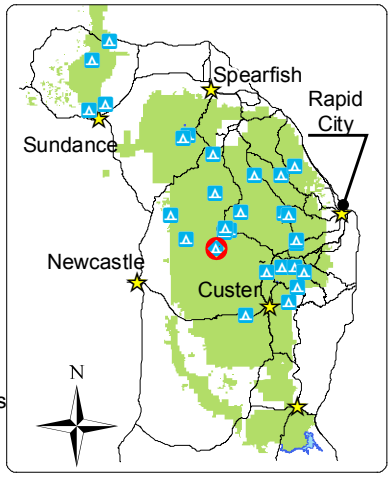
DITCH CREEK CG & TRAILHEAD

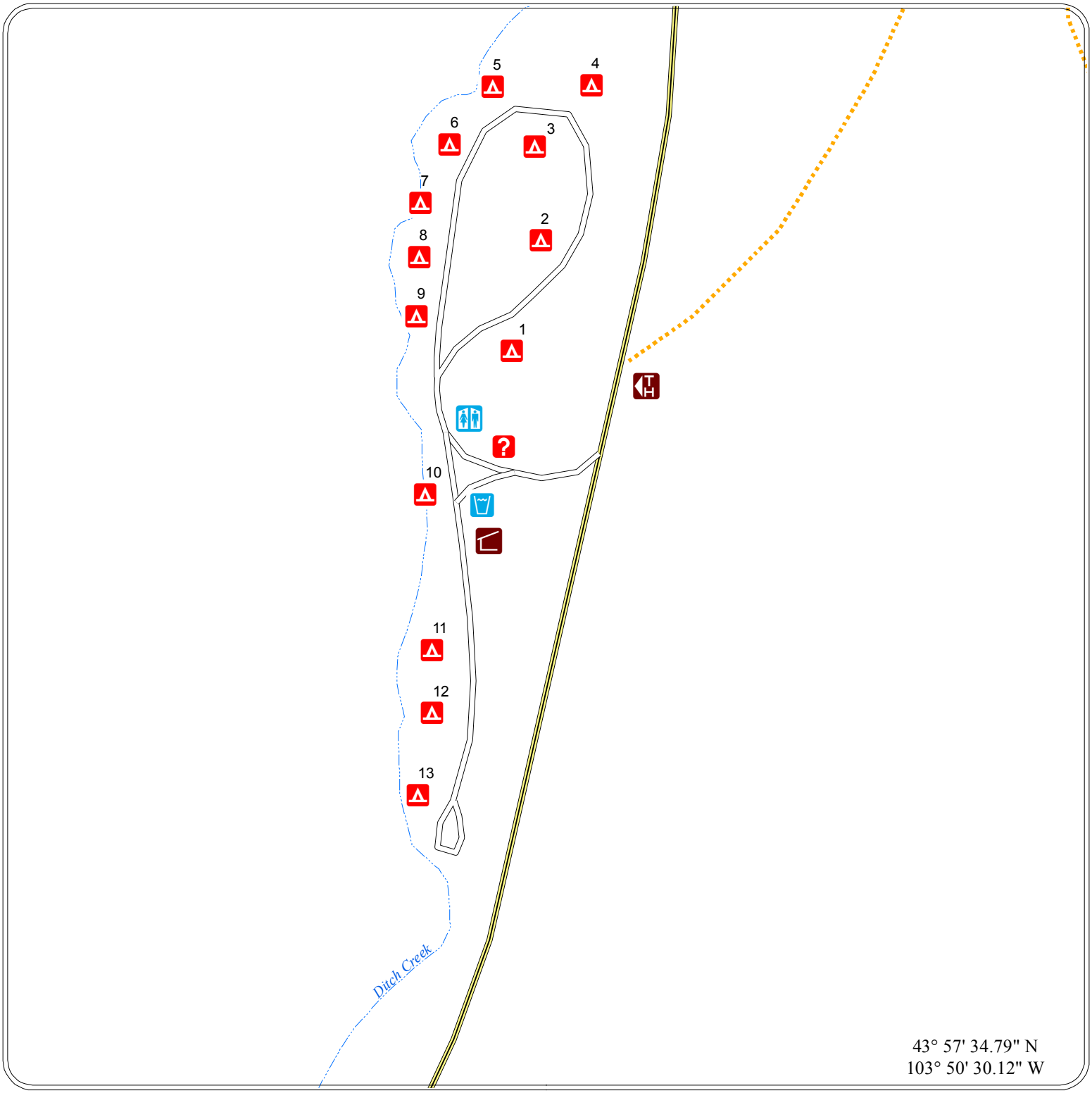
Number of Units: 13
2013 Daily Fee: $18
Accessible Site(s) Available: yes
Drinking Water Available: yes
Host on Site: no
Reservable Sites: no

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet





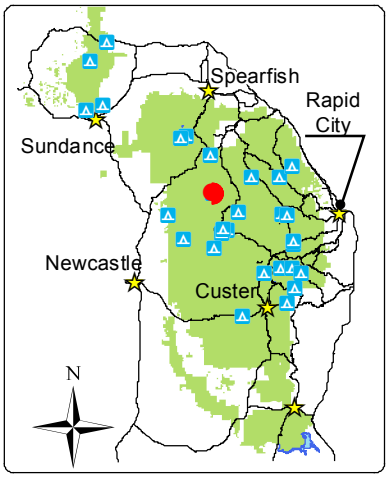
BLACK FOX CG

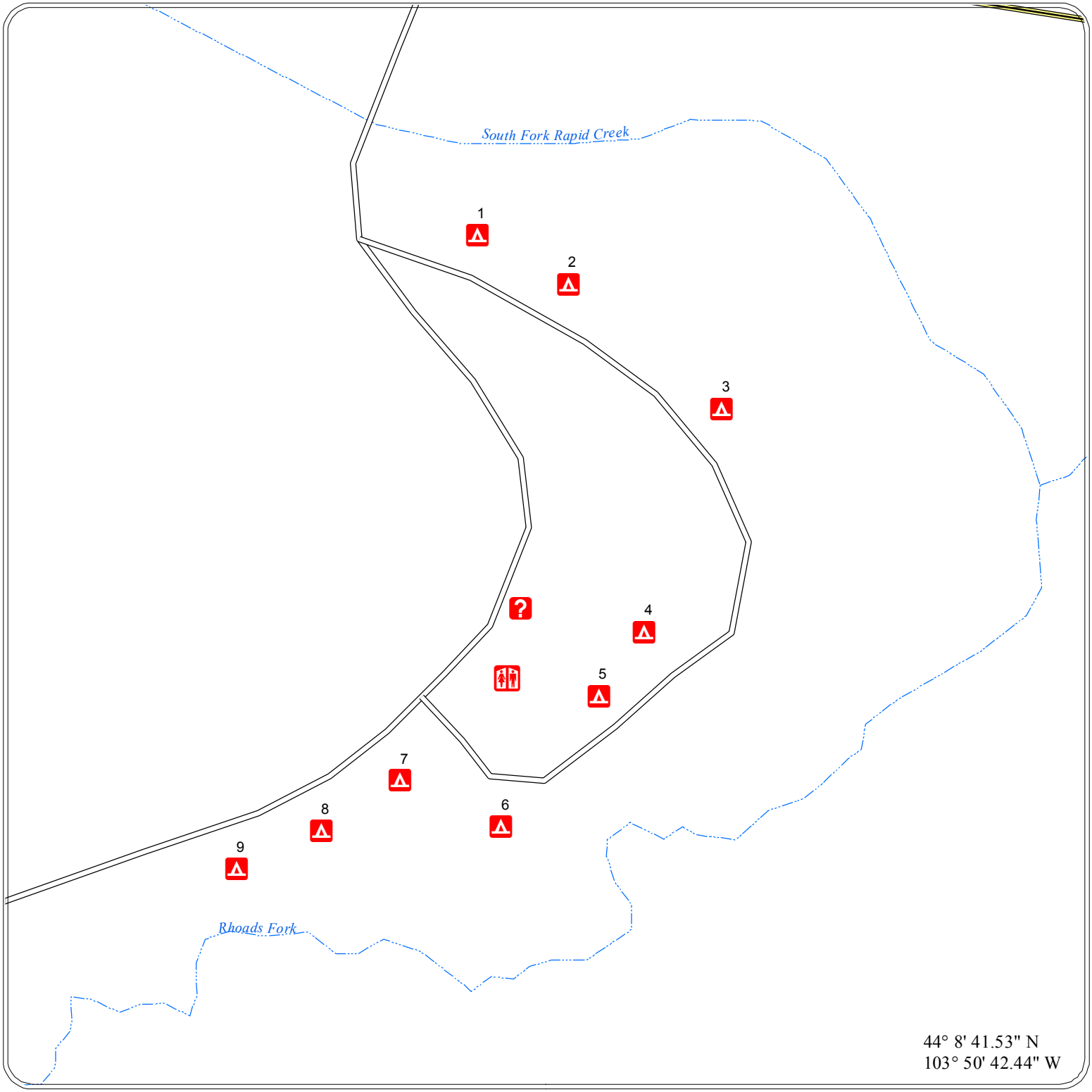
Number of Units: 9
2013 Daily Fee: $10
Accessible Site(s) Available: no
Drinking Water Available: no
Host on Site: no
Reservable Sites: no

- Fee Tube/Info
- Campsite
- Parking
- Restroom
- Water
- Picnic Area
- Beach
- Fishing Pier
- Overlook
- Trailhead
- Shelter
- Horse Facility
- Gate
- Road
- Access Road
- Trail
- Mowed grass
- Stream
- Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols (A) = Accessible Facilities

0 250 Feet





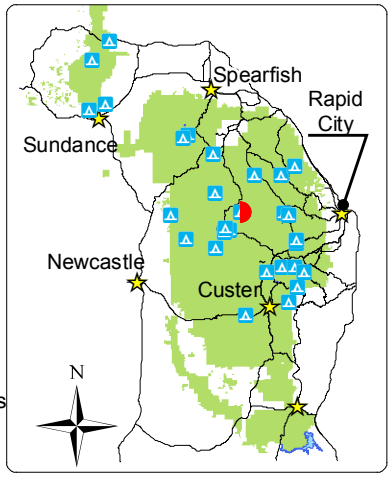
CASTLE PEAK CG

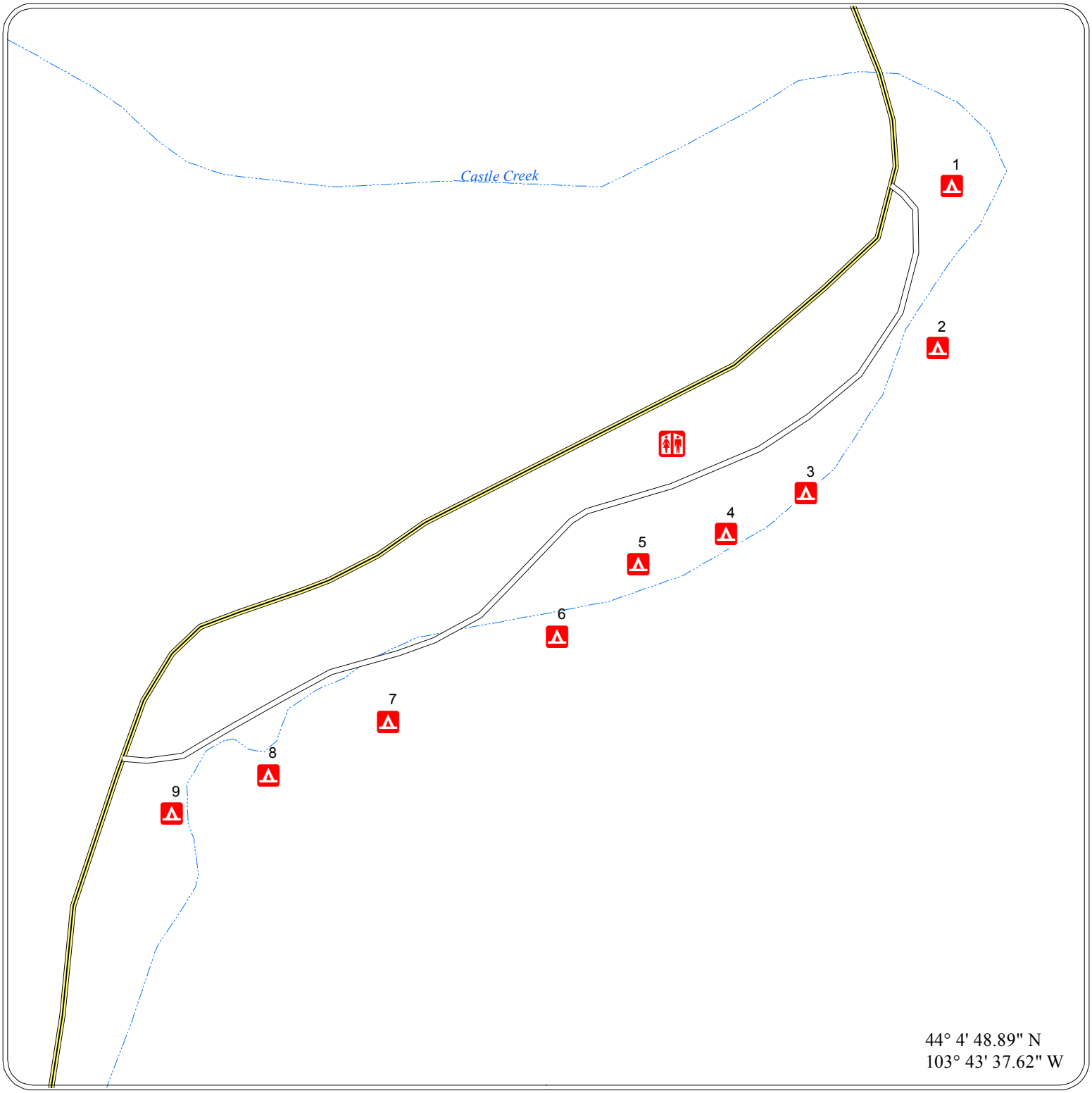
Number of Units: 9
2013 Daily Fee: $10
Accessible Site(s) Available: no
Drinking Water Available: no
Host on Site: no
Reservable Sites: no

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet





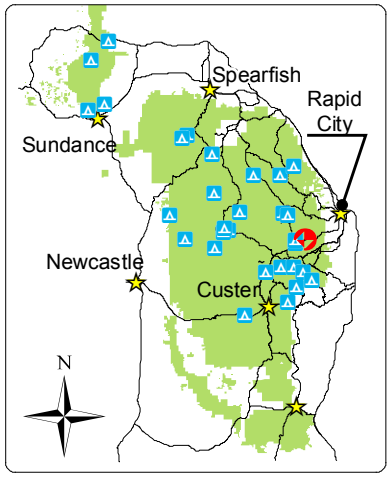
SPRING CREEK PG

Number of Units: 8

Parking Fee: $4/vehicle

Drinking Water Available: no

Fee Tube/Info
Parking
Restroom
Water
Picnic Area
Overlook
Trailhead
Shelter
Road
Access Road
Trail
Stream
Lake



0 250 Feet

43° 59' 6.3" N
103° 25' 36.4" W

CTY-228

404

Spring Creek

Campground Descriptions, Black Hills National Forest

Northern Hills Ranger District:

Dalton Lake Recreation Complex

Campground has 11 camp sites (1 accessible). Restroom facilities and drinking water are available. The nearby Trailhead provides access to the Centennial Trail which is open for motorized & non-motorized recreation. There are additional motorized trails nearby. From Nemo, travel north on County Road 26 (locally known as 'Vanocker Canyon') for approx. 3 miles. Turn right (east) onto FSR 224, 'Dalton Lake Road'. Travel approx. 5 miles to the campground.

Roubaix Lake Recreation Complex

Campground has 56 units (some accessible). Thirteen sites are open year-round. Restroom facilities, drinking water, and a beach are available. Roubaix Lake provides opportunities for swimming and fishing for brook trout. From Deadwood proceed south on US Hwy 385 approx. 13 miles to the campground access.

Expanded Amenity Fee Campgrounds & Standard Amenity Fee Picnic Ground

Boxelder Forks Campground has 14 camp sites (0 accessible). Restroom facilities and drinking water are available. The nearby Boxelder Forks Trailhead provides access to the Centennial Trail. The campground is located near Boxelder Creek, a walk-in fishery. From Nemo, follow FSR 140 ('Boxelder Forks Road') west, approx. 1.5 miles to campground.

Hanna Campground has 13 campsites (0 accessible), a toilet and drinking water. Half the sites are walk-in tent sites, which are open year round. Adjacent to the spruce-lined East Spearfish Creek, and a wide meadow, the campground is nestled in a canyon with towering rock formations & pine covered slopes - a scenic and peaceful place to camp. The Spearfish Canyon Scenic Byway begins north of campground at State Hwy. 14A. Limited groceries and fuel is available at Cheyenne Crossing, approx. 2 miles north of the campground. From Lead, SD, take US Highway 85 south 7.6 miles south to the 'Hanna Campground' sign (just beyond Cheyenne Crossing). Turn left at the sign (south), onto FSR 196, proceed approx. 2 miles to the campground.

Rod and Gun Campground has 7 camp sites (0 accessible). Restroom facilities are available. A scene in the movie "Dances with Wolves", was filmed nearby. The campground is located adjacent to Little Spearfish Creek. Stream fishing and hiking opportunities are nearby. From Savoy, in Spearfish Canyon, travel west on FSR 222.3 ('Roughlock Falls Road') approx. 2.5 miles to the campground.

Campground Descriptions, Black Hills National Forest

Steamboat Rock Campground & Picnic Area has 6 dispersed sites (0 accessible). Restroom facilities are available. The site is located along Boxelder Creek, a walk-in fishery. From Nemo, travel south on County Road 404 ('Nemo Road'), approx. 3.5 miles to campground.

Timon Campground has 7 campsites (0 accessible) located in Little Spearfish Canyon, adjacent to Little Spearfish Creek. Toilets and drinking water are available. The creek provides opportunities to fish for brook trout. From Savoy, in Spearfish Canyon, travel west on FSR 222.3 ('Roughlock Falls Road') approx. 4 miles to the campground.

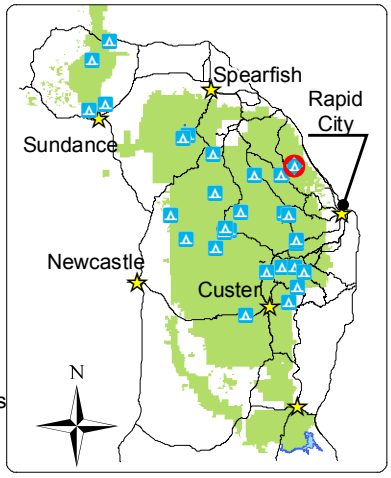
Strawberry Hill Picnic Ground has 6 dispersed sites (2 accessible). Restroom facilities are available. There is a pond that provides opportunities for nature watching and accessible fishing. From Deadwood proceed south on US Hwy 385 approx. 5 miles to the picnic ground.

DALTON LAKE RECREATION COMPLEX

Number of Units: 11
2013 Daily Fee: $18
Accessible Site(s) Available: yes
Drinking Water Available: yes
Host on Site: yes
Reservable Sites: no

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities



0 250 Feet

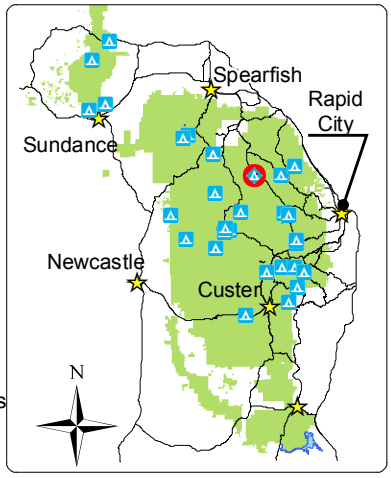
89
89
89
Little Elk Creek
Dalton Lake
Centennial Trail
224.1
1
2
3
4
5
6
7
8
9
10
11
H
44° 13' 49.56" N
103° 28' 29.30" W

ROUBAIX LAKE RECREATION COMPLEX

Number of Units: 56
2013 Daily Fee: $20
Accessible Site(s) Available: yes
Drinking Water Available: yes
Host on Site: yes
Reservable Sites: yes

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities



0 250 Feet

To Hwy-385
1 R
Loop A
2-3 R
8-9 R
255.1A
6-7 R
4-5 R
19 R
10-11 R
Well House
17-18 R
15-16 R
14
12-13 R
255
Loop B
Loop C
28-29 R
255.1E
20-23
30-31
101L
24-25
26-27 R
32 R
255.1C
Beach
35-36
Host
33-34
Roubaix Lake
38 R
56-57
39-40
54-55 R
50-53
Group Campfire Pit
46-47
Loop D
48-49
41 43
255.1D
42 R
44-45
Middle Boxelder Creek

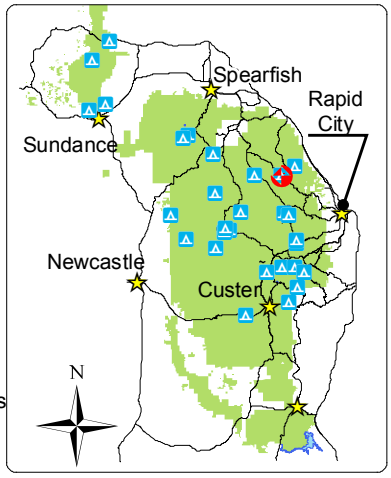
44° 11' 59.96" N
103° 39' 41.85" W

BOXELDER FORKS CG

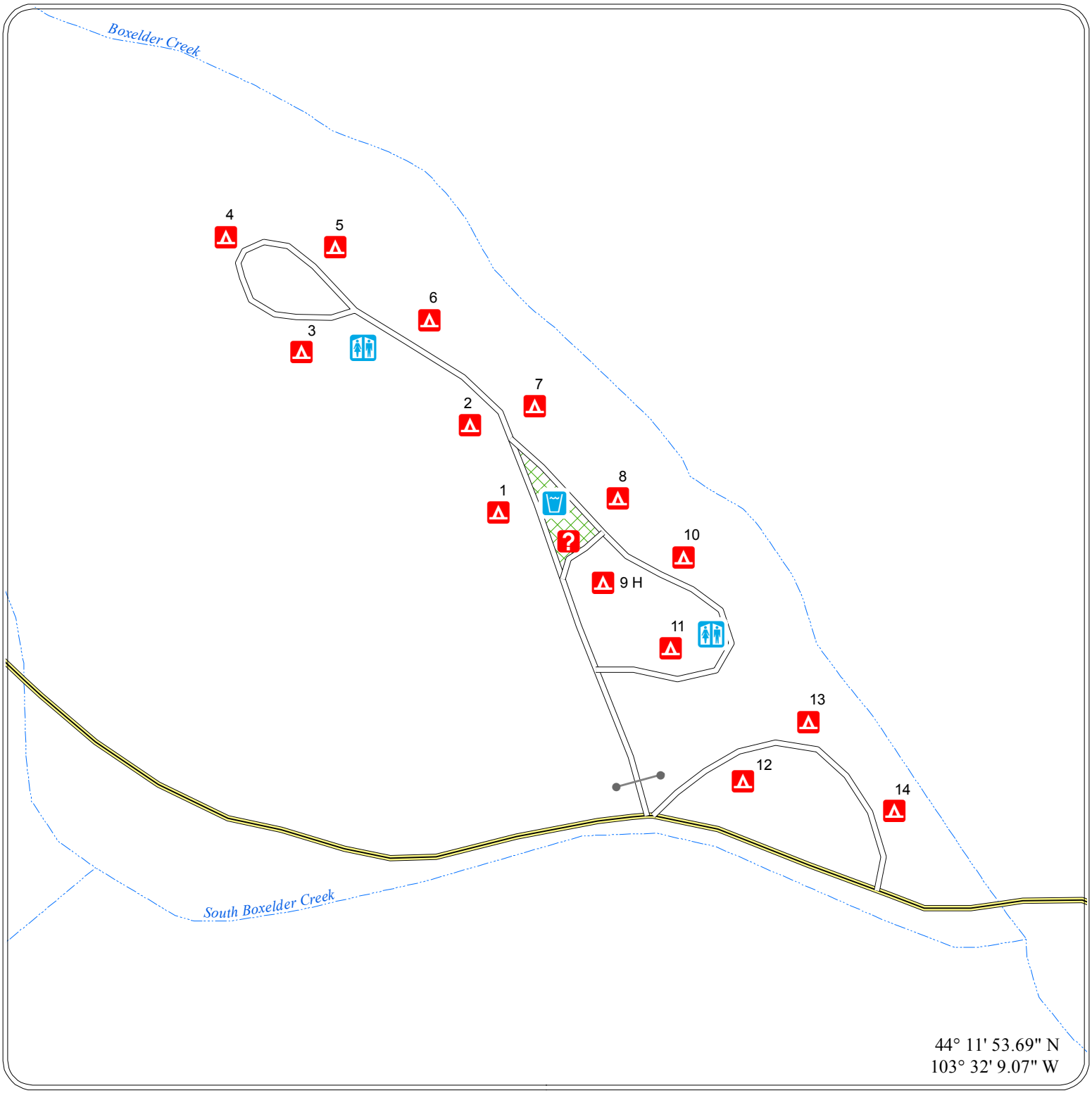
Number of Units: 14
2013 Daily Fee: $16
Accessible Site(s) Available: no
Drinking Water Available: yes
Host on Site: yes
Reservable Sites: no

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities



0 250 Feet



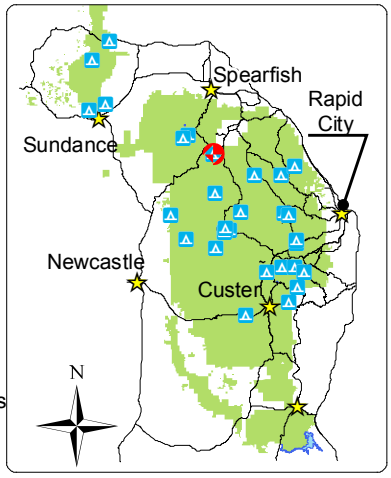
HANNA CG

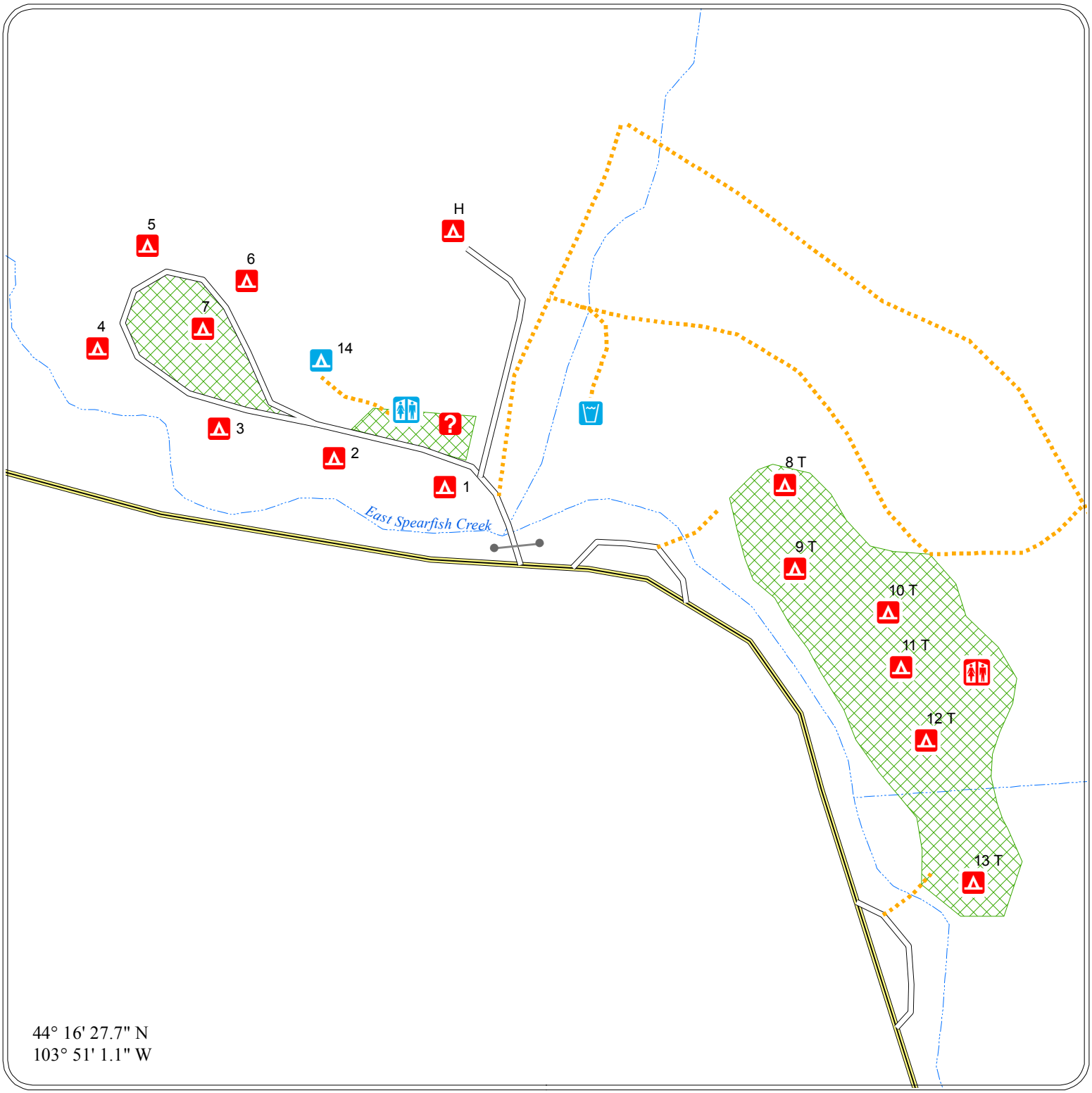
Number of Units: 13
2013 Daily Fee: $16
Accessible Site(s) Available: yes
Drinking Water Available: yes
Host on Site: yes
Reservable Sites: no

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet





44° 16' 27.7" N
103° 51' 1.1" W

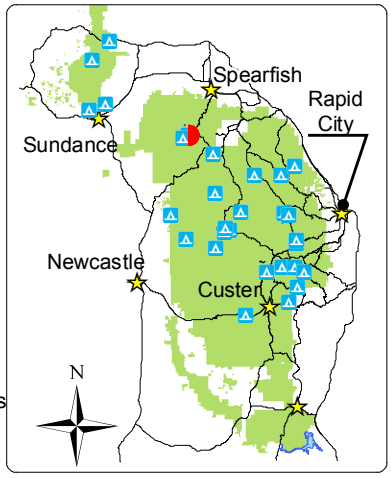
ROD AND GUN CG

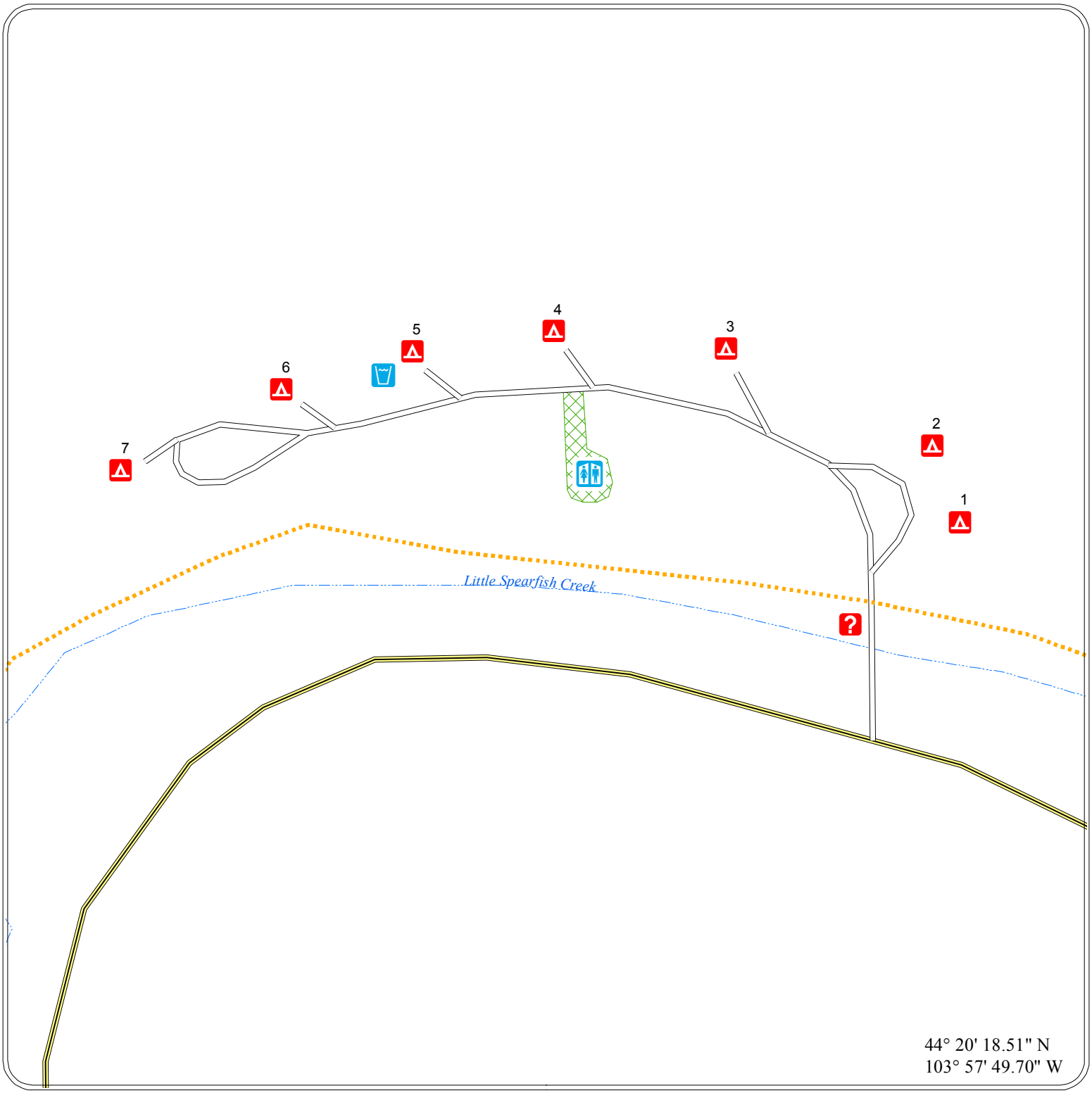
Number of Units: 7
2013 Daily Fee: $16
Accessible Site(s) Available: no
Drinking Water Available: yes
Host on Site: no
Reservable Sites: no

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet





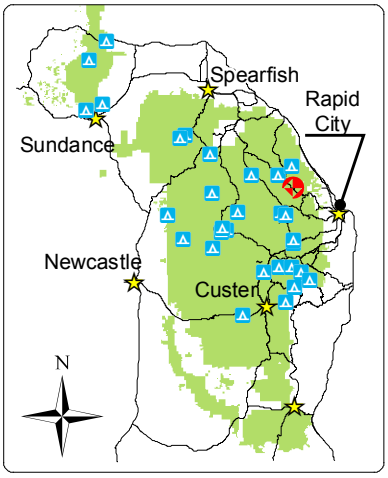
STEAMBOAT ROCK CG & PICNIC AREA

Number of Units: 21

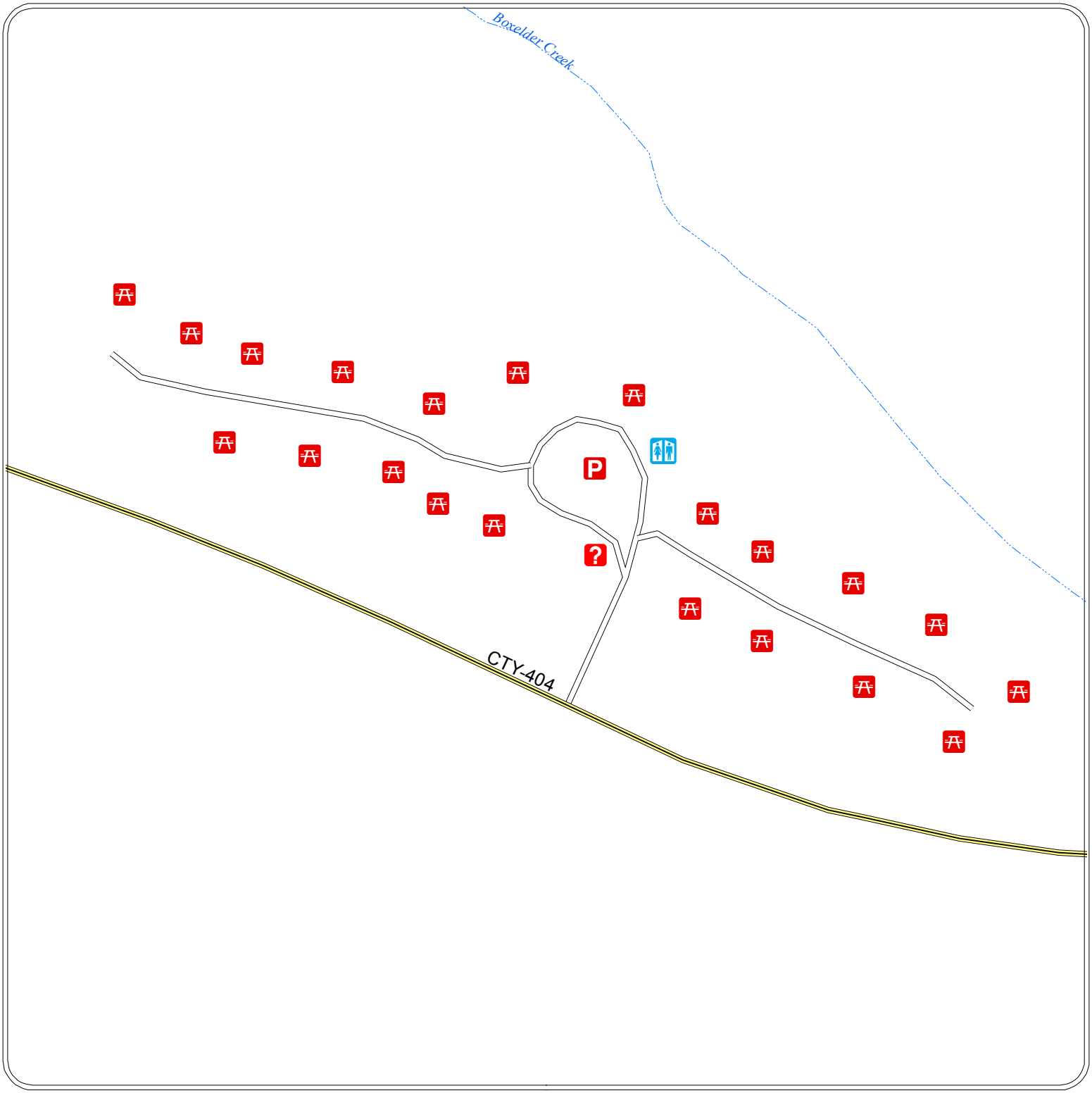
Parking Fee: $5/vehicle

Drinking Water Available: no

Fee Tube/Info
Parking
Restroom
Water
Picnic Area
Overlook
Trailhead
Shelter
Road
Access Road
Trail
Stream
Lake



0 250 Feet



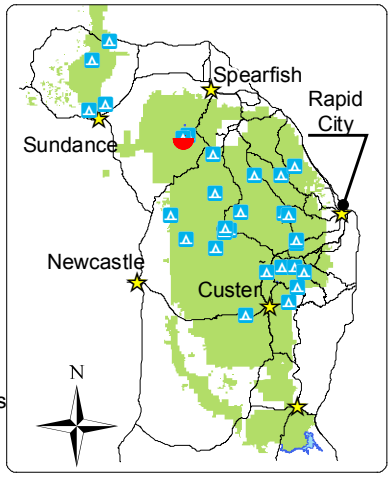
TIMON CG & TRAILHEAD

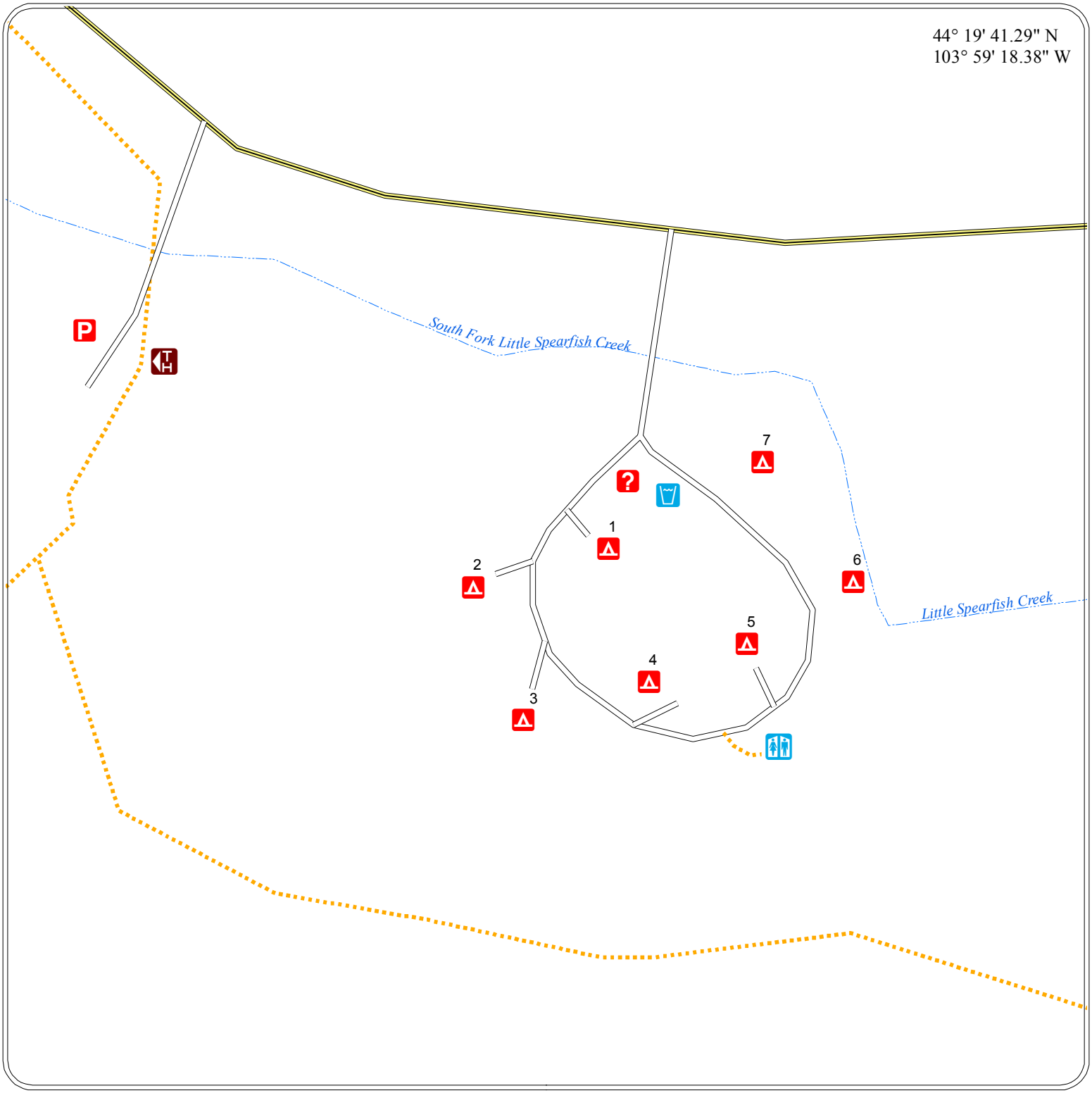
Number of Units: 7
2013 Daily Fee: $16
Accessible Site(s) Available: no
Drinking Water Available: yes
Host on Site: no
Reservable Sites: no

Fee Tube/Info
Campsite
Parking
Restroom
Water
Picnic Area
Beach
Fishing Pier
Overlook
Trailhead
Shelter
Horse Facility
Gate
Road
Access Road
Trail
Mowed grass
Stream
Lake

= Site Number, R = Reservable, T = Tent Only Blue symbols = Accessible Facilities

0 250 Feet





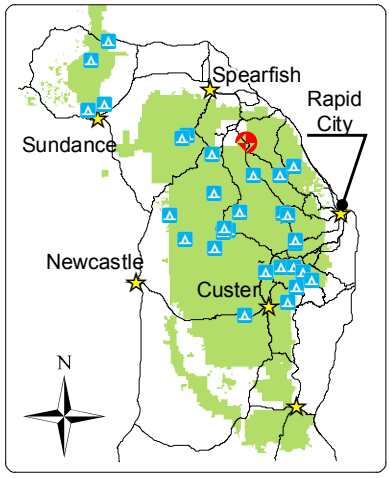
STRAWBERRY PG

Number of Units: 11

Parking Fee: $4/vehicle

Drinking Water Available: no

Fee Tube/Info
Parking
Restroom
Water
Picnic Area
Overlook
Trailhead
Shelter
Road
Access Road
Trail
Stream
Lake



0 250 Feet

US-385

760

Appendix 3: Inventory of Government Property

Following is an inventory of Government Property which will be included in the permit.

BEARLODGE RANGER DISTRICT

Cook Lake Recreation Complex
- Cook Lake Campground
- Picnic Ground
- Trailhead

Expanded Amenity Fee Campgrounds
- Bearlodge Campground
- Reuter Campground & Trailhead
- Sundance Horse Campground & Trailhead

HELL CANYON RANGER DISTRICT

Bismarck Lake Recreation Complex
- Bismarck Lake Campground
- Fishing Area
- Picnic Ground
- Boat Launch

Horsethief Lake Recreation Complex
- Horsethief Lake Campground
- Fishing Area
- Trailhead

Expanded Amenity Fee Campgrounds
- Beaver Creek Campground
- Comanche Park Campground
- Grizzly Creek Campground & Picnic Ground
- Iron Creek Horse Campground & Trailhead
- Oreville Campground
- Redbank Spring Campground
- Willow Creek Horse Campground & Trailhead

Standard Amenity Fee Picnic Grounds
- Lakota Lake Picnic Ground & Day Use Area

MYSTIC RANGER DISTRICT

Pactola Recreation Complex
- Pactola Campground
- Bear Gulch (Group) Campground
- North Boat Launch
- South Boat Launch
- Pactola Point Swim Beach & Picnic Ground
- Osprey Trailhead (located behind B loop)

Sheridan Recreation Complex
- Sheridan South Campground
- North Cove Group Campground
- North Boat Launch
- South Boat Launch
- North Beach
- North Picnic Ground
- South Beach & Picnic Ground
- Dakota Point Picnic Ground
- Calumet Trailhead (located at South Launch)

Deerfield Recreation Complex
- Dutchman Campground
- Whitetail Campground
- Custer Trails Campground, Boat Launch, &Trailhead
- Deerfield Cove Boat Launch
- Mountain City Picnic Ground
- Lakeshore Picnic Ground

Expanded Amenity Fee Campgrounds
- Ditch Creek Campground (4 miles south of Deerfield)
- Black Fox Campground (8 miles west of Rochford)
- Castle Peak Campground (8 miles southwest of Rochford)

Standard Amenity Fee Picnic Grounds
- Spring Creek Picnic Ground (1 mile east of Sheridan Lake)

NORTHERN HILLS RANGER DISTRICT

Dalton Lake Recreation Complex
- Dalton Lake Campground
- Picnic Ground
- Trailhead

Roubaix Lake Recreation Complex
- Roubaix Lake Campground
- Beach
- Picnic Ground

Expanded Amenity Fee Campgrounds
- Boxelder Forks Campground
- Hanna Campground
- Rod & Gun Campground
- Steamboat Rock Campground & Picnic Ground
- Timon Campground & Trailhead

Standard Amenity Fee Picnic Grounds
- Strawberry Hill Picnic Ground

BEARLODGE RANGER DISTRICT - GOVERNMENT OWNED PROPERTY INVENTORY

Cook Lake Recreation Complex

Cook Lake Campground
Picnic Ground
Trailhead

Expanded Amenity Fee Campgrounds

Bearlodge Campground
Reuter Campground & Trailhead
Sundance Horse Campground & Trailhead

****All facilities listed are approximate numbers and applicants should visit the site.**

COOK LAKE RECREATION COMPLEX

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORGY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	DRAINAGE_STR/CROSSING	UNDERDRAIN, GEOTEXTILE	1		450 sq ft	GEOWEB			
CG	SIGN	SITE	1	REDWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)	Entrance Signs (Single Sided)		
CG	EROSION_CONTROL_DEVICE	RETAINING WALL	1	WOOD	364 cu ft				
CG	SANITATION	GARBAGE CAN	6		6 each				
CG	MISC_RECREATION_UNIT	TENT PAD	9		9 each				
CG	BARRIER	WHEEL STOP	54		54 each		6 at loop a thd, 43 at picnic ground, 5 at cliff swallow thd		
CG	EROSION_CONTROL_DEVICE	RETAINING WALL	1	CONCRETE	300 cu ft				
CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	192 sq ft	INFO. BOARDS (NOT FEE STATIONS)			
CG	MISC_RECREATION	PATHWAY	1	DECOMPOSED GRANITE	2400 sq ft				
CG	SIGN	UNIT MARKER	32	REDWOOD	32 each	UNIT SIGNS			
CG	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	15840 ln ft	WOOD			
CG	MISC_RECREATION	FEE STATION	2		2 each				
CG	TABLE	TABLE PAD	62	GRAVEL	62 each				
CG	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	72 ln ft	WOOD	28 ft of rail fence at picnic ground		
CG	SIGN	FEDERAL RECREATION SYMBOL	10	ALUMINUM	10 each	ACCESSIBILITY SIGNS	1 at campground, 1 at picnic ground		
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	32		32 each			ACCESSIBLE	7 of 32 sites converted to accessible
CG	WATERCRAFT_SWIM	BUOY, ANCHOR SMALL	29		29 each				
CG	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	688 sq ft		at campground		
CG	FIRE_DEVICE	PEDESTAL GRILL, SMALL	32		32 each				
CG	FENCE	NON-RANGE, RECREATION	1	CHAIN LINK	55 ln ft	CHAINLINK			
CG	TABLE	PICNIC TABLE	62	WOOD, HVY DUTY	62 each			ACCESSIBLE	7 of 32 sites accessible
CG	MISC_RECREATION	PATHWAY	1	CRUSHED AGGREGATE	10200 sq ft		8,000 sqft at picnic ground 2,200 at campground		
CG	BUILDING	SERVICE			166 sq ft	COOK LAKE CG TOILET #4	Started Const summer 2004 operational summer 2005		
CG	BUILDING	SERVICE			225 sq ft	COOK LAKE CG TOILET #1		NOT ACCESSIBLE	
CG	BUILDING	SERVICE			225 sq ft	COOK LAKE CG TOILET #3		ACCESSIBLE	Doors widen and stall reduced to one for turning radius
CG	WATER_SYSTEM	WELL				COOK LAKE CG LOOP A			
CG	WATER_SYSTEM	WELL				COOK LAKE CG LOOP B			
CG	WASTEWATER_SYSTEM	HOLDING TANK				COOK LAKE CG LOOP A HOST			

COOK LAKE RECREATION COMPLEX (Continued)

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORGY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	EROSION_CONTROL_DEVICE	RIPRAP	1		150 cu ft				
CG	MISC_RECREATION	HOST SITE	1		1 each	CAMPGROUND			
CG	GATE	PIPE	1	STEEL	1 each		trailhad		
CG	MISC_RECREATION	PATHWAY	1	CONCRETE	3984 sq ft		at picnic ground		
CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	40 sq ft		at picnic ground		
CG	WATERCRAFT_SWIM	FISHING PLATFORM	2		300 sq ft		at picnic ground		
CG	EROSION_CONTROL_DEVICE	RETAINING WALL	1	ROCK	333.4 cu ft				
CG	EROSION_CONTROL_DEVICE	RETAINING WALL	1	WOOD	350 cu ft				
CG	EROSION_CONTROL_DEVICE	DITCH, DIVERSION	1		3020 sq ft		at picnic ground		
CG	WATERCRAFT_SWIM	FISHING PLATFORM	1		200 sq ft		polyethylene composition floatable dock + aluminium gangway plank = $8509 in 2005	ACCESSIBLE	
CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	180 sq ft		at cliff swallow thd		
CG	TABLE	BENCH	4	EXPANDED METAL	4 each				
CG	TABLE	BENCH	2	WOOD, HVY DUTY	2 each				
CG	MISC_RECREATION	PATHWAY BRIDGE	8	WOOD	5344 sq ft		trail		
CG	EROSION_CONTROL_DEVICE	STAIRWAY	7	CONCRETE	140 sq ft				
CG	EROSION_CONTROL_DEVICE	STAIRWAY	7	WOOD	630 sq ft				
PG	FIRE_DEVICE	PEDESTAL GRILL, SMALL	4		4 each				
PG	TABLE	PICNIC TABLE	4	WOOD, HVY DUTY	4 each				
PG	BUILDING	SERVICE			166 sq ft	COOK LAKE PG TOILET	summer 2004		
CG	MISC_RECREATION	LATERN POST	1		1 each	SITE #9			

BEARLODGE CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORGY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	ROCK	730 ln ft		09/20/2001 Rock barriers provided around access road edge		
CG	FENCE	NON-RANGE, RECREATION	1	BARBED WIRE	2000 ln ft	WIRE			
CG	MISC_RECREATION	INFORMATION KIOSK	1	WHITE OAK	6 sq ft				
CG	TABLE	PICNIC TABLE	8	WOOD, HVY DUTY	8 each			ACCESSIBLE	Sites 2, 3, 5, 6 have accessible tables
CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	64 sq ft	INFO. BOARDS (NOT FEE STATIONS)			
CG	SANITATION	GARBAGE CAN	3		3 each				
CG	MISC_RECREATION	PATHWAY	1	CRUSHED AGGREGATE	500 sq ft				
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	8		8 each			ACCESSIBLE	Sites 2, 3, 5, 6, have accessible grills
CG	SIGN	SITE	2	REDWOOD	2 each	ENTRANCE SIGNS (DOUBLE SIDED)	Entrance Signs (Double Sided)		
CG	TABLE	TABLE PAD	8	LOW ROS	8 each				
CG	BARRIER	PARKING BARRIER	16	CONCRETE	192 ln ft		2 parking barriers per camp site		
CG	CULVERT	STANDARD	1		35 ln ft				
CG	BUILDING	SERVICE			95 sq ft	BEARLODGE CAMPGROUND TOILET 1A		ACCESSIBLE	
CG	MISC_RECREATION	FEE STATION	1		1 each				
CG	GATE	PIPE	1	STEEL	1 each				

REUTER CAMPGROUND & TRAILHEAD

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORGY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	TABLE	PICNIC TABLE	24	WOOD, HVY DUTY	24 each			ACCESSIBLE	11 of the 24 sites convert to accessible
CG	SIGN	SITE	1	HDO PLYWOOD	1 each	ENTRANCE SIGNS (DOUBLE SIDED)			
CG	MISC_RECREATION	FEE STATION	1		1 each				
CG	EROSION_CONTROL_DEVICE	STAIRWAY	1	CONCRETE	64 sq ft				
CG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	156 ln ft				
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	24		24 each			ACCESSIBLE	11 of the 24 convert to accessible
CG	MISC_RECREATION_UNIT	TENT PAD	24		29 each				
CG	RECORDING_SITE	REGISTRATION BOX, POST-MOUNTED	1		1 each				
CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	52 sq ft	INFO. BOARDS (NOT FEE STATIONS)			
CG	SANITATION	GARBAGE CAN	12		12 each				
CG	SIGN	UNIT MARKER	24	REDWOOD	24 each	UNIT SIGNS			
CG	EROSION_CONTROL_DEVICE	STAIRWAY	1	ROCK	12 sq ft				
CG	BUILDING	SERVICE			104 sq ft	REUTER CG TOILET #3	Reconstructed over Reuter #1 9/10		
CG	BUILDING	SERVICE			105 sq ft	REUTER CG TOILET #4	Reconstructed over Reuter #2 9/11		
CG	WATER_SYSTEM					REUTER CG			
CG	BARRIER	PARKING BARRIER	1	ROCK	45 ln ft				
CG	BARRIER	PARKING BARRIER	1	ROCK	45 ln ft				
CG	BARRIER	PARKING BARRIER	1	ROCK	45 ln ft				
CG	BARRIER	PARKING BARRIER	1	ROCK	45 ln ft				
CG	MISC_RECREATION	INFORMATION KIOSK	1	HDO PLYWOOD	35 sq ft				
CG	BARRIER	PARKING BARRIER	1	ROCK	45 ln ft				
CG	EROSION_CONTROL_DEVICE	RETAINING WALL	1	ROCK	110 cu ft				
TH	MISC_RECREATION	INFORMATION KIOSK	1	MDO PLYWOOD	48 sq ft				
TH	SANITATION	GARBAGE CAN	2		2 each				
CG	GATE	PIPE	1		1 each				

SUNDANCE HORSE CAMPGROUND & TRAILHEAD

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORGY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
HORSE CG	EQUESTRIAN_OHV	HITCHING RACK	1	STEEL	235 ln ft				
HORSE CG	EQUESTRIAN_OHV	LOADING/UNLOADING RAMP, ANIMAL	1		1 each				
HORSE CG	SIGN	UNIT MARKER	10	WHITE OAK	10 each	UNIT SIGNS			
HORSE CG	CULVERT	STANDARD	1		35 ln ft				
HORSE CG	MISC_RECREATION	FEE STATION	1		1 each				
HORSE CG	EQUESTRIAN_OHV	MANGER	1	STEEL	600 ln ft				
HORSE CG	FENCE	NON-RANGE, RECREATION	1	BARBED WIRE	4750 ln ft	WIRE			
HORSE CG	MISC_RECREATION	PATHWAY	1	NATIVE MAT.	585 sq ft				
HORSE CG	MISC_RECREATION_UNIT	ACCESSIBLE/SOCIAL IMPACT AREA	1	GRAVEL	2000 sq ft				
HORSE CG	MISC_RECREATION	INFORMATION KIOSK	1	MDO PLYWOOD	48 sq ft				
HORSE CG	EQUESTRIAN_OHV	STOCK STALL	16		16 each				
HORSE CG	SIGN	SITE	1	HDO PLYWOOD	1 each	ENTRANCE SIGNS (DOUBLE SIDED)			
HORSE CG	RECORDING_SITE	REGISTRATION BOX, POST-MOUNTED	1		1 each				
HORSE CG	TABLE	PICNIC TABLE	10	WOOD, HVY DUTY	10 each			ACCESSIBLE	Sites 1, 2, 4, 5, 7, 10 converted to accessible
HORSE CG	MISC_RECREATION	PATHWAY	1	CONCRETE	2840 sq ft				
HORSE CG	MISC_RECREATION_UNIT	TENT PAD "LOW ROS"	10		10 each				
HORSE CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	10		10 each			ACCESSIBLE	Sites 1, 2, 4, 5, 7, 10 converted to accessible
HORSE CG	EQUESTRIAN_OHV	CORRAL	6	STEEL	6 each				
HORSE CG	EROSION_CONTROL_DEVICE	RETAINING WALL	1	WOOD	1457 cu ft				
HORSE CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	126 sq ft	INFO. BOARDS (NOT FEE STATIONS)	1 at HORSE CG, 1 at thd		
HORSE CG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	1030 ln ft				
HORSE CG	BARRIER	WHEEL STOP	6		6 each				
HORSE CG	EQUESTRIAN_OHV	LOADING/UNLOADING RAMP, ATV	1		1 each				
HORSE CG	MISC_RECREATION_UNIT	SOLAR PANEL	1		1 each				
HORSE CG	BARRIER	PARKING BARRIER	1	CONCRETE	36 ln ft				
HORSE CG	SANITATION	GARBAGE CAN	10		10 each				
HORSE CG	BUILDING	SERVICE			166 sq ft	SUNDANCE CG TOILET #1		ACCESSIBLE	
HORSE CG	WATER_SYSTEM					SUNDANCE CG WATER SYSTEM			
HORSE CG	MISC_RECREATION	PATHWAY	1	DECOMPOSED GRANITE	1512 sq ft		at sundance thd		
HORSE CG	GATE	PIPE	1	STEEL	1 each		at picnic ground (2 gates total) type of material and gate should be checked at next inspection		
HORSE CG	GATE	PIPE	1	STEEL	1 each	GATE AT PICNIC GROUND			

HELL CANYON RANGER DISTRICT - GOVERNMENT OWNED PROPERTY INVENTORY

Bismarck Lake Recreation Complex

Bismarck Lake Campground
Fishing Area
Picnic Ground
Boat Launch

Horsethief Lake Recreation Complex

Horsethief Lake Campground
Fishing Area
Trailhead

Expanded Amenity Fee Campgrounds

Beaver Creek Campground
Comanche Park Campground
Grizzly Creek Campground & Picnic Ground
Iron Creek Horse Campground & Trailhead
Oreville Campground
Redbank Spring Campground
Willow Creek Horse Campground & Trailhead

Standard Amenity Fee Picnic Grounds

Lakota Lake Picnic Ground & Day Use Area

****All facilities listed are approximate numbers and applicants should visit the site.**

BISMARCK LAKE RECREATION COMPLEX

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILTY STATUS	ACCESSIBILITY REMARKS
BOAT SITE	BARRIER	WHEEL STOP	12		12 each				
BOAT SITE	BUILDING	SERVICE			93 sq ft	BISMARK LAKE PG TOILET #2	Put into service 10/1/08	ACCESSIBLE	
BOAT SITE	EROSION_CONTROL_DEVICE	RETAINING WALL	1	CONCRETE	440 cu ft				
BOAT SITE	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	188 sq ft				
BOAT SITE	FIRE_DEVICE	GRILL STAND	1		1 each				
BOAT SITE	MISC_RECREATION	FEE STATION	1		1 each				
BOAT SITE	MISC_RECREATION	PATHWAY BRIDGE	1	WOOD	624 sq ft				
BOAT SITE	SANITATION	DUMPSTER, SMALL	1		1 each		AT PICNIC GROUND		
BOAT SITE	SANITATION	GARBAGE CAN, ACCESSIBLE	1		1 each		Recycle bin		
BOAT SITE	SIGN	TRAVEL MANAGEMENT	3	METAL	3 each				
BOAT SITE	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	36 sq ft				
BOAT SITE	TABLE	PICNIC TABLE	2	WOOD, HVY DUTY	2 each				
BOAT SITE	TABLE	TABLE PAD	2	CONCRETE	2 each				
BOAT SITE	WATERCRAFT_SWIM	RAMP	1	GRAVEL	612 sq ft				
CG	BUILDING	SERVICE			166 sq ft	BISMARK LAKE CG TOILET #4	Became Operational 6/2002	ACCESSIBLE	
CG	BUILDING	SERVICE			93 sq ft	BISMARK LAKE CG TOILET #5	Put into operation on 5/22/06	ACCESSIBLE	
CG	BUILDING	SERVICE			93 sq ft	BISMARK LAKE CG TOILET #6	Put into operation on 5/22/06	ACCESSIBLE	
CG	BUILDING	SERVICE			80 sq ft	BISMARK LAKE CG PUMPHOUSE #2	Put into service 5/22/06	ACCESSIBLE	
CG	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	360 sq ft				
CG	FIRE_DEVICE	FIRE RING	23		23 each				
CG	GATE	PIPE	1	STEEL	1 each	ROAD GATES			
CG	MISC_RECREATION	HOST SITE	1		1 each				
CG	MISC_RECREATION	PATHWAY BRIDGE	1	WOOD	2648 sq ft				
CG	MISC_RECREATION_UNIT	TRAILER/RV HOOKUP	1		1 each	RV HOOKUPS (SEWER, WATER, ELECTRICITY, PHONE)			
CG	SIGN	SITE	1	REDWOOD	1 each	ENTRANCE SIGNS (DOUBLE SIDED)			
CG	SIGN	SITE	1	REDWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)			
CG	SIGN	UNIT MARKER	23	OTHER	23 each	UNIT SIGNS			
CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	15 sq ft	INFO. BOARDS (NOT FEE STATIONS)			
CG	TABLE	PICNIC TABLE	23	WOOD, HVY DUTY	23 each				
CG	TABLE	TABLE PAD	23	LOW ROS	23 each				
CG	WASTEWATER_SYSTEM	HOLDING TANK				BISMARK CG HOST			
CG	WATER_SYSTEM					BISMARCK LAKE CG			

BISMARCK LAKE RECREATION COMPLEX (Continued)

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILTY STATUS	ACCESSIBILITY REMARKS
PG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	1		1 each				
PG	MISC_RECREATION_UNIT	ACCESSIBLE/SOCIAL IMPACT AREA	1	CONCRETE	600 sq ft	TABLE AREA		ACCESSIBLE	
PG	TABLE	PICNIC TABLE	2	WOOD, HVY DUTY	2 each				

HORSETHIEF LAKE RECREATION COMPLEX

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILTY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	CURB	1	CONCRETE	470 ln ft				
CG	BARRIER	PARKING BARRIER	1	CONCRETE	60 ln ft				
CG	BUILDING	INDUSTRIAL			80 sq ft	HORSETHIEF PUMPHOUSE #2	Put into operation 5/17/2004 GW Hell Canyon took over management of area on 10/1/2002	ACCESSIBLE	
CG	BUILDING	SERVICE			166 sq ft	HORSETHIEF LAKE CG TOILET #4	Put into operation on 5/17/2004 GW Hell Canyon took over managment of area on 10/1/2002	ACCESSIBLE	
CG	BUILDING	SERVICE			93 sq ft	HORSETHIEF LAKE CG TOILET #5	Put into operation on 5/17/04 GW Hell Canyon took over management of area on 10/1/2002	ACCESSIBLE	
CG	BUILDING	SERVICE			93 sq ft	HORSETHIEF LAKE CG TOILET #6	Put into operation 5/17/04 Hell Canyon took over managment on 10//1/2002	ACCESSIBLE	
CG	CULVERT	STANDARD	1		90 ln ft		(12 inch diameter or less)		
CG	EROSION_CONTROL_DEVICE	RETAINING WALL	1	CONCRETE	300 cu ft				
CG	EROSION_CONTROL_DEVICE	STAIRWAY	1	ROCK	360 sq ft				
CG	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	400 ln ft	RAIL			
CG	FENCE	NON-RANGE, RECREATION	1	BARBED WIRE	8000 ln ft	WIRE			
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	36		36 each				
CG	MISC_RECREATION	HOST SITE	1		1 each				
CG	MISC_RECREATION	PATHWAY	1	IMP.NAT.MAT.	2700 sq ft				
CG	MISC_RECREATION	PATHWAY	1	BOARDWALK	1760 sq ft				
CG	MISC_RECREATION	SECURITY LIGHT	1		1 each		UNABLE TO FIND THIS ITEM DURING 2009 INVENTORY		
CG	MISC_RECREATION_UNIT	TRAILER/RV HOOKUP	1		1 each	RV HOOKUPS (SEWER, WATER, ELECTRICITY, PHONE)			
CG	SANITATION	DUMPSTER, SMALL	1		1 each				
CG	SANITATION	GARBAGE PAD	1		1 each				
CG	SIGN	SITE	2	MDO PLYWOOD	2 each	ENTRANCE SIGNS (SINGLE SIDED)	Entrance Signs (Single Sided)		
CG	SIGN	UNIT MARKER	36	FIBERGLASS	36 each	UNIT SIGNS	Unit Signs		

HORSETHIEF LAKE RECREATION COMPLEX (Continued)

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILTY STATUS	ACCESSIBILITY REMARKS
CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	64 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
CG	TABLE	BENCH	4	WOOD, HVY DUTY	4 each				
CG	TABLE	PICNIC TABLE	52	WOOD, HVY DUTY	52 each				
CG	TABLE	TABLE PAD	52	LOW ROS	52 each				
CG	WASTEWATER_SYSTEM	HOLDING TANK				HORSETHIEF LAKE CG HOST			
CG	WATER_SYSTEM					HORSETHIEF CG			
FISH	BARRIER	WHEEL STOP	20		20 each				
FISH	BUILDING	SERVICE			166 sq ft	HORSETHIEF TH TOILET #1		ACCESSIBLE	
FISH	CULVERT	STANDARD	1		42 ln ft		(12 inch diameter or less)		
FISH	EROSION_CONTROL_DEVICE	RETAINING WALL	1	CONCRETE	2580 cu ft				
FISH	EROSION_CONTROL_DEVICE	RIPRAP	1		4132 cu ft	RIPRAP/GABION BASKETS			
FISH	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	544 sq ft				
FISH	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	240 sq ft				
FISH	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	517 ln ft	RAIL			
FISH	GATE	PIPE	1	STEEL	1 each	ROAD GATES			
FISH	MISC_RECREATION	PATHWAY	1	CONCRETE	3516 sq ft				
FISH	MISC_RECREATION	PATHWAY	1	IMP.NAT.MAT.	1983 sq ft				
FISH	MISC_RECREATION	PATHWAY	1	BOARDWALK	2556 sq ft				
FISH	PARKING_FACILITY	PARKING LOT	1	AC - ASPHALT	10000 sq ft				
FISH	SANITATION	DUMPSTER, SMALL	1		1 each				
FISH	TABLE	BENCH	5	WOOD, HVY DUTY	5 each				

BEAVER CREEK CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILTY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	ROCK	988 ln ft				
CG	BUILDING	SERVICE			96 sq ft	BEAVER CREEK CG TOILET #3	This toilet replaced 2 others. Installed 9/17/04 and operational 5/23/05 GW	ACCESSIBLE	CXT TOilet
CG	CULVERT	STANDARD	1		60 ln ft				
CG	FIRE_DEVICE	FIRE RING	8		8 each				
CG	MISC_RECREATION	FEE STATION	1		1 each				
CG	MISC_RECREATION	PATHWAY BRIDGE	1	WOOD	48 sq ft				
CG	SIGN	SITE	1	MDO PLYWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)			
CG	SIGN	UNIT MARKER	8	FIBERGLASS	8 each	UNIT SIGNS	Unit Signs		
CG	SIGN	VISITOR INFORMATION	1	HDO PLYWOOD	60 sq ft	INFO. BOARDS (NOT FEE STATIONS)			
CG	TABLE	PICNIC TABLE	8	WOOD, HVY DUTY	8 each				
CG	TABLE	TABLE PAD	8	LOW ROS	8 each				
CG	WATER_SYSTEM	WELL				BEAVER CREEK CG			

COMANCHE PARK CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILTY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	ROCK	1500 ln ft		Barrier around entire campground road and camp sites.		
CG	BUILDING	INDUSTRIAL			34 sq ft	COMANCHE PARK PUMPHOUSE		NOT ACCESSIBLE	
CG	BUILDING	SERVICE			50 sq ft	COMANCHE PARK CG TOILET #1		NOT ACCESSIBLE	
CG	BUILDING	SERVICE			50 sq ft	COMANCHE PARK CG TOILET #2		NOT ACCESSIBLE	
CG	BUILDING	SERVICE			50 sq ft	COMANCHE PARK CG TOILET #3		NOT ACCESSIBLE	
CG	BUILDING	SERVICE			50 sq ft	COMANCHE PARK CG TOILET #4		NOT ACCESSIBLE	
CG	BUILDING	SERVICE			50 sq ft	COMANCHE PARK CG TOILET #5		NOT ACCESSIBLE	
CG	FENCE	NON-RANGE, RECREATION	1	BARBED WIRE	2100 ln ft	WIRE			
CG	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	692 ln ft	RAIL			
CG	FIRE_DEVICE	FIRE RING	34		34 each				
CG	GATE	PIPE	1	STEEL	1 each	ROAD GATES			
CG	MISC_RECREATION	FEE STATION	1		1 each				
CG	MISC_RECREATION	HOST SITE	1		1 each				
CG	MISC_RECREATION	SECURITY LIGHT	1		1 each				
CG	MISC_RECREATION_UNIT	TRAILER/RV HOOKUP	1		1 each	RV HOOKUPS (SEWER, WATER, ELECTRICITY, PHONE)			
CG	SANITATION	DUMPSTER, SMALL	4		4 each				
CG	SIGN	GUIDE	5	ALUMINUM	5 each				
CG	SIGN	SITE	1	REDWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)	Entrance Signs (Single Sided)		
CG	SIGN	UNIT MARKER	34	OTHER	34 each	UNIT SIGNS			
CG	SIGN	VISITOR INFORMATION	2	MDO PLYWOOD	95.8 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
CG	TABLE	PICNIC TABLE	34	WOOD, HVY DUTY	34 each				
CG	TABLE	TABLE PAD	34	LOW ROS	34 each				
CG	WASTEWATER_SYSTEM	HOLDING TANK				COMANCHE CG HOST			
CG	WATER_SYSTEM					COMANCHE PARK CG			

GRIZZLY CREEK CAMPGROUND & PICNIC GROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILTY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	96 ln ft				
CG	BARRIER	PARKING BARRIER	1	ROCK	1254 ln ft				
CG	BARRIER	PARKING BARRIER	1	CONCRETE	16 ln ft				
CG	BUILDING	INDUSTRIAL			64 sq ft	GRIZZLY BEAR PG PUMPHOUSE		NOT ACCESSIBLE	
CG	BUILDING	SERVICE			800 sq ft	GRIZZLY BEAR PG PAVILLION		NOT ACCESSIBLE	
CG	BUILDING	SERVICE			96 sq ft	GRIZZLY BEAR CG TOILET #4	Put into operation 4/26/04	ACCESSIBLE	
CG	BUILDING	SERVICE			96 sq ft	GRIZZLY BEAR CG TOILET #5	Put in to operation on 5/5/2005	ACCESSIBLE	
CG	EROSION_CONTROL_DEVICE	STAIRWAY	1	ROCK	39 sq ft				
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	16		16 each				
CG	FIRE_DEVICE	PEDESTAL GRILL, SMALL	4		4 each				
CG	GATE	PIPE	1	STEEL	1 each	ROAD GATES			
CG	MISC_RECREATION	HOST SITE	1		1 each	SITE #8			
CG	MISC_RECREATION	PATHWAY	1	CONCRETE	305 sq ft				
CG	MISC_RECREATION_UNIT	ACCESSIBLE/SOCIAL IMPACT AREA	1	CONCRETE	1040 sq ft	SITE #1	+Living area - 300SQ.FT. Parking area - 1040SQ.FT.	ACCESSIBLE	RV camp site
CG	MISC_RECREATION_UNIT	TENT PAD	1		1 each	SITE #1, RAISED		ACCESSIBLE	Raised tent pad
CG	SIGN	GUIDE	1	MDO PLYWOOD	1 each				
CG	SIGN	SITE	2	REDWOOD	2 each	ENTRANCE SIGNS (SINGLE SIDED)			
CG	SIGN	TRAVEL MANAGEMENT	1	FIBERGLASS	1 each	CARSONITE, 3 SIDED			
CG	SIGN	UNIT MARKER	20	FIBERGLASS	20 each	CARSONITES-CAMPSITE MARKERS			
CG	SIGN	VISITOR INFORMATION	1	ROUTED WOOD	19.1 sq ft				
CG	TABLE	PICNIC TABLE	20	WOOD, HVY DUTY	20 each				
CG	WASTEWATER_SYSTEM	HOLDING TANK				GRIZZLY PICNIC AREA HOST			
CG	WATER_SYSTEM					GRIZZLY BEAR PG			

IRON CREEK HORSE CAMPGROUND &TRAILHEAD

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILTY STATUS	ACCESSIBILITY REMARKS
HORSE CG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	26 ln ft				
HORSE CG	BARRIER	PARKING BARRIER	1	ROCK	480 ln ft				
HORSE CG	BARRIER	WHEEL STOP	6	CONCRETE	36 ln ft	WHEELSTOPS			
HORSE CG	BUILDING	SERVICE			93 sq ft	IRON CK HORSE CG TOILET #1		ACCESSIBLE	
HORSE CG	BUILDING	SERVICE			166 sq ft	IRON CK HORSE CG TOILET #2		ACCESSIBLE	
HORSE CG	EQUESTRIAN_OHV	CORRAL	1	WOOD	1 each				
HORSE CG	EQUESTRIAN_OHV	CORRAL	8	STEEL	8 each				
HORSE CG	EQUESTRIAN_OHV	WATER TROUGH	1	STEEL	1 each	FIBERGLASS TANK	only one located		
HORSE CG	FENCE	NON-RANGE, RECREATION	1	NATIVE WOOD	2612 ln ft				
HORSE CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	9		9 each				
HORSE CG	GATE	PIPE	1	STEEL	1 each				
HORSE CG	MISC_RECREATION	FEE STATION	1		1 each	WITH SIGN			
HORSE CG	SIGN	GUIDE	3	ALUMINUM	3 each				
HORSE CG	SIGN	SITE	18	ALUMINUM	18 each	UNIT MARKERS AND CORRALS			
HORSE CG	SIGN	SITE	1	REDWOOD	1 each				
HORSE CG	SIGN	SMALL METAL	1	ALUMINUM	1 each				
HORSE CG	SIGN	TRAVEL MANAGEMENT	1	FIBERGLASS	1 each	ROAD CARSONITE			
HORSE CG	SIGN	TRAVEL MANAGEMENT	3	ALUMINUM	3 each				
HORSE CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	60 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations);		
HORSE CG	TABLE	PICNIC TABLE	9	WOOD, HVY DUTY	9 each				

OREVILLE CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILTY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	100 ln ft				
CG	BUILDING	INDUSTRIAL			80 sq ft	OREVILLE PUMPHOUSE #2	Put in Operation 5/12/03	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			166 sq ft	OREVILLE CG TOILET #4	Put in to operation on 5/.5/2005	ACCESSIBLE	
CG	BUILDING	SERVICE			96 sq ft	OREVILLE CG TOILET #5		ACCESSIBLE	
CG	CULVERT	STANDARD	1		70 ln ft				
CG	EROSION_CONTROL_DEVICE	RETAINING WALL	1	WOOD	78 cu ft				
CG	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	8 sq ft				
CG	FENCE	NON-RANGE, RECREATION	1	BARBED WIRE	1000 ln ft	WIRE			
CG	FENCE	NON-RANGE, RECREATION	1	NATIVE WOOD	213 ln ft				
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	25		25 each				
CG	MISC_RECREATION	HOST SITE	1		1 each				
CG	MISC_RECREATION	INFORMATION KIOSK	1	REDWOOD	28 sq ft				
CG	MISC_RECREATION	PATHWAY	1	IMP.NAT.MAT.	400 sq ft				
CG	MISC_RECREATION	PATHWAY	1	CONCRETE	370 sq ft				
CG	MISC_RECREATION_UNIT	TRAILER/RV HOOKUP	1		1 each	RV HOOKUPS (SEWER, WATER, ELECTRICITY, PHONE)			
CG	SANITATION	DUMPSTER, SMALL	4		4 each				
CG	SANITATION	GARBAGE PAD	1		1 each				
CG	SIGN	SITE	1	MDO PLYWOOD	1 each	ENTRANCE SIGNS (DOUBLE SIDED)			
CG	SIGN	UNIT MARKER	24	FIBERGLASS	24 each	UNIT SIGNS			
CG	TABLE	PICNIC TABLE	25	WOOD, HVY DUTY	25 each				
CG	TABLE	TABLE PAD	25	LOW ROS	25 each				
CG	WASTEWATER_SYSTEM	HOLDING TANK				OREVILLE CAMPGROUND HOST			
CG	WATER_SYSTEM					OREVILLE CG			

REDBANK CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILTY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	ROCK	270 ln ft				
CG	BUILDING	SERVICE			56 sq ft	REDBANK SPRING CG TOILET #1		NOT ACCESSIBLE	
CG	BUILDING	SERVICE			18 sq ft	REDBANK SPRING CG TOILET #2		NOT ACCESSIBLE	
CG	CULVERT	STANDARD	1		25 ln ft		(greater than 12 inch diameter)		
CG	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	480 ln ft	RAIL			
CG	FENCE	NON-RANGE, RECREATION	1	BARBED WIRE	1500 ln ft	WIRE			
CG	FIRE_DEVICE	FIRE RING	4		4 each				
CG	GATE	PIPE	1	STEEL	1 each	ROAD GATES			
CG	MISC_RECREATION	FEE STATION	1		1 each				
CG	SIGN	GUIDE	4	ALUMINUM	4 each				
CG	SIGN	SITE	1	HDO PLYWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)	Entrance Signs (Single Sided)		
CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	20 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
CG	TABLE	PICNIC TABLE	4	WOOD, HVY DUTY	4 each				
CG	TABLE	TABLE PAD	4	LOW ROS	4 each				

WILLOW CREEK HORSE CAMPGROUND & TRAILHEAD

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILTY STATUS	ACCESSIBILITY REMARKS
HORSE CG	BARRIER	PARKING BARRIER	1	ROCK	41 ln ft				
HORSE CG	BARRIER	PARKING BARRIER	1	LOG W/WOOD POSTS	390 ln ft				
HORSE CG	BUILDING	SERVICE			51 sq ft	WILLOW CRK GROUP CG TOILET #1	Hell Canyon District took over management on 10/01/20002	NOT ACCESSIBLE	
HORSE CG	BUILDING	SERVICE			67 sq ft	WILLOW CRK GROUP CG TOILET #2	Hell Canyon District took over management on 10/01/2002	NOT ACCESSIBLE	
HORSE CG	BUILDING	STORAGE			405 sq ft	WILLOW CREEK HORSE SHELTER #1		NOT EVALUATED	
HORSE CG	BUILDING	STORAGE			405 sq ft	WILLOW CREEK HORSE SHELTER #2		NOT EVALUATED	
HORSE CG	EQUESTRIAN_OHV	MANGER	1	WOOD	80 ln ft		4 mangers		
HORSE CG	EQUESTRIAN_OHV	STOCK STALL	8		8 each				
HORSE CG	EQUESTRIAN_OHV	WATER TROUGH	2	STEEL	2 each	FIBERGLASS WITH STEEL RIBS			
HORSE CG	EROSION_CONTROL_DEVICE	DITCH, DIVERSION	1		36 sq ft				
HORSE CG	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	158 ln ft	RAIL			
HORSE CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	14		14 each				
HORSE CG	GATE	PIPE	1	STEEL	1 each	ROAD GATES			
HORSE CG	MISC_RECREATION	FEE STATION	1		1 each				
HORSE CG	MISC_RECREATION	PATHWAY	1	IMP.NAT.MAT.	2400 sq ft				
HORSE CG	MISC_RECREATION_UNIT	SOLAR PANEL	1		1 each	GAUGE AT WEATHER STATION			
HORSE CG	SIGN	GUIDE	2	MDO PLYWOOD	2 each				
HORSE CG	SIGN	SITE	2	MDO PLYWOOD	2 each	ENTRANCE SIGNS (SINGLE SIDED)	at Hwy, slate base		
HORSE CG	SIGN	SMALL METAL	6	ALUMINUM	6 each		2 missing		
HORSE CG	SIGN	TRAVEL MANAGEMENT	1	FIBERGLASS	1 each	CARSONITE, ROAD NUMBER			
HORSE CG	SIGN	TRAVEL MANAGEMENT	2	PLASTIC	2 each				
HORSE CG	SIGN	TRAVEL MANAGEMENT	2	ALUMINUM	2 each				
HORSE CG	SIGN	UNIT MARKER	8	OTHER	8 each	UNIT SIGNS			
HORSE CG	SIGN	VISITOR INFORMATION	2	OTHER	64 sq ft	INFO. BOARDS			
HORSE CG	TABLE	PICNIC TABLE	18	WOOD, HVY DUTY	18 each				
HORSE CG	TABLE	TABLE PAD	18	LOW ROS	18 each				
HORSE CG	WATER_SYSTEM					WILLOW CREEK CG			
TH	CULVERT	STANDARD	1		24 ln ft		(greater than 12 inch diameter)		
TH	EQUESTRIAN_OHV	LOADING/UNLOADING RAMP, ANIMAL	2		2 each				
TH	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	200 ln ft	WOOD			

WILLOW CREEK HORSE CAMPGROUND & TRAILHEAD (Continued)

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILTY STATUS	ACCESSIBILITY REMARKS
TH	FIRE_DEVICE	PEDESTAL GRILL, SMALL	2		2 each				
TH	MISC_RECREATION	FEE STATION	1		1 each				
TH	MISC_RECREATION	PATHWAY	1	IMP.NAT.MAT.	6000 sq ft				
TH	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	128 sq ft	INFO. BOARDS (NOT FEE STATIONS)			
TH	TABLE	PICNIC TABLE	2	WOOD, HVY DUTY	2 each				
TH	TABLE	TABLE PAD	2	LOW ROS	2 each				

LAKOTA LAKE PICNIC GROUND & DAY USE AREA

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILTY STATUS	ACCESSIBILITY REMARKS
PG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	400 ln ft				
PG	BARRIER	PARKING BARRIER	1	ROCK	1113 ln ft				
PG	BUILDING	SERVICE			96 sq ft	LAKOTA LAKE PG TOILET #2	Put into operation on 5/5/05	ACCESSIBLE	
PG	CULVERT	STANDARD	1		24 ln ft		(12 inch diameter or less)		
PG	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	9000 ln ft	WOOD			
PG	FIRE_DEVICE	PEDESTAL GRILL, SMALL	6		6 each				
PG	MISC_RECREATION	FEE STATION	1		1 each				
PG	MISC_RECREATION	INFORMATION KIOSK	1	MDO PLYWOOD	32 sq ft				
PG	MISC_RECREATION	PATHWAY	1	IMP.NAT.MAT.	2100 sq ft				
PG	SANITATION	GARBAGE CAN	2		2 each				
PG	SIGN	SITE	1	MDO PLYWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)			
PG	TABLE	PICNIC TABLE	6	WOOD, HVY DUTY	6 each				
PG	TABLE	TABLE PAD	6	LOW ROS	6 each				

MYSTIC RANGER DISTRICT - GOVERNMENT OWNED PROPERTY INVENTORY

Pactola Recreation Complex

Pactola Campground
Bear Gulch (Group) Campground
North Boat Launch
South Boat Launch
Pactola Point Swim Beach & Picnic Ground
Osprey Trailhead (located behind B loop)

Sheridan Recreation Complex

Sheridan South Campground
North Cove Group Campground
North Boat Launch
South Boat Launch
North Beach
North Picnic Ground
South Beach & Picnic Ground
Dakota Point Picnic Ground
Calumet Trailhead (located at South Launch)

Deerfield Recreation Complex

Dutchman Campground
Whitetail Campground
Custer Trails Campground, Boat Launch, &Trailhead
Deerfield Cove Boat Launch
Mountain City Picnic Ground
Lakeshore Picnic Ground

Expanded Amenity Fee Campgrounds

Ditch Creek Campground (4 miles south of Deerfield)
Black Fox Campground (8 miles west of Rochford)
Castle Peak Campground (8 miles southwest of Rochford)

Standard Amenity Fee Picnic Grounds

Spring Creek Picnic Ground (1 mile east of Sheridan Lake)

****All facilities listed are approximate numbers and applicants should visit the site.**

PACTOLA RECREATION COMPLEX - PACTOLA CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	ROCK	720 ln ft				
CG	BARRIER	PARKING BARRIER	1	WOOD, TREATED SAWN	400 ln ft				
CG	BARRIER	PARKING BARRIER	1	LOG W/WOOD POSTS	1758 ln ft				
CG	BUILDING	INDUSTRIAL			39 sq ft	PACTOLA CG PUMPHOUSE		NOT ACCESSIBLE	
CG	BUILDING	SERVICE			222 sq ft	PACTOLA CG TOILET #1	Loop B	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			222 sq ft	PACTOLA CG TOILET #3	lOOP b	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			55 sq ft	PACTOLA CG TOILET #4	lOOP A	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			55 sq ft	PACTOLA CG TOILET #5	LOOP A	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			55 sq ft	PACTOLA CG TOILET #6	LOOP A	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			281 sq ft	PACTOLA CG TOILET #7	LOOP C	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			222 sq ft	PACTOLA CG TOILET #8	LOOP C	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			281 sq ft	PACTOLA CG TOILET #9	LOOP C	NOT ACCESSIBLE	
CG	CULVERT	STANDARD	1		60 ln ft		(12 inch diameter or less)		
CG	EROSION_CONTROL_DEVICE	RETAINING WALL	1	WOOD	620 cu ft				
CG	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	120 sq ft				
CG	FENCE	NON-RANGE, RECREATION	1	BARBED WIRE	500 ln ft	WIRE			
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	88		88 each				
CG	FIRE_DEVICE	PEDESTAL GRILL, SMALL	27		27 each				
CG	GATE	PIPE	6	STEEL	6 each	ROAD GATES #1-6			
CG	GATE	PIPE	1	STEEL	1 each	GATE #8			
CG	GATE	PIPE	1	STEEL	1 each	GATE #7			
CG	MISC_RECREATION	HOST SITE	5		5 each				
CG	MISC_RECREATION	OTHER	5		5 each	HOST SITE SIGNS	"Campground Host"		small campsite signs for "Campground Host"
CG	MISC_RECREATION	OTHER	1		1 each		626 feet of wood edging along sidewalk		
CG	MISC_RECREATION	PATHWAY	1	DECOMPOSED GRANITE	4000 sq ft	OSPREY TRAIL			
CG	MISC_RECREATION	PATHWAY	1	CONCRETE	4455 sq ft				
CG	MISC_RECREATION	PATHWAY	1	NATIVE MAT.	12000 sq ft				
CG	MISC_RECREATION	PATHWAY	1	IMP.NAT.MAT.	3200 sq ft		This is 4 parking spurs to make accessible MCF		
CG	MISC_RECREATION_UNIT	ACCESSIBLE/SOCIAL IMPACT AREA	1	CONCRETE	700 sq ft		Too make 7 accessible pathways to new Toilets		
CG	MISC_RECREATION_UNIT	IMPACT AREA	1	ASPHALT	10000 sq ft		accessible		

PACTOLA RECREATION COMPLEX - PACTOLA CAMPGROUND (Continued)

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	MISC_RECREATION_UNIT	TENT PAD	3		3 each				
CG	MISC_RECREATION_UNIT	TRAILER/RV HOOKUP	5		5 each	RV HOOKUPS (SEWER, WATER, ELECTRICITY, PHONE)			
CG	SANITATION	GARBAGE PAD	3		3 each				
CG	SIGN	SITE	3	MDO PLYWOOD	3 each	ENTRANCE SIGNS (SINGLE SIDED)	Entrance Signs (Single Sided)		
CG	SIGN	UNIT MARKER	80	FIBERGLASS	80 each	UNIT SIGNS	Unit Sign		
CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	192 sq ft	INFO. BOARDS (NOT FEE STATIONS)			
CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	32 sq ft	OSPREY TRAIL			
CG	TABLE	PICNIC TABLE	88	WOOD, HVY DUTY	88 each				
CG	TABLE	TABLE PAD	88	LOW ROS	88 each				
CG	WASTEWATER_SYSTEM	HOLDING TANK				PACTOLA CG LOOP C HOST			
CG	WASTEWATER_SYSTEM	HOLDING TANK				PACTOLA CG LOOP A HOST			
CG	WASTEWATER_SYSTEM	HOLDING TANK				PACTOLA CG LOOP B HOST #1			
CG	WASTEWATER_SYSTEM	HOLDING TANK				PACTOLA CG LOOP B HOST #2			
CG	WASTEWATER_SYSTEM	HOLDING TANK				PACTOLA CG LOOP B HOST #3			
CG	WATER_SYSTEM					PACTOLA CG			

PACTOLA RECREATION COMPLEX - BEAR GULCH GROUP CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
GROUP CG	BARRIER	PARKING BARRIER	1	ROCK	217 ln ft			NOT ACCESSIBLE	
GROUP CG	BUILDING	SERVICE			82 sq ft	BEAR GULCH CG TOILET CXT	Installeled 5/26/11, Operatiional 6/6/11		
GROUP CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	8		8 each			NOT ACCESSIBLE	
GROUP CG	GATE	PIPE	1	STEEL	1 each	ROAD GATES		NOT ACCESSIBLE	
GROUP CG	MISC_RECREATION	PATHWAY	1	NATIVE MAT.	515 sq ft				
GROUP CG	MISC_RECREATION	PATHWAY BRIDGE	1	WOOD	30 sq ft				
GROUP CG	SIGN	SITE	1	MDO PLYWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)			
GROUP CG	TABLE	PICNIC TABLE	8	WOOD, HVY DUTY	8 each				
GROUP CG	TABLE	TABLE PAD	8	LOW ROS	8 each				
GROUP CG	WATER_SYSTEM	WELL				BEAR GULCH CG			

PACTOLA RECREATION COMPLEX - PACTOLA NORTH BOAT LAUNCH

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
BOAT SITE	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	120 ln ft			NOT ACCESSIBLE	
BOAT SITE	BARRIER	PARKING BARRIER	1	CONCRETE	67 ln ft				
BOAT SITE	BUILDING	SERVICE			95 sq ft	PACTOLA NORTH BS TOILET #2	Put into operation 5/7/2007	ACCESSIBLE	CXT Toilet
BOAT SITE	EROSION_CONTROL_DEVICE	RETAINING WALL	1	CONCRETE	800 cu ft	RETAINING WALL		NOT ACCESSIBLE	
BOAT SITE	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	120 sq ft			NOT ACCESSIBLE	
BOAT SITE	FENCE	NON-RANGE, RECREATION	1	METAL, NON-BARBED	970 ln ft	STEEL			
BOAT SITE	FENCE	NON-RANGE, RECREATION	1	NATIVE WOOD	170 ln ft				
BOAT SITE	MISC_RECREATION	FEE STATION	1		1 each				
BOAT SITE	MISC_RECREATION	OTHER	1		1 each		entrance booth, wood		
BOAT SITE	MISC_RECREATION	PATHWAY	1	NATIVE MAT.	480 sq ft				
BOAT SITE	MISC_RECREATION	PATHWAY	1	DECOMPOSED GRANITE	1800 sq ft				
BOAT SITE	SIGN	GUIDE	1	ALUMINUM	1 each				
BOAT SITE	SIGN	SITE	1	MDO PLYWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)			
BOAT SITE	WATERCRAFT_SWIM	BUOY, REGULATORY	3		3 each	PLASTIC		NOT ACCESSIBLE	
BOAT SITE	WATERCRAFT_SWIM	DOCK, FLOATING	1	STEEL	160 sq ft			NOT ACCESSIBLE	
BOAT SITE	WATERCRAFT_SWIM	DOCK, STATIONARY	1	WOOD	240 sq ft				
BOAT SITE	WATERCRAFT_SWIM	RAMP	1	CONCRETE	1250 sq ft			NOT ACCESSIBLE	

PACTOLA RECREATION COMPLEX - PACTOLA SOUTH BOAT LAUNCH

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
BOAT SITE	BARRIER	CURB	1	CONCRETE	120 ln ft				
BOAT SITE	BARRIER	PARKING BARRIER	1	LOG W/WOOD POSTS	166 ln ft				
BOAT SITE	BUILDING	SERVICE			408 sq ft	PACTOLA SOUTH BS TOILET #1		NOT ACCESSIBLE	
BOAT SITE	EROSION_CONTROL_DEVICE	RETAINING WALL	1	WOOD	400 cu ft				
BOAT SITE	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	168 sq ft				
BOAT SITE	FENCE	NON-RANGE, RECREATION	1	CHAIN LINK	310 ln ft				
BOAT SITE	MISC_RECREATION	PATHWAY	1	NATIVE MAT.	600 sq ft				
BOAT SITE	MISC_RECREATION	SECURITY LIGHT	1		1 each				
BOAT SITE	SIGN	SITE	1	MDO PLYWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)	Entrance Signs		
BOAT SITE	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	64 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
BOAT SITE	WATERCRAFT_SWIM	DOCK, FLOATING	1	STEEL	120 sq ft			NOT ACCESSIBLE	
BOAT SITE	WATERCRAFT_SWIM	RAMP	1	CONCRETE	1000 sq ft			NOT ACCESSIBLE	
DAY USE	BARRIER	CURB	1	CONCRETE	1010 ln ft				
DAY USE	EROSION_CONTROL_DEVICE	DITCH, DIVERSION	1		20 sq ft				
DAY USE	EROSION_CONTROL_DEVICE	STAIRWAY	1	CONCRETE	25 sq ft				
DAY USE	MISC_RECREATION	INFORMATION KIOSK	1	REDWOOD	24 sq ft				
DAY USE	MISC_RECREATION	PATHWAY	1	CONCRETE	500 sq ft				

PACTOLA RECREATION COMPLEX - PACTOLA POINT SWIM BEACH & PICNIC GROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
PG	BUILDING	SERVICE			166 sq ft	PACTOLA POINT PG TOILET #2	Put into operation on 5/24/05 GW	ACCESSIBLE	
PG	CULVERT	STANDARD	1		24 ln ft				
PG	FIRE_DEVICE	PEDESTAL GRILL, LARGE	13		13 each	COMMERCIAL PEDESTAL GRILLS (GROUP)			
PG	MISC_RECREATION	PATHWAY	1	NATIVE MAT.	1200 sq ft				
PG	SANITATION	GARBAGE CAN	1		1 each				
PG	TABLE	PICNIC TABLE	13	WOOD, HVY DUTY	13 each				
PG	TABLE	TABLE PAD	13	LOW ROS	13 each				
SWIM SITE	BARRIER	CURB	1	CONCRETE	250 ln ft				
SWIM SITE	BARRIER	WHEEL STOP	4		4 each				
SWIM SITE	EROSION_CONTROL_DEVICE	STAIRWAY	1	CONCRETE	90 sq ft				
SWIM SITE	MISC_RECREATION	PATHWAY	1	CONCRETE	6600 sq ft				
SWIM SITE	SIGN	FEDERAL RECREATION SYMBOL	1	ALUMINUM	1 each	ACCESSIBILITY SIGNS	Accessibility Signs		
SWIM SITE	SIGN	GUIDE	1	ALUMINUM	1 each				
SWIM SITE	SIGN	SITE	1	MDO PLYWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)			
SWIM SITE	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	32 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
SWIM SITE	WATERCRAFT_SWIM	BEACH	1		50000 sq ft				
SWIM SITE	WATERCRAFT_SWIM	BUOY, REGULATORY	5		5 each				

SHERIDAN RECREATION COMPLEX - SHERIDAN SOUTH CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	26000 ln ft				
CG	BARRIER	PARKING BARRIER	1	LOG W/WOOD POSTS	400 ln ft				
CG	BARRIER	WHEEL STOP	9		9 each				
CG	BUILDING	INDUSTRIAL			80 sq ft	SHERIDAN ROCKY PUMPHOUSE #2	Put in Operation 5/12/03	ACCESSIBLE	
CG	BUILDING	INDUSTRIAL			80 sq ft	SHERIDAN CHIPPER PUMPHOUSE	Put in Operation 5/12/03	ACCESSIBLE	
CG	BUILDING	INDUSTRIAL			110 sq ft	SHERIDAN WOODSY PUMPHOUSE	Put in Service 5/12/03	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			51 sq ft	SOUTHSIDE CG TOILET #2	SMOKEY T2	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			51 sq ft	SOUTHSIDE CG TOILET #4	SMOKEY T4	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			51 sq ft	SOUTHSIDE CG TOILET #5	WOODSY T-4	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			51 sq ft	SOUTHSIDE CG TOILET #6	wOODSY T-3	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			55 sq ft	SOUTHSIDE CG TOILET #11	CHIPPER T3	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			55 sq ft	SOUTHSIDE CG TOILET #12	THUMPER T1	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			67 sq ft	SOUTHSIDE CG TOILET #15	Thumper T2	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			82 sq ft	SHERIDAN SOUTHSIDE SMOKEY CXT C	Installed week of 6/9/09 Operational 6/17/09	ACCESSIBLE	Cxt Toilet
CG	BUILDING	SERVICE			82 sq ft	SHERIDAN SOUTHSIDE SMOKEY CXT A	Installed week of 6/09/09 Operational 6/17/09	ACCESSIBLE	Cxt Toilet
CG	BUILDING	SERVICE			82 sq ft	SHERIDAN SOUTHSIDE WOODSY CXT A	Installed week of 06/09/09 Operational 6/17/09	ACCESSIBLE	Cxt Toilet
CG	BUILDING	SERVICE			82 sq ft	SHERIDAN SOUTHSIDE WOODSY CXT B	Installation was week of 6/9/09 Operational 7/17/2009	ACCESSIBLE	Cxt Toilet
CG	BUILDING	SERVICE			82 sq ft	SHERIDAN SOUTHSIDE CHIPPER CXT A	Instllation was week og 6/9/09 Operational 6/17/09	ACCESSIBLE	Cxt Toilet
CG	BUILDING	SERVICE			82 sq ft	SHERIDAN SOUTHSIDE CHIPPER CXT B	Installed week of 6/9/09 Operational 6/17/09	ACCESSIBLE	Cxt Toilet
CG	BUILDING	SERVICE			82 sq ft	SHERIDAN SOUTHSIDE ROCKY CXT A	Installed 4/27/10 Operational 7/14/10		
CG	BUILDING	SERVICE			114 sq ft	SHERIDAN SOUTHSIDE ROCKY CXT B	Installed 4/27/10 Operational 7/14/10		

SHERIDAN RECREATION COMPLEX - SHERIDAN SOUTH CAMPGROUND (Continued)

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	CULVERT	STANDARD	1		420 ln ft		(12 inch diameter or less) Infra 5.2 FEA_TOT. Migrated from Applix 09/20/2001		
CG	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	60 sq ft				
CG	FENCE	NON-RANGE, RECREATION	1	BARBED WIRE	24000 ln ft	WIRE			
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	129		129 each		Original number of 132 with 39 being replaced. GW Entered 5 for RSI project 9/08		
CG	GATE	PIPE	13	STEEL	13 each	ROAD GATES			
CG	MISC_RECREATION	FEE STATION	1		1 each	WOODEN BLDG			
CG	MISC_RECREATION	HOST SITE	6		6 each				
CG	MISC_RECREATION	INFORMATION KIOSK	4	REDWOOD	18 sq ft				
CG	MISC_RECREATION	PATHWAY	1	NATIVE MAT.	20000 sq ft				
CG	MISC_RECREATION	PATHWAY	1	CONCRETE	2000 sq ft				
CG	MISC_RECREATION	PATHWAY	1	IMP.NAT.MAT.	4000 sq ft		This is to create 5 accesible parking spurs for 5 accessible sites. Entered by GW for RSI project 9/08 MCF Cleanup on 12/21/2008 Changed feature material.		
CG	MISC_RECREATION	SECURITY LIGHT	2		2 each				
CG	MISC_RECREATION_UNIT	ACCESSIBLE/SOCIAL IMPACT AREA	1	CONCRETE	1100 sq ft		To Make 11 accesible pathways to new bathrooms		
CG	MISC_RECREATION_UNIT	ACCESSIBLE/SOCIAL IMPACT AREA	1	ASPHALT	12500 sq ft		This is to make 5 accessible sites. Entered by GW for RSI Project 9/08		
CG	MISC_RECREATION_UNIT	TRAILER/RV HOOKUP	6		6 each	RV HOOKUPS (SEWER, WATER, ELECTRICITY, PHONE)			Make 6 hosts sites accessible
CG	SANITATION	GARBAGE PAD	17		17 each				
CG	SIGN	GUIDE	10	ALUMINUM	10 each				
CG	SIGN	SITE	2	MDO PLYWOOD	2 each	ENTRANCE SIGNS (SINGLE SIDED)	Entrance Signs (Single Sided); Infra 5.2 FEA_TOT. Migrated from Applix 09/20/2001		
CG	SIGN	UNIT MARKER	129	FIBERGLASS	129 each	UNIT SIGNS			
CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	128 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
CG	TABLE	PICNIC TABLE	129	WOOD, HVY DUTY	129 each		Original entry was 132 with 57 being replaced. GW entered 5 being replaced for RSI project 9/08		
CG	TABLE	TABLE PAD	129	LOW ROS	129 each				

SHERIDAN RECREATION COMPLEX - SHERIDAN SOUTH CAMPGROUND (Continued)

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	WASTEWATER_SYSTEM	HOLDING TANK				SHERIDAN S WOODSY LP CG HOST #2			
CG	WASTEWATER_SYSTEM	HOLDING TANK				SHERIDAN S WOODSY LP CG HOST #1			
CG	WASTEWATER_SYSTEM	HOLDING TANK				SHERIDAN S SMOKEY LP CG HOST			
CG	WASTEWATER_SYSTEM	HOLDING TANK				SHERIDAN S ROCKY LOOP CG HOST			
CG	WASTEWATER_SYSTEM	HOLDING TANK				SHERIDAN S. ENTRANCE HOST SITE			
CG	WASTEWATER_SYSTEM	HOLDING TANK				SHERIDAN S CHIPPER LOOP CG HOST			
CG	WASTEWATER_SYSTEM	HOLDING TANK				SHERIDAN S ENTERANCE HOST SITE #2			
CG	WATER_SYSTEM					SOUTHSIDE ROCKY CG			
CG	WATER_SYSTEM					SOUTHSIDE WOODSY/SMOKEY CG			
CG	WATER_SYSTEM					SOUTHSIDE CHIPPER/THUMPER CG			
CG	WATERCRAFT_SWIM	FISHING PLATFORM	1		70 sq ft	WOODEN FISHING PLATFORM			

SHERIDAN RECREATION COMPLEX - NORTH COVE GROUP CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
GROUP CG	BARRIER	PARKING BARRIER	1	LOG W/WOOD POSTS	888 ln ft				
GROUP CG	BUILDING	INDUSTRIAL			36 sq ft	SHERIDAN N. COVE PUMPHOUSE		NOT ACCESSIBLE	
GROUP CG	BUILDING	SERVICE			67 sq ft	SHERIDAN GROUP CG TOILET #1		NOT ACCESSIBLE	
GROUP CG	BUILDING	SERVICE			222 sq ft	SHERIDAN GROUP CG TOILET #2		NOT ACCESSIBLE	
GROUP CG	BUILDING	SERVICE			222 sq ft	SHERIDAN GROUP CG TOILET #3		NOT ACCESSIBLE	
GROUP CG	EROSION_CONTROL_DEVICE	RETAINING WALL	1	WOOD	600 cu ft				
GROUP CG	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	40 sq ft				
GROUP CG	FENCE	NON-RANGE, RECREATION	1	BARBED WIRE	5000 ln ft	WIRE			
GROUP CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	9		9 each				
GROUP CG	FIRE_DEVICE	PEDESTAL GRILL, LARGE	16		16 each	COMMERCIAL PEDESTAL GRILLS (GROUP)			
GROUP CG	GATE	PIPE	1	STEEL	1 each	ROAD GATES			
GROUP CG	MISC_RECREATION	HOST SITE	1		1 each				
GROUP CG	MISC_RECREATION	INFORMATION KIOSK	1	REDWOOD	18 sq ft				
GROUP CG	MISC_RECREATION	PATHWAY	1	DECOMPOSED GRANITE	3300 sq ft				
GROUP CG	MISC_RECREATION_UNIT	TRAILER/RV HOOKUP	1		1 each	RV HOOKUPS (SEWER, WATER, ELECTRICITY, PHONE)			
GROUP CG	SANITATION	DUMPSTER, SMALL	3		3 each				
GROUP CG	SANITATION	GARBAGE PAD	2		2 each				
GROUP CG	SIGN	GUIDE	2	ALUMINUM	2 each				
GROUP CG	SIGN	SITE	1	REDWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)	Entrance Signs (Single Sided)		
GROUP CG	SIGN	UNIT MARKER	5	FIBERGLASS	5 each	UNIT SIGNS			
GROUP CG	TABLE	BENCH	16	CONC/MAS/STL	16 each				
GROUP CG	TABLE	PICNIC TABLE	18	WOOD, HVY DUTY	18 each				
GROUP CG	TABLE	TABLE PAD	18	LOW ROS	18 each				
GROUP CG	WASTEWATER_SYSTEM	HOLDING TANK				SHERIDAN N COVE CG HOST			
GROUP CG	WATER_SYSTEM					SHERIDAN NORTH COVE GROUP AREA			

SHERIDAN RECREATION COMPLEX - SHERIDAN NORTH BOAT LAUNCH

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
BOAT SITE	BARRIER	WHEEL STOP	30		30 each				
BOAT SITE	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	300 sq ft				
BOAT SITE	MISC_RECREATION	SECURITY LIGHT	1		1 each				
BOAT SITE	SIGN	FEDERAL RECREATION SYMBOL	2	ALUMINUM	2 each	ACCESSIBILITY SIGNS			
BOAT SITE	SIGN	FEDERAL RECREATION SYMBOL	1	ALUMINUM	1 each				
BOAT SITE	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	48 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
BOAT SITE	WATER_SYSTEM					SHERIDAN MARINA			
BOAT SITE	WATERCRAFT_SWIM	BUOY, REGULATORY	6		6 each			NOT ACCESSIBLE	
BOAT SITE	WATERCRAFT_SWIM	DOCK, FLOATING	1	WOOD	160 sq ft				
BOAT SITE	WATERCRAFT_SWIM	DOCK, STATIONARY	1	STEEL	240 sq ft			NOT ACCESSIBLE	
BOAT SITE	WATERCRAFT_SWIM	RAMP	1	CONCRETE	1875 sq ft			NOT ACCESSIBLE	

SHERIDAN RECREATION COMPLEX - SHERIDAN SOUTH BOAT LAUNCH

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
BOAT SITE	MISC_RECREATION	SECURITY LIGHT	1		1 each				
BOAT SITE	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	96 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
BOAT SITE	WATERCRAFT_SWIM	DOCK, FLOATING	1	WOOD	320 sq ft			NOT ACCESSIBLE	
BOAT SITE	WATERCRAFT_SWIM	RAMP	1	CONCRETE	3750 sq ft			NOT ACCESSIBLE	

SHERIDAN RECREATION COMPLEX - SHERIDAN NORTH BEACH

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
SWIM SITE	BARRIER	WHEEL STOP	65		65 each				
SWIM SITE	BUILDING	SERVICE			114 sq ft	SHERIDAN N BEACH TOILET CXT A	Double Unit Installed on 11/30/2007, operational 5/19/08	ACCESSIBLE	CXT toilet
SWIM SITE	BUILDING	SERVICE			82 sq ft	SHERIDAN N BEACH TOILET CXT B	Single Unit installed on 11/30/2007, Operational on 5/19/2008	ACCESSIBLE	CXT TOilet
SWIM SITE	CULVERT	STANDARD	1		24 ln ft		(12 inch diameter or less)		
SWIM SITE	EROSION_CONTROL_DEVICE	RETAINING WALL	1	CONCRETE	500 cu ft	RETAINING WALL			
SWIM SITE	EROSION_CONTROL_DEVICE	STAIRWAY	1	CONCRETE	165 sq ft				
SWIM SITE	MISC_RECREATION	FEE STATION	1		1 each				
SWIM SITE	MISC_RECREATION	PATHWAY	1	CONCRETE	2805 sq ft				
SWIM SITE	SANITATION	DUMPSTER, SMALL	1		1 each				
SWIM SITE	SIGN	SITE	1	REDWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)	Entrance Signs (Single Sided)		
SWIM SITE	WATERCRAFT_SWIM	BEACH	1		20000 sq ft				
SWIM SITE	WATERCRAFT_SWIM	BUOY, REGULATORY	5		5 each				

SHERIDAN RECREATION COMPLEX - SHERIDAN NORTH PICNIC GROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
PG	BUILDING	SERVICE			67 sq ft	SHERIDAN N. PG TOILET #1		NOT ACCESSIBLE	
PG	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	225 sq ft				
PG	FIRE_DEVICE	PEDESTAL GRILL, SMALL	9		9 each				
PG	TABLE	PICNIC TABLE	9	WOOD, HVY DUTY	9 each				
PG	TABLE	TABLE PAD	9	LOW ROS	9 each				
PG	WATER_SYSTEM					SHERIDAN NORTH PG			

SHERIDAN RECREATION COMPLEX - SHERIDAN SOUTH BEACH & PICNIC GROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
PG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	1000 ln ft				
PG	BUILDING	SERVICE			57 sq ft	SHERIDAN S. PG TOILET #1		NOT ACCESSIBLE	
PG	BUILDING	SERVICE			55 sq ft	SHERIDAN S. PG TOILET #2		NOT ACCESSIBLE	
PG	CULVERT	STANDARD	1		50 ln ft		(greater than 12 inch diameter)		
PG	FIRE_DEVICE	PEDESTAL GRILL, SMALL	30		30 each				
PG	MISC_RECREATION	PATHWAY	1	ASPHALT	3300 sq ft				
PG	MISC_RECREATION	PATHWAY	1	NATIVE MAT.	1600 sq ft				
PG	SANITATION	DUMPSTER, SMALL	1		1 each				
PG	SANITATION	GARBAGE PAD	2		2 each				
PG	TABLE	PICNIC TABLE	30	WOOD, HVY DUTY	30 each				
PG	TABLE	TABLE PAD	30	LOW ROS	30 each				
PG	WATERCRAFT_SWIM	FISHING PLATFORM	1		400 sq ft				
SWIM SITE	BARRIER	PARKING BARRIER	1	CONCRETE	1000 ln ft				
SWIM SITE	BUILDING	SERVICE			114 sq ft	TOILET CXT A	6/11/09 Operational 7/17/09	ACCESSIBLE	CXT Toilet
SWIM SITE	MISC_RECREATION	FEE STATION	1		1 each				
SWIM SITE	MISC_RECREATION	PATHWAY	1	NATIVE MAT.	200 sq ft				
SWIM SITE	SANITATION	DUMPSTER, SMALL	2		2 each				
SWIM SITE	SIGN	SITE	1	MDO PLYWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)			
SWIM SITE	TABLE	BENCH	3	WOOD, LGT DUTY	3 each				
SWIM SITE	WATERCRAFT_SWIM	BEACH	1		6000 sq ft				
SWIM SITE	WATERCRAFT_SWIM	BUOY, REGULATORY	9		9 each				

SHERIDAN RECREATION COMPLEX - DAKOTA POINT PICNIC GROUND & TRAILHEAD

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
PG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	865 ln ft				
PG	BARRIER	PARKING BARRIER	1	ROCK	118 ln ft				
PG	BUILDING	SERVICE			70 sq ft	DAKOTA POINT PG TOILET #1		NOT ACCESSIBLE	
PG	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	68 sq ft				
PG	FIRE_DEVICE	PEDESTAL GRILL, SMALL	5		5 each				
PG	SIGN	GUIDE	1	STEEL	1 each				
PG	SIGN	SITE	2	PLASTIC	2 each	ENTRANCE SIGNS (SINGLE SIDED)			
PG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	16 sq ft	INFO. BOARDS (NOT FEE STATIONS)			
PG	TABLE	PICNIC TABLE	7	WOOD, HVY DUTY	7 each				
PG	TABLE	TABLE PAD	7	LOW ROS	7 each				
TH	BARRIER	PARKING BARRIER	1	ROCK	212 ln ft				
TH	EQUESTRIAN_OHV	HITCHING RACK	1	WOOD	10 ln ft		post		
TH	FENCE	NON-RANGE, RECREATION	1	BARBED WIRE	70 ln ft				
TH	GATE	PIPE	1	STEEL	1 each				
TH	PARKING_FACILITY	PARKING AREA	1	AGG - CRUSHED AGGREGATE OR GRAVEL	6300 sq ft				
TH	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	32 sq ft	INFO. BOARDS (NOT FEE STATIONS)			

SHERIDAN RECREATION COMPLEX - CALUMET TRAILHEAD

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
TH	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	140 ln ft				
TH	CULVERT	STANDARD	1		25 ln ft		(12 inch diameter or less)		
TH	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	96 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		

DEERFIELD RECREATION COMPLEX - DUTCHMAN CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	228 ln ft				
CG	BUILDING	INDUSTRIAL			84 sq ft	DEERFIELD DUTCHMAN CXT PUMPHOUSE	Installed on 11/30/07 Operational on 6/05/09	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			82 sq ft	DUTCHMAN CG TOILET LOOP A CXT	Installed 6/25/08 Operational 6/5/09	ACCESSIBLE	CXT TOilet
CG	BUILDING	SERVICE			48 sq ft	DUTCHMAN CG TOILET LOOP B CXT	Installed 6/25/08 Operation 6/05/09	ACCESSIBLE	Cxt Toilet
CG	BUILDING	SERVICE			48 sq ft	DUTCHMAN CG TOILET LOOP C CXT	Installed 06/25/08 Operational on 6/5/09	ACCESSIBLE	Cxt Toilet
CG	CULVERT	STANDARD	1		90 ln ft		(12 inch diameter or less)		
CG	FENCE	NON-RANGE, RECREATION	1	BARBED WIRE	15560 ln ft	WIRE			
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	45		45 each				
CG	GATE	PIPE	1	STEEL	1 each	GATE #2			
CG	GATE	PIPE	1	STEEL	1 each	GATE #1			
CG	MISC_RECREATION	HOST SITE	1		1 each				
CG	MISC_RECREATION	PATHWAY	1	CRUSHED AGGREGATE	836 sq ft				
CG	MISC_RECREATION_UNIT	TRAILER/RV HOOKUP	1		1 each	RV HOOKUPS (SEWER, WATER, ELECTRICITY, PHONE)			
CG	SIGN	GUIDE	3	ALUMINUM	3 each				
CG	SIGN	SITE	1	MDO PLYWOOD	1 each	ENTRANCE SIGNS (DOUBLE SIDED)			
CG	SIGN	UNIT MARKER	50	FIBERGLASS	50 each	UNIT SIGNS			
CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	32 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
CG	TABLE	PICNIC TABLE	45	WOOD, HVY DUTY	45 each				
CG	TABLE	TABLE PAD	45	LOW ROS	45 each				
CG	WASTEWATER_SYSTEM	HOLDING TANK				DUTCHMAN CG HOST			
CG	WATER_SYSTEM					DUTCHMAN CG			

DEERFIELD RECREATION COMPLEX - WHITETAIL CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	3200 ln ft				
CG	BUILDING	INDUSTRIAL			80 sq ft	DEERFIELD WHITETAIL PUMPHOUSE #2	Put In Operation 5/19/2003		
CG	BUILDING	SERVICE			57 sq ft	WHITETAIL CG TOILET #1		NOT ACCESSIBLE	
CG	BUILDING	SERVICE			57 sq ft	WHITETAIL CG TOILET #2		NOT ACCESSIBLE	
CG	CULVERT	STANDARD	1		30 ln ft		(12 inch diameter or less) I		
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	17		17 each				
CG	MISC_RECREATION	FEE STATION	1		1 each	STEEL			
CG	MISC_RECREATION	HOST SITE	1		1 each				
CG	MISC_RECREATION	PATHWAY	1	NATIVE MAT.	8400 sq ft				
CG	SANITATION	DUMPSTER, SMALL	3		3 each				
CG	SANITATION	GARBAGE BIN	1		1 each				
CG	SIGN	GUIDE	4	ALUMINUM	4 each				
CG	SIGN	SITE	2	REDWOOD	2 each	ENTRANCE SIGNS (SINGLE SIDED)	Entrance Signs (Single Sided)		
CG	SIGN	UNIT MARKER	17	FIBERGLASS	17 each	UNIT SIGNS			
CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	32 sq ft				
CG	TABLE	PICNIC TABLE	17	WOOD, HVY DUTY	17 each				
CG	TABLE	TABLE PAD	17	LOW ROS	17 each				
CG	WASTEWATER_SYSTEM	HOLDING TANK				WHITETAIL CG HOST			
CG	WATER_SYSTEM					WHITETAIL CG			

DEERFIELD RECREATION COMPLEX - CUSTER TRAIL BOAT LAUNCH, CAMPGROUND, & TRAILHEAD

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
BOAT SITE	BARRIER	PARKING BARRIER		LOG W/CONCRETE POSTS	10 ln ft				
BOAT SITE	BARRIER	WHEEL STOP	2		2 each	CONCRETE			
BOAT SITE	SIGN	TRAVEL MANAGEMENT	1	METAL	1 each				
BOAT SITE	SIGN	VISITOR INFORMATION	3	STEEL	.6 sq ft	LAKE INFO			
BOAT SITE	SIGN	VISITOR INFORMATION	1	STEEL	.6 sq ft				
BOAT SITE	WATERCRAFT_SWIM	BUOY, ANCHOR SMALL	1		1 each	ANCHOR CABLE FOR DOCK			
BOAT SITE	WATERCRAFT_SWIM	BUOY, REGULATORY	1		1 each	BUOY			
BOAT SITE	WATERCRAFT_SWIM	DOCK, FLOATING	1	WOOD	170.3 sq ft	PLASTIC FLOATING DOCK	Removed and stored for winter	NOT ACCESSIBLE	
BOAT SITE	WATERCRAFT_SWIM	RAMP	1	STEEL	24 sq ft	ACCESS TO FLOATING DOCK			
BOAT SITE	WATERCRAFT_SWIM	RAMP	1	CONCRETE	592 sq ft			NOT ACCESSIBLE	
CG	BARRIER	WHEEL STOP	31		31 each				
CG	BUILDING	SERVICE			67 sq ft	CUSTER TRAIL CG TOILET #1		NOT ACCESSIBLE	
CG	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	60 ln ft	RAIL	Lots of range fence too.		
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	10		10 each				
CG	MISC_RECREATION	FEE STATION	1		1 each	STEEL			
CG	SANITATION	GARBAGE PAD	1		1 each				
CG	SIGN	GUIDE	1	STEEL	1 each				
CG	SIGN	GUIDE	2	FIBERGLASS	2 each	CARSONITE			
CG	SIGN	GUIDE	1	ALUMINUM	1 each				
CG	SIGN	SITE	1	PLASTIC	1 each	ENTRANCE SIGN			
CG	SIGN	SITE	2	MDO PLYWOOD	2 each	ENTRANCE SIGNS (SINGLE SIDED)	Entrance Signs (Single Sided		
CG	SIGN	SMALL METAL	1	METAL	1 each				
CG	SIGN	TRAVEL MANAGEMENT	1	METAL	1 each	NO PARKING SIGN			
CG	SIGN	TRAVEL MANAGEMENT	1	METAL	1 each	VEHICAL	at gate to CG		
CG	SIGN	UNIT MARKER	4	FIBERGLASS	4 each	UNIT SIGNS ONLY AT RV SITES	Unit Signs		
CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	4 sq ft				
CG	TABLE	PICNIC TABLE	4	WOOD, HVY DUTY	4 each				
CG	WATER_SYSTEM					CUSTER TRAIL CG			
TH	BARRIER	WHEEL STOP	6		6 each	CONCRETE	3 on each side of parking area.		
TH	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	75 ln ft	RAIL			
TH	GATE	PIPE	1	STEEL	1 each	IN FENCE			
TH	SIGN	GUIDE	3	FIBERGLASS	3 each	CARSONITE, TRAIL INDICATORS			

DEERFIELD RECREATION COMPLEX - CUSTER TRAIL BOAT LAUNCH, CAMPGROUND, & TRAILHEAD (Continued)

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
TH	SIGN	SITE	1	MDO PLYWOOD	1 each	CUSTER TRAILS TRAILHEAD	poor condition, letters peeling off.		
TH	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	16 sq ft	INFO. BOARDS (NOT FEE STATIONS)	info at campground/TH site entry, not at Trailhead.		

DEERFIELD RECREATION COMPLEX - DEERFIELD COVE BOAT LAUNCH

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
BOAT SITE	BARRIER	PARKING BARRIER	1	CONCRETE	60 ln ft				
BOAT SITE	BUILDING	SERVICE			65 sq ft	DEERFIELD COVE BS TOILET #1		NOT ACCESSIBLE	
BOAT SITE	MISC_RECREATION	FEE STATION	1		1 each				material - steel, database won't accept at this time.
BOAT SITE	MISC_RECREATION	PATHWAY	1	IMP.NAT.MAT.	900 sq ft				
BOAT SITE	SIGN	GUIDE	6	ALUMINUM	6 each				
BOAT SITE	SIGN	SITE	1	MDO PLYWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)			
BOAT SITE	SIGN	VISITOR INFORMATION	1	ROUTED WOOD	10 sq ft				
BOAT SITE	TABLE	PICNIC TABLE	4	WOOD, HVY DUTY	4 each				
BOAT SITE	TABLE	TABLE PAD	4	LOW ROS	4 each				
BOAT SITE	WATERCRAFT_SWIM	DOCK, FLOATING	1	WOOD	124 sq ft	PLASTIC		NOT ACCESSIBLE	
BOAT SITE	WATERCRAFT_SWIM	RAMP	1	CONCRETE	124 sq ft			NOT ACCESSIBLE	

DEERFIELD RECREATION COMPLEX - MOUNTAIN CITY PICNIC GROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
PG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	250 ln ft				
PG	BUILDING	SERVICE			57 sq ft	MTN. CITY PG TOILET #1		NOT ACCESSIBLE	
PG	FIRE_DEVICE	PEDESTAL GRILL, SMALL	2		2 each				
PG	MISC_RECREATION	FEE STATION	1		1 each	FEE TUBE			
PG	MISC_RECREATION	PATHWAY	1	IMP.NAT.MAT.	450 sq ft				
PG	SIGN	GUIDE	3	FIBERGLASS	3 each	CARSONITE, ROAD AND TRAIL NUMBERS			
PG	SIGN	SITE	1	MDO PLYWOOD	1 each	ENTRANCE SIGNS (DOUBLE SIDED)			
PG	SIGN	TRAVEL MANAGEMENT	1	METAL	1 each	KEEP RIGHT SIGN			
PG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	24 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
PG	TABLE	PICNIC TABLE	4	WOOD, HVY DUTY	4 each				
PG	TABLE	TABLE PAD	4	LOW ROS	4 each				

DEERFIELD RECREATION COMPLEX - LAKESHORE PICNIC GROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
PG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	320 ln ft				
PG	BUILDING	SERVICE			57 sq ft	LAKE SHORE PG TOILET #1	From Dev Status History: Building was not removed on 11/3/07. It was 1112	NOT ACCESSIBLE	
PG	FIRE_DEVICE	PEDESTAL GRILL, SMALL	10		10 each				
PG	GATE	PIPE	1	STEEL	1 each				
PG	GATE	PIPE	1	STEEL	1 each				
PG	MISC_RECREATION	FEE STATION	1		1 each				
PG	MISC_RECREATION	INFORMATION KIOSK	2	MDO PLYWOOD	24 sq ft				
PG	SANITATION	GARBAGE BIN	1		1 each				
PG	SIGN	SITE	2	MDO PLYWOOD	2 each				
PG	SIGN	SITE	1	MDO PLYWOOD	1 each				
PG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	32 sq ft				
PG	TABLE	PICNIC TABLE	10	WOOD, HVY DUTY	10 each				
PG	TABLE	TABLE PAD	10	LOW ROS	10 each				

DITCH CREEK CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	2600 ln ft				
CG	BUILDING	SERVICE			114 sq ft	DITCH CREEK CG TOILET CXT	Installed 6/1/11, Operational 7/25/11	ACCESSIBLE	CXT toilet with approach
CG	CULVERT	STANDARD	1		20 ln ft		(12 inch diameter or less)		
CG	FENCE	NON-RANGE, RECREATION	1	BARBED WIRE	3100 ln ft	WIRE			
CG	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	1800 ln ft	RAIL			
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	13		13 each				
CG	SIGN	SITE	1	MDO PLYWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)			
CG	SIGN	UNIT MARKER	13	FIBERGLASS	13 each	UNIT SIGNS	Unit Signs		
CG	SIGN	INFORMATION	1	MDO PLYWOOD	32 sq ft	FEE STATIONS)	Info. Boards (Not Fee Stations)		
CG	TABLE	PICNIC TABLE	13	WOOD, HVY DUTY	13 each				
CG	TABLE	TABLE PAD	13	LOW ROS	13 each				
CG	WATER_SYSTEM					DITCH CREEK CG	New accessible handpump		

BLACK FOX CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	550 ln ft		not all are on concrete posts		
CG	CULVERT	STANDARD	1		840 ln ft	14 HISTORICAL CCC CULVERTS			
CG	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	1200 ln ft		Might possibly not be part of campground. Was found during 2009 real property survey and added to site inventory.		
CG	FENCE	NON-RANGE, RECREATION	1	BARBED WIRE	400 ln ft	WIRE		NOT ACCESSIBLE	
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	9		9 each			NOT ACCESSIBLE	
CG	MISC_RECREATION	FEE STATION	1		1 each	STEEL FEE STATION			
CG	SIGN	SITE	2	MDO PLYWOOD	2 each	ENTRANCE SIGNS (SINGLE SIDED)			
CG	SIGN	UNIT MARKER	9	FIBERGLASS	9 each	UNIT SIGNS			
CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	32 sq ft	INFO. BOARDS (NOT FEE STATIONS)			
CG	TABLE	PICNIC TABLE	9	WOOD, HVY DUTY	9 each				

CASTLE PEAK CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	ROCK	900 ln ft			NOT ACCESSIBLE	
CG	BUILDING	SERVICE			51 sq ft	CASTLE PEAK CG TOILET #1		NOT ACCESSIBLE	
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	9		9 each				
CG	MISC_RECREATION	FEE STATION	1		1 each	STEEL FEE STATION			
CG	MISC_RECREATION	PATHWAY	1	DECOMPOSED GRANITE	400 sq ft				
CG	SIGN	SITE	1	MDO PLYWOOD	1 each	(SINGLE SIDED)			
CG	SIGN	UNIT MARKER	6	FIBERGLASS	6 each	UNIT SIGNS			
CG	TABLE	PICNIC TABLE	9	WOOD, HVY DUTY	9 each				
CG	TABLE	TABLE PAD	9	LOW ROS	9 each				

SPRING CREEK PICNIC GROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
PG	BARRIER	PARKING BARRIER	1	ROCK	180 ln ft		area blocked with rocks is 400 ft.		
PG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	335 ln ft				
PG	BUILDING	SERVICE			55 sq ft	SPRING CREEK PG TOILET #1		NOT ACCESSIBLE	
PG	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	1200 ln ft	WOOD			
PG	FIRE_DEVICE	PEDESTAL GRILL, SMALL	1		1 each				
PG	GATE	PIPE	1	STEEL	1 each	ROAD GATES			
PG	MISC_RECREATION	FEE STATION	1		1 each	FEE TUBE			
PG	MISC_RECREATION	PATHWAY	1	NATIVE MAT.	1200 sq ft				
PG	SIGN	SITE	2	PLASTIC	2 each	ENTRANCE SIGNS (SINGLE SIDED)	Entrance Signs (Single Sided)		
PG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	22 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
PG	TABLE	PICNIC TABLE	10	WOOD, HVY DUTY	10 each				
PG	TABLE	TABLE PAD	10	LOW ROS	10 each				
TH	BARRIER	PARKING BARRIER	1	ROCK	130 ln ft				
TH	GATE	PIPE	1	STEEL	1 each		set too low		
TH	MISC_RECREATION	PATHWAY	1	NATIVE MAT.	1000 sq ft				
TH	SIGN	GUIDE	1	FIBERGLASS	1 each	CARSONITE, TRAIL #			
TH	SIGN	SITE	2	PLASTIC	2 each	MOLDED PLASTIC			
TH	SIGN	VISITOR INFORMATION	48	MDO PLYWOOD	16 sq ft		3 panels 4'x4' each		

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NORTHERN HILLS RANGER DISTRICT - GOVERNMENT OWNED PROPERTY INVENTORY

Dalton Lake Recreation Complex

Dalton Lake Campground
Picnic Ground
Trailhead

Roubaix Lake Recreation Complex

Roubaix Lake Campground
Beach
Picnic Ground

Expanded Amenity Fee Campgrounds

Boxelder Forks Campground
Hanna Campground
Rod & Gun Campground
Steamboat Rock Campground & Picnic Ground
Timon Campground & Trailhead

Standard Amenity Fee Picnic Grounds

Strawberry Hill Picnic Ground

****All facilities listed are approximate numbers and applicants should visit the site.**

DALTON LAKE RECREATION COMPLEX - CAMPGROUND, PICNIC GROUND, & TRAILHEAD

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	ROCK	1048 ln ft		100 ft at picnic ground		
CG	BARRIER	WHEEL STOP	20		20 each	CONCRETE			
CG	BUILDING	SERVICE			431 sq ft	DALTON PAVILION		ACCESSIBLE	
CG	BUILDING	SERVICE			42 sq ft	DALTON LAKE CAMPGROUND TOILET#1A		ACCESSIBLE	
CG	EROSION_CONTROL_DEVICE	STAIRWAY	1	ROCK	15 sq ft	3 STEPS W/METAL HANDRAIL			
CG	FENCE	NON-RANGE, RECREATION	1	BARBED WIRE	188 ln ft	WIRE			
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	11		11 each				
CG	FIRE_DEVICE	PEDESTAL GRILL, SMALL	3		3 each				
CG	GATE	PIPE	2	STEEL	2 each	ROAD GATE			
CG	MISC_RECREATION	FEE STATION	1		1 each	WOOD - FEE STATION SIGN			
CG	MISC_RECREATION	HOST SITE	1		1 each	HOST SITE			
CG	MISC_RECREATION	PATHWAY	1	CRUSHED AGGREGATE	5168 sq ft		1060 at Dalton Lake Picnic Ground 4108 at Dalton Lake Campground		
CG	MISC_RECREATION	PATHWAY	1	CONCRETE	724 sq ft		at Dalton Lake picnic ground		
CG	MISC_RECREATION	PATHWAY	1	NATIVE MAT.	300 sq ft				
CG	MISC_RECREATION_UNIT	ACCESSIBLE/SOCIAL IMPACT AREA	1	CONCRETE	833 sq ft		581 ft at dalton Lake campground 252 at Dalton Lake Picnic		
CG	MISC_RECREATION_UNIT	TENT PAD	11		11 each				
CG	RECORDING_SITE	REGISTRATION BOX, POST-MOUNTED	1		1 each	FEE TUBE			
CG	SANITATION	GARBAGE PAD	1		1 each				
CG	SIGN	FEDERAL RECREATION SYMBOL	3	ALUMINUM	3 each	ACCESSIBILITY SIGNS	Accessibility Signs; 2 at Picnic area, and 1 at campground		
CG	SIGN	SITE	2	REDWOOD	2 each	ENTRANCE SIGNS (SINGLE SIDED)	Entrance Signs (Single Sided)		
CG	SIGN	TRAVEL MANAGEMENT	1	METAL	1 each	DO NOT ENTER SIGN			
CG	SIGN	TRAVEL MANAGEMENT	1	MDO PLYWOOD	1 each	ONE WAY SIGN			
CG	SIGN	TRAVEL MANAGEMENT	1	MDO PLYWOOD	1 each	DO NOT ENTER SIGN			
CG	SIGN	UNIT MARKER	14	FIBERGLASS	14 each	CARSONITE UNIT SIGNS	unit signs 3 at Picnic ground, and 11 at campground		
CG	SIGN	VISITOR INFORMATION	1	MDO PLYWOOD	21 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations		
CG	TABLE	PICNIC TABLE	11	WOOD, HVY DUTY	11 each				
CG	TABLE	PICNIC TABLE	3	WOOD, HVY DUTY	3 each		at picnic ground		
CG	WATER_SYSTEM					DALTON LAKE CG			
CG	WATERCRAFT_SWIM	FISHING PLATFORM	3		990 sq ft	3 FISHING PIERS, WOOD			
TH	BUILDING	SERVICE			25 sq ft	DALTON LAKE TH TOILET #1		NOT ACCESSIBLE	
TH	EQUESTRIAN_OHV	HITCHING RACK	1	WOOD	50 ln ft				
TH	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	510 ln ft	RAIL			
TH	FENCE	NON-RANGE, RECREATION	1	BARBED WIRE	600 ln ft	WIRE			
TH	GATE	PIPE	1	STEEL	1 each	ROAD GATES			
TH	GATE	PIPE	1	STEEL	1 each	WALK THRU			
TH	GATE	PIPE	1	STEEL	1 each	WALK THRU			
TH	MISC_RECREATION	FEE STATION	1		1 each	FEE TUBE			

DALTON LAKE RECREATION COMPLEX - CAMPGROUND, PICNIC GROUND, & TRAILHEAD (Continued)

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
TH	MISC_RECREATION	PATHWAY BRIDGE	1	WOOD	75 sq ft	FOOT BRIDGE			
TH	SIGN	SITE	1	HDO PLYWOOD	1 each	KIOSK W/INFORMATION IN CEMENT PAD			
TH	SIGN	SMALL METAL	1	METAL	1 each	DALTON TRAILHEAD SIGN			
TH	SIGN	TRAVEL MANAGEMENT	1	METAL	1 each	VEHICLE SIGN			
TH	SIGN	TRAVEL MANAGEMENT	1	METAL	1 each	MOTORIZED TRAIL-PERMIT REQUIRED			
TH	SIGN	TRAVEL MANAGEMENT	1	MDO PLYWOOD	1 each	NON-MOTORIZED SIGN			
TH	SIGN	TRAVEL MANAGEMENT	1	MDO PLYWOOD	1 each	MOTORIZED TRAFFIC SIGN			
TH	SIGN	VISITOR INFORMATION	1	HDO PLYWOOD	16 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards		

ROUBAIX LAKE RECREATION COMPLEX - CAMPGROUND, BEACH, & PICNIC GROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	CURB	1	ASPHALT	69 ln ft		18 ln ft at swim area, 42 ln ft at picnic ground		
CG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	1664 ln ft				
CG	BARRIER	PARKING BARRIER	1	ROCK	1421 ln ft		90 ft at swim area, 1100 at campground, 231 at picnic area		
CG	BARRIER	WHEEL STOP	209		209 each		84 at swim area, 110 at campground, 15 at picnic area		
CG	BUILDING	INDUSTRIAL			38 sq ft	ROUBAIX LAKE CG WOOD PUMPHOUSE	Unknow when constructed GW	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			82 sq ft	ROUBAIX CG TOILET LOOP A CXT	Installed week of May 16, 2011, Operational 5/29/12		
CG	BUILDING	SERVICE			82 sq ft	ROUBAIX CG TOILET LOOP B CXT	Installed week of May 16,2011, Operational 6/13/11		
CG	BUILDING	SERVICE			82 sq ft	ROUBAIX CG TOILET LOOP D CXT	Installed week of May 23, 2011, Operational 5/29/12		
CG	BUILDING	SERVICE			219 sq ft	ROUBAIX CG TOILET #3	REPLACE BUILDING	NOT ACCESSIBLE	
CG	BUILDING	SERVICE			166 sq ft	ROUBAIX CG TOILET LOOP C		ACCESSIBLE	
CG	BUILDING	STORAGE			174 sq ft	ROUBAIX LAKE CG CONCRETE BLOCK STORAGE	Unknown when constructed GW	NOT ACCESSIBLE	
CG	CULVERT	STANDARD	1		119 ln ft		(greater than 12 inch diameter)		
CG	EROSION_CONTROL_DEVICE	RETAINING WALL	1	WOOD	775 cu ft				
CG	EROSION_CONTROL_DEVICE	RETAINING WALL	1	CONCRETE	960 cu ft				
CG	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	195 sq ft		at swim area 135 sq ft, 60 sq ft at picnic area		
CG	FENCE	NON-RANGE, RECREATION	1	BARBED WIRE	14550 ln ft	WIRE			
CG	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	60 ln ft				
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	57		57 each		ORIGINAL Value showed 57 with 30 getting replaced. CHANGED to 7 replacement for RSI project GW 9/08		
CG	FIRE_DEVICE	FIREPLACE	1		1 each	MULTI PLACE BBQ	brick and metal		
CG	FIRE_DEVICE	PEDESTAL GRILL, SMALL	2		2 each		at picnic area		
CG	GATE	PIPE	6	STEEL	6 each	ROAD GATES	at campground		
CG	MISC_RECREATION	FEE STATION	4		4 each				
CG	MISC_RECREATION	HOST SITE	2		2 each				
CG	MISC_RECREATION	OTHER	2		2 each		metal sign reflectors		
CG	MISC_RECREATION	OTHER	1		1 each		entrance booth		
CG	MISC_RECREATION	PATHWAY	1	CRUSHED AGGREGATE	12243 sq ft		10560 sq ft at campground, 3056 sq ft at swim area, 1680 ft at picnic ground		
CG	MISC_RECREATION	PATHWAY	1	IMP.NAT.MAT.	4000 sq ft		THis is for 5 parking spurs that need to be accessible.		
CG	MISC_RECREATION	PATHWAY BRIDGE	1	WOOD	10.8 sq ft				
CG	MISC_RECREATION_UNIT	ACCESSIBLE/SOCIAL IMPACT AREA	1	ASPHALT	12500 sq ft		THis is to make 5 accessible sites		
CG	MISC_RECREATION_UNIT	ACCESSIBLE/SOCIAL IMPACT AREA	1	CONCRETE	800 sq ft		This is to make 8 accessible pathways for toilets.		
CG	MISC_RECREATION_UNIT	TENT PAD "LOW ROS"	57		57 each				
CG	MISC_RECREATION_UNIT	TRAILER/RV HOOKUP	2		2 each	RV HOOKUPS (SEWER, WATER, ELECTRICITY, PHONE)			

ROUBAIX LAKE RECREATION COMPLEX - CAMPGROUND, BEACH, & PICNIC GROUND (Continued)

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	SANITATION	GARBAGE PAD	9		9 each				
CG	SIGN	FEDERAL RECREATION SYMBOL	7	ALUMINUM	7 each	ACCESSIBILITY SIGNS	5 at campground, and 2 at swim area		
CG	SIGN	GUIDE	18	HDO PLYWOOD	18 each				
CG	SIGN	GUIDE	17	ALUMINUM	17 each				
CG	SIGN	SITE	2	REDWOOD	2 each	ENTRANCE SIGNS (SINGLE SIDED)	Entrance Signs		
CG	SIGN	UNIT MARKER	57	FIBERGLASS	57 each	UNIT SIGNS	Unit Signs		
CG	SIGN	VISITOR INFORMATION	1	HDO PLYWOOD	96 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
CG	TABLE	PICNIC TABLE	68	FIBERGLASS TOP	68 each		area ORIGINAL VALUE 68 with		
CG	TABLE	TABLE PAD	67	LOW ROS	67 each		area		
CG	WASTEWATER_SYSTEM	HOLDING TANK				ROUBAIX CG LOOP B HOST			
CG	WASTEWATER_SYSTEM	HOLDING TANK				ROUBAIX CG LOOP D HOST			
CG	WATER_SYSTEM					ROUBAIX LAKE CG B			
CG	WATERCRAFT_SWIM	BEACH	1		12350 sq ft				
CG	WATERCRAFT_SWIM	BUOY, REGULATORY	200		200 each		120 at swim area, 80 at picnic area		
PG	FIRE_DEVICE	PEDESTAL GRILL, LARGE	1		1 each	BRICK, LARGE			
PG	FIRE_DEVICE	PEDESTAL GRILL, SMALL	2		2 each				
PG	TABLE	PICNIC TABLE	6	WOOD, HVY DUTY	6 each				
SWIM SITE	BARRIER	WHEEL STOP	6		6 each				
SWIM SITE	BUILDING	SERVICE			408 sq ft	ROUBAIX SWIMMING TOILET #1		NOT ACCESSIBLE	
SWIM SITE	FIRE_DEVICE	PEDESTAL GRILL, SMALL	3		3 each				
SWIM SITE	TABLE	PICNIC TABLE	3	WOOD, HVY DUTY	3 each				
SWIM SITE	WATERCRAFT_SWIM	BEACH	1		7500 sq ft				
SWIM SITE	WATERCRAFT_SWIM	BUOY, REGULATORY	1		1 each				

BOXELDER FORKS CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	WOOD, TREATED SAWN	48 ln ft				
CG	BARRIER	PARKING BARRIER	1	LOG W/CONCRETE POSTS	60 ln ft				
CG	BUILDING	SERVICE			82 sq ft	BOXELDER FORKS CG TOILET CXT A	Installed 5/10/11, Operational 5/16/11		
CG	BUILDING	SERVICE			82 sq ft	BOXELDER FORKS CG TOILET CXT B	Installed 5/10/11, Operational 5/16/11		
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	14		14 each	FIRE RINGS			
CG	GATE	PIPE	1	STEEL	1 each	ROAD GATES			
CG	MISC_RECREATION	FEE STATION	1		1 each				
CG	MISC_RECREATION	HOST SITE	1		1 each	W/ELECTRICAL			
CG	MISC_RECREATION	PATHWAY	1	CRUSHED AGGREGATE	500 sq ft	GRAVEL			
CG	MISC_RECREATION	PATHWAY	1	NATIVE MAT.	210 sq ft				
CG	MISC_RECREATION	PATHWAY BRIDGE	1	WOOD	98 sq ft	BRIDGE			
CG	MISC_RECREATION_UNIT	TENT PAD "LOW ROS"	2		2 each			NOT ACCESSIBLE	2 sites need to be made accessible - currently no campsites are accessible.
CG	RECORDING_SITE	REGISTRATION BOX, POST-MOUNTED	1		1 each	FEE TUBE			
CG	SIGN	GUIDE	2	ALUMINUM	2 each	KEEP RIGHT SIGN			
CG	SIGN	SITE	1	HDO PLYWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)			
CG	SIGN	SMALL METAL	2	METAL	2 each	WT. LIMIT ON BRIDGE			
CG	SIGN	SMALL METAL	2	MDO PLYWOOD	2 each	FIRE IN GRATE ONLY SIGN			
CG	SIGN	TRAVEL MANAGEMENT	2	MDO PLYWOOD	2 each	2 VEHICLE PER SITE SIGN			
CG	SIGN	UNIT MARKER	14	FIBERGLASS	14 each	UNIT SIGNS	Unit Signs		
CG	SIGN	VISITOR INFORMATION	2	HDO PLYWOOD	39 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations); Infra 5.2 FEA_TOT. Migrated from Applix 09/25/2001		
CG	TABLE	PICNIC TABLE	14	FIBERGLASS TOP	14 each				
CG	TABLE	TABLE PAD	14	GRAVEL	14 each		Infra 5.2 FEA_TOT. Migrated from Applix 09/25/2001		
CG	WATER_SYSTEM					BOXELDER FORKS CG			

HANNA CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	ROCK	581 ln ft				
CG	BUILDING	SERVICE			82 sq ft	HANNA CG TOILET CXT #1	Installed Week of 8/16/10		
CG	BUILDING	SERVICE			82 sq ft	HANNA CG TOILET CXT #2			
CG	CULVERT	STANDARD	1		37 ln ft		(greater than 12 inch diameter)		
CG	CULVERT	STANDARD	1		12 ln ft		(12 inch diameter or less)		
CG	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	82 sq ft				
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	15		13 each				
CG	GATE	PIPE	2	STEEL	2 each	ROAD GATES			
CG	MISC_RECREATION	FEE STATION	1		1 each				
CG	MISC_RECREATION	HOST SITE	1		1 each				
CG	MISC_RECREATION	PATHWAY	1	NATIVE MAT.	677 sq ft				
CG	MISC_RECREATION	PATHWAY BRIDGE	2	WOOD	540 sq ft				
CG	MISC_RECREATION_UNIT	TENT PAD "LOW ROS"	15		13 each				
CG	RECORDING_SITE	REGISTRATION BOX, POST-MOUNTED	1		1 each				
CG	SIGN	SITE	1	MDO PLYWOOD	1 each	ENTRANCE SIGNS (DBL SIDED)			
CG	SIGN	UNIT MARKER	15	FIBERGLASS	13 each	UNIT SIGNS			
CG	SIGN	VISITOR INFORMATION	1	HDO PLYWOOD	48 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
CG	TABLE	PICNIC TABLE	15	WOOD, HVY DUTY	13 each				
CG	TABLE	TABLE PAD	15	GRAVEL	15 each				
CG	WATER_SYSTEM					HANNA CG			

ROD & GUN CAMPGROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	ROCK	58 ln ft				
CG	BUILDING	SERVICE			82 sq ft	ROD & GUN CG TOILET CXT	Installed week of 7/13/09		
CG	CULVERT	STANDARD	1		6 ln ft		(12 inch diameter or less)		
CG	CULVERT	STANDARD	1		72 ln ft		(greater than 12 inch diameter)		
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	7		7 each				
CG	GATE	PIPE	2	STEEL	2 each	ROAD GATES			
CG	MISC_RECREATION	FEE STATION	1		1 each				
CG	MISC_RECREATION	PATHWAY	1	NATIVE MAT.	750 sq ft				
CG	MISC_RECREATION	PATHWAY	1	CRUSHED AGGREGATE	16 sq ft				
CG	MISC_RECREATION_UNIT	TENT PAD "LOW ROS"	7		7 each				
CG	RECORDING_SITE	REGISTRATION BOX, POST-MOUNTED	1		1 each				
CG	SIGN	SITE	1	MDO PLYWOOD	1 each	ENTRANCE SIGNS (DOUBLE SIDED)	Entrance Signs (Single Sided)		
CG	SIGN	UNIT MARKER	7	FIBERGLASS	7 each	UNIT SIGNS	Unit Signs		
CG	SIGN	VISITOR INFORMATION	1	HDO PLYWOOD	65 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
CG	TABLE	PICNIC TABLE	7	WOOD, HVY DUTY	7 each				
CG	TABLE	TABLE PAD	7	GRAVEL	7 each				
CG	WATER_SYSTEM					ROD AND GUN CG			

STEAMBOAT ROCK CAMPGROUND & PICNIC GROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
PG	BARRIER	PARKING BARRIER	1	ROCK	637 ln ft				
PG	BUILDING	SERVICE			70 sq ft	STEAMBOAT ROCK PG TOILET #1			
PG	CULVERT	STANDARD	1		1 ln ft		(greater than 12 inch diameter)		
PG	FIRE_DEVICE	PEDESTAL GRILL, SMALL	6		6 each				
PG	MISC_RECREATION	FEE STATION	1		1 each				
PG	MISC_RECREATION	PATHWAY	1	IMP.NAT.MAT.	2900 sq ft				
PG	SANITATION	GARBAGE PAD	2		2 each				
PG	SIGN	SITE	1	REDWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)			
PG	SIGN	VISITOR INFORMATION	1	HDO PLYWOOD	35 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
PG	TABLE	PICNIC TABLE	8	FIBERGLASS TOP	8 each				
PG	TABLE	PICNIC TABLE	1	WOOD, HVY DUTY	1 each	DOUBLE PICNIC TABLE			
PG	TABLE	TABLE PAD	8	GRAVEL	8 each				

TIMON CAMPGROUND AND (LITTLE SPEARFISH) TRAILHEAD

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
CG	BARRIER	PARKING BARRIER	1	ROCK	640 ln ft				
CG	BUILDING	SERVICE			82 sq ft	TIMON CG TOILET CXT	Installed week of 8/23/10		
CG	CULVERT	STANDARD	1		72 ln ft		(greater than 12 inch diameter)		
CG	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	105 sq ft				
CG	FIRE_DEVICE	COMBINATION FIRE RING/GRILL	7		7 each				
CG	MISC_RECREATION	FEE STATION	2		2 each				
CG	MISC_RECREATION	PATHWAY	1	CRUSHED AGGREGATE	165 sq ft				
CG	RECORDING_SITE	REGISTRATION BOX, POST-MOUNTED	1		1 each				
CG	SANITATION	GARBAGE PAD	1		1 each				
CG	SIGN	SITE	1	MDO PLYWOOD	1 each	ENTRANCE SIGN (DOUBLE SIDED)			
CG	SIGN	UNIT MARKER	7	FIBERGLASS	7 each	UNIT SIGNS	Unit Signs		
CG	SIGN	VISITOR INFORMATION	1	HDO PLYWOOD	48 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
CG	TABLE	PICNIC TABLE	7	WOOD, HVY DUTY	7 each				
CG	TABLE	TABLE PAD	7	GRAVEL	7 each				
CG	WATER_SYSTEM					TIMON CG			
TH	SIGN	VISITOR INFORMATION	1	REDWOOD	16 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations)		
TH	EQUESTRIAN_OHV	HITCHING RACK	1	WOOD	14 ln ft				
TH	CULVERT	STANDARD	1		30 ln ft		(greater than 12 inch diameter)		
TH	FENCE	NON-RANGE, RECREATION	1	TREATED LUMBER	243 ln ft	RAIL			
TH	SIGN	SITE	1	REDWOOD	1 each	ENTRANCE SIGNS (SINGLE SIDED)	Entrance Signs (Single Sided)		

STRAWBERRY PICNIC GROUND

**** All facilities listed are approximate numbers and applicants should visit the site.**

SITE TYPE	FEATURE TYPE	FEATURE CATEGORY	FEATURE QTY	FEATURE MATERIAL	FEATURE SIZE	FEATURE NAME	FEATURE REMARKS	ACCESSIBILITY STATUS	ACCESSIBILITY REMARKS
PG	BARRIER	CURB	1	CONCRETE	1108 ln ft				
PG	BARRIER	PARKING BARRIER	1	ROCK	275 ln ft				
PG	BARRIER	WHEEL STOP	8		8 each				
PG	BUILDING	SERVICE			95 sq ft	STRAWBERRY PG TOILET #1A		ACCESSIBLE	
PG	EROSION_CONTROL_DEVICE	STAIRWAY	1	WOOD	72 sq ft				
PG	FIRE_DEVICE	FIRE RING	5		5 each	CAMPFIRE CIRCLES (GROUP)			
PG	FIRE_DEVICE	PEDESTAL GRILL, SMALL	7		7 each				
PG	GATE	PIPE	1	STEEL	1 each	ROAD GATES			
PG	MISC_RECREATION	FEE STATION	1		1 each				
PG	MISC_RECREATION	PATHWAY	1	CONCRETE	664 sq ft				
PG	MISC_RECREATION_UNIT	ACCESSIBLE/SOCIAL IMPACT AREA	1	GRAVEL	231 sq ft				
PG	SIGN	SITE	2	REDWOOD	2 each	ENTRANCE SIGNS (SINGLE SIDED)	Entrance Signs (Single Sided)		
PG	SIGN	VISITOR INFORMATION	1	REDWOOD	44 sq ft	INFO. BOARDS (NOT FEE STATIONS)	Info. Boards (Not Fee Stations		
PG	TABLE	BENCH	3	FIBERGLASS TOP	3 each				
PG	TABLE	PICNIC TABLE	6	FIBERGLASS TOP	6 each				
PG	TABLE	TABLE PAD	6	GRAVEL	6 each				
PG	WATERCRAFT_SWIM	FISHING PLATFORM	1		825 sq ft				

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Appendix 4: Applicable Forest Orders

Following are Applicable Forest Orders for Developed Recreation Sites current as of **5/14/2014**.

Forest Wide Orders:

- Concentrated Use and Developed Rec Areas
- Length of Stay
- Certified Weed Free Hay (R2 and Black Hills NF Orders)
- Open Fire Prohibition
- Sound Restrictions

Site Specific Orders:

- Cook Lake Use Area
- Deerfield Closure
- Willow Creek Horse Camp

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Order - 044-98

ORDER
SPECIAL CLOSURES

CONCENTRATED PUBLIC USE AREAS AND DEVELOPED RECREATION AREAS

PACTOLA RESERVOIR, SHERIDAN LAKE, DEERFIELD LAKE, BISMARCK LAKE, DALTON LAKE, COOK LAKE, CASCADE COMPLEX, HORSETHIEF LAKE, LAKOTA LAKE, ROUBIAX LAKE, AND WILLOW CREEK HORSE CAMP

USDA - FOREST SERVICE

BLACK HILLS NATIONAL FOREST

Pursuant to 36 CFR 261.50 (a), the following acts are prohibited in the areas described in this order (see "EXHIBITS A - K) within the, Black Hills National Forest, until rescinded.

This Order Prohibits:

CAMPING IN ANY AREA, OTHER THAN DEVELOPED SITES, POSTED AS CAMPGROUNDS. 36 CFR 261-58 (e)

BEING IN THE AREA BETWEEN 10 P.M. AND 6 A.M. EXCEPT A PERSON WHO IS CAMPING OR WHO IS VISITING A PERSON CAMPING IN THAT AREA. 36 CFR 261.58 (u)

POSSESSING OR OPERATING A MOTORBOAT IN ANY DESIGNATED SWIMMING AREA OR IN VIOLATION OF STATE LAW SDCL 42-8-46. 36 CFR 261.53 (e)

OPERATING ANY WATERCRAFT IN EXCESS OF THE POSTED SPEED LIMIT. 36 CFR 261.58 (q)

The following are also prohibited by area or site specific:

POSSESSING OR OPERATING ANY MOTORIZED WATERCRAFT (EXCEPT ELECTRIC MOTORS) ON LAKOTA LAKE, BISMARCK LAKE, COOK LAKE, HORSETHIEF LAKE OR ROUBAIX LAKE. 36 CFR 261.58 (n)

STORING OR LEAVING A BOAT OR RAFT AT THE BOAT DOCKS UNATTTENDED FOR MORE THAN 30 MNIUTES AT PACTOLA RESERVIIOIR, SHERIDAN LAKE OR DEERFIELD LAKE. 36 CFR 261.58 (p)

HUNTING WITHIN THE CONCENTRATED PUBLIC USE AREAS OR DEVELOPED RECREATION AREAS AT HORSETHIEF LAKE OR SHERIDAN LAKE. 36 CFR 261.58 (v)

Pursuant to 36 CFR 261.50 (e), the following are EXEMPT from this order:

1. Persons with a permit specifically authorizing the otherwise prohibited act.
2. Any Federal, State or local officer, or member of an organized rescue of firefighting force in the performance of an official duty.

Done at Custer, South Dakota, this 21st day of May , 1998.

_____//s//_____

JOHN C. TWISS

Forest Supervisor

Violation of this prohibition is punishable by a fine of not more than $5,000.00 or imprisonment for not more than six (6) months or both. Title 16 USC, Section 551.

JUSTIFICATION

These regulations are intended to protect natural and physical resources at Concentrated Public Use Areas and Developed Recreation Areas, as well as, provide for the safety of Forest users.

Order Number: BHNF-046-98

ORDER
SPECIAL RESTRICTION

LENGTH OF STAY RESTRICTIONS and RESERVATION CAMPGROUNDS
BLACK HILLS NATIONAL FOREST

Pursuant to Title 36 Code of Federal Regulations Section 261.50(a), the following are PROHIBITED until rescinded.

This Order Prohibits:

1. **CAMPING** in any areas other than developed campgrounds within the Black Hills National Forest longer than a total of (14) days (including portions of days) in any 60 day period. {36 CFR 261.58(a)}

2. **CAMPING** in developed campgrounds on the Black Hills National Forest for a period in excess of 14 consecutive days. {36 CFR 261.58(a)}

3. **CAMPING** in any area when the area has been posted to prohibit camping. {36 CFR 261.58(e)}

4. **CAMPING** or otherwise occupying units without a valid reservation voucher or unique reservation number, unless specifically authorized by the campground attendant or Forest Officer for a specified period of time at the following reservation campgrounds: Bear Gulch, Bismarck Lake, Comanche Park, Cook Lake, Dutchman, Horsethief Lake, Iron Creek Horse Camp, Oreville, Pactola, Reuter, Roubaix, Sheridan Lake North Cove, Sheridan Lake South Side, Sundance, Whitetail, and Willow Creek Horse Camp. {36 CFR 261.58 (b)}

Pursuant to 36 CFR 261.50(e), the following are EXEMPT from this order:

1. Persons with a permit specifically authorizing the otherwise prohibited act.

2. Any Federal, State or local officer, or member of an organized rescue of firefighting force in the performance of an official duty.

Done at Custer, South Dakota, this 9th day of December 1998.

John C. Twiss

JOHN C. TWISS
Forest Supervisor

Violation of this prohibition is punishable by a fine of not more than $5,000.00 or imprisonment for not more than six(6) months or both. Title 16 USC, Section 551.

JUSTIFICATION

These regulations are intended to protect natural and physical resources in general forest areas, Concentrated Public Use Areas and Developed Recreation Areas, as well as, provide for the safety of Forest users. This order will consolidate 2 existing orders (#18 and #28) into one and make consistent the length of stay restrictions across the Forest as well as provide the opportunity to close areas to camping that are sensitive or damaged due to excessive use etc.

SUB PART B ORDER
REQUEST/JUSTIFICATION FORM DATE: March 20, 1997
ORDER NUMBER:

SUBMIT THE FOLLOWING INFORMATION.

1. STATE THE DESIRED PROHIBITED ACT:

   See Order.

2. REASON FOR THE ORDER:

   Provide consistency across Forest and reduce confusion for Forest visitors. Annual average campground occupancy rates are 45% on the BHNF. Length of stay restrictions of less than 14 days are not needed.

3. HAVE OTHER METHODS BEEN TRIED TO RESOLVE THIS PROBLEM?
   DESCRIBE:
   We are easing current length of stay restrictions on all BHNF campgrounds.

4. PERIOD OF TIME THE ORDER WILL BE IN EFFECT:

   Until rescinded.

5. LIST THOSE EXEMPT FROM THE ORDER:

   Any Federal, State or Local Officer, or member of an organized rescue or fire fighting force in the performance of an official duty or person whose use is authorized by the Forest Supervisor under a permit, lease, license or contract.

6. HAS AN ENFORCEMENT PLAN AND A SIGN PLAN BEEN ESTABLISHED?:
   Who will enforce the order?: Concessionaire, in those facilities under permit, by establishing similar house rules. If house rules are violated the County Sheriff will enforce according to appropriate State laws. The Forest Service does not waive its right to enforce its regulations in concessionaire operated areas. The Forest Service will have primary enforcement responsibility in all other areas.

   Who will ensure proper signing?: Ranger District personnel and concession personnel.

7. WILL THIS ORDER BE REVIEWED ANNUALLY FOR NEED AND PROPER ENFORCEMENT?:

   No.

8. HAS PUBLIC BEEN NOTIFIED? Yes.
   DESCRIBE: By posting according to 36 CFR 261.51(a) Placing a copy of the order imposing each prohibition in the offices of the Forest Supervisor and District Ranger, and 36 CFR 261.51(b) Displaying each prohibition imposed by an order in such locations and manner as to reasonably bring the prohibition to the attention of the public.

10. COMPLETE THE ORDER USING THIS CHECK LIST. When complete, forward the original request to the SO, Attn.: Law Enforcement. The request will be routed to the appropriate staff officer, Public Information Officer, and Forest Supervisor.

Reviewed: Kelly M Honors for Mike Lloyd — 11/24/98
District Ranger, CU/EM — Date

Reviewed: Robert A. Thompson — 11/24/98
District Ranger, PA/HA — Date

Reviewed: Thomas Millard — 11/24/98
District Ranger, SPXNE — Date

Reviewed: Dail M. Pugh — 11/24/98
District Ranger, BL — Date

Reviewed: Shirley N. Green — 11/30/98
So. Zone Law Enforcement Officer — Date

Reviewed: _____
No. Zone Law Enforcement Officer — Date

Reviewed: Walter Sherlock — 11/30/98
Supervisory Law Enforcement Officer — Date

Reviewed: Amy K Ballard — 11-30-98
Public Information Officer — Date

Reviewed: Acting Eugene B. Simpson — 11/30/98
Forest Staff Officer — Date
Acting

SPECIAL RESTRICTION

CERTIFIED NOXIOUS WEED-FREE HAY, STRAW, AND FEED REQUIREMENT

BLACK HILLS NATIONAL FOREST
WITHIN THE
STATES OF WYOMING AND SOUTH DAKOTA

Pursuant to 36 CFR 261.50 (a) and/or (b), the following is prohibited on all National Forest System Lands and Forest Development Roads and Trails managed by the Black Hills National Forest within the States of Wyoming and South Dakota until further notice:

1. Possessing, storing, or transporting any hay, straw, and mulch which has not been certified as free of noxious weeds and seeds by a certified State or County Agriculture Officer or pelletized to minimize the potential for viable noxious weed seeds. 36 CFR 261.58 (t)

Pursuant to 36 CFR 261.50 (e), the following persons are exempt from this Restriction:

1. Persons with a permit specifically authorizing the otherwise prohibited act or omission.
2. Persons transporting hay, straw, mulch, or processed feed on State, County, and Forest System roads for use on non-National Forest System Lands, roads, and trails.

Done at Custer, South Dakota, this 26th day of January, 2000.

John C. Twiss

JOHN C. TWISS
Forest Supervisor
Black Hills National Forest
Rocky Mountain Region, (R-2)

Violation of this prohibition is punishable as a class B misdemeanor, by a fine of not more than $5,000 for an individual and $10,000 for an organization, or imprisonment for not more than six months or both.

Title 16 USC 551 and 18 USC 3571 (b) (6).

BKF-100-08

OPEN FIRE PROHIBITION
BLACK HILLS NATIONAL FOREST
WITHIN STATE OF SOUTH DAKOTA
(Black Hills Fire Protection District)

Pursuant to 16 U.S.C. § 551, and 36 C.F.R. § 261.50(a), the following acts are prohibited on all National Forest System lands administered by the Black Hills National Forest within the State of South Dakota. This Order shall be in effect until rescinded, or until December 31, 2012, whichever event occurs first.

PROHIBITIONS:

1. To the extent not authorized by the Exemptions below, violating any provision of South Dakota Statutes §§ 34-35-15, 34-35-16 and/or 34-35-17, which prohibit open fires in the Black Hills Fire Protection District, copies of which statutes are attached and hereby incorporated into this Order as Exhibit A. 36 C.F.R. § 261.52(k).

   South Dakota State Law defines "open fires" as any fire to burn slash, brush, grass, stubble, debris, rubbish, or other inflammable material not enclosed in a stove, spark proof incinerator, or an established fireplace approved or constructed by public agencies in designated recreation areas.

EXEMPTIONS:

Pursuant to 36 C.F.R. § 261.50(e) the following persons are exempt from this order:

a. Persons who are in the act of building, maintaining, attending, or using a fire, campfire, or stove fire in a Forest Service provided metal fire ring or grill in a designated site within a developed Forest Service campground, recreation area, or picnic ground. Charcoal grills, stoves, lanterns, or heating devices may be used, provided such devices meet the fire underwriter's specifications for safety.
b. Persons with a Forest Service permit specifically authorizing the prohibited act or omission.
c. Any Federal, State, or local officer, or member of an organized rescue or fire fighting force in the performance of an official duty.

Done at Custer, South Dakota this 1st day of August 2008.

/s/ Craig Bobzien
CRAIG BOBZIEN
Forest Supervisor
Black Hills National Forest

Violation of this prohibition is punishable as a Class B misdemeanor, by a fine of not more that $5,000.00 for an individual, or $10,000.00 for an organization, or imprisonment for not more than six (6) months, or both. [16 U.S.C. § 551, 18 U.S.C. §§ 3559 and 3571 (b)(6)].

EXHIBIT A – BKF-100-08

South Dakota Statutes §§ 34-35-15, 34-35-16 and/or 34-35-17, Black Hills Fire Protection District.

34-35-15. Black Hills Forest Fire Protection District--Area included. To protect the timber on areas subject to unusual fire dangers, there is hereby created the Black Hills Forest Fire Protection District, consisting of all that part of the state described by metes and bounds as follows: Commencing at a point on the Wyoming-South Dakota state line at the junction of Interstate Highway 90 at the state line; thence east and southeast along Interstate Highway 90 via Rapid City to the intersection of U.S. Highway 16B; thence south and southwest along U.S. Highway 16B to the intersection of State Highway 79; thence south along State Highway 79 to the intersection of U.S. Highway 18; thence south along U.S. Highway 18 to the Cheyenne River; thence west and northwest along the Cheyenne River to the Wyoming-South Dakota state line; thence north along said state line to the place of beginning. The Black Hills Forest Fire Protection District does not include any area within the limits of any municipality.

34-35-16. Permit required for open fire in Black Hills district -- Violation as misdemeanor -- Liability for civil damages. The starting of an open fire within the Black Hills forest fire protection district by a person or a group of persons is prohibited unless a permit to do so is first obtained from the state forester or from the United States forest service supervisor. An open fire as used in this section and § 34-35-17 is any fire to burn slash, brush, grass, stubble, debris, rubbish, or other inflammable material not enclosed in a stove, sparkproof incinerator, or an established fireplace approved or constructed by public agencies in designated recreation areas. A violation of this section is a Class 1 misdemeanor. Any person who violates this section is liable for civil damages for all injuries caused by the fire.

34-35-17. Issuance of permit for open fire in Black Hills district -- Conditions required. Any United States forest service supervisor, or his designee, the state forester or his designee shall have authority to issue a permit upon an application to any person to start an open fire within the Black Hills forest fire protection district if in his opinion such fire will not endanger the life or property of another, or deny such permit if in his opinion the climatic conditions or location of the material to be burned is such that the burning would endanger the life or property of others and he may issue a permit subject to such conditions and restrictions as he may consider necessary to prevent the spread of the fire permitted; and he may revoke a permit issued by him upon the change of climatic or other conditions which he considers would make the burning unsafe.

Order No. BKF-2012-113

MOTOR VEHICLE SOUND RESTRICTIONS

USDA - FOREST SERVICE
BLACK HILLS NATIONAL FOREST

Pursuant to 16 U.S.C. § 551 and 36 C.F.R. 261.50(a), the following acts are prohibited on all National Forest System lands administered by the Black Hills National Forest located within Custer, Fall River, Lawrence, Meade and Pennington Counties in South Dakota, and Crook and Weston Counties in Wyoming, hereinafter referred to as the Restricted Area. The Restricted Area is depicted on the attached map, hereby incorporated into this Order as Exhibit A. This Order is necessary to protect public health and safety.

PROHIBITIONS:

- Going into or being upon the Restricted Area while operating or using a motor vehicle that emits a sound in excess of: Ninety-six (96) decibels for vehicles manufactured on or after January 1, 1998, and ninety-nine (99) decibels for vehicles manufactured prior to January 1, 1998. Decibel levels shall be measured at twenty (20) inches from the exhaust outlet under protocols in accordance with SAE J1287, June 1980. 36 C.F.R. §§ 261.53(e).

EXEMPTIONS

Pursuant to 36 C.F.R. § 261.50(e), the following persons are exempt:

(1) Persons with a Forest Service permit specifically authorizing the otherwise prohibited act or omission.

(2) Any Federal, State or local officer, or member of an organized rescue or firefighting force engaged in the performance of an official duty.

This Order shall remain in effect until rescinded, or until December 31, 2015, whichever event occurs first.

Done at Custer, South Dakota, this 19th day of January, 2012

/s/ Craig Bobzien
CRAIG BOBZIEN
Forest Supervisor, Black Hills National Forest

Violations of these regulations is punishable as a Class B misdemeanor, by a fine of not more than $5,000 for an individual or $10,000 for an organization,, or imprisonment for not more than six (6) months, or both. 16 U.S.C. § 551, and 18, U.S.C. §§ 3559 and 3571.

(1010)

ORDER

OCCUPANCY AND USE RESTRICTIONS

COOK LAKE PUBLIC USE AREA

BLACK HILLS NATIONAL FOREST

Pursuant to 36 CFR 261.50(a) and (b), the following are prohibited within the Cook Lake and Cliff Swallow Trail Recreation Area, located in Section 10 and 15, T.52N., R.63W., within the Black Hills National Forest, and more specifically as shown on the attached map.

Cook Lake Campground and Cliff Swallow Trail area means that area including and surrounding Cook Lake as shown on the attached map. This order prohibits:

1. OPERATING ANY MOTORIZED VEHICLE ON THE CLIFF SWALLOW TRAIL (261.55(b)).

2. POSSESSING OR USING A SADDLE, PACK OR DRAFT ANIMAL ON THE CLIFF SWALLOW TRAIL (261.55(c)).

3. BUILDING OR MAINTAINING A CAMPFIRE IN THE DAY USE AREA. GRILL FIRES USING CHARCOAL BRIQUETTES OR PRESSURIZED GAS STOVES MAY BE USED. (261.52 (a)).

4. POSSESSING OR OPERATING A MOTORBOAT (EXCEPT ELECTRIC MOTORS), ON COOK LAKE. (36 CFR 261.58(n)).

Pursuant to 36 CFR 261.50(e), the following are exempt from this order:

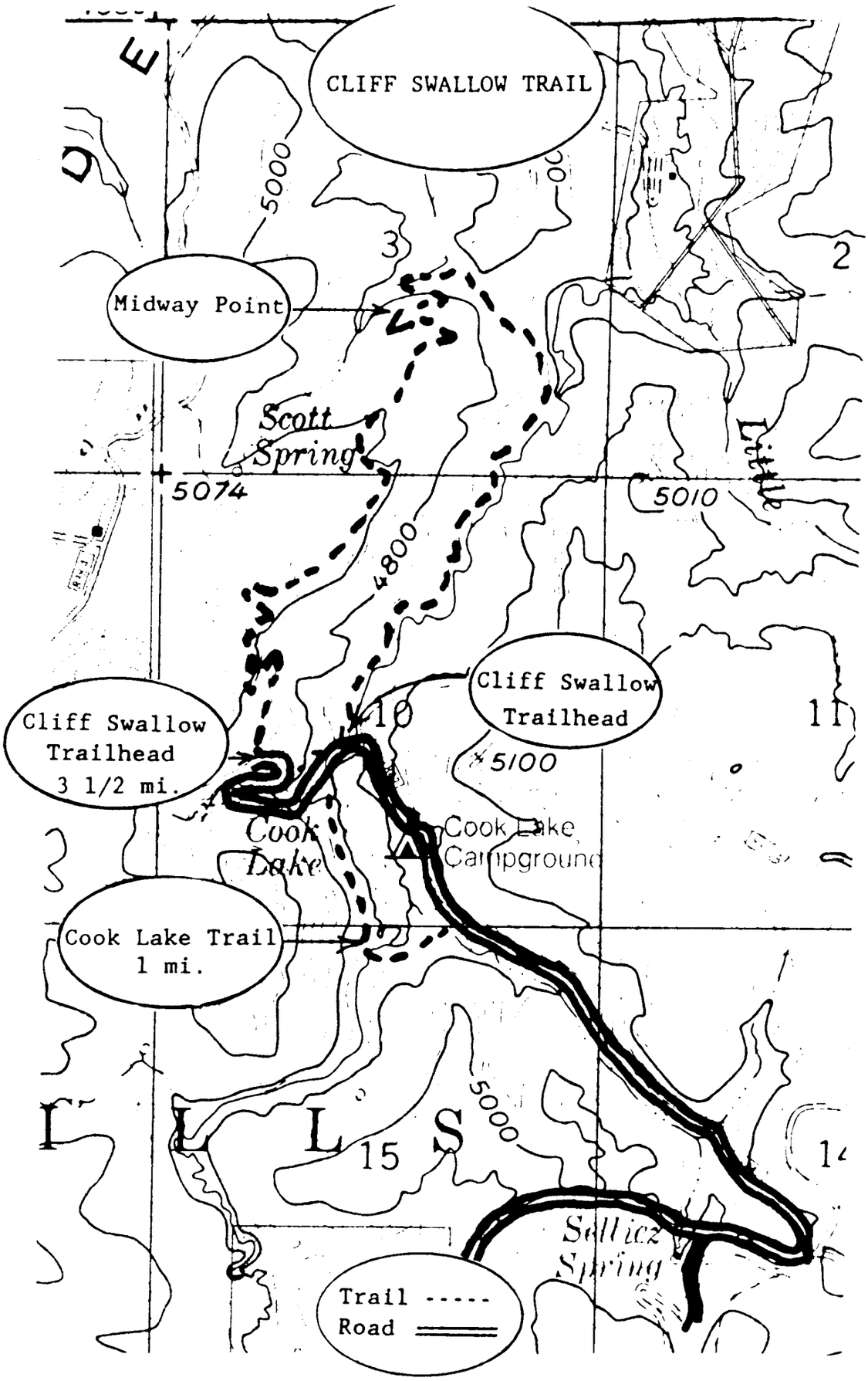
Any Federal, State or Local Officer, or member of an organized rescue or fire fighting force in the performance of an official duty or person whose use is authorized by the Forest Supervisor under a permit, lease, license, or contract.

DONE at Custer, South Dakota, this 16th day of August, 1993.

Roberta A Moltzen

ROBERTA A. MOLTZEN
Forest Supervisor

Violation of these prohibitions is punishable by a fine or not more than $5000.00, or imprisonment for not for than 6 months, or both.


CLIFF SWALLOW TRAIL
Midway Point
Scott Spring
5074
5010
4800
5000
Cliff Swallow Trailhead
3 1/2 mi.
Cliff Swallow Trailhead
5100
Cook Lake
Cook Lake Campground
Cook Lake Trail
1 mi.
Sallicz Spring
Trail -----
Road ═══

Order Number BKF-106-2010

Special Restriction

DEERFIELD LAKE BALD EAGLE NEST PROTECTION AREA CLOSURE
USDA - FOREST SERVICE
BLACK HILLS NATIONAL FOREST

Pursuant to 16 U.S.C. 551 and 36 CFR 261.53(a), for the protection of habitat for threatened, endangered, rare, or vanishing species of animals, the following acts are prohibited within the Deerfield Developed Recreation Management Area, Black Hills National Forest, as depicted on the attached map, hereby incorporated into this Order as Exhibit A. This Order shall remain in effect until rescinded or until August 31, 2010, whichever occurs first.

(1) Person(s) entering zone of protection around a nesting Bald Eagle during critical nesting period of February 1 to August 31.

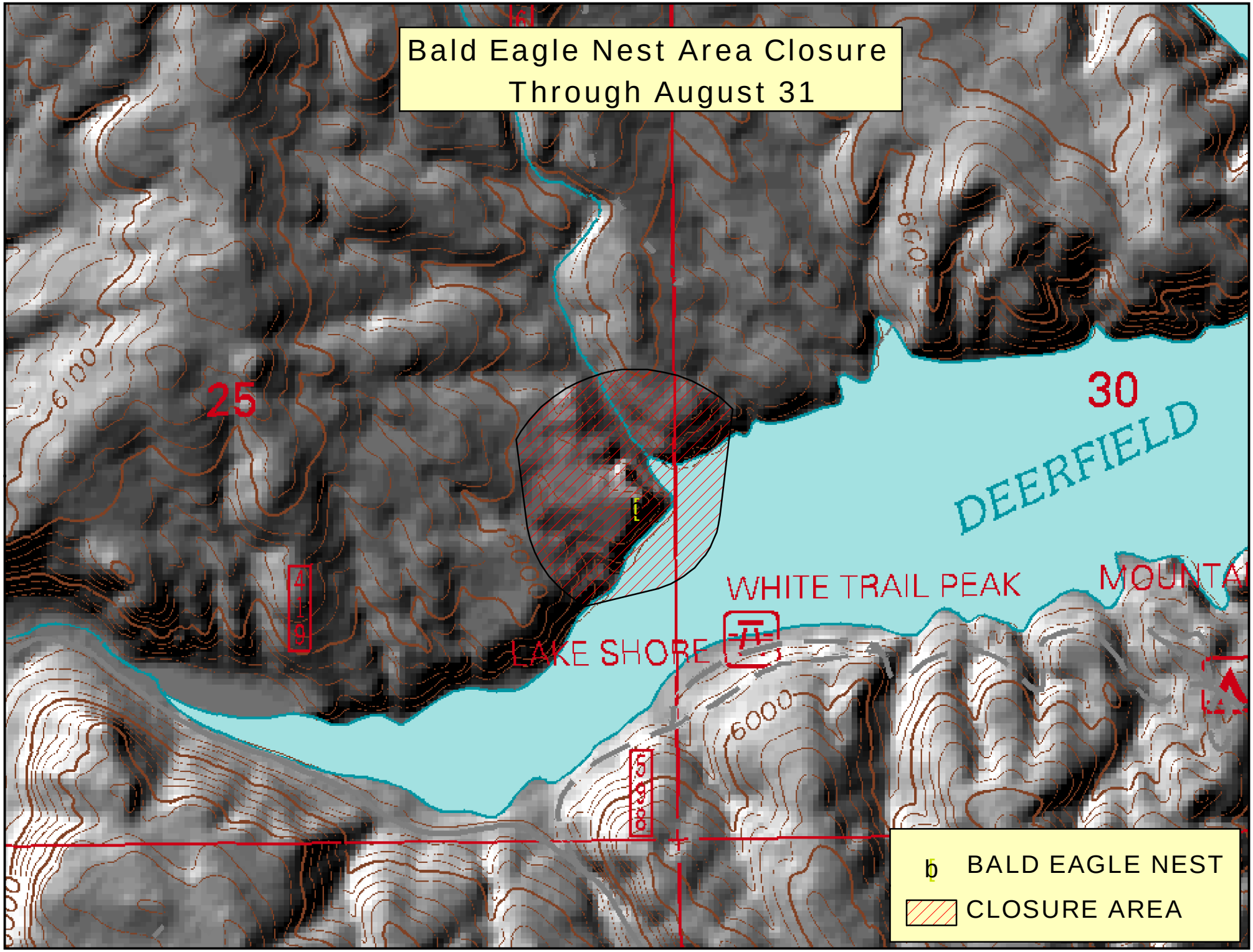
Pursuant to (36 CFR 261.53(a), the following are EXEMPT from the order:

(1) Person(s) with a permit specifically authorizing this prohibited act.
(2) Any Federal, State, or local officer, or member of an organized rescue or firefighting force in the performance of an official duty.

Done at Custer, South Dakota, this 3rd day of May, 2010

/s/ Craig Bobzien
CRAIG BOBZIEN
Forest Supervisor

Violations of this prohibition are punishable by imprisonment for not more than six (6) months, a fine of not more than $5,000 or both. *Title 16, United States Code, Section 551, Title 18, United States Code, Section 3571.*


Bald Eagle Nest Area Closure
Through August 31
25
30
DEERFIELD
WHITE TRAIL PEAK
LAKE SHORE
6000
BALD EAGLE NEST
CLOSURE AREA

O R D E R

OCCUPANCY AND USE RESTRICTION
BLACK HILLS NATIONAL FOREST

Pursuant to 36 CFR Section 261.50a, each of the following is prohibited within the developed recreation site known as Willow Creek Horse Camp, located in Sections 4, 5, 8 and 9, Township 2 South, Range 5 East, within the Black Hills National Forest, and more specifically shown on the attached map. This Order prohibits:

(1) ENTERING OR USING THE WILLOW CREEK HORSE CAMP, **EXCEPT THE POSTED DAY USE AREA**, UNLESS AUTHORIZED BY PERMIT.(36 CFR 261.58b)

(2) HITCHING, TETHERING OR HOBBLING A HORSE OR OTHER SADDLE OR PACK ANIMAL IN AREAS OTHER THAN THOSE POSTED FOR THAT PURPOSE. (36 CFR 261.58aa)

(3) GRAZING OF A HORSE OR OTHER SADDLE OR PACK ANIMAL. (36 CFR 261.53e)

This order rescinds the order dated 5 November 1981.

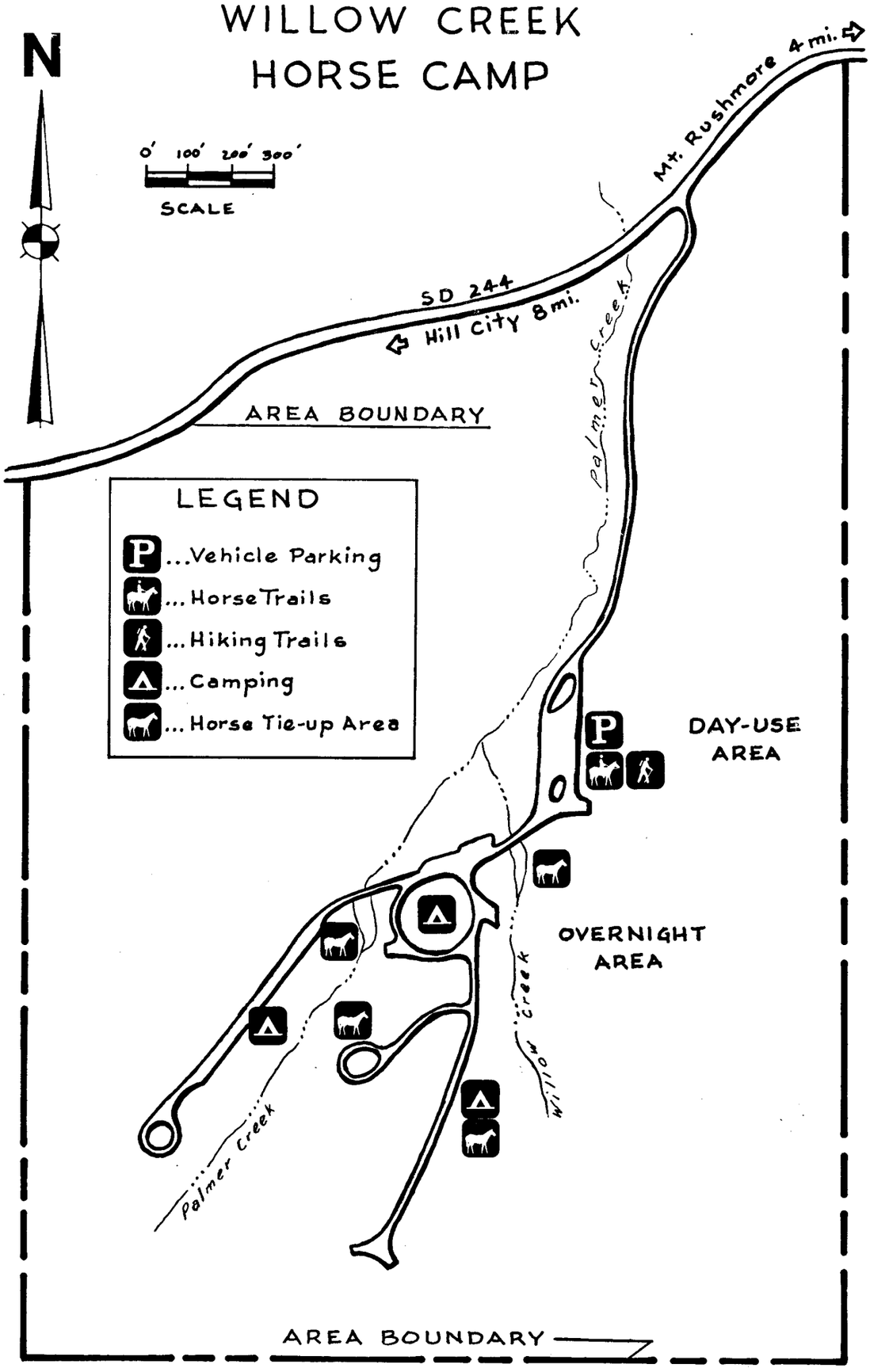
Done at Custer, South Dakota, this 22nd day of April, 1987.

Richard D. Estes

RICHARD D. ESTES
Acting Forest Supervisor

Violation of these prohibitions is punishable by a fine of not more than $500.00 or imprisonment for not more than six (6) months, or both. (16 USC 551)

WILLOW CREEK HORSE CAMP



11/5/81

Appendix 5: Sample Use Report

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Sample Use Report

Sample Daily Use/Fee Report

Black Hills National Forest **_____ Ranger District** **Campground _____**

USE INFORMATION								REVENUE/FEES						
Date	**Site #**	**Tag/ Res #**	**# Days**	**# People**	**State**	**Vehicle License**	**Gold Age**	**Overnight Camping**	**Day Use**	**Extra Vehicle fees**	**Other**	**Cash**	**Check**	**Daily Total**
TOTAL REVENUE														

SAMPLE Monthly or Annual Use/Fee Report

Black Hills National Forest **_____ District** **Reporting Period:**

Campground	Total # of sites occupied	Total # of people	Percent Occupancy	Camping fees collected on site	Fees for other goods & services	# Golden Age/ Access used	NRRS fees (monthly/ annually)	
Willow Creek								
Iron Creek								
TOTAL								

Annual fees collected under the NRRS_____

Taxes paid (end of year report only) _____

Total gross/total revenue (end of year report only)_____

Total net revenue (end of year report only) _____

Appendix 6: Sample Customer Service Comment Form

Submit comments online at: http://www.fs.usda.gov/contactus/blackhills/about-forest/contactus

Comment Cards should be mailed to:

US Forest Service
Black Hills National Forest Service
Supervisor's Office
1019 North 5th Street
Custer, SD 57730

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How Are We Doing?

Name of office/facility and employee visited or contacted_____

City_____ **State** _____ **Date visited or contacted**_____

Reason for visit or contact_____ **Visit**__ **Mail**__ **Phone**__ **Internet**__

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Service was prompt and courteous	○	○	○	○	○
Information was what I needed	○	○	○	○	○
Procedures were clear and simple	○	○	○	○	○
Facilities were satisfactory and accessible	○	○	○	○	○
Tech transfer/tech assistance was effective	○	○	○	○	○

Comments or Suggestions for Improvement (Please tell us how to reach you if you desire a reply):

Internet Comment Card: http://www.fs.fed.us/customer/

FS-1300-5 (01/02) OMB 0596-0146 USDA is an equal opportunity provider and employer.

How Are We Doing?

Name of office/facility and employee visited or contacted_____

City_____ **State** _____ **Date visited or contacted**_____

Reason for visit or contact_____ **Visit**__ **Mail**__ **Phone**__ **Internet**__

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Service was prompt and courteous	○	○	○	○	○
Information was what I needed	○	○	○	○	○
Procedures were clear and simple	○	○	○	○	○
Facilities were satisfactory and accessible	○	○	○	○	○
Tech transfer/tech assistance was effective	○	○	○	○	○

Comments or Suggestions for Improvement (Please tell us how to reach you if you desire a reply):

Internet Comment Card: http://www.fs.fed.us/customer/

FS-1300-5 (01/02) OMB 0596-0146 USDA is an equal opportunity provider and employer.

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Appendix 7: Sample Performance Evaluation Form

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Forest: Black Hills National Forest
Ranger District_____

Developed Site: _____ Holder: _____
Administrator: _____ Date: _____

NOTE: **Bold-faced items** are nationally defined Critical Elements
for performance inspection/appraisal ratings.

A. PERMIT TERMS	**Above Standard**	**Meets Standard**	**Below Standard**
1. Insurance requirements met			
2. Payments timely			
3. Use reports accurate & timely			
4. Title VI requirements met			
5. Other permit terms met (specify below)			
Communications			
Interpretive Programs			
Miscellaneous Sales			
B. OPERATION & MAINTENANCE PLAN			
1. O&M Plan complete & properly submitted			
2. G/T off-set plan submitted in a timely manner			
3. G/T off-set projects completed to standard			
4. Pre- and post-season ops & maintenance performed to standard and in a timely manner			
C. CUSTOMER SERVICE - This evaluation criteria is related to Forest Service standards			
1. Good PR maintained with Forest visitors			
2. Good comments received from visitors			
3. Fees & services provided as represented			
4. Visitor compliance with FS regs obtained			
D. PERFORMANCE MEASURES			
Health and Cleanliness			
1. Humans free from exposure to human waste			
2. Water and sewage treatment systems meet w/all state & FS standards			
3. Garbage does not exceed container capacities			
4. Garbage containers are animal resistant			
5. Sites are free of litter & animal refuse			
6. Graffiti is removed within 48 hours of discovery.			

D. PERFORMANCE MEASURES (continued)	**Above Standard**	**Meets Standard**	**Below Standard**
Health and Cleanliness (continued)			
7. Toilets & garbage locations are free of objectionable odors			
8. "Pack In/Out" message is posted where used, and accumulated trash is removed with in 24 hours of discovery			
9. All other facilities are kept clean			
Setting			
1. Effects from recreation use that conflict with environmental laws are analyzed and mitigated			
2. Recreation opportunities and site management are consistent with ROS objectives			
3. Landscape character at all sites is consistent with Forest scenic integrity objective(s)			
4. Existing vegetation management plan(s) are adhered to & vegetation loss or erosion caused by recreation use is corrected or prevented			
5. Numbers of people & vehicles is kept below site capacity			
Safety & Security			
1. Safety inspections completed annually. Documented high risk conditions are corrected prior to use			
2. High-risk conditions that develop during the season are mitigated, or the site is closed			
3. Employees have dependable communications			
4. Activities prohibited under 36 CFR 261.14, sub-part A are dealt with appropriately			
5. Utility systems meet applicable state and local regulations.			
6. All logbooks and record keeping are complete and accurate			
Responsiveness			
1. Facilities, when signed as accessible, meet guidelines in UAOR: A Design Guide			
2. All site entrances are well marked, easily found, and visitors feel welcome			
3. Info boards look fresh, professional, are uncluttered and contain appropriate info. Multi-lingual services are provided as needed			
4. All personnel demonstrate good customer services practices			

D. PERFORMANCE MEASURES (continued)	**Above Standard**	**Meets Standard**	**Below Standard**
Condition of Facilities			
1. All restrooms are functional and in good repair			
2. All facilities, including parking and use sites, meet FS design standards and guidelines in UAOR:A Design Guide, per the transition plan			
3. All structures and facilities meet the INFRA-STRUCTURE definition for good condition			
4. Signs & bulletin boards are well maintained and meet FS standards			
5. Roads are treated to control dust			
6. Vandalism is corrected or mitigated within 1 week of discovery			

Comments and/or corrective actions pertaining to specific items listed above (for this inspection/appraisal(s):

_____

_____

_____

_____

Have all "Below Standard" items from the previous performance inspection/appraisal(s) been corrected?

_____

_____

_____

_____

Holder's comments:

_____

_____

_____

_____

(Continue on a separate sheet of paper if desired)

Performance Inspection/Appraisal(s)
Overall Rating System

Nationally, only three performance inspection/appraisal ratings are possible for developed site concession administration. These are: 1) "Above Standard", 2) "Meets Standard" and 3) "Below Standard". These three ratings have been established to provide national consistency and definition for the concession inspection/appraisal rating system. As the Authorized Officer, you may develop additional site-specific rating criteria to assist you in further defining and reaching these three ratings but only these three specific ratings can be used to describe your written rating that is given to the holder. You must also have any additional site-specific rating information presented either as a part of the prospectus or as agreed to with the holder if that criteria is developed after the permit has been authorized.

1. If any Critical Element is rated as "Below Standard", the best possible overall rating is "Below Standard".

> With receiving a rating of "Below Standard" for any Critical Element(s), the holder should be given written notice regarding which of the Critical Element(s) did not achieve the "Meets Standard". The performance concerning the Critical Element(s) has to be corrected immediately. Depending on the Critical Element, the permit may be either immediately suspended (i.e. no insurance policy) or the permit administrator may allow continued use but with that Critical Element not available for public use (i.e. a bad water sample).

2. If more than three non-critical elements are rated "Unacceptable," the best possible overall rating is "Below Standard".

> With receiving a rating of "Below Standard" for any non-critical element(s), the holder should be given written notice regarding which of the non-critical element(s) did not achieve the "Meets Standard". The performance for these non-critical elements has to be improved prior to the next rating period, which will defined by the permit administrator. The holder must be issued a written notice for the Opportunity to Take Corrective Action as stipulated in Section VI (B) of the Special-Use Permit (FS-2700-4h (8-02)) by the Authorized Officer or designated permit administrator. This is the required first step towards any suspension and/or revocation of use for all or portions of the permitted use.

3. If any of the elements are found to exceed "Meets Standard", then you must set the rating at "Above Standard".

The holder's signature denotes that the Forest Service representative has discussed this evaluation/appraisal with the holder or his/her representative. A holder's signature does not necessarily constitute an agreement or acceptance of the rating.

Signatures:

Holder or Representative: _____ Date: _____

Forest Representative: _____Date: _____

Appendix 8: Law Enforcement At Concession Campgrounds

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Appendix 8: Law Enforcement Responsibilities

Law Enforcement at Concession Campgrounds

Background

This paper clarifies the law enforcement responsibilities and responsibilities of concessionaires, state and local law enforcement agencies, and the Forest Service (FS) at concession campgrounds. The paper is based on a December 15, 1993, memorandum issued by the Office of the General Counsel (OGC) and an April 26, 1996, letter issued by Region 5 on the same subject. This paper has been reviewed and approved by OGC.

Roles and Responsibilities

Concessionaires

In responding to violations of Federal, state, and local laws, ordinances, and regulations, concessionaires have the same authority as a private citizen. Concessionaires generally cannot enforce Federal, state, or local laws or regulations, including 36 CFR Part 261, Prohibitions on National Forest System (NFS) lands. Concessionaires should be knowledgeable of applicable Federal, state, and local laws and regulations, including 36 CFR Part 261, and should report violations of these laws and regulations to the appropriate law enforcement authorities.

Concessionaires may enhance public safety at concession campgrounds in a number of ways. For example, they may hire a private security firm, hire off-duty state or local law enforcement personnel, or enter into a cooperative agreement with the county for additional patrols.

Under the terms of the campground concession permit, the authorized officer may allow or re-quire a concessionaire to establish certain restrictions on conduct, or rules of use. For instance, the concessionaire may establish a rule of use that limits the number of vehicles per campground site, establishes a limit on the length of stay, or prohibits washing food at a water hydrant. The rules of use may be incorporated in the concessionaire's operations-and-maintenance plan, and be concessionaire may be held accountable for ensuing compliance under the terms of the special-use permit.

Conduct that violates rules of use may also violate Federal, state, or local laws. When such conduct occurs, the concessionaire should report those violations to the appropriate law enforcement authority. For example, violation of a rule of use may constitute a disturbance of the peace in violation of state law, or disorderly conduct in violation of FS regulations at 36 CFR 261.4

To minimize confusion between criminally enforceable Federal, state, and local laws and concessionaire-established rules of use, each should be posted separately within the campground.

State and Local Law Enforcement Agencies

Generally, state and local law enforcement agencies have authority to enforce applicable state and local laws, ordinances, and regulations on NFS lands. Under 16 U.S.C. 480, states retain their civil and criminal jurisdiction over persons on the National Forests. Thus crimes involving persons and their property are generally the primary responsibility of state and local law enforcement authorities.

Where a concessionaire has established rules of use, there is no authority for a state or local law enforcement agency to take enforcement action, unless the conduct giving rise to the violation of a rule of use also constitutes a violation of state or local law.

There is no authority for the FS to allow state and local law enforcement personnel to enforce Federal laws and regulations, including 36 CFR Part 261. Some conduct may be prosecuted under Federal or state law because the conduct violates both. State and local law enforcement officers may enforce only state and local law, however.

Forest Service

The FS retains all its authorities and responsibilities for enforcing Federal laws and regulations related to administration of NFS lands. The role and responsibilities of the FS do not change simply because the FS has issued a special-use permit to a concessionaire. FS personnel should continue to enforce all Federal laws and regulations related to the administration of NFS lands within concessionaire-operated campgrounds.

FS personnel should not assume, however, that all laws and regulations applicable to facilities operated by the FS are also applicable to sites operated by concessionaires. For example, as a matter of policy the FS does not interpret failure to pay a camping fee charged by a concessionaire to be a violation of 36 CFR 261.15 because the camping fee charged by the concessionaire is not an admission or recreation use fee for ``a site, facility...or service furnished by the United States." The agency construes ``furnished by the United States" to mean ``owned and operated by the United States." Therefore the FS would not cite someone for failure to pay a camping fee at a concession campground, because the site is operated by a concessionaire, rather than the FS, and the concessionaire, rather than the FS, retains the campground fees.

The regulations at 36 CFR Part 261, Subpart A, apply at both FS and concessionaire-operated campgrounds. In contrast, orders issued under 36 CFR Part 251, Subpart B, may or may not apply at concession campgrounds. A Subpart B order must clearly state the area to which it applies 36 CFR 261.50(c)(1). If the order is Forestwide, it applies to all campgrounds, including concession campgrounds within that Forest. Operating Plns for concession campground permits should be consistent with any orders that apply. A concessionaire may not allow an activity prohibited by an order. A concessionaire's rule of use may be stricter than an order, however.

The Regional Forester or Forest Supervisor may exempt concession campgrounds from an order, and may want to exempt them to place more of the responsibility for the site on the concessionaire. Rules of use, rather than the order, would then govern. This approach is consistent with one of the purposes of the campground concession program, which is to reduce expenditure of limited FS resources on administering developed recreation sites. When issuing a Subpart B order, the Regional Forester or Forest Supervisor should consider whether the order should apply at concession campgrounds.

If concession campgrounds are exempted from a Subpart B order, the rules of use established by concessionaires may differ from the restrictions contained in the order that apply elsewhere. For example, the restriction established by an order on the number of vehicles allowed per campsite at an FS-operated campground may differ from the same type of restriction adopted as a rule of use at a concession campground. FS personnel should ensure that they enforce only those Subpart B orders that apply to concession campgrounds.

36 CFR Part 261, Subpart C regulations should be handled the same way as Subpart B orders.

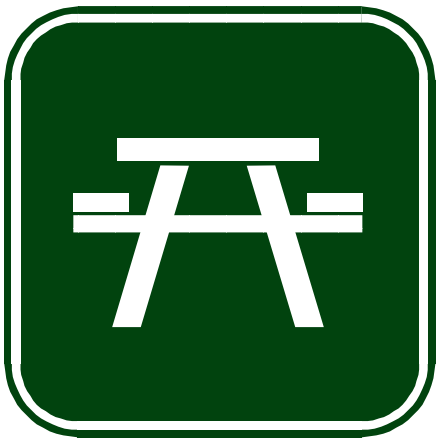
Prospectuses and permits for concession campgrounds should clearly describe the respective responsibilities of FS law enforcement personnel, local law enforcement authorities, and concessionaires.

Subpart C regulations are issued by the Chief or Regional Forester to prohibit acts or omissions in all or any part of an area over which the Chief or Regional Forester has jurisdiction.

FS law enforcement personnel should cooperate with state and local agencies to the extent authorized by FS policy (FSM 5360) and state and Federal law, such as 16 U.S.C. 559g(c), which authorizes acceptance of a law enforcement designation from states, and 16 U.S.C. 553, which authorizes the FS to aid in the enforcement of state laws in certain respects.

Summary

Crimes involving persons and property are generally violations of state law. State and local law enforcement agencies have jurisdiction to enforce state laws at concession campgrounds. FS personnel have the responsibility to enforce Federal laws and regulations related to the administration of NFS lands. Concessionaires may establish and enforce rules of use that are subordinate to Federal, state, and local laws and regulations. Rules of use are not enforceable by Federal, state, or local law enforcement authorities unless violations of rules of use constitute violations of Federal, state, or local laws.



Concessionaires should contact Federal, state, and local law enforcement authorities to address criminal violations under their respective jurisdictions. Concessionaires may also consider hiring a private security firm or contracting with off-duty state or local law enforcement personnel to address day-to-day public-safety concerns at concession campgrounds.

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Law Enforcement at Concession Campgrounds

ROLES AND RESPONSIBILITIES

1. Concessionaires. In responding to violations of Federal, State, and local laws, ordinances, and regulations, concessionaires have the same authority as a private citizen. Concessionaires generally cannot enforce Federal, State, or local laws or regulations, including 36 CFR part 261, Prohibitions on National Forest System lands. Concessionaires should be knowledgeable of applicable Federal, State, and local laws and regulations, including 36 CFR part 261, and should report violations of these laws and regulations to the appropriate law enforcement authorities.

Concessionaires may enhance public safety at concession campgrounds in a number of ways. For example, they may hire a private security firm, hire off-duty State or local law enforcement personnel, or enter into a cooperative agreement with the county for additional patrols.

Under the terms of the campground concession permit, the authorized officer may allow or require a concessionaire to establish certain restrictions on conduct or rules of use. For instance, the concessionaire may establish a rule of use that limits the number of vehicles per campground site, establishes a limit on the length of stay, or prohibits washing food at a water hydrant. The rules of use may be incorporated into the concessionaire's operating plan, and the concessionaire may be held accountable for ensuring compliance under the terms of the special use permit.

Conduct that violates rules of use may also violate Federal, State, or local laws. When such conduct occurs, the concessionaire should report those violations to the appropriate law enforcement authority. For example, violation of a rule of use may constitute a disturbance of the peace in violation of State law or disorderly conduct in violation of Forest Service regulations at 36 CFR 261.4

To minimize confusion between criminally enforceable Federal, State, and local laws and concessionaire-established rules of use, each should be separately posted within the campground.

2. State and Local Law Enforcement Agencies. Generally, State and local law enforcement agencies have authority to enforce applicable State and local laws, ordinances, and regulations on National Forest System lands. Under 16 U.S.C. 480, States retain their civil and criminal jurisdiction over persons on the National Forests. Thus, crimes involving persons and their property are generally the primary responsibility of State and local law enforcement authorities.

Where a concessionaire has established rules of use, there is no authority for a State or local law enforcement agency to take enforcement action, unless the conduct giving rise to the violation of a rule of use also constitutes a violation of State or local law.

There is no authority for the Forest Service to allow State and local law enforcement personnel to enforce Federal laws and regulations, including 36 CFR part 261. Some conduct may be prosecuted under Federal or State law because the conduct violates both Federal and State law. However, State and local law enforcement officers may enforce only State and local law.

3. Forest Service. The Forest Service retains all its authorities and responsibilities for enforcing Federal laws and regulations relating to administration of National Forest System lands. The role and responsibilities of the Forest Service do not change simply because the Forest Service has issued a special use permit to a concessionaire. Forest Service personnel should continue to enforce all Federal laws and regulations relating to administration of National Forest System lands within concessionaire-operated campgrounds.

Forest Service personnel should not assume, however, that all laws and regulations applicable to facilities operated by the Forest Service are also applicable to sites operated by concessionaries. For example, as a matter of policy the Forest Service does not interpret failure to pay a camping fee charged by a concessionaire to be a violation of 36 CFR 261.15 because the camping fee charged by the concessionaire is not an admission or recreation use fee for a "site, facility,… or service furnished by the United States." The agency construes "furnished by the United States" to mean "owned and operated" by the United States." Therefore, the Forest Service would not cite someone for failure to pay a camping fee at a concession campground because the site is operated by a concessionaire, rather than the Forest Service, and the concessionaire, rather than the Forest Service, retains the campground fees.

The regulations at 36 CFR part 261, subpart A, apply at both Forest Service and concessionaire-operated campgrounds. In contrast, orders issued under 36 CFR part 261, subpart B, may or may not apply at concession campgrounds. A subpart B order must clearly state the area to which it applies. 36 CFR 261.50(c)(1). If the order is forest-wide, it applies to all campgrounds, including concession campgrounds, within the forest. Operating plans for concession campground permits should be consistent with any orders that apply. A concessionaire may not allow an activity prohibited by an order. However, a concessionaire's rule of use may be stricter than an order.

The Regional Forester or Forest Supervisor may exempt concession campgrounds from an order and may want to exempt them to place more responsibility for the site on the concessionaire. Rules of use rather than the order would then govern. This approach is consistent with one of the purposes of the campground concession program, which is to reduce expenditure of limited Forest Service resources in administering developed recreation sites.

When issuing a subpart B order, the Regional Forester or Forest Supervisor should consider whether the order should apply at concession campgrounds.

If concession campgrounds are exempted from a subpart B order, the rules of use established by concessionaires may differ from the restrictions contained in the order that applies elsewhere. For example, the restriction established by an order on the number of vehicles allowed per campsite at a Forest Service-operated campground may differ from the same type of restriction adopted as a rule of use at a concession campground. Forest Service personnel should ensure that they enforce only those subpart B orders that apply to concession campgrounds.

36 CFR part 261, subpart C, regulations should be handled the same way as subpart B orders. Subpart C regulations are issued by the Chief or Regional Forester to prohibit acts or omissions in all or any part of an area over which the Chief or Regional Forester has jurisdiction.

Forest Service law enforcement personnel should cooperate with State and local law enforcement agencies to the extent authorized by Forest Service policy (FSM 5360) and State and Federal law, such as 16 U.S.C. 559g(c), which authorizes acceptance of a law enforcement designation from States, and 16 U.S.C. 553, which authorizes the Forest Service to aid in the enforcement of State laws in certain respects.

Prospectuses and permits for concession campgrounds should clearly describe the respective responsibilities of Forest Service law enforcement personnel, State and local law enforcement authorities, and concessionaires.

SUMMARY

Crimes involving persons and property are generally violations of State law. State and local law enforcement authorities have jurisdiction to enforce State laws at concession campgrounds. Forest Service personnel have the responsibility to enforce Federal laws and regulations relating to the administration of National Forest System lands. Concessionaires may establish and enforce rules of use that are subordinate to Federal, State, and local laws and regulations. Rules of use are not enforceable by Federal, State, or local law enforcement authorities unless violations or rules of use constitute violations of Federal, State, or local laws.

Concessionaires should contact Federal, State, and local law enforcement authorities to address criminal violations under their respective jurisdictions. Concessionaires may also consider hiring a private security firm or contracting with off-duty State or local law enforcement personnel to address day-to-day public safety concerns at concession campgrounds.

Campground concession prospectuses and permits should clearly describe the respective responsibilities of Forest Service law enforcement personnel, local law enforcement authorities, and concessionaires. In order to minimize visitor confusion between criminally enforceable Federal, State, and local laws and concessionaire-established rules of use, each should be separately posted within a campground.

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Appendix 9: Sample Annual Operating Plan

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Appendix 9

Sample
Annual Operating Plan
And Required
Annual Operating Plan Outline

Black Hills National Forest

This appendix describes the minimum requirements of the holder's Annual Operating Plan and application regarding the operating season, staffing, operations and maintenance services provided, and minimum standards to be met for the Black Hills National Forest. The Forest Service will use applicant provided information to rate the proposal against the "Proposed Annual Operating Plan" provision evaluation criteria. **The successful applicant's proposal will become a part of his/her Annual Operating Plan**. Contact Scott Haas Recreation Program Manager, Black Hills National Forest, by e-mail or phone at sehaas@fs.fed.us or (605) 673-9200 with questions.

In addition to requirements in the prospectus, the holder must meet the standards and requirements specified in this appendix for the recreation sites listed in the prospectus. Applicants are required to propose how they will meet or exceed the minimum standards described in the prospectus and this Appendix as well as those listed in Appendix 25 National Quality Standards.

Annual Operating Plan

Table of Contents

1. Operating Season:
2. Staffing:
   - 2a. Supervision/Management
   - 2b. Personnel
   - 2c. Employee Training
   - 2d. Employee Conduct
   - 2e. Uniforms and Vehicle Identification
3. Customer Service
4. Operations
   - 4a. Water Systems
   - 4b. Interference with Normal Use of Recreation Sites
   - 4c. Standards for Site Facility Cleaning and Maintenance
     - 4c1. All Facilities
     - 4c 2. Toilets
     - 4c 3. Tables
     - 4c 4. Fire Rings and Grills
     - 4c 5. Grounds
     - 4c 6. Roads and Trails
     - 4c 7. Barriers (parking, road, etc.)
     - 4c 8. Water Hydrants
     - 4c 9. Trash Receptacles
     - 4c10. Signs, Bulletin Boards, and Fee Stations
     - 4c11. Buildings
     - 4c12. Utilities
     - 4c13. Beaches
5. Safety
   - 5a. Safety Inspections
   - 5b. High Risk Conditions
   - 5c. Removal of Hazardous Objects
   - 5d. Identification and Removal of Hazardous Trees
   - 5e. Safety Training for Employees
   - 5f. Predators, Rodents & Insects
   - 5g. Confined Spaces Procedures
6. Holder Advertising
7. Fire Prevention
8. Law Enforcement and Security
9. Communication Systems
10. Incident Reporting
11. Herbicides and Pesticides
12. Boating Safety
13. Beaches and Swimmer Safety

14. Recycling
15. Additional Revenue-Producing Sales, Services, and/or Fees

1. Operating Season:

The minimum season is listed in the Tables as described in the prospectus in section I.C. Description of Developed Recreation Sites and Facilities. All sites will be open and operational seven days per week, including Holidays, between those dates.

Additional times of operation, both full and partial, may be offered as part of your proposal and applicants proposing to operate beyond the minimum seasons will receive a higher rating during the application evaluation.

2. Staffing:

The holder will be responsible for furnishing all personnel; and for adequately training and supervising their activities while performing under the provisions of the permit. Proposals should ensure adequate staffing to meet the requirements outlined in this appendix and the Prospectus.

State and Federal laws governing employment, wages, worker safety, etc. must be met. Applicable laws include, but are not limited to, laws governing equal opportunity, civil rights, fair labor standards, minimum wage, Davis-Bacon Wage Rates (for G/T fee off-set), workers' compensation, OSHA regulations, ADA, and immigration laws regarding employment of legal aliens.

2a. Supervision/Management:

A representative(s) who will serve as the liaison(s) between the Holder and the Forest Service and have full authority to act on the terms of the special use permit must be designated. There may be more than one designee, each of whom has the authority to act on one or more permit terms (i.e., one person may deal with operations issues, one may deal with maintenance issues, and another may deal with financial issues). The designee(s) names, or the appropriate job title(s), must be included in the proposal.

State in the proposal the position title and area(s) of responsibility for all supervisory and management personnel.

2b. Personnel

In addition to the requirements outlined above, the Forest recommends that hosts/site managers be located at sites listed in Appendix 22 and in the tables in section IC of the Prospectus. A history of operations experience indicates that having personnel stationed at these sites is very useful in providing the quality of services required to meet standards due to the complexity of operations which occurs at these sites, especially those sites included in NRRS.

Provide an organization chart showing each position. Provide a narrative description of each position shown on the organization chart including the title of the position, duties and responsibilities and indicating work schedules, full or part time employment, etc.

2c. Employee Training

Describe training to be provided to each position listed on your organization chart; including a description of training to be provided to mid-season hires.

2d. Employee Conduct

The holder is responsible for the conduct of his/her employees. They are expected to comply with all applicable Federal, state, and local laws, and to conduct themselves in a professional manner at all times. The special use permit does not shield the holder or his/her employees from prosecution if they violate any laws, either while performing their duties or while on their own time. Federal prohibitions include, but are not limited to:

- Engaging in conduct prohibited by the *Code of Federal Regulations* (36 CFR 261).

- Using, or being under the influence of, intoxicating beverages or narcotic drugs while on duty or representing the permittee.

Provide your company's employee conduct policy.

2e. Uniforms and Vehicle Identification

Employees must wear neat, clean, and professional attire that identifies them as concessionaire employee including a name tag with the concessionaire's identify. The official Forest Service uniform, Forest Service volunteer uniform, and components may not be used.

Uniforms must be maintained in a clean and presentable manner while performing duties.

Describe in detail attire for all employee positions.

Vehicles must be clean, quiet, and well maintained with a professional quality sign containing the concessionaire's name displayed on each side of each vehicle used.

Describe in detail all vehicles used. Include golf carts, maintenance vehicles, trailers of any other transportation devises intended to be used in this proposal.

3. Customer Service:

The Mission of the FS is ``Caring for the Land and Serving People." The holder operates on National Forest System land on behalf of the FS and will assist in achieving this Mission. Visitors to National Forest campgrounds usually come with expectations for receiving an opportunity to have quality experiences and memories. The expectations of each visitor can vary significantly. The holder will develop and implement methods and mechanisms for responding to customer's needs and to meet or exceed customer's expectations.

Holder employees will respond to customer and the visiting public questions, concerns and comments in a helpful and professional manner in order to contribute towards a safe and enjoyable experience on the National Forest. Courteous and timely information and assistance will be provided to customers as an essential part for good customer service.

Campground visitors should feel welcome. Customers will have a realistic and efficient means for gathering accurate information, becoming aware of regulations or simply having questions answered.

The holder is responsible for satisfactorily resolving most visitor issues.

Customers should be provided a range of opportunities or products commensurate with the services being provided and the fees being charged. Customer's beliefs in receiving value for money spent are important and reductions in prices when water, trash or other services are reduced are considered a part of providing good customer service.

Customers will receive a minimum of 96 hours advance notification of increases in fees (i.e. when a site fee goes up during early season after a water system is turned on), reductions in service levels (i.e. when water systems will be shut down or trash service will be reduced) and changes in open/closed status of sites unless an unforeseen emergency situation requires shorter notice.

The holder will have a clear and consistent refund policy and procedure. A valid refund generally results from evidence of circumstances beyond the control of the person paying the fee.

Describe the notification process to be used when informing customers of changes in fess or service level.

Describe the refund policy and what procedures a customer would be required to follow if requesting a refund.

A customer service comment card system must be provided. Use of the customer service comment card contained in Appendix 6 may be proposed or an applicant may propose some other format for soliciting and accepting customer service comments.

Describe a customer service commitment and provide a comment card system.

4. Operations:

The Holder will be responsible for all tasks associated with the daily operation and maintenance of the Black Hills National Forest permit area.

4a. Water Systems

Most of the developed sites included in this offering have a potable water system. It is the holder's responsibility to operate and maintain the water systems; including having the capability

to turn off and reopen the system for maintenance purposes. Upon initial permit issuance the Forest Service will provide assistance with the procedures for opening and shutting down each water system.

The holder is responsible for compliance with all applicable Federal, state and local drinking water laws or regulations for the operation and maintenance of a public water system. This includes the testing and maintenance of all potable water systems in accordance with the State of South Dakota & Wyoming Department of Public Health and Environment and Forest Service regulations**.** If current laws and regulations change and it becomes necessary to perform additional or different tests, the holder shall be responsible for compliance and associated costs. *(See Forest Service 2700-4h, clause V. B. and FS 2700-4h Appendix F. Water system descriptions are included in the site descriptions contained in Appendix 3 & 10.)*

The holder will be responsible for all water testing such as monthly bacteriological tests, annual nitrate/ nitrite tests, and other regular tests that may become necessary on an annual or more frequent basis due to new or changed regulations or classifications of the water systems.

The exception to the testing requirements state above include:

- The costs associated with conducting all Sanitary Surveys are considered a landlord responsibility and will be the responsibility of the Forest Service.
- Micro particulate analysis tests are considered a landlord responsibility and will be the responsibility of the Forest Service.
- All less frequent than biennial periodic tests such as heavy metals, VOC, dissolved solids tests are considered a landlord responsibility and will be the responsibility of the Forest Service.

These types of tests may qualify as Granger/Thye offset expenditures if stipulated on the annual G/T agreement.

The holder is responsible for shutting down water systems prior to the risk of damage by freezing temperatures. Certain campgrounds have one or more hydrants designed to operate after freezing temperatures occur and these should remain in operation for use by the public until the site is closed for the season.

The holder is responsible for all repairs of the water system components which are caused by vandalism, natural events, forces of nature, and events attributed to improper holder actions or negligence. Valves, water lines, or other system components which break due to improper draining at shutdown resulting in any water being left in the system and subsequently freezing over winter shall be the responsibility of the holder.

When a campground which typically has a potable water source between Memorial Day and September 30 does not have potable water available due to system failure, an “Unsafe" water sample, or any other circumstance determined to be to the result of holder negligence, nightly fees charged to the public may not exceed 50% of the normal advertised price. With written authorization, an alternative source of potable water may be provided to remove this fee restriction, provide that it meets all required standards.

This 1/2 price restriction does not apply to post season (after September 30) operations in sites with pressurized water systems that require shut down and draining due to freezing temperatures. It would not apply if a water system fails due to circumstances beyond the control of the holder. However, it does apply to sites with hand pumps that can continue to operate without freezing throughout the full operational season. Some water systems or hydrants may be maintained as operable only for holder employees, for example, at a host site or well house. However, this use would not qualify a system as being exempt from the ½ price rule.

Above ground hose lays from public use hydrants for supply to host sites are not acceptable.

Describe a process to operate, inspect, test, report and maintain the water systems addressing the standards described above.

4b. Interference with Normal Use of Recreation Sites

Operation, maintenance, and cleaning of grounds and facilities should not normally interfere with the recreational use of the areas by the visiting public. Adhering to this requirement will help the holder meet responsiveness standards.

Describe measures to limit inconvenience and disruption of use by the public.

4c. Standards for Site Facility Cleaning and Maintenance

The holder shall be responsible for meeting the standards listed below when cleaning and maintaining facilities.

Describe how the following eleven items (4c1. – 4c11.) will be identified and accomplished.

Applications should include detailed information regarding how the applicant intends to keep records and in what format(s) the records will be maintained for maintaining each of the items identified.

4c1. All Facilities

Facilities are maintained free of graffiti. Standard - For tracking and law enforcement purposes, graffiti shall be reported within 24 hours and any instances of re-occurring graffiti must be photographed and recorded prior to removal.

Facilities are clean and well maintained.

Numbers of visitors and vehicles do not exceed site capacity.

A site safety inspection is completed annually, and documented in a format acceptable to the Forest Service. Documented high risk conditions are corrected prior to use.

Utility systems meet applicable state and local regulations and appropriate lock-out/tag-out procedures must be utilized when work is being performed on utilities.

The holder must comply with South Dakota "Call Before You Dig" laws when digging in any new location for items such as new sign or post installation.

The holder is responsible to ensure employees are aware of, and practice, OSHA standards for health & safety and that appropriate personal protective equipment is available for use.

Facilities, when signed as accessible, meet guidelines in Universal Access to Outdoor Recreation: A Design Guide.

Grass and over hanging brush must be kept trimmed around tables, bulletin boards, water hydrants, barriers, signs, buildings, parking areas, paths, living spaces, tent sites, and other facilities.

The holder must report any significant problems that occur during the operating season to the designated Forest Service representative as soon as practical, but no longer than 48 hours from the time a holder employee became aware of it. Examples would include, but are not limited to power outages lasting more than a few minutes, flooding of any facility or site, broken water lines that are not immediately repaired, pumps or motors that fail, backed up sewer systems, etc.

When any facility is repaired or replaced through holder maintenance or fee offset all the materials being replaced shall be properly disposed of off of NFS lands.

Additional site specific maintenance requirements are included in the individual site descriptions located in Appendix 3 of the prospectus.

4c2. Toilets

Toilets are clean and free of objectionable odor. Floors will be free of dirt and standing water. Cobwebs, dead insects, bits of paper or other debris will not accumulate on floors, walls or ceilings. A record of times, dates and by whom cleanings were completed should be maintained.

Restrooms are functional and in good repair. Toilet interiors (including the floor) should have the appearance of being freshly painted. Approximately 20% of toilet interiors should be scheduled for repainting every year.

Accessible pathways access and egress are maintained for full access.

Walkways and trails shall be kept free of obstructions or excess vegetation.

All sewage treatment systems must meet state and federal standards.

To keep humans from unhealthy exposures to human waste, all spilled waste is removed immediately upon discovery or notification.

All vault toilets are pumped when waste level exceeds ¾ of the full volume level throughout the permit term. During the final year of the permit term any toilet vault with a waste level of more than ½ of the full volume; and all septic systems will be pumped. Vaults should be visually inspected at the time of pumping and any abnormal observations such as dry waste, cracked vault concrete, excessive trash, etc. and documented in the written maintenance record. All pumping of vault waste will be included in the written maintenance record; including dates, volume pumped-by individual vault, who inspected the vault and any abnormal observations.

Trash and foreign objects including, but not limited to cans, bottles, diapers, rocks, etc are regularly removed for toilet vaults.

Toilet vaults and chase rooms must be locked at all times to prevent unauthorized or accidental access by the public.

Gray water or black water line, above-ground hose lays from host sites or public RVs to toilets are not acceptable.

All toilets in a campground must remain fully operable during the peak season. Any reduction in the number of operable toilets during the shoulder seasons must be approved in the annual operating plan.

4c3. Tables

All table surfaces, including undersides of tops and benches, will be kept clean from spill stains and unsafe conditions.

Table surface treatments (painted, plasti-seal, powder coats, etc) shall be maintained by the holder. Most tables require repainting or surface touch-up on a three (3) year schedule in order to meet this standard.

Excessive grass or vegetation shall be trimmed from around the table area.

There should be adequate ground cover vegetation, gravel, or other approved material around tables to reduce mud and erosion around tables.

Any table with damaged bases, benches, top or other component will be repaired and/or documented for repair or replacement.

4c4. Fire Rings and Grills

Fire rings shall be inspected and free of litter, excessive ashes, and unburned material before use by a new user.

Ashes, charcoal, and unburned wood shall be removed from fire rings and grills when there is less than four (4) inches of free side clearance on 7" or 9" rings and ten inches on 18" or higher rings.

All ashes must be disposed of off National Forest lands and in accordance with state and local laws and regulations. Ashes shall not be placed in any trash receptacles while they are hot.

Grass and over hanging brush or other combustible materials must be kept trimmed to a minimum of 4 feet around all firerings, BBQs or other fire devises.

There should be adequate gravel, or other approved material around fire rings to prevent mud and erosion.

Eliminate any rock fire rings or modifications that were not installed or approved by the Forest Service. Remove ashes from unauthorized fire rings and pits. Scatter the rocks and spread soil over these areas to make them less conspicuous.

4c5. Grounds

Developed sites shall be free of litter and domestic animal waste.

Nails, ropes, wire, etc. will be removed from trees whenever found.

Grass and other ground vegetation shall be trimmed on a regular basis to maintain a comfortable and inviting environment. Care must be taken to prevent damage to tree bark or other desirable vegetation when trimming grass.

The holder is responsible to mitigate noxious weed issues and actively prevent new infestations or increase in existing infestations.

Negative effects from recreation use that may conflict with environmental laws are mitigated as needed.

Loss of vegetation and erosion caused by recreation use is prevented and/or corrected in accordance with vegetation management plans.

The holder actively corrects or prevents loss of vegetation and erosion caused by recreation use.

4c6. Roads and Trails

The holder is responsible for maintaining vehicular and pedestrian access in a safe and passable condition to Forest Service standards. This responsibility includes, but is not limited to:

Mowing road shoulders, along edges of foot trails and around parking barriers for visibility;

Trimming branches or other vegetation to maintain sight distances at intersections and in front of signage. Branches along roadways will be trimmed back to avoid scratching of trailers and vehicles utilizing the roads;

Filling chuck holes with asphalt materials on paved surfaces; maintenance of foot trail surfacing; maintenance of stairway treads or railing;

Erosion control through cleaning culverts and barrow ditches, grading, or use of check dams, to allow proper drainage. Grading that is considered as a holder responsibility would include the annual light grading intended to retain ditch flow, pull surface materials back onto the roadway and knock down wash boarding. Heavy grading would be considered a Forest Service responsibility and may be considered as fee offset work if agreed to in the annual offset plan.

Appropriate treatment and maintenance of roads within or adjacent to developed sites to control dust.

4c7. Barriers (parking, road, etc.)

Excess vegetation around barriers shall be trimmed to keep the barrier visible.

Wooden barriers in contact with the ground will be raised to prevent premature rot or infestation by ants or other insects.

Barriers surface treatments (painted, stained, etc) shall be maintained in good condition by the holder. Most barriers require repainting or surface touch-up on a three (3) year schedule in order to meet this standard.

4c8. Water Hydrants

Water hydrants meet state and federal standards. See additional requirements in Appendix 10 & 19.

Each hydrant should be posted with a sign that says "No washing dishes, bathing, washing hair or hands, or cleaning fish", or a similar message and customers are prevented from utilizing hydrants in such a manner. Adhering to this requirement will help the holder meet environmental and public safety standards.

Maintain functional gravel sumps. Replace the gravel sump when “sour” smelling, filled with dirt, or when excess water does not properly drain.

All hydrants in a CG must remain fully operable during the peak season. Any reduction in the number of operable hydrants during the shoulder seasons must be approved in the annual operating plan.

4c9. Trash Receptacles & Food Lockers

Garbage does not exceed the capacity of the garbage containers.

Garbage and food locker locations are kept clean and free of objectionable odors.

All trash shall be removed from National Forest lands and disposed of in accordance with all state and local laws and regulations.

All trash receptacles and food lockers shall be secured appropriately so they will not be a safety hazard.

All animal-proof trash receptacles and food lockers must be maintained in a functional working condition as designed; and broken or malfunctioning latches, chains or other appurtenant features must be repaired or replaced by the holder in a timely manner.

At sites where trash disposal contractors are required to supply trash receptacles, they must meet local construction standards for being animal resistant.

Trash receptacles designed as accessible will be maintained in operable condition as accessible.

The holder is responsible for repair of prematurely damaged dumpsters and trash containers that is caused by accident or abuse.

When storing dumpsters and trash cans for the winter, they should be tipped upside down, or otherwise protected to prevent snow-melt and water from accumulating inside and causing premature rusting.

All trash receptacles and food lockers in a CG must remain fully operable during the peak season. Any reduction in the number of available receptacles or lockers during the shoulder seasons must be approved in the annual operating plan.

If a "Pack In – Pack Out" program is used, the message is prominently displayed and any accumulations of trash are removed within 24 hours of discovery or notification.

All wheels and roller bearings on dumpsters shall be greased a minimum of once annually to prevent water and rust build up. It is recommended that two, three or four foot long 4" x 4"s or the equivalent, be placed on the ground under them for stabilization and keep them off native soils that can promote rusting.

4c10. Signs, Bulletin Boards, Site Markers and Fee Stations

All signs must be maintained in a good condition (neat, clean, not faded or torn).

Homemade or hand drawn signs or posters do not meet standards and shall not be used except in emergency situations. Additional signs should be reviewed by the authorized officer as to location, design, size, color, and content.

Information boards should look fresh, professional, uncluttered, and contain appropriate current/seasonal information. Multi-lingual information is provided as needed. Signs, bulletin boards, site markers, and fee stations are well maintained, neatly arranged, and meet Forest Service signage standards.

Replacement of manufactured poster board informational signs is the responsibility of the holder and replacement must occur once there is evidence of fading or a "dog-eared" appearance.

Site markers shall be well maintained, neatly arranged, and meet Forest Service signage standards. The holder is responsible for replacement of flexible wand type site markers when broken by careless drivers or straightening and resetting them when knocked over or bent.

The holder is responsible for keeping interior routed and painted signs refurbished and touched up with paint and in the condition in which the sign was received. Full replacement or extensive refinishing and re-surfacing of this type of sign that becomes necessary due to the cyclic service life of the sign being exceeded is the responsibility of the Forest Service and will qualify as an annual offset expenditure.

Commercial advertising for anything other than information directly related to camping is not allowed.

A sign stating that the recreation area is under permit from the U.S. Forest Service and including the name of the permit holder must be posted on the entrance board of all sites. The sign must include contact information for both the permit holder and Forest Service.

The holder is required to post and maintain the *And Justice for All* poster and "Welcome To Your National Forests..." poster (Unicor P23-43) as furnished by the Forest Service.

Describe proposed signing as it relates to both Holder and Forest Service provided signs.

4c11. Buildings

Well houses shall be kept clean and tidy and shall not be used for storage of any chemicals, petroleum products, or other hazardous materials.

No hazardous materials will be stored over the winter in Forest Service facilities. This includes petroleum fuels, propane, insecticides, etc.

Approval for use of any building as a winter storage location must be approved in the annual operating plan. Tools and/or supplies that are stored over winter in toilets, well houses or

other buildings must be stacked in a neat and orderly manner so access to the interior of the building is not blocked.

Installation of any shed or storage building or other structure must have prior written approval from the Forest Service.

4c12. Utilities

All utilities will be operated in accordance with state and local laws and regulations.

Payment of all utility costs will be the sole responsibility of the holder.

The FS recommends that the holder arrange for utility services to be shut down and final meter readings made at the end of each season.

Official final meter readings are required, and must be submitted to the Permit Administrator during the final season of operations under the term of the permit.

4c13. Beaches

Beaches are cleaned of trash and domestic animal waste. In particular, broken glass will be removed immediately when discovered.

The holder is responsible for replacing beach sand lost thru water wave action or recreation use.

5. Safety:

The safety and health of all persons is of primary importance and the holder should pay special attention to situations listed in this section.

Provide a safety and health plan that addresses an annual all encompassing safety and health inspection; and a continuing safety and health monitoring program that addresses the following seven areas of concern and how documentation will be handled:

5a. Safety inspections

An annual all encompassing safety and health inspection will be preformed and documented prior to the high use season. This inspection will: document all safety and health problems discovered; note corrective action to be taken; and document completion of corrective actions or mitigating measures.

Documentation of safety inspections must be submitted to the designated Forest Service representative as soon as practical. A method of tracking should be included to assure that problems noted in any inspections or throughout the year are followed up on appropriately.

Additionally, continuing attention to will be given to new situations presenting safety or health concerns during the operating season. All discoveries, corrective actions or mitigating measures taken will be documented in writing.

5b. High risk conditions

High risk conditions may develop as a result of any of the following: weather, environmental factors, facility conditions, domestic unrest; etc. It is the holder's responsibility to plan for and react responsibly. Once the immediate safety mitigation requirements of such a situation are addressed the holder must inform the Forest Service and document the situation.

5c. Removal of hazardous objects

Safety hazards, such as but not limited to unsafe branches, tripping hazards, unstable walking surfaces, damaged facilities, etc. shall be identified, corrected prior to opening to the public and documented.

Any facilities or materials being removed for safety reasons shall be properly disposed of off of NFS lands.

5d. Identification and removal of hazardous trees

The holder is responsible for identifying, monitoring, and removing all hazard trees (up to the limit established in the prospectus) prior to opening to the public, subject to Forest Service review. In addition, hazard inspection will be conducted immediately after any major weather event (i.e., severe thunder storms, wind events, ice storms). After securing approval from the Forest Service, the permit holder is required to remove hazard trees and associated slash. The Annual Operating Plan will address the appropriate disposal methods. The Forest Service will advise the permit holder, as needed, in regards to hazard tree identification and removal.

Any dead standing tree within 200 feet of the outermost constructed feature around the perimeter of the site is non-negotiable as a hazard tree and must be removed by permit holder as soon as practical or site must be closed or the hazard otherwise appropriately mitigated. Forest Service approval is required prior to cutting or pruning of any live or partially live trees.

The holder would not typically be responsible for hazard tree removal necessitated by atypical situations, such as a major blow down or a large insect infestation. However, responsibility will be determined on a case by case basis.

All stumps from hazard tree removal shall be flush cut to ground level in order to reduce tripping hazards.

If slash and bucked logs resulting from hazard tree removal are not used by campers within a reasonable length of time, the holder must dispose of it by an approved method.

Trees or any forest product removed from a site in this offering shall require an appropriate permit such as a fuelwood permit or other written authorization.

5e. Safety training for employees

The holder is responsible to provide on-going safety training to ensure a safe work environment and inform and educate their employees about working safely and recognizing unsafe conditions.

5f. Predators, Rodents & Insects

Predators such as black bears and mountain lions live in the vicinity of most sites included in this offering and have occasionally been observed in many of these sites. These species do not typically interact with humans, but the potential exists. Rodents can carry Plague, Hantavirus or other diseases that can infect humans. Mosquitoes and ticks can be vectors for a variety of diseases; and bees or wasps may cause allergic reactions in some people.

The holder is responsible to maintain all sites in manner that reduces potential for conflicts with animals and prevents infestations by undesirable rodents and insects. The holder must ensure a safe environment and inform and educate their employees and the public about measures to prevent problems.

Holder employees will set an example by managing bird feeders, personal food/drink coolers, pet food, BBQ grills, trash, etc., in a manner that will not attract undesirable animals or insects.

Include posting information concerning bear precautions and adherence to the bear precaution guidelines as follows:
1. Do not feed the bears.
2. Report bears activity within 24 hours to US Forest Service.
3. Post messages relating to bear activity on signboards.
4. Use approved bear proof garbage containers if required.
5. Keep all food in secure containers.
6. Properly dispose of all garbage and wastewater containing food ASAP.

5g. Confined Space Procedures

The holder is responsible to comply with OSHA's standard for confined spaces (29 CFR 1910.146) which contains the requirements for practices and procedures to protect employees in general industry from the hazards of entering confined spaces. OSHA defines a confined space & a permit-required confined space as follow:

By definition, a **confined space**:
Is large enough for an employee to enter fully and perform assigned work;
Is not designed for continuous occupancy by the employee; and
Has a limited or restricted means of entry or exit.
These spaces may include underground vaults, tanks, storage bins, pits and diked areas, vessels, silos and other similar areas.

By definition, a **permit-required confined space** has one or more of these characteristics:
Contains or has the potential to contain a hazardous atmosphere;
Contains a material with the potential to engulf someone who enters the space;
Has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section; and/or Contains any other recognized serious safety or health hazards.

All confined spaces should be considered permit-required until evaluated and determined that permit is not required. The holder must evaluate their workplaces to determine if spaces are permit-required spaces. If a workplace contains permit spaces, the holder must inform exposed employees of their existence, location and the hazards they pose. This can be done by posting danger signs such as "DANGER -- PERMIT-REQUIRED CONFINED SPACE -- AUTHORIZED ENTRANTS ONLY" or using an equally effective means.

If employees are not to enter and work in a confined space, the holder must take effective measures to prevent them from entering these spaces. If employees are expected to enter permit spaces, the holder must develop a written permit space program and make it available to employees or their representatives.

Existing locations considered as confined spaces on the Black Hills NF are listed in the following table:

CONFINED SPACE INVENTORY AND IDENTIFICATION
FOR THE Black Hills NF

Vaults under 'Vault Toilets' – PERMIT REQUIRED	**Ranger District**
CGs, PGs, Beach Areas, & other Rec Sites	All Ranger Districts

CG Water Storage Tanks – PERMIT REQUIRED	**Ranger District**
Bismarck Lake CG	Hell Canyon
Comanche Park CG	Hell Canyon
Dutchman CG	Mystic
Grizzly Bear CG	Hell Canyon
Horsethief Lake CG	Hell Canyon
Oreville CG	Hell Canyon
Pactola CG	Mystic
Roubaix Lake CG	Northern Hills
Sheridan Lake North Cove CG	Mystic

Sheridan Lake North Beach PG	Mystic
Sheridan Lake South CG - Chipper/Thumper Loop	Mystic
Sheridan Lake South CG - Rocky Loop	Mystic
Sheridan Lake South CG - Woodsy/Smokey Loop	Mystic
Whitetail CG	Mystic

Dams w/Outlet works – PERMIT REQUIRED

Bismarck Lake Outlet Gate Vault	Hell Canyon
Horsethief Lake Valve Vault	Hell Canyon
Lakota Lake Valve Vault	Hell Canyon
Roubaix Lake (historic gate vault, not used)	Northern Hills
Sheridan Lake Valve Tunnel	Mystic
Slate Creek Dam Outlet Works	Mystic

Each identified space has been evaluated for potential hazards in order to properly classify the space as permit or non-permit required. The inventory was last updated March 2014.

6. Holder advertising:

The holder shall accurately represent the accommodations and services provided to the public within the permit area, in all advertisements, signs, brochures, and any other materials. The fact that the permit area is located on the Black Hills National Forest shall be made readily apparent in all advertising and publications.

All forms of advertising must contain the following words: "X Company is an equal opportunity provider."

Describe proposed media for advertising.

7. Fire Prevention:

To meet safety standards, the holder must include a fire safety plan that provides a fire tool cache box at each campground. The host site would be the logical location for most sites. The box will be of sound construction and able to keep contents dry. The top will be hinged with a hasp in a manner that the box contents can be secured. The box shall be painted "red" and marked "FOR FIRE USE ONLY" in white letters at least 4" high on the lid and front side. All tools shall be serviceable and in good working condition.

Tools shall include:

1. 2 - #2 shovels (long handle)
2. 1 - Pulaski
3. 2 - 5 gallon buckets
4. 1 - 1A-10BC fire extinguisher (5 pound)

For security purposes the USFS will inspect the cache and certify its contents annually and secure the lid with a non-reusable fastener. The fastener can be broken with a stick or other object. If the seal is broken, the USFS will be notified within 24 hours of discovery so that the box can be re-certified and sealed.

In addition, each vehicle provided will carry the following:

1. 1 - Pulaski
2. 1 - #2 shovel (long handle)
3. 1 - 1A-10BC fire extinguisher (5 pound)

Provide a fire prevention plan that addresses, at a minimum:

- How the applicant will prevent wildfires and structural fires
- Fire prevention/suppression tools and equipment that will be on-site
- Training and experience of employees, relative to fire
- Reporting procedures and emergency response, should a fire occur

8. Law enforcement and security:

Forest Service, state, and local law enforcement and the holder each have enforcement roles at concession recreation sites. Appendix 8 contains a copy of FSM 2342.1 - Exhibit 01 - **Law Enforcement at Concession Campgrounds** which clarifies the law enforcement authorities and responsibilities at concession operated recreation sites.

Numbers of people and vehicles are kept at or below site capacity.

The holder is actively involved with educating visitors regarding National Forest rules and regulations and works to gain compliance.

Use of the developed sites for other than recreational purposes is prohibited. Forest Service campgrounds may not be utilized as living spaces for those who are actively commuting to and from work while staying at the site, or as a location to live as an alternative to living on private lands.

Describe how law enforcement, security and rules of use will be imposed at the recreation sites.

9. Communication Systems:

The holder is required to provide an acceptable means of communication (e.g., two-way radios, cellular phones, satellite phones, etc.) between employees, the Forest Service, the National Recreation Reservation System, and emergency response agencies. The use of radio frequencies and equipment owned by the Forest Service will not be authorized.

Communications can be challenging at remote sites.

Describe how communications will be complete, timely, and accurate between all affected interests.

10. Incident Reporting:

The holder is required to report all injuries, accidents, or medical emergencies involving visitors or employees, or damage to public or government property in excess of $250.00, in connection with the operation of this permit and occurring on National Forest Lands. Reports will be submitted as soon as practicable after the incident to the FS Permit Administrator or Ranger District Office where the incident occurred.

Additionally, the holder shall contact the Authorized Officer as soon as practicable, but no more than one business day, following incidents that occur on National Forest System (NFS) lands within the authorized area after:

a. Any incident resulting in death, permanent disability, or personal injuries that are life-threatening or that are likely to cause permanent disability;

b. A search and rescue operation to locate a person; or

c. Any incident that had or has high potential for serious personal injury, significant property damage, or significant environmental or other natural resource damage, including but not limited to avalanches, landslides, flooding, fire, structural failures or release of hazardous substances.

When notifying the Authorized Officer of an incident, the holder shall specify when, where, and how it occurred, and who was present or affected by the event. The Permit Holder will follow-up all incidents with a complete written report to the Forest Service within 10 business days of the incident.

Describe protocols regarding how Incident Reporting will be complete, timely, and accurate between all affected interests.

11. Herbicides and Pesticides:

Herbicides and pesticides may not be used without prior written approval from the Forest Service, except that "off the shelf" pesticides intended for home use may be used without prior approval as long as their use and storage complies with the manufacturer recommendations. A request for approval of planned uses of pesticides shall be submitted annually by the holder on the due date established by the Authorized Officer. Any request for use should cover a 12-month period of planned use, beginning 3 months after the reporting date. Only those materials registered by the U.S. Environmental Protection Agency for the specific purpose planned shall be considered for use on National Forest System lands (refer to FS-2700-4h, V.D).

Approval for use of herbicides or pesticides would generally be limited to control of undesirable vegetation growing within roads, spurs or living spaces and/or control of insect pests such as flies in toilets or ants or bees within sites or associated facilities.

Describe intentions to use specific products and under what circumstances their use would be considered

12. Boating Use & Safety:

All use of water craft shall comply with present and future federal and state laws, regulations. This includes cleaning, draining and drying between uses on different bodies of water and complying with watercraft inspection and decontamination requirements to help prevent the spread of aquatic nuisance species such as the Zebra or Quagga Mussel.

Boat/Fishing Dock Management – The permit holder will be responsible for the installation and placement of movable boat / fishing docks at Sheridan Lake (3), Deerfield (2) & Pactola (2) Reservoirs. There are a total of seven (7) docks, of three (3) different types, to be installed (listed in Appendix 3). The docks are included as a part of the facilities required qualifying the Day Use Areas as a Standard Amenity fee site and must be available for use by the public whenever a day use fee is charged. As such, it is to the holder's advantage to assure the dock is in place as early in the season as is practical. The docks should be removed at the of the recreation season (i.e. - end of October).

Standard –The boat dock is in the water at the proper level and open for public use whenever a fee is charged for use of the day use area. Note: water levels fluctuate from mid-June to mid-September and adjustment of the docks is the permit holder's responsibility.

Boat/Fishing Docks should be periodically cleaned to remove bird (ie – duck & goose) excrement to reduce slipping hazard.

Describe how boating safety and management of buoys and boat docks will be accomplished.

13. Swimmer Safety:

Swimming Area Buoy Management – The permit holder will be responsible for the installation and placement of the buoys defining the swimming area at Roubaix Lake (listed in Appendix 3). The swimming area buoys are included as a part of the facilities required qualifying the Day Use Areas as a Standard Amenity fee site. The swimming area must be available for use by the public whenever a day use fee is charged. The buoys should be removed at the of the recreation fee season.

Standard –The swimming area buoys are in the water at the proper level and open for public use whenever a fee is charged for use of the day use area.

Describe how management of swimming area buoys will be accomplished.

14. Recycling:

Recycling of all materials is encouraged.

Any recycling program will be required to follow regulations and policies regarding animal-proof containers.

A recycling program will help meet the intent of Health & Safety, Setting and Responsiveness standards.

Describe any proposed recycling program to include types of materials, receptacles, handling, removal, etc.

15. Additional revenue-producing sales, services, and/or fees:

The BHNF is willing to consider a wide variety of items in this category. Certain activities may be considered for approval on one Ranger District while another Ranger District would not consider it due to creation undesirable competition with local businesses, long standing agreements or other concerns. However, approval of certain items may be subject to an analysis pursuant to the National Environmental Policy Act (NEPA) prior to authorization. The cost of any NEPA analysis would be borne solely by the holder. One example of a proposal requiring NEPA analysis would be motor boat rentals due to the potential environmental impacts of use of petroleum products at reservoirs or construction of new facilities necessary for providing such a service. Other services such as instructional or guiding activities would require a solicitation of competitive interest by others who could conceivably provide similar services to the public.

Describe and list all additional revenue-producing sales services or fees you propose to provide. Some sales items may require consideration on a daily, weekly, monthly, annual, etc basis and should be listed accordingly.

The following is a list of approved sales:

- sale of firewood
- fee for concession provided public phone services
- guided interpretive tours

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Appendix 10: Special Use Permit for Campground and Related Granger-Thye Concessions: Forms FS-2700-4h (Special Use Permit) & FS-2700-4h (Appendix F)

Special Use Permit Forms FS-2700-4h, "Special Use Permit for Campground and Related Granger-Thye Concessions" and FS-2700-4h, Appendix F, "Operation of Federally Owned Drinking Water System."

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Authorization ID: #AUTH_ID#
Contact ID: #HOLDER_ID#
Use Code: #USE_CODE#
Expiration Date: 10/31/2012

FS-2700-4h (v.05/09)
OMB No. 0596-0082

U.S. DEPARTMENT OF AGRICULTURE
Forest Service
SPECIAL USE PERMIT FOR
CAMPGROUND AND RELATED GRANGER-THYE CONCESSIONS
Authority: Section 7 of the Granger-Thye Act, 16 U.S.C. 580d
(Ref. FSM 2710)

#HOLDER_NAME#, #HOLDER_ADD_LINE_1#, #HOLDER_ADD_LINE_2#, #HOLDER_ADD_LINE_3#, #HOLDER_CITY#, #HOLDER_STATE# #HOLDER_ZIP#

#HOLDER_NAME# (the holder) is hereby authorized to use and occupy National Forest System lands, subject to the conditions below, on the _____ National Forest.

#PURPOSE#

FACILITY	LEGAL DESCRIPTION	ACRES	DISTRICTS

THIS permit covers #USE_ACRES# acres or #USE_MILES# miles, which are described above and are as shown on the location map attached to and made a part of this permit. The above described area shall be referred to herein as the permit area.

THIS permit is issued for the purpose of operating and maintaining a Forest Service developed recreation site(s) as provided herein and in the attached annual operating plan (Appendix A), annual Granger-Thye fee offset agreement (Appendix B), holder maintenance and reconditioning plan (Appendix C), recreation site maps (Appendix D), facility and improvement inventory (Appendix E), and "Operation of Federally Owned Drinking Water Systems" (Appendix F) **<Add any other appendices as needed or delete highlighted text>**, all of which are hereby made a part of this permit.

I. AUTHORITY AND GENERAL TERMS OF THE PERMIT

A. AUTHORITY. This permit is issued under Section 7 of the Granger-Thye Act, 16 U.S.C. 580d, and 36 CFR Part 251, Subpart B, as amended, and is subject to their provisions.

B. AUTHORIZED OFFICER. The authorized officer is the Forest Supervisor who issued this permit or a delegated subordinate officer.

C. TERM. This permit shall expire at midnight on December 31, _____, _____ years from the date of issuance, provided that the permit term may be extended up to 5 years by amendment at the sole discretion of the authorized officer based on sustained satisfactory performance or administrative need. Expiration of this permit shall not require notice, a decision document, or any environmental analysis or other documentation.

D. RENEWAL. This permit is not renewable. After it expires, continuation of the type of use and occupancy authorized by this permit shall be at the sole discretion of the authorized officer. After expiration, issuance of a new permit for the type of use and occupancy authorized by this permit shall be subject to competition.

E. AMENDMENT. This permit may be amended in whole or in part by the Forest Service when at the discretion of the authorized officer such action is deemed necessary or desirable to incorporate new terms that may be required by law, regulation, forest land and resource management plans, or other management decisions.

F. COMPLIANCE WITH LAWS, REGULATIONS, AND OTHER LEGAL REQUIREMENTS. In exercising the rights and privileges granted by this permit, the holder shall comply with all present and future federal laws and regulations and all present and future state, county, and municipal laws, regulations, and other legal requirements that apply to the permit area, to the extent they do not conflict with federal law, regulation, or policy. The Forest Service assumes no responsibility for enforcing laws, regulations, and other legal requirements that fall under the jurisdiction of other governmental entities.

G. NON-EXCLUSIVE USE. The use and occupancy authorized by this permit is not exclusive. The Forest Service reserves a continuing right of access to the permit area, including a continuing right of physical entry to the permit area for inspection, monitoring, or any other purpose consistent with any right or obligation of the United States under any law or regulation. The Forest Service reserves the right to allow others to use the permit area in any way that is not inconsistent with the holder's rights and privileges under this permit, after consultation with all parties involved. Except for any restrictions that the holder and the authorized officer agree are necessary to protect the installation and operation of authorized structures and developments, the lands and waters covered by this permit shall remain open to the public for all lawful purposes. To facilitate public use of this area, all existing roads shall remain open to the public, except for roads that may be closed by joint agreement of the holder and the authorized officer.

H. CHANGE IN CONTROL

1. Notification. The holder shall notify the authorized officer when a change in control of the business entity that holds this permit is contemplated. If the holder is a corporation, change in control means the sale or transfer of a controlling interest in the corporation. If the holder is a partnership or a limited liability company, change in control means the sale or transfer of a controlling interest in the partnership or limited liability company. If the holder is an individual, change in control means the sale or transfer of the business to another party.

2. Termination. This permit is not transferable. Any change in control of the business entity as defined in clause I.H.1 shall cause this permit to terminate upon issuance of a new permit to another party for the use and occupancy authorized by this permit. The party who acquires control of the business entity must submit an application for a permit for the type of use and occupancy authorized by this permit. Issuance of a new permit to the party acquiring control shall be at the sole discretion of the authorized officer. The authorized officer shall determine that the applicant meets requirements under federal regulations. If a new permit is issued to the party acquiring control, the term shall be for no more than the balance of the term of this permit. Once the permit issued to the party acquiring control expires, issuance of a new permit for the type of use and occupancy authorized by this permit shall be subject to competition.

I. LIMITATIONS. Nothing in this permit gives or implies permission to build or maintain any structure or facility or to conduct any activity, unless specifically provided for in this permit. Any use not specifically identified in this permit must be approved by the authorized officer through a new permit or a permit amendment.

II. OPERATIONS, MAINTENANCE, AND RECONDITIONING

A. ANNUAL OPERATING PLAN

1. The holder or his/her designated representative shall prepare and annually revise by _____ an annual operating plan. The annual operating plan shall be prepared in consultation with the authorized officer or his/her designated representative and shall cover all operations authorized by this permit, regardless of season. The annual operating plan shall be submitted by the holder and approved by the authorized officer or his/her designated representative prior to the operating season.

2. The annual operating plan shall specify the operational requirements governing the sites covered by this permit. At a minimum, the annual operating plan shall enumerate the minimum operating seasons; how the holder will provide services to the public; protect public health and safety and the environment; and repair, maintain, or enhance the function of the improvements covered by this permit. The annual operating plan shall contain standards and sufficient detail to enable the Forest Service to monitor operations for compliance.

3. The holder shall perform a condition survey of the water system each year before it is opened. The holder shall prepare a brief written report that notes all deficiencies that may render compliance with Appendix F of this permit (Operation of Federally Owned Drinking Water Systems) and other applicable regulatory requirements infeasible.The condition survey report shall also include a detailed description of all water system deficiencies and/or repair work which the holder has identified as requiring corrective action in order for the system to be in compliance with Appendix F of this permit and applicable Federal and State safe drinking water regulation. If repair work is necessary, a repair plan

shall be attached to the condition survey report. The repair plan shall identify all water system components requiring repair, estimated costs for repair and the approximate time schedule to complete the repair. The report shall be sent to the authorized officer at least two weeks prior to opening the system for the season. All deficiencies shall be corrected to the satisfaction of the Forest Service prior to opening the system. Corrections and the date they were made shall be recorded in the condition survey. If the system operates throughout the year, the condition survey shall be submitted to the Forest Service by January 15 each year.

B. MINIMUM USE AND OCCUPANCY. Use and occupancy of the permit area shall be exercised at least _____ days each year, unless otherwise authorized in writing under additional terms of this permit.

C. GRANGER-THYE FEE OFFSET AGREEMENT. Government maintenance and reconditioning projects shall be performed in accordance with an annual Granger-Thye fee offset agreement as provided in clause IV.E.2 of this permit.

D. HOLDER MAINTENANCE, RECONDITIONING OR RENOVATION PLAN. The holder at its expense shall perform holder maintenance, reconditioning, or renovation as defined in clause IV.E.1(d) of this permit under a holder maintenance, reconditioning, or renovation plan approved by the Forest Service. The holder maintenance, reconditioning, or renovation plan shall describe required holder maintenance, reconditioning, or renovation responsibilities and their frequency. The work performed under this plan shall not be subject to fee offset under clause IV.E.

The holder shall maintain all equipment and other facilities on site in good repair and free of leakage of lubricants, fuel, coolants, and hydraulic fluid. The holder shall properly dispose of all hazardous waste- contaminated soil, vegetation, debris; vehicle oil filters (drained of free-flowing oil); oily rags; and waste oil in accordance with local, State, and Federal regulations off of Government property and shall transport such substances, or arrange to have such substances transported in accordance with State and Federal regulations.

E. ALTERATION OF GOVERNMENT IMPROVEMENTS. If during the term of this permit any government-owned improvements are altered in any way, the material, equipment, fixtures or other appurtenances that are affixed to or made a part of those improvements in connection with the alteration shall become the property of the United States, regardless of whether the work is performed by the holder or any other party. The holder shall not be entitled to any compensation for that property, other than to the extent it qualifies for fee offset under clause IV.E.

F. RESPONSIBILITY FOR DAY-TO-DAY ACTIVITIES. As a general rule, the holder shall conduct the day-to-day activities authorized by this permit. Some but not all of these activities may be conducted by a party other than the holder, but only with prior written approval of the authorized officer. The holder shall continue to be responsible for compliance with all the terms of this permit.

G. REMOVAL AND PLANTING OF VEGETATION. This permit does not authorize the cutting of timber or other vegetation. Trees or shrubbery may be removed or destroyed only after the authorized officer or his/her designated agent has approved and marked what may be removed or destroyed. Timber cut or destroyed shall be paid for at current stumpage rates for similar timber in the National Forest. The Forest Service reserves the right to dispose of the merchantable timber to those other than the holder at no stumpage cost to the holder. Unmerchantable material shall be disposed of as directed by the authorized officer. Trees, shrubs, and other plants may be planted in the permit area as approved by the authorized officer.

H. SIGNS. Signs or other advertising posted on National Forest System lands shall be subject to prior written approval of the authorized officer as to location, design, size, color, and content. Erected signs shall be maintained to standards determined by the Forest Service.

I. NONDISCRIMINATION.

1. The holder and its employees shall not discriminate against any person on the basis of race, color, sex (in educational activities), national origin, age, or disability or by curtailing or refusing to furnish accommodations, facilities, services, or use privileges offered to the public generally. In addition, the holder and its employees shall comply with the provisions of Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and the Age Discrimination Act of 1975, as amended.

2. The holder shall include and require compliance with the above nondiscrimination provisions in any third- party agreement made with respect to the operations authorized under this permit.

3. Signs setting forth this policy of nondiscrimination to be furnished by the Forest Service shall be conspicuously displayed at the public entrance to the premises, and at other exterior or interior locations as directed by the Forest Service.

4. The Forest Service shall have the right to enforce the foregoing nondiscrimination provisions by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the violation occurs.

J. EQUAL ACCESS TO FEDERAL PROGRAMS. In addition to the above nondiscrimination policy, the holder agrees to insure that its programs and activities are open to the general public on an equal basis ane without regard to any non-merit factor.

K. NATIONAL RECREATION RESERVATION SERVICE (NRRS). The NRRS is the only authorized reservation service to be utilized by the holder. No other reservation service of any kind may be used by the holder. Operational procedures for the NRRS will be developed and placed in the annual operating plan.

III. RIGHTS AND LIABILITIES

A. LEGAL EFFECT OF THE PERMIT. This permit is revocable and terminable. It is not real property, does not convey any interest in real property, and may not be used as collateral for a loan.

B. THIRD-PARTY RIGHTS. This permit is subject to all valid rights and claims of third parties. The United States is not liable to the holder for the exercise of any such right or claim.

C. ABSENCE OF THIRD-PARTY BENEFICIARY RIGHTS. The parties to this permit do not intend to confer any rights on any third party as a beneficiary under this permit, including any party who has responsibility for any day-to-day activities authorized by this permit, if approved by the authorized officer under clause II.F.

<USER NOTES FOR CLAUSE III.D>
< Include clause III.D in special use authorizations when they will involve the use of water and the water development and use will occur on National Forest System lands. Consult FSH 2709.11, section 52.4, clauses D-24 through D-27 for alternate circumstances and choose the appropriate clauses in consultation with the local Forest Service Water Rights Program Manager. Select or fill in the appropriate use in brackets, and delete the bracketed language as appropriate. >

D. WATER RIGHTS AND WATER FACILITIES

1. Water Rights. This permit does not confer any water rights on the holder. The term "water rights" includes all authorizations, such as certificates, reservations, decrees, or permits, for water use issued under state, local, or other law. Any necessary water rights must be acquired by the holder in accordance with state law and the terms of this permit. After this permit is issued, all water rights obtained by the holder for facilities that divert or pump water from sources located on National Forest System lands for use on National Forest System lands, whether authorized or unauthorized, are for the benefit of the United States and shall be acquired in the name of the United States. Any expenses for acquiring water rights shall be the responsibility of the holder and not the responsibility of the United States.

2. Water Facilities. No ditch, reservoir, well, spring, seepage, or other facility to pump, divert, store, or convey water (hereinafter "water facilities") for which the point of diversion, storage, or withdrawal is on National Forest System lands may be initiated, developed, certified, or adjudicated by the holder without prior written approval from the authorized officer. The authorization of any water facilities in the permit area is granted to allow use of water only in connection with the [recreation residence, resort, marina, or other use] authorized by this permit. If the use of any water facilities in connection with this [recreation residence, resort, marina, or other use] ceases, the authorization to use any associated water facilities also ceases. The United States reserves the right to place any conditions on installation, operation, maintenance, and removal of water facilities that are necessary to protect public property, public safety, and natural resources on National Forest System lands in compliance with applicable law. Any change in the beneficial use of or location of use from a water facility without prior written approval from the authorized officer shall result in termination of the authorization of that facility.

<USER NOTES FOR CLAUSE III.D.3.>

< Add this paragraph when water rights required for the use to be authorized have already been obtained in accordance with state law in the name of the holder; acquisition of those water rights did not violate the terms and conditions of the permit; and the water development and use will occur on National Forest System lands. Otherwise delete this clause. Select or fill in the appropriate use in brackets, and delete the bracketed language as appropriate. Delete these instructions.>

3. Water Rights Acquired in the Name of the Holder.

a. Identification of Water Rights. The holder has obtained the following water rights for use under this permit in the holder's name:

State ID #: _____

Owner: _____

Purpose of Use: _____

Decree, License, or Certificate: _____

Point of Diversion: _____

b. Revocation or Termination. Upon revocation or termination of this permit, the holder shall transfer the water rights enumerated in paragraph 3a to the succeeding permit holder for use only in connection with the [recreation residence, resort, marina, or other use] authorized by this permit provided that if that [recreation residence, resort, marina, or other use] is not reauthorized, the holder shall promptly petition in accordance with state law to remove from National Forest System lands the point of diversion and water use associated with the water rights or shall relinquish the water rights to the state where they are located.

c. Abandonment. Upon abandonment of the [recreation residence, resort, marina, or other use] authorized by this permit, any of the water rights enumerated in paragraph 3a that remain in the name of the holder at the time of abandonment shall be deemed to have been transferred to the United States to hold for the benefit of any succeeding permit holder for use only in connection with that [recreation residence, resort, marina, or other use]; provided that if that [recreation residence, resort, marina, or other use] is not reauthorized, the United States shall retain the water rights or relinquish them to the state where they are located.

d. Waiver. The holder waives any claims against the United States for compensation for any water rights that are transferred, removed, or relinquished as a result of revocation or termination of this permit or abandonment of the use authorized by this permit, or for compensation in connection with imposition of any conditions on installation, operation, maintenance, and removal of water facilities associated with water rights enumerated in paragraph 3a.

E. RISKS. The holder assumes all risk of the authorized improvements. Loss to the authorized improvements may result from but is not limited to theft, vandalism, fire and any fire-fighting activities (including prescribed burns), avalanches, rising waters, winds, falling limbs or trees, and acts of God. If the authorized improvements are destroyed or substantially damaged, the authorized officer shall conduct an analysis to determine whether the improvements can be safely occupied in the future and whether rebuilding should be allowed. If rebuilding is not allowed, this permit shall terminate.

F. DAMAGE TO UNITED STATES PROPERTY. The holder has an affirmative duty to protect from damage the land, property, and other interests of the United States. Damage includes but is not limited to fire suppression costs, damage to government-owned improvements covered by this permit, and all costs and damages associated with or resulting from the release or threatened release of a hazardous material occurring during or as a result of activities of the holder or the holder's heirs, assigns, agents, employees, contractors, or lessees on, or related to, the lands, property, and other interests covered by this permit. For purposes of clauses III.F, III.H, III.I, and V, "hazardous material" shall mean (a) any hazardous substance under section 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 U.S.C. § 9601(14); (b) any pollutant or contaminant under section 101(33) of CERCLA, 42 U.S.C. § 9601(33); (c) any petroleum product or its derivative, including fuel oil, and waste oils; and (d) any hazardous substance, extremely hazardous substance, toxic substance, hazardous waste, ignitable, reactive or corrosive materials, pollutant, contaminant, element, compound, mixture, solution or

substance that may pose a present or potential hazard to human health or the environment under any applicable environmental laws.

1. The holder shall avoid damaging or contaminating the environment, including but not limited to the soil, vegetation (such as trees, shrubs, and grass), surface water, and groundwater, during the holder's use and occupancy of the site. If the environment or any government property covered by this permit becomes damaged during the holder's use and occupancy of the site, the holder shall immediately repair the damage or replace the damaged items to the satisfaction of the authorized officer and at no expense to the United States.

2. The holder shall indemnify the United States for any damages arising out of the use and occupancy authorized by this permit, including damage to government-owned improvements covered by this permit. The holder shall be liable for all injury, loss, or damage, including fire suppression, or other costs in connection with rehabilitation or restoration of natural resources associated with the use and occupancy authorized by this permit. Compensation shall include but not be limited to the value of resources damaged or destroyed, the costs of restoration, cleanup, or other mitigation, fire suppression or other types of abatement costs, and all administrative, legal (including attorney's fees), and other costs in connection therewith.

3. With respect to roads, the holder shall be liable for damage to all roads and trails of the United States open to public use caused by use of the holder or the holder's heirs, assigns, agents, employees, contractors, or lessees to the same extent as provided under clause III.F.1, except that liability shall not include reasonable and ordinary wear and tear.

G. HEALTH, SAFETY, AND ENVIRONMENTAL PROTECTION. The holder shall take all measures necessary to protect the environment, natural resources, and the health and safety of all persons affected by the use and occupancy authorized by this permit. The holder shall promptly abate as completely as possible and in compliance with all applicable laws and regulations any physical or mechanical procedure, activity, event, or condition existing or occurring before, during the term of this permit or existing or occurring after the term of this permit and arising out of or relating to any activity, event, or condition existing or occurring during the term of this permit that causes or threatens to cause: a hazard to the safety of workers or to public health or safety; or, harm to the environment (including but not limited to areas of vegetation or timber, fish or other wildlife populations, their habitats, or any other natural resources). The holder shall immediately notify the authorized officer of all serious accidents that occur in connection with such activities. The responsibility to protect the health and safety of all persons affected by the use and occupancy authorized by this permit is solely that of the holder. The Forest Service has no duty under the terms of this permit to inspect the permit area or operations and activities of the holder for hazardous conditions or compliance with health and safety standards.

H. INDEMNIFICATION OF THE UNITED STATES. The holder shall indemnify, defend, and hold the United States harmless for any costs, damages, claims, liabilities, and judgments arising from past, present, and future acts or omissions of the holder in connection with the use and occupancy authorized by this permit. This indemnification and hold harmless provision includes but is not limited to acts and omissions of the holder or the holder's heirs, assigns, agents, employees, contractors, or lessees in connection with the use and occupancy authorized by this permit which result in: (1) violations of any laws and regulations which are now or which may in the future become applicable, and including but not limited to those environmental laws listed in clause V.A of this permit; (2) judgments, claims, demands, penalties, or fees assessed against the United States; (3) costs, expenses, and damages incurred by the United States; or (4) the release or threatened release of any solid waste, hazardous waste, hazardous material, pollutant, contaminant, oil in any form, or petroleum product into the environment. The authorized officer may prescribe terms that allow the holder to replace, repair, restore, or otherwise undertake necessary curative actions to mitigate damages in addition to or as an alternative to monetary indemnification.

USER NOTES FOR CLAUSE III.I

Select the appropriate clause III.I below, in accordance with the type of insurance and holder.

Selection Item 1: For policies with separate limits of coverage for personal injury or death and third party property damage, use the following clauses III.I, III.I.1, and III.1.2.

I. INSURANCE. The holder shall furnish proof of insurance, such as a certificate of insurance, to the authorized officer prior to issuance of this permit and each year thereafter that this permit is in effect. The Forest Service reserves the right to review and approve the insurance policy prior to issuance. The holder shall send an authenticated copy of any insurance policy obtained pursuant to this clause to the Forest Service immediately upon issuance of the policy. Any insurance policies obtained by the holder pursuant to this clause shall name the United States as an additional insured, and the additional insured provision shall provide for insurance coverage for the United States as required

under this clause. Such policies shall also specify that the insurance company shall give 30 days' prior written notice to the Forest Service of cancellation of or any modification to the policies. Minimum amounts of coverage and other insurance requirements are subject to change at the sole discretion of the authorized officer on the anniversary date of this permit.

1. Liability. The holder shall have in force liability insurance covering losses associated with the use and occupancy authorized by this permit arising from personal injury or death and third-party property damage in the minimum amount of:

$ _____ for injury or death to one person,

$ _____ for injury or death to more than one person, and

$ _____ for third-party property damage.

2. Property. The holder shall have in force property insurance for _____ in the minimum amount of _____ which represents _____ of the insured property. The types of loss to be covered by this clause shall include but not be limited to damage to Government-owned improvements identified herein. At the sole discretion of the authorized officer, the Forest Service may require the holder to use all proceeds from property damage insurance policies to repair, rebuild, restore, or replace damaged government property covered by the policy, or may obtain payment of those proceeds from the concessionaire or the insurance company.

Depending on the holder's operations, the Forest Service may require the holder to demonstrate the availability of funds to address any release or threatened release of hazardous materials that may occur in connection with the holder's use and occupancy. Any requirements imposed would be established on a case-by-case basis by the authorized officer based on the degree of environmental risk from the holder's operations. The use and storage of normal campground maintenance items in nominal amounts would generally not trigger financial assurance requirements.

Selection Item 2: For policies with combined single limits of coverage for personal injury or death and third-party property damage, use the following clauses III.I, III.I.1, and III.I.2.

If the prospective holder is a state or one of its political subdivisions that has statutory or constitutional authorities limiting its liability or obligation to indemnify, the authorized officer shall prepare a risk assessment to determine the potential for loss to the United States from personal injury, death, or property damage caused by the prospective holder's use and occupancy. If the authorized officer determines based on the risk assessment that the potential for personal injury, death, or property damage caused by the prospective holder's use and occupancy exceeds the limitations on the liability or indemnification obligation of the state or its political subdivision, the prospective holder shall, as a precondition to issuance of this permit, procure insurance under the terms of clause III.I of this permit in the amount determined in the risk assessment that exceeds the liability or indemnification limitation of the state or its political subdivision.

I. INSURANCE. The holder shall furnish proof of insurance, such as a certificate of insurance, to the authorized officer prior to issuance of this permit and each year thereafter that this permit is in effect. The Forest Service reserves the right to review and approve the insurance policy prior to issuance. The holder shall send an authenticated copy of any insurance policy obtained pursuant to this clause to the Forest Service immediately upon issuance of the policy. Any insurance policies obtained by the holder pursuant to this clause shall name the United States as an additional insured, and the additional insured provision shall provide for insurance coverage for the United States as required under this clause. Such policies shall also specify that the insurance company shall give 30 days' prior written notice to the Forest Service of cancellation of or any modification to the policies. Minimum amounts of coverage and other insurance requirements are subject to change at the sole discretion of the authorized officer on the anniversary date of this permit.

1. Liability. The holder shall have in force liability insurance covering losses associated with the use and occupancy authorized by this permit arising from personal injury or death and third-party property damage in the minimum amount of $ #LIAB_INS_AMOUNT# as a combined single limit per occurrence.

2. Property. The holder shall have in force property insurance for _____ in the minimum amount of _____ which represents _____ of the insured property. The types of loss to be covered by this clause

shall include but not be limited damage to Government-owned improvements identified herein. At the sole discretion of the authorized officer, the Forest Service may require the holder to use all proceeds from property damage insurance policies to repair, rebuild, restore, or replace damaged government property covered by the policy, or may obtain payment of those proceeds from the concessionaire or the insurance company.

Depending on the holder's operations, the Forest Service may require the holder to demonstrate the availability of funds to address any release or threatened release of hazardous materials that may occur in connection with the holder's use and occupancy. Any requirements imposed would be established on a case-by-case basis by the authorized officer based on the degree of environmental risk from the holder's operations. The use and storage of normal campground maintenance items in nominal amounts would generally not trigger financial assurance requirements.

Selection Item 3. If the prospective holder is a federal agency, use the following clause III.I.

I. DAMAGE TO NATIONAL FOREST INTERESTS, PROPERTY, OR RESOURCES. As an agency of the United States, the holder is limited by federal law as to the assumption of liability for its acts or omissions. The holder agrees, within its legal limitations and limitations of appropriations, to be responsible for all damages arising from injury to persons or property associated with the use and occupancy authorized by this permit. The holder further agrees, to the extent legally permissible, to use its appropriations and resources as required to pay any claims and to repair damage to the land within the permit area. This provision is intended to shield the appropriations of the Forest Service from any burdens, other than administrative costs, which may arise in connection with the use and occupancy authorized by this permit.

J. PERFORMANCE BOND. The authorized officer may at any time during the term of this permit require the holder to furnish a bond or other security to secure any or all of the obligations imposed by the terms of this permit or any applicable law, regulation, or order. The following terms shall apply if a bond is required.

1. Amount and Form of Bonding. As a further guarantee of compliance with the terms of this permit, the holder agrees to deliver and maintain a surety bond or other acceptable security in the amount of #PERF_BOND_AMOUNT#. In lieu of a bond, the holder may deposit and maintain in a federal depository cash in the foregoing amount or negotiable securities of the United States having a market value at the time of deposit of at least the foregoing dollar amount.

2. Sufficiency of Bonding. The authorized officer may periodically evaluate the adequacy of the bond and increase or decrease the amount as appropriate. Should the bond or other security delivered under this permit become unsatisfactory to the Forest Service, the holder shall within 30 days of demand furnish a new bond or other security issued by a surety that is solvent and satisfactory to the Forest Service.

3. Remedies. The bond shall provide that at the Forest Service's sole discretion the surety shall pay the United States for any loss covered by the bond or, in the event of complete default under the permit, shall pay a third party to operate the concession for the balance of the permit term. The bond shall also provide that selection of a third party to operate the site is subject to Forest Service approval. If the holder fails to meet any of the requirements secured under this clause, the Forest Service has the discretion to require the surety to pay the United States for any loss covered by the bond or, in the event of complete default under the permit, to pay a third party to operate the concession for the balance of the permit term, without prejudice to any other rights and remedies of the United States.

K. SANITATION. The operation and maintenance of all sanitation and food service systems and facilities shall comply with applicable standards set by state and local health departments.

L. REFUSE DISPOSAL. The holder shall comply with all applicable federal, state, and local requirements related to disposal of any refuse resulting from the use and occupancy authorized by this permit.

IV. PERMIT FEES AND ACCOUNTING RECORDS

A. PERMIT FEES. The holder shall pay to the USDA, Forest Service, an annual permit fee for the term of this permit based on the fair market value of the use and occupancy authorized by this permit of _____ percent of adjusted gross revenue as defined in clause IV.B. The minimum annual permit fee for the authorized use and occupancy shall be _____. If the percentage of gross revenue in a given year is less than the minimum annual permit fee, the holder shall pay the minimum annual permit fee. The holder shall pay the permit fee in advance of the authorized use and occupancy, as provided in clause IV.C. Payments due before commercial operations commence pursuant to clause IV.C.1 are not refundable, except to the extent they are subject to fee offset under clause IV.C.3 and IV.E. The

Forest Service may adjust the minimum permit fee every five years from the due date of the first annual payment to make the annual permit fee commensurate with the fair market value of the authorized use and occupancy.

B. DEFINITIONS

1. Adjusted Gross Revenue. Gross revenue plus applicable revenue additions, minus applicable revenue exclusions.

2. Gross Revenue. The total amount of receipts from the sale of goods or services provided by the holder or third party under the permit.

3. Revenue Additions. The following are added to gross revenue:
(a) The value of goods and services that are donated or bartered; and
(b) The value of gratuities, which are goods, services, or privileges that are not available to the general public.

4. Revenue Exclusions. The following are excluded from gross revenue:
(a) Amounts paid or payable to a state licensing authority.
(b) Revenue from the sale of operating equipment and from capitalized or other assets used in authorized operations.
(c) Refunds of use fees provided to the public by the holder.

C. PAYMENT SCHEDULE

1. Initial Payment. An initial cash payment representing the portion of the estimated annual permit fee for one month of revenue during the operating season (but not less than $1,500, unless the total permit fee is less than $1,500) shall be paid in advance of use each year, or the equivalent of that initial cash payment in Granger-Thye (GT) fee offset work shall be performed, beginning when the permit term commences or beginning when use commences each year thereafter. Any initial cash payment is not refundable, except to the extent that all or part of it may be offset by the cost of work performed pursuant to a GT fee offset agreement as provided in clauses IV.C.3 and IV.E.2.

USER NOTES FOR CLAUSE IV.C.2

Select one of the following two clauses based on the total estimated annual permit fee.

Selection Item 1: Select the following clause where the estimated annual permit fee is less than $10,000. Revise the payment due dates if the operating season is other than mid-May to mid-September. However, payments must be made at least quarterly. Each payment is due in advance of use.

○ **2. Subsequent Payments.** The holder shall report sales, calculate fees due, and make payment in two installments, on _____, and on _____.

Selection Item 2: Select the following clause where the estimated annual permit fee is more than $10,000.

○ **2. Subsequent Payments.** The holder shall report sales, calculate fees due, and make payment each month.

3. Holder-Performed Fee Offset Work.

(a) Work in Lieu of Cash Payments. Notwithstanding clause IV.C.2, the cost of work performed by the holder pursuant to a Granger-Thye fee offset agreement as provided in clause IV.E.2 may be credited in lieu of cash payments against the annual permit fee, provided that the work has been accomplished in accordance with the Granger-Thye fee offset agreement, and has been accepted as completed by the Forest Service before the end of the holder's fiscal year.

In the absence of a current, Granger-Thye fee offset agreement, payment must be made pursuant to clause IV.C.2.

(b) Documentation of Expenses. Prior to reimbursement or credit for Granger-Thye fee-offset work, the holder shall submit sufficient documentation to allow the authorized officer to determine that the costs claimed are allocable to the Granger-Thye fee offset agreement, actual, reasonable, and not unallowable.

4. Final Payment. The Forest Service shall reconcile annually the actual permit fee against permit fee payments made and credits for fee offset work. The holder shall pay any additional fees owed for the past year's operation within 30 days of billing.

5. Overpayment. Overpayment of the permit fee will be reimbursed by the Forest Service only if paid pursuant to clauses IV.C.1 and 2. Credit for offset work pursuant to clause IV.C.3 is limited to the amount of the annual permit fee; expenses will not be reimbursed if they are greater than the annual permit fee.

D. DOCUMENTATION OF REVENUE. The holder shall provide documentation of use and revenue for purposes of permit fee verification.

1. Use and Revenue Data. The holder shall submit to the authorized officer on a monthly basis use and revenue data covering each week of the operating season. At a minimum, such data shall consist of the number of sites occupied, all extra vehicle charges, the total number of Golden Age and Golden Access Passports honored, the total amount of use fees collected from the public, and the total amount of other types of revenue collected from the public.

2. Income Statements. No later than 90 days after the close of the holder's fiscal year, the holder shall submit to the authorized officer a statement of income reporting the results of the holder's annual operations. The statement shall include all adjustments, such as taxes deducted, and shall be broken down by categories of sales.

E. GRANGER-THYE FEE OFFSET. Pursuant to 16 U.S.C. 580d, the Forest Service may offset all or part of the permit fee by the amount paid by the holder for renovation, reconditioning, improvement, and maintenance deemed to be the government's responsibility, as defined below, of government-owned improvements and their associated land.

1. Definitions

(a) Maintenance. Actions taken to keep fixed assets in acceptable condition. Maintenance includes preventive maintenance, normal repairs, replacement of parts and structural components, and other activities needed to preserve a fixed asset so that it continues to provide acceptable service and achieves its expected life. Maintenance includes work needed to meet laws, regulations, codes, and other legal direction as long as the original intent or purpose of the fixed asset is not changed. Maintenance excludes activities aimed at expanding capacity of an asset or otherwise upgrading it to serve needs different from or significantly greater than those originally intended, such as construction of new facilities.

(b) Improvement. Advancing a fixed asset to a better quality or state. Improvement includes replacement. Replacement means substitution or exchange of an existing fixed asset or component with one having essentially the same capacity and purpose. Improvement is always the responsibility of the Government rather than the holder.

(c) Reconditioning or Renovation. A type of maintenance that rehabilitates an existing fixed asset or any of its components in order to restore the functionality or life of the asset. Reconditioning and renovation do not include construction of new facilities.

(d) Holder Maintenance, Reconditioning, or Renovation. Maintenance, reconditioning, or renovation that neither materially adds to the value of the property nor appreciably prolongs its life. The work serves only to keep the facility in an ordinary, efficient operating condition. From an accounting or tax perspective, it is work that may be expensed, but not capitalized. Examples include but are not limited to interior decorating, interior painting, vandalism repair, repair of broken windows, light bulb replacement, cleaning, unplugging drains, drive belt replacement, preventive maintenance, lubrication of motors, greasing, servicing, inspecting, oiling, adjusting, tightening, aligning, watering, weeding, sweeping, waxing, refinishing picnic tables, routine housekeeping, and general snow removal. In fulfilling these responsibilities, the holder shall obtain any licenses and certified inspections required by regulatory agencies and follow state and local laws, regulations, and ordinances and industry standards or codes applicable to the permitted operation.

(e) Government Maintenance, Reconditioning, Renovation, or Improvement. Maintenance reconditioning, renovation, or improvement that arrests deterioration, improves and upgrades facilities, and appreciably prolongs the life of the property. Examples include but are not limited to installing a new roof, new floor, or new siding; rebuilding boilers; replacing pipes, pumps, and motors; repairing or maintaining the paths, lands, walks, walls, or landscaping adjacent to other government-owned structures; replacing vault toilets with flush facilities, paving interior roads, upgrading facilities, and installing utilities; and performing exterior painting and refinishing. Exterior painting that repairs unsightly visual marks caused by everyday use does not meet the definition outlined above. Government maintenance, reconditioning, renovation or improvement, whether performed by the holder or the Forest Service, shall be performed at the sole discretion of the authorized officer.

2. Granger-Thye Fee Offset Agreement. Before issuance of this permit and before each operating season thereafter, the Forest Service and the holder shall enter into an annual written Granger-Thye fee offset agreement that specifies the government maintenance, reconditioning, renovation and improvement to be used to offset the permit fee. The agreement shall specify whether the concessionaire shall be required or has the option to enter into a collection agreement to have the Forest Service perform the work. The agreement shall enumerate the portion of the permit fee to be offset by the cost of work performed by the holder and the schedule for completion of offset work. Additionally, the agreement shall specify the portion of the permit fee to be offset by the cost of work performed by the Forest Service. The agreement shall specify which projects are to be used for offset that year and shall also include standards for completion of the projects and examples of allowable costs.

3. Collection Agreements for Forest Service Oversight for Major Government Maintenance, Reconditioning, Renovation, and Improvements Performed by the Holder. The Forest Service may require the holder to enter into a collection agreement with the Forest Service to pay the cost of a Forest Service employee administering and overseeing major government maintenance, reconditioning, and improvement projects and offset those costs against the holder's annual permit fee. For purposes of this clause only, a major government maintenance, reconditioning, and improvement project is one costing [ ] or more. Allowable costs include monitoring to ascertain that work is being done to Forest Service standards. Allowable costs do not include routine permit administration by the Forest Service. If the Forest Service exercises this option, a separate collection agreement shall be executed by the parties and made a part of this permit.

F. FEE PAYMENT ISSUES

1. Crediting of Payments. Payments shall be credited on the date received by the deposit facility, except that if a payment is received on a non-workday, the payment shall not be credited until the next workday.

2. Disputed Fees. Fees are due and payable by the due date. No appeal of disputed fees will be considered by the Forest Service without full payment of the disputed amount. Adjustments will be made if dictated by settlement terms or an appeal decision.

3. Late Payments

(a) Interest. Pursuant to 31 U.S.C. 3717 *et seq.*, interest shall be charged on any fee amount not paid within 30 days from the date it became due. The rate of interest assessed shall be the higher of the Prompt Payment Act rate or the rate of the current value of funds to the Treasury (i.e., the Treasury tax and loan account rate), as prescribed and published annually or quarterly by the Secretary of the Treasury in the Federal Register and the Treasury Fiscal Requirements Manual Bulletins. Interest on the principal shall accrue from the date the fee amount is due.

(b) Administrative Costs. If the account becomes delinquent, administrative costs to cover processing and handling the delinquency shall be assessed.

(c) Penalties. A penalty of 6% per annum shall be assessed on the total amount that is more than 90 days delinquent and shall accrue from the same date on which interest charges begin to accrue.

(d) Termination for Nonpayment. This permit shall terminate without the necessity of prior notice and opportunity to comply when any permit fee payment is 90 calendar days from the due date in arrears. The holder shall be responsible for the delinquent fees, as well as any other costs of restoring the site to its original condition, including hazardous waste cleanup.

4. Administrative Offset and Credit Reporting. Delinquent fees and other charges associated with the permit shall be subject to all rights and remedies afforded the United States pursuant to 31 U.S.C. 3711 *et seq*. and common law. Delinquencies are subject to any or all of the following:

(a) Administrative offset of payments due the holder from the Forest Service.

(b) If in excess of 60 days, referral to the Department of the Treasury for appropriate collection action as provided by 31 U.S.C. 3711(g)(1).

(c) Offset by the Secretary of the Treasury of any amount due the holder, as provided by 31 U.S.C. 3720 *et seq*.

(d) Disclosure to consumer or commercial credit reporting agencies.

G. ACCOUNTING RECORDS AND ACCESS. The holder shall follow generally accepted accounting principles or other cash basis of accounting in recording financial transactions. When requested by the Forest Service, the holder at its own expense shall have its annual accounting records audited by an independent public accountant acceptable to the Forest Service. The holder shall require any party who has responsibility for any day-to-day activities under clause II.F of this permit to comply with these same requirements. The holder shall make all of the accounting books and supporting records for the business activities authorized by this permit, as well as those of any parties authorized to operate under clause II.F of this permit, available for audit by the Forest Service or other federal agencies authorized to review Forest Service activities. The holder shall retain these records and make them available for review for five years after the end of the year they were generated, unless disposition is otherwise authorized by the Forest Service in writing.

V. RESOURCE AND IMPROVEMENT PROTECTION

A. COMPLIANCE WITH ENVIRONMENTAL LAWS. The holder shall in connection with the use and occupancy authorized by this permit comply with all applicable federal, state, and local environmental laws and regulations, including but not limited to those established pursuant to the CERCLA, as amended, 42 U.S.C. 6901 *et seq.*, the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 *et seq.*, the Oil Pollution Act, as amended, 33 U.S.C. 2701 *et seq.*, the Clean Air Act, as amended, 42 U.S.C. 7401 *et seq.*, CERCLA, as amended, 42 U.S.C. 9601 *et seq.*, the Toxic Substances Control Act, as amended, 15 U.S.C. 2601 *et seq.*, the Federal Insecticide, Fungicide, and Rodenticide Act, as amended, 7 U.S.C. 136 *et seq.*, and the Safe Drinking Water Act, as amended, 42 U.S.C. 300f *et seq.*

B. WATER SYSTEMS

1. The holder, as the water supplier and operator of the drinking water system, shall operate the system in compliance with Forest Service Manual (FSM) Chapter 7420, applicable federal, state, and local drinking water laws and all regulations applicable to public and nonpublic drinking water systems. This includes, but is not limited to, renovation**,** operating and maintaining the system and conducting drinking water testing, maintaining records to demonstrate compliance, and taking the appropriate corrective and follow-up actions in accordance with Appendix F of this permit (Operation of Federally Owned Drinking Water Systems) and federal, state, and any other applicable requirements. The holder shall be able to demonstrate compliance with Appendix F of this permit (Operation of Federally Owned Drinking Water Systems) and all other applicable requirements by maintaining all necessary records. For the purposes of this authorization, public water systems are as defined in the Safe Drinking Water Act, 42 U.S.C. 300f *et seq.*, as amended, and in the National Primary Drinking Water Regulations, 40 CFR Part 141, or by state regulations if more stringent. Requirements under FSM 7420 applicable to the holder are set forth in this section and Appendix F to the permit entitled "Operation of Federally Owned Drinking Water Systems."

2. For federally owned systems, the holder shall notify and consult with the Forest Service within 24 hours or on the next business day after notification by the laboratory of a sample that tests positive for microbiological contamination. The holder shall provide a copy of positive lab test to the Forest Service within one week of receiving the lab result. The holder shall notify the State drinking water program and Forest Service within 48 hours of any failure to comply with a federal or state drinking water requirement and make a written record that the notification occurred and place it in the system's record file. The holder shall notify and consult with the Forest Service within 48 hours of notification of a maximum contaminant level violation or an acute violation. The holder shall respond to the microbial contamination event as specified in Appendix F of this permit (Operation of Federally Owned Drinking Water Systems) and applicable regulations.

3. The holder shall retain all records as required by applicable laws and regulations. The holder agrees to make the records available upon request to the Forest Service and to any other regulatory agency authorized to review Forest Service activities. Copies of microbiological test results for federally owned water systems shall be forwarded monthly to the Forest Service by the 15th of the month following the sampling date. Copies of all other drinking water sample results shall be forwarded to the Forest Service at the end of the operating season. If the operating season is longer than six months in length, copies of sample results must be provided to the Forest Service every six months. The holder shall clearly identify all sample results that violate FSM requirements or state, federal, and local requirements when the copies are submitted. Sample results that violate any of these requirements must have the results of required follow up samples attached. Copies of sample results that violate state requirements must have documentation attached to demonstrate that the state was informed of the violation within 48 hours of the lab notifying the holder of the results. The holder shall surrender all records for a federally owned system to the Forest Service upon permit termination or revocation.

4. For federally owned systems, the holder shall provide the name of the water system operator in writing to the Forest Service and notify the authorized officer within 72 hours of a change in personnel. Operators shall be certified to

operate drinking water systems for all water systems classified as community or non-transient noncommunuity system or when otherwise required by the state in which the system is located. Records to demonstrate operator certification shall be kept by the holder and made available to Forest Service upon request.

C. VANDALISM. The holder shall take reasonable measures to prevent and discourage vandalism and disorderly conduct and when necessary shall contact the appropriate law enforcement officer.

D. PESTICIDE USE. Pesticides may not be used to control undesirable woody and herbaceous vegetation, aquatic plants, insects, rodents, trash fish, and other pests and weeds without prior written approval from the authorized officer. A request for approval of planned uses of pesticides shall be submitted annually by the holder on the due date established by the authorized officer. The report shall cover a 12-month period of planned use beginning 3 months after the reporting date. Information essential for review shall be provided in the form specified. Exceptions to this schedule may be allowed, subject to emergency request and approval, only when unexpected outbreaks of pests or weeds require control measures that were not anticipated at the time an annual report was submitted. Only those materials registered by the U.S. Environmental Protection Agency for the specific purpose planned shall be considered for use on National Forest System lands. Label instructions and all applicable laws and regulations shall be strictly followed in the application of pesticides and disposal of excess materials and containers.

E. ARCHAEOLOGICAL-PALEONTOLOGICAL DISCOVERIES. The holder shall immediately notify the authorized officer of any antiquities or other objects of historic or scientific interest, including but not limited to historic or prehistoric ruins, fossils, or artifacts discovered as the result of operations under this permit. The holder shall leave such discoveries intact until authorized to proceed by the authorized officer. Protective and mitigative measures specified by the authorized officer shall be the responsibility of the holder.

F. NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION (NAGPRA). In accordance with 25 U.S.C. 3002 (d) and 43 CFR 10.4, if the holder inadvertently discovers human remains, funerary objects, sacred objects, or objects of cultural patrimony on National Forest System lands, the holder shall immediately cease work in the area of the discovery and shall make a reasonable effort to protect and secure the items. The holder shall immediately notify the authorized officer by telephone of the discovery and shall follow up with written confirmation of the discovery. The activity that resulted in the inadvertent discovery may not resume until 30 days after the authorized officer certifies receipt of the written confirmation, if resumption of the activity is otherwise lawful, or at any time if a binding written agreement has been executed between the Forest Service and the affiliated Indian tribes that adopts a recovery plan for the human remains and objects.

G. PROTECTION OF HABITAT OF ENDANGERED, THREATENED, AND SENSITIVE SPECIES. Location of areas needing special measures for protection of plants or animals listed as threatened or endangered under the Endangered Species Act (ESA), 16 U.S.C. 531 *et seq.*, as amended, or as sensitive by the Regional Forester under the authority of Forest Service Manual Chapter 2670, derived from ESA Section 7 consultation, may be shown on a separate map, hereby made a part of this permit, or identified on the ground. Protective and mitigative measures specified by the authorized officer shall be the sole responsibility of the holder. If protective measures prove inadequate, if other such areas are discovered, or if new species are listed as federally threatened or endangered or as sensitive by the Regional Forester, the authorized officer may specify additional protection, regardless of when such facts become known. Discovery of such areas by either party shall be promptly reported to the other party.

H. CONSENT TO STORE HAZARDOUS MATERIALS. The holder shall not store any hazardous materials at the site without prior written approval from the authorized officer. This approval shall not be unreasonably withheld. If the authorized officer provides approval, this permit shall include, or in the case of approval provided after this permit is issued, shall be amended to include specific terms addressing the storage of hazardous materials, including the specific type of materials to be stored, the volume, the type of storage, and a spill plan. Such terms shall be proposed by the holder and are subject to approval by the authorized officer.

USER NOTE FOR CLAUSE V.H.
<Delete instructions and non-applicable clauses prior to printing>
Add the clauses below when consenting to store hazardous materials.

1. If the holder receives consent to store hazardous material, the holder shall identify to the Forest Service any hazardous material to be stored at the site. Such identification information shall be consistent with column (1) of the table of hazardous materials and special provisions given at 49 CFR 172.101 whenever the hazardous material appears in that table. For hazard communication purposes, the holder shall maintain Material Safety Data Sheets for any stored hazardous chemicals, consistent with 29 CFR 1910.1200(c) and (g). In addition, all hazardous materials stored by the holder shall be used, labeled, stored, transported, and disposed of in accordance with all applicable Federal, State, and local laws and regulations.

2. The holder shall not release any hazardous material as defined in clause III.F. onto land or into rivers, streams, impoundments, or into natural or man-made channels leading thereto. All prudent and safe attempts must be made to contain any release of these materials. The authorized officer in charge may specify specific conditions that must be met, including conditions more stringent than Federal, State, and local regulations, to prevent releases and protect natural resources.

3. The holder shall immediately notify all appropriate response authorities, including the national Response Center and the Forest Service authorized officer or designated representative, of any oil discharge or of the release of a hazardous substance at the site in an amount greater than or equal to its reportable quantity, in accordance with 33 CFR part 153, subpart B, and 40 CFR 302. For the purposes of this requirement, "oil" is as defined by section 311(a)(1) of the Clean Water Act, 33 U.S.C. 1321(a)(1). The holder shall immediately notify the Forest Service designated representative upon knowledge of any release [or threatened release] of any hazardous material at or in the vicinity of the permit area which may be harmful to public health or welfare or which may adversely affect natural resources under the management authority of the United States.

I. CLEANUP AND REMEDIATION. Except with respect to any federally permitted release as that term is defined under Section 101(10) of CERCLA, 42 U.S.C. 9601(10), the holder shall clean up or otherwise remediate any release, threat of release, or discharge of hazardous materials that occurs either on site or in connection with the holder's activities, whether or not those activities are authorized under this permit. The holder shall perform cleanup or remediation immediately upon discovery of the release, threat of release, or discharge of hazardous materials. The holder shall perform the cleanup or remediation to the satisfaction of the authorized officer and at no expense to the United States. Upon revocation or termination of this permit, the holder shall deliver the site to the Forest Service free and clear of contamination.

J. CERTIFICATION UPON REVOCATION OR TERMINATION. If the holder uses or stores hazardous materials at the site, upon revocation or termination of this permit the holder shall provide the Forest Service with a report certified by a professional or professionals acceptable to the Forest Service that the site covered by this permit is uncontaminated by the presence of hazardous materials and that there has not been a release or discharge of hazardous materials upon the site, into surface water at or near the site, or into groundwater below the site during the term of the permit. If a release or discharge has occurred, the professional or professionals shall document and certify that the release or discharge has been fully remediated and that the site is in compliance with all federal, state, and local laws and regulations.

K. <u>WATER WELLS AND ASSOCIATED PIPELINES</u>.

1. <u>Other Jurisdictional Requirements</u>. Clause III.D. governs water rights and water facilities. The holder shall obtain all required state and local water permits, licenses, registrations, certificates, or rights and shall provide a copy of them to the authorized officer. For new wells, this information shall be provided prior to disturbing National Forest System lands for the purpose of water use or development.

2. <u>Well Construction or Development</u>. For new or reconstruction of existing wells, the holder shall prepare a well construction and development plan and submit it to the authorized officer for approval. The well development and construction plan must have prior written approval from the authorized officer before well construction or development is initiated. The holder shall follow applicable federal, state, and local standards for design, construction, and development of new wells or reconstruction of existing wells. If such standards do not exist, the holder shall follow applicable standards issued by the American Society for Testing and Materials (ASTM), American Water Works Association (AWWA), or National Ground Water Association (NGWA). The construction and development plan must identify all potential sources for any proposed water injection during well construction or development. Only non-chlorinated, potable water may be injected during construction or development of wells to be used for monitoring or water withdrawal. Copies of all documentation for drilling, constructing, or developing wells, including all drilling, boring, and well construction logs, shall be provided to the authorized officer within 60 days of completion of work.

3. <u>Water Conservation Plan</u>. The holder shall prepare and submit for written approval by the authorized officer a water conservation plan utilizing appropriate strategies to limit the amount of water removed from National Forest System lands.

4. <u>Well Decommissioning</u>. The holder shall properly decommission and abandon all wells that are no longer needed or maintained in accordance with applicable federal, state, and local standards for water well abandonment. If such standards do not exist, the holder shall follow applicable standards issued by the

ASTM, AWWA, or NGWA. At least 30 days prior to initiation of well decommissioning, the holder shall submit a well decommissioning plan to the authorized officer. The well decommissioning plan shall have written approval from the authorized officer before well decommissioning is initiated. All documentation of well decommissioning shall be provided to the authorized officer within 60 days of completion of the work.

VI. REVOCATION, SUSPENSION, AND TERMINATION

A. REVOCATION AND SUSPENSION. The Forest Service may suspend or revoke this permit in whole or in part:

1. For noncompliance with federal, state, or local laws and regulations.
2. For noncompliance with the terms of this permit.
3. For failure of the holder to exercise the privileges granted by this permit;
4. With the consent of the holder; or
5. At the discretion of the authorized officer, for specific and compelling reasons in the public interest.

B. OPPORTUNITY TO TAKE CORRECTIVE ACTION. Prior to revocation or suspension under clause VI.A, the authorized officer shall give the holder written notice of the grounds for the action to be taken and a reasonable time, not to exceed 30 days, to complete corrective action prescribed by the authorized officer.

C. IMMEDIATE SUSPENSION. The authorized officer may immediately suspend this permit in whole or in part when necessary to protect public health or safety or the environment. The suspension decision must be in writing. Within 48 hours of the request of the holder, the superior of the authorized officer shall arrange for an on-the-ground review of the adverse conditions with the holder. Following this review the superior shall take prompt action to affirm, modify, or cancel the suspension.

D. APPEALS AND REMEDIES. Any written decisions by the authorized officer relating to administration of this permit are subject to the administrative appeal regulations at 36 CFR Part 251, Subpart C, or revisions thereto. Revocation or suspension of this permit shall not give rise to any claim for damages by the holder against the Forest Service.

E. TERMINATION. This permit shall terminate when by its terms a fixed or agreed upon condition, event, or time occurs without any action by the authorized officer. Examples include but are not limited to expiration of the permit by its terms on a specified date and termination upon change of control of the business entity. Termination of this permit is not subject to administrative appeal.

VII. MISCELLANEOUS PROVISIONS

A. REGULATING SERVICES AND RATES. The Forest Service reserves the right to regulate the adequacy, type, and price of services provided to the public and to require that these services conform to satisfactory standards. The holder may be required to furnish a schedule of prices for sales and services authorized by this permit. Such prices and services may be regulated by the Forest Service, provided that the holder shall not be required to charge prices significantly different from those charged by comparable or competing businesses.

B. ADVERTISING. The holder orally and in advertisements, signs, circulars, brochures, letterheads, and other materials shall not misrepresent in any way the accommodations or services provided or the status of the permit or permit area. The fact that the permit area is located on the _____ National Forest shall be made readily apparent in all the holder's brochures and print advertising regarding use of the permit area.

C. CURRENT ADDRESSES. The holder and the Forest Service shall keep each other informed of current mailing addresses, including those necessary for payment of fees.

D. HOLDER REPRESENTATIVE. The holder or a designated representative shall be present on the premises at all times when the facilities are open to the public. The holder shall notify the authorized officer in writing as to who the representative will be.

E. LIQUOR SALES PROHIBITED. The sale of liquors or other intoxicating beverages is prohibited in the permit area.

F. GAMBLING. Gambling or gambling devices shall not be permitted on National Forest System lands, regardless of whether gambling or gambling devices are lawful under state or local law.

G. FIREWORKS. The sale of fireworks is prohibited on land covered by this permit. Possession or use of fireworks on land covered by this permit is also prohibited without prior written approval from the authorized officer.

H. DISORDERLY CONDUCT. Disorderly or otherwise objectionable conduct by the holder or those occupying the premises with the holder's permission shall upon proof thereof be cause for revocation of this permit.

I. SERVICES NOT PROVIDED. This permit does not provide for the furnishing of road maintenance, water, fire protection, or any other such service by a government agency, utility, association, or individual.

J. MEMBERS OF CONGRESS. No member of or delegate to Congress or resident commissioner shall benefit from this permit either directly or indirectly, except to the extent the authorized use provides a general benefit to a corporation.

K. SUPERIOR CLAUSES. In the event of any conflict between any of the preceding printed clauses and any subsequent clauses or provisions in the appendices attached to this permit, the preceding printed clauses shall control.

<<Use this signature page for individual(s) and all non-corporate entities. Ensure all user notes are deleted prior to printing>>

This permit is accepted subject to all its terms and conditions.

HOLDER:_____

By:_____

_____
(Title)

Date:_____

_____

U.S. DEPARTMENT OF AGRICULTURE
Forest Service

By: _____

(Authorized Officer)

Date: _____

<<Use this signature block for corporations.>>

This permit is accepted subject to all its terms and conditions.

Date:_____

CORPORATE NAME:

(CORPORATE SEAL)

By:_____._____
(Vice) President

ATTEST:_____

_____
(Assistant) Secretary

The following certificate shall be executed by the Secretary or Assistant Secretary of the corporation:

I, _____, certify that I am the _____ Secretary of the corporation that executed this permit; that _____, who signed this permit on behalf of _____ was then _____ of that corporation; that I know his/her signature; that his/her signature on this permit is genuine; and that this permit was signed, sealed, and attested to on behalf of _____ by authority of its board of directors.

(CORPORATE SEAL)

_____
(Assistant) Secretary

U.S. DEPARTMENT OF AGRICULTURE
Forest Service
By:_____.
(Authorized Officer)

Date: _____.

[Attach annual operating plan, annual Granger-Thye fee offset agreement, holder maintenance and reconditioning plan, recreation site maps, facility and improvement inventory, "Operation of Federally Owned Drinking Water Systems," and any other appendices.]

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

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SPECIAL USE PERMIT FOR
CAMPGROUND AND RELATED GRANGER-THYE CONCESSIONS
Authority: Granger-Thye Act, 16 U.S.C. 580d
(Ref. FSM 2710)

FS-2700-4h, Appendix F:

OPERATION OF FEDERALLY OWNED DRINKING WATER SYSTEMS

I. INTRODUCTION

The requirements set forth in this Appendix pertain to holders of Forest Service special use permits that authorize the holder to operate federally owned drinking water systems. This includes special use permits authorized under the Granger-Thye Act, 16 U.S.C. § 580d.

The requirements set forth below are derived from Chapter 7420 of the Forest Service Manual (FSM), which describes the Forest Service Drinking Water Program. The objective of the Forest Service Drinking Water Program is to protect the health of the public and Forest Service personnel by ensuring that water provided by the Forest Service for human consumption is safe and protected. Where this objective cannot be met, the Forest Service policy is to make such waters unavailable for human consumption. "Human consumption" includes the use of water for drinking, food preparation, dishwashing, oral hygiene, or bathing/showering.

When a permit holder operates federally owned water systems, both the Forest Service and the permit holder are considered suppliers of the water. Therefore, permit holders authorized to operate federally owned water systems must operate and maintain the systems to meet the objective and policy of the Forest Service Drinking Water Program. Failure to operate these drinking water systems accordingly may result in revocation of the permit.

In addition to fulfilling the requirements set forth below, permit holders operating federally owned water systems must comply with all applicable federal, State, interstate, and local requirements applicable to drinking water systems, and must follow the Operation and Maintenance Plan developed in conjunction with the Forest Service to address the specific system(s).

Nothing in this Appendix should be interpreted as diminishing any obligation imposed by federal, State, interstate, or local authority.

II. APPLICABLE DEFINITIONS

A. Average Daily Population (ADP). For classification purposes, the sum of the daily transient and daily resident population served or having access to the drinking water system, per month, divided by the days of the month. Where actual or sample counts are not available at recreation sites, determine ADP by multiplying Persons-At-One-Time (PAOT) by the percentage of site use where PAOT equals four people per site.

B. Condition Survey. An onsite review of the facilities, equipment, and operation and maintenance of the a drinking water system to evaluate the adequacy of those elements for producing and distributing safe drinking water and meeting FSM and regulatory requirments. Condition surveys are an integral part of the sanitary surveys and serve as a supplement to the last current sanitary survey.

C. Confluent Growth. A continuous bacterial growth covering the entire filtration area of a membrane filter,

or a portion thereof, in which bacterial colonies are not discrete. This does not necessarily include coliform growth. Non-coliform growth is often called heterotrophic growth.

D. Drinking Water System. A system for providing water suitable for human consumption via service connections (including handpump wells).

E. Human Consumption. Use of water for drinking, food preparation, dishwashing, oral hygiene, or bathing/showering.

F. Maximum Contaminant Level (MCL). As defined by federal, State, or local law, but generally: The maximum permissible level of a contaminant in water which is delivered to any user of a public water system.

G. Non-Public Water System. A system not meeting the public water system definition. A non-public water system is subdivided into the following categories:

- **Non-Public, Non-Transient (NPNT).** A system serving less than 25 year-round residents or serving less than 25 of the same persons ADP more than 180 days per year (for example, some housing sites).

- **Non-Public, Transient (NPT).** A system serving less than 25 individuals ADP and not meeting the requirements of NPNT water system (for example, some smaller recreation sites).

H Population Served. The holder shall use the drinking water system classification provided by the authorized officer to determine the system class and applicable FSM Chapter 7420 and state, federal, and local regulatory requirements.

I. Public Water System. As defined in the Safe Drinking Water Act, 42 U.S.C. § 300f *et seq.*, as amended, and in the National Primary Drinking Water Regulations, 40 CFR Part 141, or by State or local regulation if more stringent.

J. Repeat Samples. A set of samples taken when a routine sample is total coliform-positive or when a repeat sample is total coliform-positive. Repeat samples shall be collected within 24 hours of notification of a positive result.

K. Routine Sample. A sample that is representative of the water throughout the distribution system, taken by properly trained personnel on a routine basis when the system is operational, used to determine the microbial quality of the water.

L. Sanitary Survey. As defined by applicable Federal, State, or local regulations, but generally: An onsite review performed by the State or qualified Forest Service engineer of the water source, facilities, equipment, operation, and maintenance of a public water system for the purpose of evaluating the adequacy of the source, facilities, equipment, operation, and maintenance for the purpose of ensuring the distribution of safe drinking water.

M. Service Connection. The structure by which drinking water is conveyed from the distribution system to the user. Examples of service connections include: an individual building (residence, crew quarters, office, or mobile home -- not including utility hose bibs stubbed from building plumbing); a building exterior drinking fountain provided for public use; an individual yard or campground hydrant; a handpump on a well.

N. Special Sample. A sample collected to determine the success of corrective actions. Special samples may also be taken to determine whether seasonal systems are ready to be opened, or whether

disinfection practices are sufficient following pipe or tank repair or replacement. Special samples must be marked as such when sent in to the laboratory for analysis.

III. Requirements for Operating Federally Owned Drinking Water Systems

A. Compliance With Applicable Standards. All federally owned public water systems shall comply with the requirements of Appendix F of this permit (Operation of Federally Owned Drinking Water Systems) , the Safe Drinking Water Act, 42 U.S.C. § 300f *et seq.*; the National Primary Drinking Water Regulations (NPDWR), 40 CFR 141; the National Secondary Drinking Water Regulations (NSDWR), 40 CFR 143; any other applicable federal law; and applicable State, interstate, and local requirements, in addition to the standards stated in this document.

Federally owned **non-public** water systems shall conform to Appendix F of this permit (Operation of Federally Owned Drinking Water Systems) which requires monthly total coliform sampling for non-public systems, among other requirements and to any federal, State, interstate, and local requirements that may apply.

B. Classification. All drinking water systems are classified by the Forest Service as either public water systems or non-public water systems. Public water systems shall be further classified in accordance with federal, state, or local requirements (e.g., "community" or "non- community," and so on). Non-public water systems shall be further classified as NPNT or NPT. The regulatory authorities and the Forest Service are responsible for making the final determination of how a water system is classified.

C. Certified Water System Operators. All personnel operating and testing water systemsshall be certified as required by federal, State, and local regulations. The permit holder shall provide the name of the water system operator in writing to the Forest Service and notify the authorized officer within 72 hours of a change in personnel.

D. Initial Survey. Sanitary surveys shall be performed and documented for a new drinking water supply source and system before it becomes available for public use. If deficiencies are found, the Forest Supervisor shall approve a corrective action plan prepared to address the deficiencies, and the system may not be used until corrective action is completed and is demonstrated to have corrected any deficiencies.

Subsequent Sanitary Surveys. Sanitary surveys shall be conducted on all systems in accordance with applicable State regulations, or more frequently if there are recurring deficiencies. The Forest Service shall conduct regularly scheduled sanitary surveys and the holder shall assist the Forest Service by providing laboratory test results, locating components at the site, operating valves and equipment. However, the permit holder is responsible for coordinating with the Forest Service to ensure that additional sanitary surveys are performed as required in the event of system violations, in accordance with the required follow-up actions set forth below.

E. Condition Surveys. The permit holder shall coordinate with the Forest Service to ensure performance of condition surveys. Condition surveys must be performed whenever:

1. Routine bacteriological analysis indicates, and a bacteriological repeat sample confirms, that coliform bacteria exist.

2. A seasonal system is opened for the season.

3. There is a significant event or change in conditions that may affect the supply or system (e.g., a significant earthquake).

F. Treatment and Disinfection. Drinking water systems having surface water sources or groundwater

sources under the direct influence of surface water shall be disinfected and filtered in accordance with federal, State, and local regulations. Direct influence of surface water for individual sources shall be determined by the State and/or qualified Forest Service Engineer. The determination is typically based on State criteria which may include site-specific measurements of water quality and/or documentation of source construction, characteristics and geology.

Water systems utilizing ground water sources not under the direct influence of surface water shall be disinfected if there is a history of microbiological contamination or when a condition or sanitary survey determines that microbiological contamination could occur, or as required by other applicable law.

The permit holder is responsible for ensuring that water systems are disinfected and treated as required. The permit holder is responsible for operating and monitoring any treatment and disinfection system installed by the Forest Service, and for notifying the Forest Service in the event of any treatment system malfunction.

G. Sampling, Monitoring, and Follow-up Actions. As indicated above. The permit holder shall institute a drinking water monitoring program according to Appendix F (Operation of Federally Owned Drinking Water Systems) NPDWR, NSDWR, and State and local regulations to monitor the level of primary and secondary contaminants in the water system and take appropriate follow-up actions.

The permit holder shall consult with the Forest Service to develop a written sample siting plan for each public and non-public water system. The siting plan should be designed to ensure that the system is routinely sampled at varied representative locations and that contamination in any portion of the distribution system is eventually detected.

Testing laboratories must be EPA and/or State approved. Samples shall be collected and handled in compliance with laboratory requirements. The Forest Service authorized officer shall approve of the manner in which the laboratory notifies the permit holder of violations. The Forest Service requires that the laboratory notify the authorized officer of violations directly. The holder is responsible for providing the name and address of the authorized officer to ensure the laboratory sends copies of samples results that indicate violation to the Forest Service. The laboratory should be able to report results immediately if a test result is total or fecal coliform positive.

The Forest Service imposes additional sampling, monitoring, and follow-up actions, set forth below, per the requirements of FSM Chapter 7420 and Appendix F (Operation of Federally Owned Drinking Water Systems).

1. a. **Routine Sampling for All Systems.** The permit holder shall perform microbiological testing for total coliform bacteria at a minimum of one routine sample per month for every full or partial calendar month of operation, for all systems. Each handpump should be considered a separate water system.

   Microbiological sampling shall be conducted every month. Samples should be taken at approximately 30-day intervals. Samples shall be taken early in the month to allow sufficient time for follow-up samples to be taken. A higher frequency of routine sampling may be required for public water systems by NPDWR and State regulation.

   The permit holder shall notify and consult with the Forest Service within 24 hours or on the next business day after notification by the laboratory of a sample that tests positive for microbiological contamination. The permit holder shall notify and consult with the Forest Service within 48 hours of notification of a MCL violation or an acute violation.

   b. **Special Samples for All Systems.** At least one special sample shall be taken and shall test

total coliform negative before that system may be opened. Special samples do not count in determining MCL violations or in meeting the monthly sampling requirements.

c. **Microbiological Contaminant Monitoring for Non-Public Water Systems.** The permit holder shall monitor non-public water systems for microbial contamination in the same manner as is required in the Forest Service Manual Chapter 7420 for non-community public systems and any federal, State, and local regulations (except for reporting to the regulatory agency). In addition to federal and State requirements, the permit holder shall take the appropriate follow-up actions as described in **Exhibit 1** of this document whenever a routine sample tests total coliform positive.

2. **Disinfectant Residuals Monitoring for All Systems.** The permit holder shall perform residual disinfectant monitoring in accordance with federal, State, and local regulations for all public systems requiring disinfection, and shall monitor and take follow-up action for non-public systems requiring disinfection in the same manner (except for reporting to regulatory agencies).

3. **Turbidity Monitoring.** The permit holder shall perform turbidity monitoring and follow-up in compliance with federal, State, and local regulations for all public systems, and also for non-public systems using surface water sources ground water sources determined to be under the direct influence of surface water, and for any systems designated by the State.

4. **Additional Monitoring of Primary and Secondary Contaminants, Regulated and Unregulated Organic and Inorganic Chemicals, and Other Contaminants.** All public water systems are required to be monitored for primary and secondary contaminants in accordance with the NPDWR, NSDWR, and applicable State and local regulations. Comply with federal, State, and local monitoring schedules for all contaminants in public systems.

   Additionally, the permit holder shall perform one baseline sampling, as a minimum, for the primary and secondary contaminants shown in **Exhibit 2** of this document on all non-public systems and public transient non-community systems. For new systems, conduct the sampling and analyses before opening the system. If the one-time test results exceed the MCL established for public systems, perform follow-up monitoring and take action in accordance with the regulations applicable to public water systems (except for reporting to the regulatory agency).

5. **Radioactivity.** At a minimum, perform radionuclide monitoring on public community and public non-transient, non-community water systems in accordance with the federal, State, and local standards.

H. Record-Keeping. The permit holder shall establish a permanent file for each drinking water system including all test results, corrective actions taken, documentation that the state and Forest service were notified within 48 hours of a known violation, and annual condition surveys. The permit holder shall maintain original documents of records as required by 40 CFR 141.33 and applicable State and local regulations. The permit holder shall maintain original documents of records pertaining to additional requirements imposed by the Forest Service for public and non-public water systems in a comparable fashion.

The permit holder shall forward copies of microbiological test results for federally owned water systems to the Forest Service by the 15th of the month following the sampling date. Copies of other required records for federally owned systems shall be forwarded annually to the Forest Service within 15 days of the end of the operating season for seasonal sites or within 15 days of the end of the calendar year for year-round operations. The holder shall surrender all records for a federally owned system to the Forest Service upon permit termination or revocation.

I. Infeasibility. Where compliance with any applicable standard is physically infeasible, such as in certain

wilderness areas, cross-country trails, or roadside springs, in addition to coordinating with the Forest Service to secure any necessary variances or exemptions to ensure compliance with the law, the holder shall keep such water sources in an undeveloped condition indicating the water source is unprotected. When providing the public with information about these water sources through trail guides, brochures, maps, etc., the permit holder shall include a warning statement as to potability of undeveloped water sources. Undeveloped water sources shall not be identified on such information in a way that may mislead users into believing the water is protected and safe. The permit holder shall take any additional measures to protect the public as are required by Federal, State, or local law with regard to such water sources.

J. Range and Wildlife Water Systems. The requirements stated herein should not be applied to range or wildlife water systems if their design and construction features clearly indicate that they are not for human use. However, if range or wildlife water systems are an integral part of a drinking water system, such integral parts shall meet the requirements for drinking water. The Forest Service and/or State shall make the final determination of which water systems must be treated as water systems that supply water for human consumption.

K. Hoses and Similar Equipment. Hoses that convey drinking water shall have a smooth interior surface made of food-grade standard materials. The permit holder shall keep pumps, hoses, fittings, valves, and similar equipment in a manner which prevents contamination, and shall keep them closed or capped when not in use.

Exhibit 1

Follow-up Actions for Microbiological Sampling

A. Public Systems. Whenever a routine sample result is total coliform-positive, take follow-up action as required by federal, State, and local regulation, but at a minimum take a set of four repeat samples within 24 hours of notification by the lab. Take the samples at locations as directed by law, in accordance with the sample siting plan, and as follows:

1. One at the same tap where the contamination occurred.

2. One at a downstream tap.

3. One at an upstream tap.

4. One within five service connections of the original sample.

If a system has only one service connection (such as a handpump), sample according to applicable law, but at a minimum collect a single 400 milliliter sample.

In addition, take follow-up action as indicated in the chart and instructions below within 24 hours, based on the results of repeat sampling.

For any routine sample that is total coliform-positive, perform a minimum of five routine samples during the next month the system is open.

B. Non-Public Systems. Whenever a routine sample result is total coliform positive, take one repeat sample within 24 hours of notification of the result.

In addition, take follow-up action as indicated in the chart and instructions below within 24 hours, based on the results of repeat sampling.

C. All Systems. Temporary closure of a water system for the purpose of performing corrective action or seasonal closure does not relieve the responsibility for compliance with repeat sampling, additional routine sampling, reporting to EPA or the State, and public notification as set forth in the federal, State, and local regulations.

At sites with water-carried sewage systems, if follow-up action is to close the system, the toilet supply may be left open if all points of drinking, including sinks and showers, can be isolated and shut off. Otherwise, shut off the entire system.

In the case of a waterborne disease outbreak at a federally owned water system, close the system, contact the Forest Service and the State for special provisions for public notification and monitoring, and take whatever additional measures the law requires.

Follow-up Actions for Microbiological Sampling

Based on the results of the repeat sampling, initiate the appropriate follow-up actions within 24 hours:

	SAMPLE RESULT			
ROUTINE SAMPLE	REPEAT SAMPLE	MCL VIOLATION	ACUTE VIOLATION	FOLLOW-UP ACTION
TC-	None	No	No	None. Quality Satisfactory.
TC+ FC-/EC-	TC-	No	No	Public systems must have five routine samples taken the next month the system is open.
TC+ FC-/EC-	TC+ FC-/EC-	Yes	No	See Action 1 (below).
TC+ FC-/EC-	TC+ FC+/EC+	Yes	Yes	See Action 2.
TC+ FC+/EC-	TC-	No	No	Public systems must have five routine samples taken the next month the system is open.
TC+ FC+/EC+	TC+ FC-/EC-	Yes	Yes	See Action 2.
TC+ FC+/EC+	TC+ FC+/EC+	Yes	Yes	See Action 2.
Confluent Growth	See Action 3	No	No	See Action 3.

TC = Total Coliform
EC = E. Coli
FC = Fecal Coliform

\- = Negative test results
\+ = Positive test results

ACTION 1: MCL VIOLATION

A. **All Systems.** Search for the source of the contamination by having a condition survey done. Take corrective action when the source of contamination is found. Take daily special samples until two consecutive special samples are TC negative. If three samples are TC positive, close the system. Open the system only after the problem has been corrected and two consecutive daily special samples are TC negative.

Notify users according to appropriate State or NPDWR notification procedures including: posting, hand delivery, or media (newspaper, radio, or television), depending on the classification of the system and corresponding State direction. For non-public systems where State or EPA regulations have not established public notification procedures, notify users as soon as possible but always within 14 days by posting signs at the facility, visitor information site, etc. For systems serving residential populations, make notification by letter, in addition to posting signs.

B. **Public Systems.** Notify, consult, and coordinate with the State within the time period required by law after notification of the positive result. Take five routine samples the next month the system is open.

ACTION 2: ACUTE VIOLATION

A. **All systems.** Close the water system. At sites with water-carried sewage systems, the toilet supply may be left open if all points of drinking, including showers and sinks, can be isolated and shut off. Otherwise, shut off the entire system. Search for the source of contamination by having a condition survey done.

Take corrective action when the source is found. Open the system only after the problem has been corrected and two consecutive daily special samples are TC negative.

Notify users according to appropriate State or NPDWR notification procedures including: posting, hand delivery, or media (newspaper, radio or television), depending on the classification of the system and corresponding State direction. For non-public systems where State or EPA regulations have not established public notification procedures, notify users as soon as possible but always within 72 hours by posting signs at the facility, visitor information site, etc. For systems serving residential populations, make notification by letter, in addition to posting signs.

B. **Public Systems.** Notify, consult, and coordinate with the State within the time period required by law after notification of the positive result. Take five routine samples the next month the system is open.

ACTION 3: CONFLUENT GROWTH.

Take another routine sample at the same location within 24 hours of being notified of the result. If the second sample has confluent growth, search for the cause and correct it. Continue sampling until a valid sample is obtained. If the valid sample is TC positive, take follow-up actions as required by law and as outlined above.

Exhibit 2

Primary and Secondary Contaminants

PRIMARY CONTAMINANTS	SECONDARY CONTAMINANTS
Arsenic	Aluminum
Barium	Chloride
Cadmium	Color
Chromium	Copper
Fluoride	Foaming Agents (Surfactants)
Lead	Iron
Mercury	Manganese
Nitrate	Odor
Nitrite	pH
Selenium	Silver
Sodium	Sulfate
	Total Dissolved Solids
	Zinc

Whenever the maximum contaminant is exceeded, analyze a repeat sample for confirmation of the test results. Judge the acceptability of the water quality using the MCLs established in the NPDWR and NSDWR. These MCLs shall apply to both public and non-public systems.

For both public and non-public systems serving residential populations, correct any deficiency in water quality that would result in noncompliance with federal, State, and local regulations for public water systems. Report any system with a contaminant in excess of established MCLs to the Forest Service for review on a case-by-case basis.

For public systems, send sampling results to the State and follow the applicable public notification requirements if there is an MCL violation. For non-public water systems, follow the public notification requirements applicable to public non-community systems if contaminants exceed the MCL levels.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require

alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

Appendix 11: Annual Granger-Thye Fee Offset Agreement Special Use Permit Form FS-2700-4h, Appendix B

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Authorization ID
Contact ID
Expiration 10/31/2012

APPENDIX B
ANNUAL GRANGER THYE FEE OFFSET AGREEMENT
SPECIAL USE PERMIT
For Campground and Related Granger-Thye Concessions
AUTHORITY: Section 7 of the Granger-Thye Act, 16 U.S.C. 580d
<Reference FSH 2709.11 chapter 50>

This Annual Granger-Thye (GT) Fee Offset Agreement is made by [name] (the Holder) and the U.S. Department of Agriculture, Forest Service, [name] National Forest (the Forest Service), under section 7 of the G-T Act, 16 U.S.C. 580d, and clause IV.E of the special-use permit issued to the holder on [date] (the permit).

The total estimated annual permit fee is [amount]. [ ] percent of that permit fee may be offset by the cost incurred by the Holder for the Government maintenance, reconditioning, renovation, or improvement (MRRI) projects listed below in accordance with this agreement. Additionally, [ ] percent of that fee may be offset by the cost incurred by the Forest Service for the Government MRRI projects under a separate collection agreement. Projects to be performed by the Holder shall be completed by the date specified and within the Holder's fiscal year for the year the fee is due. The Forest Service may modify the projects and dates as necessary, after consultation with the Holder.

The actual cost of each project that is satisfactorily completed as determined by the Forest Service may be offset against the holder's permit fee. Due dates and cost estimates for completion of each project are enumerated below. Examples of allowable costs include salaries and wages, materials and supplies, and subcontracts that are direct costs of a G-T fee offset project and indirect costs based on an approved indirect cost rate. The total cost for Government MRRI projects to be performed under this agreement shall not exceed the annual fee.

Upon a determination by the Forest Service that a project has been satisfactorily completed by the holder, the holder shall submit documentation of its actual cost to the Forest Service and shall certify that the representations in that documentation are accurate and complete. The certification shall be signed and dated, and shall state that failure to sign the certification shall vitiate the fee offset claim. The Forest Service shall verify that documentation before giving any credit against the holder's permit fee, and reserves the right not to grant any fee offset if any of the representations in the documentation is inaccurate or incomplete.

The Holder shall perform the work itemized below under this agreement.

Description of Project	Due Date	Estimated Cost	Completion Date	Actual Cost
[itemize projects]				

Signed: _____
Holder or Holder's Agent Date

Signed: _____
Authorized Officer Date

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

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The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

Appendix 12: Sample Proposed Granger-Thye Fee Offset Project List

Sample Holder Maintenance, Reconditioning, or Renovation (MRR) Plan

Sample Granger-Thye Offset Project List

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Appendix 12
Sample
Holder Maintenance, Reconditioning, or Renovation (MMR) Plan

<Use this format to prepare your individual annual MRR plan. If items are generic to all permitted sites, then state that. Individual items specific to individual sites must be shown as such.>

Holder Maintenance, Reconditioning, or Renovation Plan (MRR Plan)

The holder, at his/her expense, is required to perform holder maintenance and reconditioning according to this MRR Plan. This MRR Plan will be incorporated into the Annual Operating Plan.

Holder maintenance and reconditioning are activities that neither materially add to the value of the property nor appreciably prolong its life. The work serves only to keep the facility in an ordinary, efficient operating condition. Examples include, but are not limited to, interior decorating, interior painting, repair of broken windows, light bulb replacement, cleaning, unplugging drains, drive belt replacement, preventive maintenance, lubrication of motors, greasing, servicing, inspecting, oiling, adjusting, tightening, aligning, watering, weeding, sweeping, waxing, refinishing picnic tables, routine housekeeping, grading of interior roads, cleaning of ditches and culverts, water system repairs, removing vegetation to improve sight distance, mowing, etc.

The holder shall obtain any licenses and certified inspections required by regulatory agencies and follow federal, state, and local laws, regulations, and ordinances, industry standards, or codes applicable to the permitted operation.

The permit holder's responsibility to perform unforeseen major repairs or replacement of facilities will be limited to a maximum of $1,000 per occurrence. Costs over this amount can be charged to government M&R (however, they must be submitted to the FS for approval prior to implementing). This limitation does not apply to events attributed to permit holder actions or negligence; under these conditions, the permit holder will be fully responsible for repair/replacement costs.

MRR Plan

Maintenance Requirement	Frequency	Remarks
Safety and maintenance inspection completed and documented at all sites.	Annually, prior to season opening.	Use forms developed in coordination with FS.
Graffiti is removed or sanded/painted over.	Within 48 hours of discovery or notification	FS must approve materials.
Repair vandalism, up to $1,000 per occurrence.	Within 1 week of discovery or notification.	FS must approve materials.
Remove visitor-made fire rings, other unapproved user constructed improvements.	Prior to opening, and within 48 hours of discovery thereafter.	
Nails, ropes, wires, other hazards removed.	Prior to opening, and as discovered thereafter.	Nails, ropes, wires, other hazards removed.
Straightening/replace broken/Missing barriers, site marker signs, and posts.	Within 1 week of discovery or notification.	FS must approve materials.
Inspect, repair, and paint all bulletin boards. Remove old nails and staples.	1-2 times per year.	FS must approve materials.
Inspect, repair, and paint all fee station signs.	Prior to season opening.	FS must approve materials.
Inspect, repair, and paint all recreation signs on sites.	At season opening, as needed thereafter.	FS must approve materials.
Post posters and paper signs, inspect/replace for damage/weathering.	At season opening, as needed thereafter. (when damaged/weathered)	FS must approve all signs.
Pump all vault toilets.	When 1/2 full, and at end of season.	
Inspect, repair, &/or replace toilet roofs, light fixtures, vents/screens.	Prior to season opening, as needed thereafter.	FS must approve materials.
Inspect, repair, &/or replace all toilet door locks.	Prior to opening and after closing.	
Inspect, repair and/or replace all toilet seats, leaking plumbing fixtures, and bathroom fixtures.	Prior to season opening, as needed thereafter.	FS must approve materials.
Paint exterior/interior/floors of toilet buildings.	Every 2-3 years, or as needed.	FS must approve materials.
Operate composting toilets.	Refer to FS provided operations manual.	FS to provide operations manual.
Stir compost in composting toilets.	Minimum 1 time a day during operating season.	
Level compost in composting toilets.	Minimum 1 time a day, as needed.	

Clean toilets, campground complexes.	Checked twice a day; Cleaned at least once a day, mid-morning.	
Clean toilets, day use trailheads, fishing sites.	Once a week, or as needed.	
Odor control.	Before odors become objectionable.	Use product specified in Operating Plan, or equivalent.
Grade interior campground roads, walkways and pathways, clean culverts and ditches.	1 time per year.	To FS maintenance specifications.
Grade, level, rake and clear debris/obstructions from walkways/pathways.	Prior to opening and upon discovery or notification thereafter throughout season.	
Fill in potholes in campground and picnic area roads/walkways.	Prior to opening and upon discovery or notification thereafter throughout season.	To FS maintenance specifications.
Brush or mow around facilities, pathways, walkways, traffic barriers, etc.	Prior to season opening and as needed thereafter.	
Inspect, repair, and/or replace fences surroundings and within sites.	Prior to opening, and as needed thereafter.	FS must approve materials.
Inspect all vehicle gates, repair bent sections, and paint.	Prior to opening, and as needed thereafter.	FS must approve materials.
Maintain water systems. Inspect, repair, and/or replace leaking water system fixtures.	According to Appendix F; Operation of Federally Owned Drinking Water Systems.	FS must approve materials.
Excavate and clean water faucet sumps.	Prior to season opening, as needed thereafter.	
Test potable water.	Prior to season opening, monthly thereafter.	See Appendix 10 (FS-2700-4h, Appendix F).
Winterize water system, including all hydrants.	At closing.	See Appendix 10 (FS-2700-4h, Appendix F).
Level, rake, and clean debris/obstructions from tent pads, spurs and camp areas.	Prior to opening.	
Inspect/caulk or seal cracks in concrete tent, fire ring, and other concrete facilities.	1 time per year.	FS must approve materials.
Inspect, repair, and/or replace all fire rings and grills.	2 times a year.	FS must approve materials.
Remove and properly dispose of ashes from fire rings.	When 4 inch depth or 1/2 full.	Ash must be disposed of off of NF lands.
Clean grease and food particles from fire rings and grills.	After site is vacated.	
Seal concrete tables. Paint wooden and	1 time per year.	FS must approve

aluminum tables.		materials.
Inspect, repair, and replace picnic table planks.	Prior to opening and upon discovery or notification thereafter throughout season.	FS must approve materials.
Paint all benches.	1 time per year.	FS must approve materials.
Inspect, repair, paint, and/or replace garbage cans.	Prior to opening, and as needed thereafter.	FS must approve materials.
Patrol grounds within permit area to collect, and remove litter.	1 time per week minimum.	
Remove garbage and collected recycled materials.	Weekly or more frequently, as needed.	
Trash scattered by animals, people, or weather is collected and removed.	Immediately upon discovery or notification through season.	
Remove hazard trees.	Prior to opening, and upon discovery or notification thereafter through season.	FS must review identified trees prior to removal.
Inspect and clean sewer dump station.	1 time per day, clean upon discovery/notification of insanitary conditions.	
Winterize dump station, remove and store stand pipe.	At closing.	

Appendix 12
Sample

Potential Government Maintenance, Reconditioning, Renovation and Improvement Projects (MRRI)

Granger-Thye Offset Project List for the Black Hills National Forest

This appendix will describe government responsibilities, how these responsibilities may be incorporated into a Granger-Thye Fee Offset Agreement and will list common potential projects.

Government Maintenance, Reconditioning, Renovation, or Improvement (MRRI) Plan

Maintenance reconditioning, renovation, or improvement that arrests deterioration, improves and upgrades facilities, and appreciably prolongs the life of the property. Examples include but are not limited to: installing a new roof, new floor, or new siding; rebuilding boilers; replacing pipes, pumps, and motors; repairing or maintaining the paths, lands, walks, walls, or landscaping adjacent to other government-owned structures; replacing vault toilets with flush facilities, paving interior roads, replacing culverts, surface blading roads, upgrading facilities, and installing utilities; and performing exterior painting and refinishing. Exterior painting that repairs unsightly visual marks caused by everyday use does not meet the definition outlined above. Government maintenance, reconditioning, renovation or improvement, whether performed by the holder or the Forest Service, shall be performed at the sole discretion of the authorized officer.

The government may choose to perform these types of activities with funds from appropriations or with Granger-Thye Fee Offset funds.

Granger-Thye Fee Offset Agreement. Before issuance of this permit and before each operating season thereafter, the Forest Service and the holder shall enter into an annual written Granger-Thye fee Offset Agreement that specifies the government maintenance, reconditioning, renovation and improvement to be used to offset the permit fee. The agreement shall specify whether the concessionaire shall be required or has the option to enter into a collection agreement to have the Forest Service perform the work. The agreement shall enumerate the portion of the permit fee to be offset by the cost of work performed by the holder and the schedule for completion of offset work. Additionally, the agreement shall specify the portion of the permit fee to be offset by the cost of work performed by the Forest Service. The agreement shall specify which projects are to be used for offset that year and shall also include standards for completion of the projects and examples of allowable costs.

It is likely that major purchases of materials and supplies will be made by the Forest Service due to GSA contracting advantages.

Potential Projects

Sample Government MRRI Projects

Project	Location	Remarks
Replace X number of fire grills	Identified campgrounds and/or picnic grounds	FS to purchase major materials
Purchase and install new entrance sign and information Kiosk	Grizzly Creek Primitive Campground	FS provides design and specifications and must approve materials
Purchase and install new round pen horse facility	Willow Creek Horse Camp	
Removal of mountain pine beetle infested trees	All affected developed recreation facilities	
Replace all remaining old wood vault toilets	All campgrounds	
Construction of 50 accessible campsites	Identified campgrounds	FS provides design and must approve materials

Appendix 13: Indirect Cost Reimbursement Guidance

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United States Department of Agriculture **Forest Service** **Washington Office** **14th & Independence SW PO Box 96090 Washington. DC 20090-6090**

File Code: 2720/6500 **Date:** July 11, 2002
Route To:
Subject: Indirect Cost Reimbursement in Granger-Thye Permits
To: Regional Foresters

Issue. At the request of the National Forest Recreation Association (NFRA) we have evaluated how the Forest Service reimburses the indirect costs of permit holders who perform Granger-Thye (GT) fee offset work. Holders are concerned that forests are inconsistent on whether and how indirect costs are allowed and what documentation is necessary to support a claim for indirect costs.

Background. Under Section 7 of the GT Act, and when authorized by a permit and GT fee offset agreement (GT agreement), the Forest Service offsets all or part of the permit fee paid by campground concessionaires with the cost of Government renovation, reconditioning, improvement, and maintenance performed at the concessionaire‘s expense on facilities covered by the permit. When the holder performs the work, it is authorized by an attachment to the permit called a GT fee offset agreement. Alternatively, the Forest Service may enter into a collection agreement as authorized by Section 5 of the GT Act to perform work eligible for fee offset under Section 7.

Historical Practice. Typically the field has offset the holder‘s direct costs for approved offset work, but reimbursement for the holder‘s indirect costs has varied. Approaches have included limiting indirect costs to a maximum of 5 percent or 10 percent of the fee to be offset, limiting the type of indirect costs to be reimbursed, or reimbursement of a flat overhead rate without documentation. Review of this issue has shown that these methods are not appropriate, because holders should be reimbursed actual costs. There is a misconception among employees and holders that the Forest Service can reimburse a flat indirect cost rate without documentation. There is often disagreement between forests and holders about what costs may be reimbursed.

Comparison. The Office of Management and Budget (OMB) has issued circulars to guide cost reimbursement for several types of business entities, including Circular A-87 for State and Local Governments and Circular A-122 for Non-Profit Organizations. The Federal Acquisition Regulation (FAR) Part 31 guides cost reimbursement for Commercial (For-Profit) Entities. We evaluated how cost reimbursement is conducted in other agency programs. Regulations at 7 CFR 3019.27 were updated in August 2000 to address the determination of allowable costs for grants and agreements in conformance with applicable OMB circulars. FSH 1509.11, Chapter 70, provides that administration of costs in grants and agreements for commercial entities is subject to FAR Part 31, Contract Cost Principles and Procedures. Adopting these cost standards for GT offset will create consistency among the program areas of special uses, contracting, and grants and agreements and conform to OMB guidance. Regional Foresters 2

C**onclusion**. Offset of indirect costs is appropriate. Indirect costs are a customary charge in contracting and grants and agreements and should be eligible for offset under GT agreements. The following guidance applies to reimbursement of actual costs to commercial entities holding GT permits. The guidance (enclosed) is excerpted from FAR Part 31 and 48 CFR Part 9904 but has been tailored to address GT agreements. A simplified process for small concessions is included at the end of the document. Cost principles for non-profit entities and state or local governmental entities are not addressed. The guidance does not address the reimbursement of agency indirect costs. When the Forest Service performs the work, agency indirect costs will be assessed in accordance with FSH 1509.11, Chapter 33 and indirect cost rates established nationally (e.g., the FY2002 rate is 18 percent).

Implementation. Before the holder's indirect costs may be offset under a GT agreement, the holder must submit its indirect cost rate and supporting documentation for approval. Determination of an indirect cost rate should comply with the Cost Accounting Standards (CAS) and this guidance. When claiming cost reimbursement, the holder must certify that costs claimed comply with this guidance. Indirect costs based on approved Indirect Cost Allocation Rates (ICAR) should be reimbursed starting with 2002 permit fees. This advice for reimbursement of indirect costs is not retroactive to prior year permit fees.

For New Permits: Applicants must disclose accounting procedures and historic indirect cost allocation rates in response to a prospectus.

For Existing Permits: Holders must submit their ICAR to the authorized officer. Because the ICAR will be the same for all permits held by a specific company, it is recommended that the regional external auditor review and approve the rate. Regional auditors should coordinate the review for companies operating in more than one region.

/S/ DAVID G. HOLLAND

DAVID G. HOLLAND
Director, Recreation, Heritage and
Wilderness Resources
Cc: Carolyn Holbrook

/S/ TAMARA L. HANAN

TAMARA HANAN
Director, Financial Policy
and Analysis

Appendix 14: Granger-Thye Offset Certification Form FS-2700-4h, Appendix G

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USDA Forest Service

OMB 0596-0082
FS-2700-4h, Appendix G (v.05/09)

Authorization ID
Contact ID
Expiration Date 10/31/2012

APPENDIX G
Granger-Thye Fee Offset Claim Certification
for
SPECIAL USE PERMIT
AUTHORITY: Section 7 of the Granger-Thye Act, 16 U.S.C. 580d
<Reference FSH 2709.11, chapter 50>

NATIONAL FOREST
RANGER DISTRICT
PERMIT NUMBER

Project Name _____ **Holder's Fiscal Year (FY)** _____

Total allowable costs may be offset under a Granger-Thye (GT) fee offset agreement to the extent they do not exceed the total annual fee for this permit. Total allowable costs of a GT project included in this GT claim are the sum of the direct GT project costs and indirect costs allocable to this GT project. Costs submitted under this GT claim will be accepted to the extent they are reasonable, allocable, and determined to be allowable, in accordance with the terms of the permit, GT agreement, and agency policy.

Direct GT Costs: Provide claimed GT costs by cost element and attach schedules to show the cost breakdown by cost element. Provide supporting documentation for the cost claim.

Indirect costs: Indirect costs must be computed based on Forest Service-approved indirect cost rate and may be added to the total direct GT costs. Attach the approved indirect cost rate for FY [ ] .

Approval of the fee offset claim is subject to all provisions in the Annual Granger-Thye Fee Offset Agreement (FS-2700-4h, Appendix B) executed by the U.S. Department of Agriculture, Forest Service, [name] National Forest, and [holder name] on [date of GT fee offset agreement].

DIRECT GT COSTS

Salaries and Wages	$
Materials and Supplies	$
Subcontracts	$
Other (specify)	$
Sum of Direct GT Costs	$
INDIRECT COSTS ([ ]% x Direct GT costs)	$
TOTAL GT COST CLAIM FOR PROJECT	$

Subject to the penalties prescribed in the False Statements Act, 18 U.S.C. 1001, the holder certifies to the best of its knowledge that the representations in the documents supporting its claim for fee offset are accurate and complete. The Forest Service reserves the right not to grant the fee offset claim if any of these representations is inaccurate or incomplete. Failure to sign the certification shall vitiate the fee offset claim.

Signed: _____ Date: _____

Name of Certifying Official

_____

Title of Certifying Official

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

Appendix 15: Sample Collection Agreement for Granger-Thye Offset Work

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FS Agreement No. ##-CO-11020300-###
Cooperator Agreement No.

COLLECTION AGREEMENT
Between The
(PERMIT HOLDER)
And The
USDA, FOREST SERVICE
REGION 2, BLACK HILLS NATIONAL FOREST

This COLLECTION AGREEMENT is hereby entered into by and between the (permit holder), hereinafter referred to as "Cooperator", and the USDA, Forest Service, Black Hills National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of the Granger-Thye Act of April 24, 1950.

Title: Noxious Weed Spraying in Developed Recreation Sites

I. PURPOSE: The purpose of this agreement, and incorporated Financial Plan, is to document the voluntary contribution of funds from Cooperator to the U.S. Forest Service to perform weed spraying of noxious invasive plant species within selected developed recreation sites on the Black Hills National Forest.

II. THE COOPERATOR SHALL:

A. LEGAL AUTHORITY. Cooperator shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the nonfederal share of project costs, when applicable.

B. Perform in accordance with the Financial Plan.

C. Upon presentation of a Bill for Collection, deposit with the U.S. Forest Service the amount agreed to in the Financial Plan.

III. THE U.S. FOREST SERVICE SHALL:

A. ADVANCE BILLING. The U.S. Forest Service shall bill Cooperator prior to commencement of work for deposits sufficient to cover the estimated costs (including overhead) for the specific payment period. Overhead shall not be assessed.

Billing Method: Scheduled Billing in two billing cycles. The first bill for $3,000 will be issued February 28, 2015. The second bill for $3,000 will be issued April 15, 2016.

Billings must be sent to:

(permit holder address)

B. Perform in accordance with the attached Financial and Operating Plan.

IV. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:

A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
(permit holder contact information: address, phone number, & email)	(permit holder contact information: address, phone number, & email)

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Scott Haas 1019 N. 5th Street Custer, SD 57730 Telephone: (605) 673-9239 FAX: (605) 673-9350 Email: sehaas@fs.fed.us	Dave Graham 8221 S. Hwy 16 Rapid City, SD 577002 Telephone: (605) 716-2119 FAX: (605) 341-7134 Email: dgraham@fs.fed.us

B. FOREST SERVICE LIABILITY TO THE COOPERATOR. The United States shall not be liable to the Cooperator for any costs, damages, claims, liabilities, and judgments that arise in connection with the performance of work by the U.S. Forest Service or its contractors under this agreement, including but not limited to damage to any property owned by the Cooperator or any third party.

C. REFUNDS. Funds collected in advance by the U.S. Forest Service, which are not spent or obligated for the project(s) approved under this agreement, may be refunded to Cooperator, authorized for use for a new agreement by Cooperator, or waived by Cooperator. A DUNS number and registration in the System for Award Management (SAM) by Cooperator may be necessary to process a refund. Due to processing costs, any balance less than $25 shall not be refunded to Cooperator.

D. FREEDOM OF INFORMATION ACT (FOIA). Public access to agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552).

E. PARTICIPATION IN SIMILAR ACTIVITIES. This agreement in no way restricts the U.S. Forest Service or Cooperator from participating in similar activities with other public or private agencies, organizations, and individuals.

F. ENDORSEMENT. Any of Cooperator's contributions made under this agreement do not by direct reference or implication convey U.S. Forest Service endorsement of Cooperator's products or activities.

G. NOTICES. Any communication affecting the operations covered by this agreement by the U.S. Forest Service or Cooperator will be sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Program Manager, at the address specified in the agreement.

To Cooperator, at Cooperator's address shown in the agreement or such other address designated within the agreement.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

H. PROPERTY IMPROVEMENTS. Improvements placed on National Forest System land at the direction or with the approval of the U.S. Forest Service becomes property of the United States. These improvements are subject to the same regulations and administration of the U.S. Forest Service as would other National Forest improvements. No part of this agreement entitles Cooperator to any interest in the improvements, other than the right to use them under applicable U.S. Forest Service Regulations.

I. PURCHASE OF ASSETS. Any assets (such as equipment, property, or improvements) purchased by the U.S. Forest Service with Cooperator's contributions shall become the property of the U.S. Forest Service.

J. TERMINATION FOR COLLECTION AGREEMENTS. Either party, in writing, may terminate this agreement in whole, or in part, at any time before the date of expiration. The U.S. Forest Service shall not incur any new obligations for the terminated portion of this agreement after the effective date of termination and shall cancel as many obligations as possible. Full credit must be allowed for U.S. Forest Service expenses and all non-cancelable obligations properly incurred up to the effective date of termination. Excess funds must be refunded in accordance with the REFUND provision of the agreement.

K. DEBARMENT AND SUSPENSION. Cooperator shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the Federal Government according to the terms of 2 CFR Part 180. Additionally, should Cooperator or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.

L. MODIFICATIONS. Modifications within the scope of this agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change.

M. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of the last signature, and has an expiration date of December 31, 2014. The expiration date is the final date for completion of all work activities under this agreement.

N. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement. In witness whereof, the parties hereto have executed this agreement as of the last date written below.

(permit holder), Operations Manager — Date
(permit holder company name)

CRAIG, BOBZIEN — Date
U.S. Forest Service, Forest Supervisor

The authority and format of this agreement have been reviewed and approved for signature.

DAVID GRAHAM — Date
U.S. Forest Service Grants & Agreements Specialist

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

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Appendix 16: Sample Business Plan

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BUSINESS PLAN OUTLINE

BUSINESS PLAN OUTLINE

COVER PAGE

TABLE OF CONTENTS

I. EXECUTIVE SUMMARY

- A. Brief Description of the Business and Principals Involved
- B. Method – How and why you will succeed
- C. Financial Resources Needed
- D. Payback

II. BUSINESS DESCRIPTION

- A. The Business
- B. History
- C. Vision and Future Plans
- D. Industry Trends
- E. Organization and Ownership
- F. Management, Personnel, and Advisors

III. THE MARKETING PLAN

- A. Products and Services
- B. Market Analysis
- C. Competitive Analysis
- D. Location Analysis
- E. Pricing Scheme
- F. Sales Volume Potential
- G. Marketing Strategies

IV. THE OPERATIONS PLAN

- A. Implementation Plan
- B. Materials & Sources of Supply
- C. Methods of Production
- D. Recordkeeping
- E. Risk Management
- F. Legal Issues

V. THE FINANCIAL PLAN

- A. Investment Required
- B. Cash Flow Projections
- C. Financial Statements
- D. Break-even Analysis
- E. Supporting Documents

VI. APPENDIX (Examples – Include back-up information to the plan text. Use as is appropriate to your business.)

Resumes'
Job Descriptions
Personal & Business References
Leases
Articles of Incorporation
Operating Agreement
Plan of Interior Layout
Picture of Building Exterior

Contracts
Letters of Intent to Purchase
Brochures, Business Cards, Statements, Advertising,
Drawing of interior layout
Product Endorsements
Product Photos

Above is an outline for a business plan. The following pages offer detailed information on how to write each section. We tried to include "more" information, as opposed to less. Our hope is that this outline will cause you to think through aspects of your proposed business operation that you may not yet have considered. Depending on the kind of business you are planning, some of the information may not be relevant. Feel free to skip or adapt parts of the plan to fit your business model. The Excel worksheets have been included to assist you in gathering information. You can complete and incorporate them as part of your plan, include them in the Appendix and use the information to write sections of the plan, or skip them entirely. NOTE: Some of these worksheets have been "Protected" in order to retain the formulas. If you need to increase column width, you will have to "Unprotect" the sheet. Click on Excel "Help" to learn how to do this. Cells that require text entry will expand to hold all text that you enter.

WHY WRITE A BUSINESS PLAN?

If you are applying for a loan or planning to attract investors, the business plan is essential to explain what your business is, how you plan to operate the company, and why you believe the business will be successful. Even if you don't require outside financing, outlining the details of the business in the plan can be critical to your success. Writing a business plan forces you to consider and answer tough questions about every aspect of your business.

The business plan serves three purposes.

1. The plan is the owner's "road map" for the business, describing where you are planning to lead your business, and how you plan to accomplish those objectives..
2. The plan serves as a "letter of introduction" to individuals, such as potential key employees, accountants, attorneys, and suppliers, who may be in the position to make decisions that affect your business. The business plan is intended to explain your business to these people and build your credibility.
3. The business plan is your "sales tool" to potential financiers and investors.

The business plan must be written and presented in a professional manner. The narrative should be concise, precise, thorough, and realistic. In presenting your business to others, this plan represents you and your knowledge.

COVER PAGE

List business name and address, and names, addresses, phone numbers, and e-mail addresses of the principals. You may want to also include the logo of the business.

TABLE OF CONTENTS

Include page numbers so your reader can locate specific parts of the plan.

I. EXECUTIVE SUMMARY

Written last, but by far the most important part of your business plan, is the Executive Summary. The text can be as short as one-half page, but should not exceed two pages in length, depending on the complexity of the business. The Executive Summary must sell the business plan to the reader, usually your lender, by highlighting the most important information and insights within the entire business plan. The text should include, but not be limited to, four elements: what you intend to do, how you plan to do it, the resources you need, and how you intend to payback any loans or investments you are seeking.

Business Description. Briefly explain whether you are starting-up a new business venture, expanding an existing business, or purchasing an existing business. Explain what the business is selling (manufacturing, wholesaling or retailing a product, processing a product, offering a service, etc.), and how your product/service is unique. Mention the principals involved and briefly mention their qualifications. Also include the business structure you have chosen.

.

Method. Outline who your potential market is and how you intend to accomplish your goals and objectives, or simply how and why you will succeed.

Resources. Summarize the resources needed, including your investment, and money to be injected from any other sources, including loan(s) you are seeking. Mention the amounts, terms, and rates you seek.

Payback. Summarize your projected profits and available cash flow to show approximate payback periods and ***solid*** payback ability. Payback is extremely important to a lender.

Remember the Executive Summary is written after the rest of the business plan has been completed. The text summarizes the information contained in the following pages of the plan. Your goal is to get the reader's attention and ***sell*** the business concept. Be enthusiastic, professional, complete, and concise.

II. BUSINESS DESCRIPTION

Describe your business clearly and concisely, summarize what business you will be in and what you will do. (Suggested length: a short paragraph about each heading.)

A. The Business

- You may want to start with a "Mission Statement", explaining the "reason for being" and guiding principles of the business. What is your business philosophy?
- Describe the products to be produced or the services/goods to be provided. What does/will the business do? Explain your business completely, as this information will be the foundation for the balance of the business plan.
- Where is it located? Is location important or irrelevant to your business success?

B. History

- Is your business a start-up, acquisition or expansion?
- What led you to decide to open/expand/purchase this business?

For existing or expanding businesses:

- How and why was the business founded? How long has it been in business?
- How long have you (or the current owner) owned the business?
- What is the growth history? (Sales, volume, customers)

C. Vision and Future Plans

- What is your overall vision of what the business will look like and accomplish once the company is fully developed? What do you predict your business will be doing within the next five years? Briefly describe and justify any future product/service development plans.
-

D. Industry Trends

- What are the industry trends in your business? Look at international, national, and local trends, if appropriate. Is the market growing or the type of customer changing? Have there been changes in the production processes? Does the demand for your product exceed current supply? Do you anticipate any technological or legal changes that will affect your business?

How will you deal with these changes? Industry trade associations are an excellent source of information on industry trends.

E. Organization and Ownership

- Is your business a sole proprietorship, partnership, limited liability company, or corporation (C corp or S corp)? Why did you choose that particular organization?
- List the principals of the company, their financial contributions, and the percentage of the company they own.
- If your business is a partnership, corporation, or an LLC, include legal documents (Articles of Incorporation, Partnership Agreement, Operating Agreement, etc.) in the Appendix.

F. Management, Personnel and Advisors

In essence, a loan or investment is made to the business owners, not the business. Thus, potential lenders or investors will carefully evaluate the knowledge and skills of the owners and key managers. The business plan should emphasize the experience, education, and abilities of the key individuals involved in the business.

- Who will manage the business and what is their background? How is your background relevant to this business venture? Summarize relevant paid and unpaid experience. Attach personal resume(s) in the Appendix. Explain the duties and planned compensation (salary, bonus, profit sharing, etc.) of each manager. Specify any gaps you see in coverage of key management functions. Explain how your will fill these gaps. It is far better to define and identify a weakness, than to pretend it doesn't exist.
- What employees will you have, if any, and what are their job responsibilities and skill requirements? Include their titles and whom they report to in the business. Be sure all duties are described and clearly defined. Address future staffing needs and the current labor pool in your industry. Do not be afraid to discuss possible risks and explain how you will address them. See Job Description below, courtesy of Entrepreneur.com.



Job Description Worksheet

- Create a personnel budget. Include job titles, salaries, and hours scheduled. The resulting figures can be copied into your financial spreadsheets. See Personnel Budget Spreadsheet below.



Personnel Budget

- Include information about contract services you will use (laundry, janitorial, bookkeeping, etc.). How much will these services cost?
- List business advisor names, contact information, and expertise (accountant, lawyer, business consultants, mentors, etc.).

III. THE MARKETING PLAN

A. Products/Services

Clarify exactly what your business offers, and your plans for the business' future direction. (Suggested length: one or two paragraphs.)

- Describe the products and/or services you plan to offer in detail.
- If you are expanding a going business, describe any new products and services you plan to offer in the future. Are they an extension or expansion of your current offerings, or are they completely different? Will they change the definition of your business? Are they add-on offerings for your current customers, or will you be seeking a new market to buy them?
- Explain the features of each product/service and what benefit those features will bring to your customers. Features are what will prompt the public to buy from you. For example, a feature of your business might be free delivery. The benefit of that feature to the consumer will be convenience.
- What makes your product/service unique – or – how is your business different from others in the industry? How will you attract, hold and increase market share?
- Provide information on any patents, trade secrets, or other technical advantages you have over the competition.
- Will your products be subject to limited life cycles (i.e. the VCR vs. DVD players)? If so, how will you deal with that problem?
- Will you offer any product or service guarantees/warranties? If so, explain the terms.
- Is there seasonality to your business? If so, explain and discuss how you will handle uneven seasonal cash flow.
- Describe your future growth plans.
- Add any other information about your product or services you think is important.

B. Market Analysis

Describe your target market. Who are the people currently buying or most likely to buy your products and services. Is your market a specific segment of the population, or the entire population in general? What are the size, location and characteristics of your potential market? If you have more than one target market, please describe each market. For greatest success, you want to focus your marketing efforts on individuals or organizations that are your best customers. (Suggested length: one or two paragraphs for each target market.)

For products and services aimed at consumers:

- Describe their general characteristics (demographics). How old are they? What sex are they? Where do they live and work, and what is their income level? What other characteristics do they share? What are their lifestyles, interests, beliefs? For new businesses, this information may be available from your industry trade association.
- Describe your market's behavior patterns and attitudes (psychographics). Where do they shop? What do they read? What else do they buy? For new businesses, this information may be available from the Wyoming Market Research Center or your industry trade association.
- How large is your market? Provide some numerical estimates based on research. How many customers you expect to serve each week or each month? How often will they buy? How much will they spend? Is the market growing or shrinking? This information is very important as the basis of your sales volume forecast. Consult the U.S. Economic Census for information on gross sales of establishments in your industry located in your area. WyomingEntrepreneur.Biz can also help you find this information.
- Describe possible future market expansion. Generally, a business can expand its market reach either by adding new products or services, increasing sales/marketing efforts, or expanding into new geographic areas.

For products and services aimed at businesses:

- Describe the characteristics of these businesses. What size are they (employees, sales)? Where are they located? What industries do they represent? What other characteristics do they share?
- Describe their shared behavior patterns. What do they buy now? From whom? How do they buy similar services?
- How large is your market? Provide some numerical estimates based on market research. Provide information on the number of customers you expect to serve each week or each month. How often will they buy? How much will they spend? Is the market growing or shrinking? This information is very important as the basis of your sales volume forecast. Consult the U.S. Economic Census for information on gross sales of establishments in your industry located in your area. WyomingEntrepreneur.Biz can also help you find this information.
- Describe other markets you want to access in the future.

C. Competitive Analysis

Describe the competition, both direct and indirect. Direct competitors are businesses offering products and services similar to yours. Indirect competitors are businesses offering products and services that are substitutes for yours. Your goal is to identify others competing for the same market, get ideas about good practices you should adopt, and avoid competitors' errors. Competition is not a bad thing. Being unable to identify or differentiate yourself from the competition is!

- Analyze your competition. List your competitors. Compare their products and services, prices, quality, advertising, management, location, customer service, marketing, reputation and image, etc. to your planned business. What special features and benefits do they offer? Think about how you will compete. What is the income level of their customers? Are your competitors large chains or small independent businesses? Be honest. Your new business will not be "the best" in every aspect. Do not forget internet and catalogue competitors.
- Describe indirect competition to your products and services. Who specifically offers them? What do they charge? What special benefits do they offer?

EXAMPLE OF INDIRECT COMPETITION: A movie theater competes directly with other movie theaters. The theater is also competing indirectly with television, movie rental stores, and other kinds of entertainment, such as bowling alleys, live theater, paintball, bars, etc.

Use the worksheet below to analyze your competition.



Competitive Analysis Worksheet

D. Location Analysis

- What part will your location play in attracting customers? Do a Location Analysis to examine the pros and cons of potential locations. Look at parking, public transportation, image, proximity to competitors, zoning, space for expansion, electric capacity, visibility, etc. Will your location be convenient to receive supplies and to distribute your finished products?
  Use the worksheet below to analyze your location.



Location Worksheet

E. Pricing Scheme

- What is the cost of your product/service? What is the price of your product/service? On what basis did you decide on this profit margin? Are there different margins for different products/services? If so, why? How many units, what sales volume is necessary, or how many billing hours are needed, to break-even each month?
- Describe how your prices compare to your competitors'?
- Is the market ready to pay your prices, and are they consistent with your product quality, image and marketing strategies?

F. Sales Volume Potential

- Utilize market research sources to determine your potential sales volume. Economic Census figures and industry trade resources should help you to make this prediction. Your sales volume must be greater than your expenses, including your salary, or the business will not be worth doing. Don't forget to consider seasonal sales variations in your prediction.
  Use the worksheet below to help figure your sales volume.


Sales Forecast Worksheet

G. Marketing Strategies

Present a clear and concise picture of how you plan to market/sell your product/service and how these strategies will produce profits. The marketing strategies that you use will depend on the results of the previous sections. Once you know who and where your customers are, you can decide how to best reach them. Describe your marketing strategies: where you fit in the marketplace; how you plan to package your products and services; how you plan to distribute them; and how you will advertise, promote, and sell them. Present a specific plan detailing how you will reach your market and sell your product. You also need to include a marketing/advertising budget to finance your plan. (Suggest length: one or two paragraphs about each main target area.)

Positioning

- Briefly compare your products' prices, quality, and special features, your image and location, and the income level of your customers to your competitors. Explain where your products/services "fit" within your industry.
- How will you address the needs of your customers better than you competition? Be specific and certain.

Packaging

- List all the ways you present your products and services in the marketplace.
- What image will you convey? Is your image consistent with your positioning? Are your brochures, business cards, advertising, location, interior décor, product packaging, and other methods of presenting your products consistent with the markets you serve?
- Are there unique aspects to your packaging that will benefit your consumers (easy open, self-store, easy ship, etc.)?

Distribution

- List the methods you will utilize to get your products to your customers.
- What are the requirements for each distribution method? Include both your requirements and those of any intermediaries.
- What will distribution cost your company?

Promotion, Advertising, and Direct Selling

- Describe how your market will learn about your products and services. Include your plans in terms of advertising, direct sales, and public relations methods. Include a budget for these activities. Advertising costs generally depend on frequency, reach, and ad size.
- How many people can you reach with each method? Will it be cost effective?
- Include a specific plan. When do you plan to accomplish each step of the marketing plan? What are the sales goals connected with each marketing strategy? How much will each medium cost? If your plan is very long, place your advertising schedule and budget in the Appendix. Use a short explanation here, referring readers to that section.
- What will you do if your marketing ideas don't work? List any other strategies you plan to use in the future.

Use the worksheet below to plan your marketing schedule and budget.



Marketing Budget/
Schedule Worksheet

Customer Service

- As a component of your marketing strategy, how will you handle complaints?
- How will you handle returns?
- What "extra" customer services will you offer in order to better your competitive advantage? Consider – free delivery, extra opening hours, special previews for special customers, free shipping, free shipping on returns, gift wrap, etc.

IV. THE OPERATIONS PLAN

This part of the business plan varies greatly, depending on the type of business you are in. Operations will not have to be very detailed for a one-person service industry. For a retail business, the operations plan will vary, depending on size, number of products and services offered, types of products, and complexity of the business. A manufacturing business may require a detailed explanation of the manufacturing, sales and distribution processes. Think about functions such as, opening and closing the business, handling bank deposits, keeping inventory levels current, and flow of work from one employee to another. Remember, the reader may not have the time or the capabilities to understand the fine details of the operation. Thus, condense this section and refer readers to a longer, more detailed explanation in the attachments section.

A. Implementation Plan

- Explain the tasks and events which must first be accomplished to implement the business plan. You can use a list format, including completion dates and responsible parties, if applicable. Examples of objectives might include complete business plan, obtain financing, sign lease, order furniture and fixtures, order inventory, hire employees, etc.

B. Materials & Sources of Supply

- What are the materials, supplies, and/or products needed to produce your finished marketable product/service? Include an inventory list, detailing suppliers and prices either in this section or in the Appendix.
- Briefly discuss your suppliers. Do you have alternative suppliers in case of a problem with one supplier? Do your suppliers have reasonable prices and reliable delivery? Will they extend credit to you?

C. Methods of Production (Manufacturing)

- Describe the production process and the specific tasks required to make your product. Discuss the necessary work space and tools, the labor involved in production, and the amount of production and lag time for each stage.
- How will you monitor quality?

D. Methods of Production (Sales/Operations) (Retail)

- Describe the basic set-up of your business. What hours will you operate? Will your hours be convenient for your target market? Will your labor/hours be cost effective? What special items or services will be required in order to reach your target market (displays, samples, etc.)? Will these methods be cost effective?
- Can you and how will you monitor safety, employees, and the sales processes discussed in your plan?
- Do you have alternative or back-up plans? Can they be implemented in a satisfactory manner?
-

E. Recordkeeping

- Identify the financial activities of your business that require recordkeeping (accounts payable, accounts receivable, payroll, inventory, etc.) and explain how you will record and store this information.
- Many businesses will have other recordkeeping requirements that may involve safety, maintenance, personnel, or other legal issues. Identify these areas and explain how these records will be maintained.
- Determine how often each task must be performed and who will be responsible for each task.

F. Risk Management

- What insurance coverage will you carry? Why? What are the limits? What are the costs?
- What other risks might your business encounter in the future and how will you handle them? Safety issues? Lack of employees to run the business? Poor cash flow? No business? Etc.

G. Legal Issues

- Are there specific permits or licenses that you must obtain that are specific to your industry? If so, explain what they are and your current progress in obtaining them. Are there any legal issues that may become pertinent to your operations in the future, either due to new legislation or expansion?

V. THE FINANCIAL PLAN

The purpose of this section is to attach dollar figures to the plan you've presented. Cash flows are the crux of this section. They help you understand the cyclical nature of your business so you can plan for months when the business may need additional cash. Financial statements allow benchmarking the potential results of your business against the results of other businesses in your industry to assess your risk. If the reader has not yet decided whether to invest in your business, strong pro forma financial figures will be necessary to persuade him/her. You should provide explanations about how you arrived at your figures. The financials will indicate whether you can make a profit in this business and whether the business will be a good investment for others. You must understand your figures and be able to defend them.

A. Investment Required

- Purpose of the loan.
- Loan amount requested.
- Break-down specific uses of the loan funds. (break-down by physical plant, property, equipment, inventory, operating expenses, etc.)
- Source and timing of repayment.
- Owner cash/equipment injection into the business.
- Collateral which you will use to secure the loan.

NOTE: The information below explains the financial spreadsheets you need to complete. To finish the Business Plan, please download and fill-in the Excel Financial Spreadsheets Workbook that accompanies this outline. These spreadsheets will become part of your business plan and should be submitted, along with the text.

B. Budgets

In order to determine how much money you need to start-up, purchase or expand a business, you need to carefully estimate your expenses. The Start-up and Operating Budgets included in the workbook will provide the foundation for the rest of the financial spreadsheets.

C. Cash Flow Projections

- Cash flow projections forecast the flow of income and expenses over a period of time. If your business is new, you will need to do at least one year of monthly projections. The following two years can be projected by year. (Some readers will require monthly projections up to break-even point. Be prepared to present monthly for up to three years.)
- An integral part of your projections is the assumptions you made to predict each number on the projection worksheet. Be sure to explain each assumption, either below the figures on your spreadsheet or on a separate attached page. Do not adjust the figures to fit your needs to meet break-even or show a profit. Be realistic and be somewhat conservative in your estimates, to reduce the chances of setting yourself up for failure.
- Figuring cash flow by month will show the month(s) of greatest negative cash flow so that you understand how much money you need to operate and when you will need it. Be sure to request enough financing up-front to get you through the year. Consider utilizing a line of credit to equalize cash flow during slow months.

D. Financial Statements

- Present the latest available balance sheets. Most readers require that they are not more than 90 days old. Also, create a balance sheet after a large loan injection has taken place and show the purchase of assets, inventory, etc. done with that injection.
- An income statement (profit & loss) shows how your net assets have increased or decreased as a result of sales. Be realistic. Don't customize them to show breakeven or profit that doesn't exist.
- Break-even point is important to the reader. How many clients, or billing hours, or monthly sales must you realize to break-even? Can you break-even before you invest too much money to ever recover costs and provide an acceptable return? Investors expect to have their principal paid back, plus earn a portion of your profits, in return for the risk they have assumed. If the profit potential doesn't appear larger than the risk potential, don't expect any investor interest.

APPENDIX

This section of your business plan should contain detailed information that backs-up the assertions in your plan. Most readers do not have either the time or the interest to dwell on small details. However, someone interested in financing your business venture, may wish more information than you have presented in the narrative. This is why the organization, presentation, and the reference in the narrative to these attachments is very important.

Providing additional information through attachments will clarify or strengthen parts of the narrative. Include information such as pictures, maps, resumes, legal documents, market research reports, etc.

Remember, your business plan is a reflection of you. This plan does not have to be fancy, but should demonstrate your organizational and planning skills. You own the facts and figures in the plan. You should know how they were derived, be able to defend them, and know how you are going to operate the business in order to meet your projected goals. This is your first step for success. If you need assistance seek help. Good luck!

Appendix 17: Financial Statement (Form FS-6500-24)

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FINANCIAL STATEMENT

(Ref. 36 CFR 223.7(e), 36 CFR 251.54(e)(2), Federal Acquisition Regulation 48 CFR 9.104-1.)

INSTRUCTIONS: Forest Service (FS) requires the respondent to provide the most recent fiscal year financial statement. FS may also request the respondent to provide two additional years of financial data, on a case by case basis. If more space is needed to fully answer any item below, attach additional sheets.

1. NAME OF CORPORATION, PARTNERSHIP, OR PROPRIETORSHIP (include any names the organization/firm operated under during past three years and specify the year operated for each name):

2. STATE INCORPORATED	3. DATE INCORPORATED	4. ADDRESS OF PRINCIPAL PLACE OF BUSINESS (*with ZIP CODE*)

5. IF PARTNERSHIP, NAMES OR PARTNERS, AND THEIR PARTNERSHIP INTERESTS

6. NAMES, TITLES, AND ADDRESSES OF CORPORATE OFFICERS AND DIRECTORS, WITH NUMBER OF SHARES OF STOCK OWNED BY EACH

FULL NAME	TITLE	ADDRESS (Number, Street, City, State, and ZIP CODE)	SHARES OWNED

7. REFERENCES (At least three should be given, preferable banks):

Full Name	ADDRESS (Number, Street, City, State, and ZIP CODE)

NOTE: Respondents may submit certified financial statements in lieu of answering PARTS A through C on the next pages. However, respondents must complete either certification statement PART D (1) or PART D (2) at the bottom of the last page.

PART A. BALANCE SHEET	**CURRENT YEAR (MO/DA/YR)**	**PAST YEAR (MO/DA/YR)**	**THIRD YEAR (MO/DA/YR)**
YEAR ENDED			
ASSETS			
CURRENT ASSETS:			
CASH			
RECEIVABLES-TRADE			
LESS ALLOWANCES FOR DOUBTFUL ACCOUNTS	< >	< >	< >
INVENTORIES (LIST MAJOR CATEGORIES):			
SUPPLIES AND MISCELLANEOUS			
MARKETABLE SECURITIES			
PREPAID EXPENSES			
SUPPLIES INVENTORY			
OTHER CURRENT ASSETS:			
TOTAL CURRENT ASSETS			
FIXED ASSETS:			
LAND			
BUILDINGS			
MACHINERY AND EQUIPMENT			
PLANT			
LEASEHOLD IMPROVEMENTS			
OTHER			
LESS ALLOWANCE FOR DEPRECIATION	< >	< >	< >
BOOK VALUE-FIXED ASSETS			
OTHER ASSETS:			
DEPOSITS-CASH			
DEPOSITS-SECURITIES			
TOTAL-OTHER ASSETS			
TOTAL ASSETS			

LIABLIITIES AND OWNER EQUITY	CURRENT YEAR	PAST YEAR	THIRD YEAR
CURRENT LIABILITIES:			
ACCOUNTS PAYABLE-TRADE			
ACCRUED PAYROLL			
ACCRUED PAYROLL TAXES AND INSURANCE			
NOTES PAYABLE			
INCOME TAXES-CURRENT			
OTHER TAXES			
CURRENT PORTION OF LONG-TERM DEBT			
OTHER CURRENT LIABILITIES (SPECIFY):			
TOTAL CURRENT LIABILITIES			
OTHER LIABILITIES:			
DEFERRED INCOME TAXES			
LOANS FROM OFFICERS/PARTNERS			
LONG-TERM OBLIGATIONS-LESS CURRENT AMOUNT			
TOTAL OTHER LIABILITIES			
TOTAL LIABILITIES			
OWNER EQUITY:			
CAPITAL STOCK OUTSTANDING			
RETAINED EARNINGS (DEFICIT)			
PARTNERS' INVESTMENT (DEFICIT)			
TOTAL OWNER EQUITY			
TOTAL LIABILITIES AND OWNER EQUITY			

PART B. SUPPLEMENTAL DATA

THIS STATEMENT IS ON THE-CASH BASIS_____ ACCRUAL BASIS _____

INVENTORIES ARE-LIFO _____ FIFO _____COST OR MARKET WHICHEVER IS LOWER _____

NAMES OF CONTRACTORS OR SUB-CONTRACTORS USED (IF ANY):

PART C. INCOME STATEMENT	**CURRENT YEAR**	**PAST YEAR**	**THIRD YEAR**
GROSS SALES			
LESS-RETURNS AND ALLOWANCES	< >	< >	< >
NET SALES			
LESS-COST OF GOODS SOLD	< >	< >	< >
GROSS PROFIT ON SALES			
LESS-SELLING EXPENSE	< >	< >	< >
NET PROFIT (LOSS) ON SALES			
GENERAL EXPENSE:			
OFFICERS SALERIES			
LEGAL AND OTHER PROFESSIONAL EXPENSE			
OFFICE EXPENSE			
TOTAL GENERAL EXPENSE			
NET OPERATING PROFIT (LOSS)			
ADD-OTHER INCOME			
LESS-INTEREST EXPENSE			
INCOME TAXES	< >	< >	< >
OTHER EXPENSE	< >	< >	< >
NET AMOUNT OF OTHER INCOME AND EXPENSE	< >	< >	< >
NET PROFIT (LOSS) FOR YEAR			

NOTE: Offers must set forth full, accurate, and complete information as required in this Financial Statement (including any attachments). The penalty for making false statements in this Financial Statement is prescribed in 18 U.S.C. 1001.

PART D (1). CERTIFICATION FOR CORPORATIONS OR PARTNERSHIPS

We, the undersigned, general officers (or members) of _____
(Name of corporation or partnership) being severally sworn, each declares that the above or attached financial statements are true and correct, and that it covers all of the financial affairs of said company (or) firm up to and including the date of _____ 2_____.

CERTIFYING OFFICIAL'S NAME AND TITLE	SIGNATURE (Sign in ink)	DATE
CERTIFYING OFFICIAL'S NAME AND TITLE	SIGNATURE (Sign in ink)	DATE
SWORN TO AND SUBSCRIBED before me this _____ day of _____ (Month/Year).		(Affix Notary Seal)
SIGNATURE	TITLE	

PART D (2). CERTIFICATION FOR INDIVIDUALS

I swear (or affirm) that the above or attached financial statements are true and correct to the best of my knowledge.

INDIVIDUAL'S NAME AND TITLE	SIGNATURE (Sign in ink)	DATE
SWORN TO AND SUBSCRIBED before me this _____ day of _____ (Month/Year)		(Affix Notary Seal)
SIGNATURE	TITLE	

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

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U.S. GPO: 1996-720-508

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Appendix 18: Request for Verification (Form FS-6500-25)

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US DEPARTMENT OF AGRICULTURE, FOREST SERVICE

REQUEST FOR VERIFICATION

(Reference FSH 6509.18)

FS-6500-25 (v.05/09)
OMB No. 0596-0082
Exp. (10/31/2012)

Instructions: Applicant - Complete items 1 thru 5. Forward directly to bank or lending institution.
Lender - Please complete Items 6 thru 15. Return directly to National Forest, ATTN: National Forest, ATTN:

PART I - REQUEST

1. TO: Name and Address of Bank or other Lending institutions	2. FROM: (Name and Address of Applicant)

3. STATEMENT OF APPLICANT

TYPE OF ACCOUNT	ACCOUNT NUMBER	CURRENT BALANCE
CHECKING ACCOUNT		
SAVINGS ACCOUNT		
OTHER		

I have applied for a timber sale contract or concessionaire permit (please cross one out) with the National Forest and state that my balance with the bank or lending institution named in Item 1 are as shown in Item 3. My signature below authorizes verification of the information. Your response is solely a matter of courtesy for which no responsibility is attached to your institution or any of your officers.

4. Signature of Applicant	5. Date / /

PART II - VERIFICATION

6. Does applicant have any outstanding loans? ☐ Yes ☐ No If yes, fill Item 7.

10. Is the account less than 2 months old? ☐ Yes ☐ No If Yes, fill in Item 11.

TYPES OF LOANS	MONTHLY PYMT.	PRESENT BALANCE
Secured		
Unsecured		

11. Date account was opened:

12. Payment Experience: ☐ Favorable ☐ Unfavorable
If unfavorable, please explain in remarks.

8. Is applicant's statement in Item 3 correct? ☐ Yes ☐ No If no, fill Item 9.

9. CURRENT BALANCES

CHECKING	SAVINGS

13. REMARKS:

THE INFORMATION ON THIS FORM IS CONFIDENTIAL. IT IS TO BE TRANSMITTED DIRECTLY, WITHOUT PASSING THOROUGH THE HANDS OF THE APPLICANT OR ANY OTHER PARTY.

14. Signature of bank or lending official.	15. Date / /

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

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Appendix 19: Rocky Mountain Vegetation Management

Appendix 19 includes the Rocky Mountain Vegetation Management Guide and the Black Hills National Forest Weed Species of Concern List.

Vegetation Management Guide on-line:
http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fsbdev3_038983.pdf

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Vegetation Management Planning Guide:

Planning and Implementation for Developed Sites in Region 2

United States Department of Agriculture

Forest Service



P.O. Box 25127
Lakewood, CO 80225-0127

January 2002

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To file a complaint, write the Secretary of Agriculture, U.S. Department of Agriculture, Washington, DC 20250, or call (202)-7327 (voice) or (202) 720-1127 (TDD). USDA is an equal employment opportunity employer.

Vegetation Management Planning Guide:

Planning and Implementation for Developed Sites in Region 2

United States Department of Agriculture

Forest Service

P.O. Box 25127
Lakewood, CO 80225-0127

January 2002

Contributors

Jan Burke	*Silviculture* *Regional Office*
Frank Cross	*Forest Health Management* *Regional Office*
Pam Devore	*Recreation and Public Service Team* *Regional Office*
Ray George	*Recreation* *Hahns Peak – Bears Ears Ranger District*
Diane Hitchings	*Recreation and Public Service Team* *Regional Office*
Mike Kenealy	*Recreation* *White River National Forest*
Carol McKenzie	*Silviculture* *Grand Mesa, Uncompahgre and Gunnison National Forests*
Marcia Rose-Ritchie	*Recreation* *Medicine Bow-Routt National Forests*
Mena Shepard	*Recreation* *San Juan National Forest*
Francisco Valenzuela	*Recreation and Public Service Team* *Regional Office*
Jeff Witcosky	*Forest Health Management* *Lakewood*
Glenda Wilson	*Engineering* *Regional Office*
Jim Worrall	*Forest Health Management* *Gunnison*



Foreword

I am pleased to announce the release of this *Vegetation Management Planning Guide* for developed recreation and administrative sites of the Rocky Mountain Region. This document, created by an interdisciplinary cadre of Region 2 employees, provides comprehensive, practical information on planning and implementing vegetation management for our most valuable areas.

Safety of the visiting public and our employees is our utmost concern. Defective, potentially hazardous trees must be addressed. Plans must be in place for the long-term maintenance of desired vegetation conditions, including regeneration. Years of successful fire suppression efforts have altered natural vegetation patterns and added to wildfire severity throughout the West. Vegetation management is key to providing sound protection practices in our developed recreation and administration sites. Furthermore, it demonstrates our continued commitment to the principles of FIREWISE by proactively demonstrating defensible space practices. Site management needs to include active vegetation prescriptions that address the growing threat to our facilities and to protect unique site characteristics. Vegetation management does not end with the boundaries of the site and we encourage efforts to safeguard the public and sites by extending our efforts to include the reasonable surroundings of the site characteristics.

This guide provides a proactive approach to integrated management that I hope all of you will embrace. I encourage you to use this guide to develop and implement vegetation management plans for our World Class Recreation and Administrative sites. During our forest integrated resource reviews, we will be looking for vegetation management plans and their implementation in developed recreation and administrative sites. As with the general public, we continue to learn about the impacts of our management emphasis and activities. As a Region we will build upon this *Guide* and amend it as appropriate.

Rick Cables

Regional Forester
Rocky Mountain Region

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Introduction

Living trees and other vegetation make our developed areas attractive, useful, and valuable. But such things don't just happen. They're planned.

This guide provides you with the tools and information you need to formulate, implement, and monitor long-range vegetation management plans for National Forest System lands, including:

- Campgrounds;
- Trailheads;
- Points of interest, overlooks;
- Picnic/day use areas;
- Administrative sites;
- Summer homes;
- Ski Areas;
- Lodges;
- Interpretive sites and visitor centers.

The principles outlined in this document can also be used to design management actions for wildland urban interfaces.

Our goal is to maintain the quality of our developed areas well into the future. To do that we must ensure that the vegetation growing on and around these areas is what we want, that it provides the features we have grown to expect, and that it is sustainable well into the future.

Often, vegetation management has been limited to periodic hazard tree removal. Important as this is, without an organized plan to replace lost trees, the areas will degrade and become less functional and attractive. There is no quick way to stop and reverse such a decline. After all, there is no quick and easy way to "grow" trees. Hence, your tree replacement plan must be quite forward looking and comprehensive. It must look far into the future and take many things into account, including the land outside the immediate boundaries of the site you are managing, growing conditions, possibilities for large scale disturbances, and the expectations and demands placed on the vegetation by people and wildlife.

Management goals for vegetation might include visuals, shade, screening, safety (be free of trees that pose unacceptable safety hazards) and resiliency (be resistant to wildfires, insects, disease and drought). To meet goals requires careful thought, an interdisciplinary approach to planning and implementation, and a long-term vision.

This guide will help get you there.

Chapter 1

GETTING STARTED:

Guidelines for preparing a Vegetation Management Plan

This chapter will walk you through the process. of putting together a comprehensive Vegetation Management Plan (VMP).

THE PLANNING PROCESS

Putting together a good VMP is a seven step process.

1. Compile and assess data that includes:
   a. Physical site conditions
   b. Vegetation assessment (formal stand exam or informal inventory)
   c. Disease and insect site visits
   d. Hazard tree surveys
   e. Fuels and defensible space
   f. History of vegetation management
   g. Physical improvements and uses
2. Describe desired future conditions.
3. Compare existing conditions to desired future conditions.
4. Identify alternative methods to achieve future conditions.
5. Select an alternative and outline actions.
6. Implement actions.
7. Monitor actions.

1. COMPILE AND ASSESS DATA

You should compile as much data as possible about your site and the surrounding area *before* you begin writing your plan. But don't try to locate all the data yourself. Rather, take a team approach. Call on the experts for help, the recreation specialists, engineers, archaeologists, rangeland management specialists, silviculturists, pathologists, fire/fuel management specialists, biologists, hydrologists, etc. The team approach will make your job easier, save you a lot of time, promote goodwill, create a sense of "ownership" of the VMP, and most importantly, result in a superior product.

Your data assessment should include a summary of all the relevant information available for the area to be managed. Include all important physical data, vegetation attributes (density, composition, age, etc.), insect and disease activity studies, results of hazard tree surveys, types and levels of use, lists and discussions of all past and current problems and issues, and an estimate of the area's intrinsic value. Make sure that the area assessed includes a large enough area to identify threats from large scale disturbance events such as fire and insects.

1. COMPILE AND ASSESS DATA, cont.

1a. Physical conditions

This is your starting point. Everything builds from here. Your description of the physical area should contain basic information, such as location, improvements that have been made to it, how it is used, etc. Here is a helpful list of items to include.

- Legal description
- Agency, permit holder or concessionaire operation
- Elevation
- Aspect
- Elevation
- Soils description
- Weather (wind patterns, precipitation)
- Hydrology, drainage
- Fire regime and fuels conditions

1.b. Vegetation assessment

Before you conduct an inventory of the vegetation, check with the members of your district timber staff. They should be able to tell you if formal stand exam information is on file for your site. If so, it will provide summary data including such things as structure (density, age, size classes), composition (% of tree species present), and growth and mortality rates.

If a stand exam is not on file, contact your timber staff to help you conduct one or complete an informal inventory. Be sure to gather information about the condition of the understory vegetation while doing the inventory.

Formal stand exams and hazard tree surveys will provide you with the most informative descriptions of your areas. However, sometimes situations are such that it is not necessary to conduct such exams and surveys on your sites. In these situations, you'll want to do an informal assessment of vegetation conditions, and chances are good you will have to conduct the assessment yourself.

The following list will help you formulate your description. Items 1 through 6 will apply to all sites; some but not necessarily all of items 7 through 18 will apply to your site. Use items 7 through 18 as guides and add your own items wherever appropriate.

1. Dominant tree species (list) _____ _____.
2. Stand structure (one story or mixed) . _____ _____
3. Understory species (list)._____
4. General over-story condition _____ % ground cover _____.
5. General under-story condition _____ % ground cover _____.
6. General observations _____ _____
7. Number/percent of dying trees ____ ____%
8. Natural seedling establishment ____little/none _____adequate

   If little/none, is condition due to human traffic patterns of use? ____yes ____no
9. Trees show signs of heavy site use, i.e., ____ wounds ____ stress ____soil compaction
10. Signs of insect and disease infestations, i.e., _____beetle outbreaks _____ root disease

    (Insect infestations often are a sign of an aging tree or stand.)
11. Damage due to beavers and large ungulates such as elk and livestock. ___yes ___no
12. Vegetation on site is less diverse (altered) than the natural condition. ___yes
13. (Less diversity could indicate the site is at a higher risk of pest infestation and fire.)
14. Fuel loads are increasing around the site. ___yes ___no
15. Weeds are present. ___yes ___no
16. Weed types (list). _____ _____
17. Ease of road and spur maintenance. Vegetation has overgrown the road or spur right-of-way. ___yes ___no
18. Vegetation meets desired conditions described in land management plans. ___yes ___no

1.c. Disease and insect site visits

As part of the vegetation assessment process, we recommend you invite a specialist from Forest Health Management to visit your site and prepare a brief report describing the disease, insect, and stand conditions that could cause problems. Unless extensive studies are required, forest health specialists cover their own salary and travel costs. Ask the specialist to include in the report any recommendations to reduce current and future disease and insect damage. If warranted, a more detailed evaluation could be conducted. (*See Appendix B*)



***Figure 1**. Armillaria root disease creating hazard situations in lodgepole pine.*

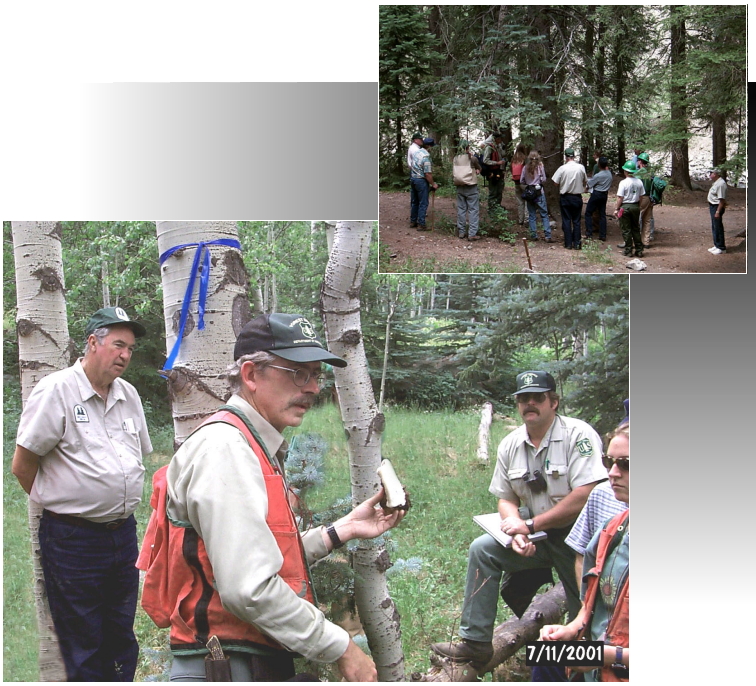


***Figure 2**. Hazard tree training is offered regularly. Dr. James Worrall (R2) center.*

1.d. Hazard tree surveys

Your VMP should seek to establish an acceptable level of risk for hazard trees. Your knowledge, judgment, common sense, and experience are very important to determining just what that level should be. Every tree in the proximity of humans and capital improvements has the potential to cause damage or injury. Diseased, insect infested, and damaged trees pose significantly higher risks to property and humans. Because hazard tree surveys are integral to your VMP, they should be completed to identify higher risk trees and provide details of how you intend to manage them. When conducting the survey, you should:

- Inspect each tree within striking distance of people and property;
- Map the physical location of each tree;
- Record data on each tree's condition. Decisions made to treat specific trees will be based on the data collected.

(For a more complete discussion of Hazard Trees see *Appendix B*.)



***Figure 3**. Ganoderma root disease causes living aspen to fail. Aspens have relatively short life spans, and are susceptible to many defects and diseases. Hence, long-range Regional policy (Forest Service Manual: R2 Supplement 2333.48) is directed toward replacing aspen with other species on developed sites.*

1.e. Fuels and defensible space

Evaluating and reducing fire hazard and risk on developed areas is our responsibility. Ironically, though

1.e. Fuels and defensible space, cont.

Forest Service-owned and managed developments represent substantial capital investment, they have routinely been *excluded* from fuels reduction and other forestry projects.

Even when fuels-reduction projects are considered or implemented, it's sometimes difficult to differentiate vegetative screening and other desirable landscape attributes from fuels, i.e., *Do those shrubs warrant the fire hazard risk they present?* In order to answer questions like that, you'll have to evaluate the role (value) and risk vegetation plays both within the developed site and on the larger landscape beyond it.



***Figure 4**: Stepping back for the bigger picture*

Fuels

Criteria to consider while evaluating fire hazards include forest structure and type, topography, fire history, fire regime, climate, etc. Of these, only forest structure and total amount of fuel is within our control: we can't stop fires by modifying structure and fuels, but we can minimize fires adverse effects.

Conducting a fuels assessment must include an inventory of fuels in and around the area to be protected. A fuels assessment presents an excellent opportunity for you to involve your forest or district fuels specialist and silviculturist in your VMP.

Of great concern are "ladder fuels", which are comprised of all types of vegetation between the forest floor and the lower limbs of the overstory trees. These fuels can be highly combustible and can provide a route for flames to move from the ground into the overstory.

The more dense the overstory, the quicker the fire will spread, and the more difficult it will be to contain.

Defensible space

In order to protect firefighters and capital improvements you must provide defensible space against the advance of wildfires. An exhaustive list of actions can be found on the Firewise website, http://www.firewise.org. Following is a list of actions that can help you make forested areas more defensible.

- Remove all dead trees and shrubs.
- Prune branches to a height of between eight and ten feet above the ground.
- Where feasible, thin trees to provide 30 feet or more space between crowns.
- Remove all trees and shrubs within 30 feet of structures.
- Remove branches or trees within arcing distance of power lines.
- Remove ladder fuels (small trees and shrubs) growing under larger trees.
- Provide at least ten to 15 feet of separation between islands or groups of trees or shrubs.
- Trim grasses regularly.
- Apply appropriate treatments to control weeds such as cheat grass, as they may be more flammable than the vegetation they displace.
- Maintain developed travel ways as fuel breaks and trim, thin or remove encroaching trees and shrubs.
- Apply appropriate treatments in surrounding areas to reduce fire intensities adjacent to the area you want to protect.



***Figure 5:** Remove ladder fuels, retain aspen*

It is also necessary to maintain defensible space in non-treed areas. Cheatgrass fires produce flame



***Figure 6**: Nebraska prairie fires can travel 65 miles a day.*

lengths up to eight feet, and sagebrush fires can produce flame lengths to 60 feet. Cheatgrass and sagebrush fires can consume up to 6,000 acres per hour.

1.f. History of vegetation management

Although not essential, the history of past management will help you understand the need for periodic maintenance and past investments that may need to be protected. Your vegetation management plan should include a brief description of previous vegetation management activities that have been undertaken on both the overstory and understory vegetation. That said, it is not likely a full, documented history of such activities exists for your site. So after a records search, you may have to contact employees on the district and ask them what they know. Here are some examples of common vegetation management activities.

- Hazard tree removals.
- Transplants (species, numbers and age).
- Vegetation protection (e.g. screening boles for beavers).
- Fuel reduction.
- Wildlife enhancement projects.
- Thinning.
- Pruning.
- Treatment of weeds.
    - Programmatic environmental assessment for treatment of noxious weeds.
- Seeding of grasses and forbs.
- Weed eating/mowing.
- Irrigation.
- Mulch, topsoil.
- Fertilizer.
- Herbicide applications.
- Insecticide applications.

1.g. Physical improvements and uses

Here is a list of other factors to include in your vegetation management plan.

- Year facilities were constructed
- Type and amount of use
- Maps of the site/area
- Long-range plans for facilities
- Seasons of use
- Number and types of improvements, i.e., buildings, campsites, toilets, etc.
- Types and locations of utilities
- Dollar value of property/structures
- Planned/proposed capital improvement projects
- Types of construction re: shake shingles, fire resistant walls etc.
- Wildlife use
- Livestock use
- Aesthetic Values

(***NOTE:** As per the* National Fire Plan, *national attention is mounting and focused on fire-risk reduction on National Forests. Now is a good time to invite the district or forest fire personnel to visit your site(s) and recommend ways you can create defensible space and reduce fire hazards. Be sure to include their recommendations in your VMP.*)

2. DESIRED FUTURE CONDITIONS

You will need to consult several sources as you develop your site for the future. You might want to begin by reviewing Forest Service documents, manuals and handbooks, such as *The Forest Plan Land Management Objectives*, *Built Environment Image Guide*, the district's *Facility Master Plan*, *Recreation Opportunity Spectrum* and *Visual Quality Objectives*. After that, contact the responsible line officer for her or his perspectives on how the developed should look in the future. Compile and compare your notes from the literature and the line officer before writing down the description of your future site.

2. DESIRED FUTURE CONDITIONS, cont.

The conditions you want to see on your site in the future should be specific, well described, and measurable. Consider the following as you describe your future site:

- What species mix is desired?
- Do you want early seral or late seral species?
- Do you want to feature unique species like bristlecone pine or limber pine?
- What age and size structure do you want?
- What density of trees/shrubs is desired?
- Do you want an open or closed forest canopy? Deciduous or evergreens?
- Do you want thick screening between campsites?
- What level of fire or insect risk is acceptable? ____Low risk ____Moderate risk ____ High risk
- Is defensible space an objective?
- Do you want to restrict insect and disease activity?
- Do you want large trees with full crowns?
- If yes, is work needed to maintain these conditions? ____ Yes ____ No
- What site enhancements (wider spurs, vegetation barriers, etc.) do you want?

3. COMPARE EXISTING TO DESIRED CONDITION

You're now ready to compare what you have (current conditions) with what you want (desired conditions). More than likely, they'll be different from one another. But, even if they are similar you may need to do additional work to maintain desired conditions. The key to getting what you *want* from what you *have* is to establish realistic, precise goals.

The following questions will help you compare existing conditions to desired future conditions (*Forest Service Manual: R-2 Supp. 2409.17-95-1*).

- Is the existing area similar enough to the desired future condition to defer treatment? ___Yes ___No
- If no, can the vegetation be modified to bring the condition closer to the desired future? ___Yes ___No. (Provide details.)
- What methods could be used? _____ _____

4. ALTERNATIVES

If there is a decision to proceed, prepare a list of alternative management actions/timing options you can implement to achieve your desired forest conditions. Consider alternatives that utilize existing technologies and resources that address multiple benefits. For example, thinning to create defensible space and reducing bark beetle risk may be of benefit to developed

Table 1. Alternative 1, maintain current stand

Year	Treatment Type
0	Remove high risk hazard trees.
0	Preventive spraying with Carbaryl to prevent bark beetle caused mortality. Thin adjacent areas to provide defensible space and reduce beetle pressure.
2	Preventive spraying with Carbaryl to prevent bark beetle caused mortality.
10	Monitor and conduct Hazard tree surveys.

Table 2. Alternative 2, replace the current stand

Year	Treatment Type
0	Remove trees in small groups
3	Transplant saplings/Establish shrub species
20	Remove trees in small groups
23	Transplant saplings/Establish shrub species
23	Thin saplings and ingrowth to retain full crowns.
40	Remove trees in small groups
43	Transplant saplings
43	Thin saplings and ingrowth to retain full crowns.

sites as well as areas around them.

After you have identified your alternative methods, specify actions that will carry the area through the next regeneration period. Tables 1 and 2 are examples of long-range alternative treatment plans.

5. PREFERED ALTERNATIVE AND PROPOSED ACTIONS

Your line officer should select a preferred alternative to implement.

*[**Note:** Depending on the project's scope, purpose, and needs, the preferred alternative (or proposed action) might require NEPA analysis (categorical exclusion or environmental assessment). Consult* FSH 1909.15 *to determine the level of NEPA needed to implement the proposed action.]*

The silviculturist with the area manager should provide details to implement actions after the line officer makes a selection. Details should include "how-tos" such as marking guides for field crews to complete thinning projects, a schedule of action items such as steps to be taken prior to applying pesticides, and recommendations on the type of contract to use. Included in the details should be a communication plan to keep internal and external publics informed—especially if your plan involves a popular campground. A communication plan should consider:

- Interpretation (signs, pamphlets, newspaper articles, campfire talks);
- Scoping (newspaper articles, letters);
- Coordination with other agencies, utility companies, local landowners, and/or the concessionaire;
- Prevention of future vegetation damage through education;
- How the public might help through partnerships and volunteer efforts;
- The best way to communicate with those who will be affected.

6. IMPLEMENT THE ACTIONS

Vegetation management often falls to the end of a long list of priorities, because a site manager *believes* funds and resources are unavailable. A shortfall in funding or resources can hamper—even prevent—you from implementing your Vegetation Management Plan. But there are many resources and funding sources available to help you avoid this shortfall. Here are a few to explore.



Figure 7. *Communication with the public about tree abuse and the need for vegetation management activities.*

- ***Fire/Fuels.*** If your VMP includes activities to reduce fuel and fire risk in and/or around the site, it might qualify for funds through the National Fire Plan.
- ***Timber/Silviculture.*** Depending on the value and volume of the trees, your forester might be able to utilize the National Forest Timber Management fund (NFTM) and the Salvage Sale Fund (SSSS) and use a small timber sale to remove undesirable trees.
- ***Engineering/Road Maintenance.*** Road maintenance money might be available to clear and/or prune vegetation encroaching on a road corridor.
- ***Wildlife.*** If you need trees for wildlife in the area surrounding your sites, a portion of your VMP might qualify for state and/or federal wildlife agency funds.

6. IMPLEMENT THE ACTIONS, cont

Table 3. Funding sources for vegetation treatments in administrative and developed recreations sites.

Staff	Comments
State & Private Forestry	Hazardous Fuels, Defensible Space - available if fuels are reduced.
Forest Health Management	Forest Health, Federal Lands – available if a tie to a specific disease or insect problem
Renewable Rsources	Timber Sales Management – can use funds for sales at Gate 3 and beyond
	Cooperative Work, Knutson Vandenberg (KV)
	Timber Salvage Sale (SSS), available if SSS and KV plans include work to be done.
Recreation	Recreation, Heritage, and Wilderness
	Recreation Fee Demo Program are appropriate funding sources for recreation areas.
Engineering	Trails: Capital Improvements and Maintenance
	Facilities: Capital Improvements and Maintenance are appropriate in many cases.
	Roads: Capital Improvements and Maintenance
	Roads and Trails for States also are appropriate funds for some work.

The point is to involve the right people in the process—from volunteers to specialists. The more people you involve, the more you can accomplish, and the better your plan will be.

You will find information on line items, relevant staffs, and funding sources, etc, in Table 3. Consult with your district financial assistant when considering these program areas.

Other resources to consider include:

- ***Volunteers.*** Groups and clubs are frequently looking for work projects.
- *Concessionaires and permit holders*. In some situations, the Forest Service requires them to remove designated hazard trees. Don't hesitate to ask them for help.
- ***Fire and/or trails crews.*** Get creative. For example, if crews need chainsaw certification, incorporate hazard tree removal into the training or use stand crews to cut and pile brush.
- ***District work party.*** Schedule a workday in the field for the entire unit. It's an excellent opportunity to build team spirit among employees.
- ***Plant-a-Tree.*** This is a state grant program. Check with your timber staff.
- ***Shared Resources.*** You can minimize expenses and save time if you share resources. For example, the Shoshone National Forest has a tree spade on a large Bobcat tracked vehicle. Many units on the forest use the machine.
- ***State and Private Forestry.*** There are people in the regional offices who can help you find counterparts in state government who regularly work with landowners when you need to include private land management in your management plan.
- ***Community Development and Economic Assistance Program.*** There are funds available in state and private forestry for community development that can complement vegetation management planning efforts on private land. Contact the Rural Development Coordinator in your Regional office.
- ***Service Contracts.*** These are tools you can use to help implement projects when the trees to be removed do not have commercial value.
- ***Timber Sale Contracts.*** These are tools you can use to implement projects when there is commercial value to the trees being removed.

Implementing Specific Projects

Felling and Removing Trees

The Forest Service has very specific regulations pertaining to the removal of forest products (*FSM 2400*). Hence, you should work closely with your silviculturist or forester when planning and implementing this type of project. Legal means to remove trees include:

- ***Service contract***. Used when material does not have commercial value.
- ***Timber sale contract.*** Used when material has

commercial value (*FSM 2430*). Your TMA can help you determine the value of the material and the best type of contract for your situation. (***NOTE:*** A timber sale contract must be implemented by a certified timber sale administrator.)

- ***Service contract with embedded timber sale provision.*** Used when the commercial value of the trees is less than the cost to implement the project. Your local forester can help set up the contract, but it must be implemented by a certified timber sale administrator.
- ***Administrative use.*** Used to dispose of trees, portion of trees, or other forest products by sale or without charge, ". . . as may be most advantageous to the United States…" [Administrative use authority (*FSM 2463, 36CFR223.2*)]. District Rangers are authorized to dispose of up to 40 CCF without charge (*FSH 2404.28*).
- ***Free use.*** (*FSM 2462*). Used only in unusual cases wherein management objectives cannot be met through charge permits or in accordance with specific circumstances as defined in *FSM 2462.2*. In these instances, the maximum direct sale product value cannot exceed $20.00.
- ***Personal use fuelwood permits****. The public can help remove undesirable wood products.*
- ***Timber settlement*** (see *FSM 2464*)
- ***Pile and burn or pile and chip***. Some FS and county road crews have this type of equipment.

(A complete description of contracts is included in *Appendix C*):

Applying Herbicides, Fungicides or Insecticides

At a minimum, NEPA and a public announcement, at least in the form of signage at the application site, are required when applying pesticides. Often, you will have to close the site entirely during, and for a specified period after, the operations. Whenever possible, apply pesticides during off-peak times. This will minimize both the inconvenience caused by the closure, and public exposure to pesticides.

Planting or Seeding

Remember to plan ahead. Delays are likely. Some local and native tree species might not be immediately available. With some species, germination and survival are dependent on planting being accomplished under certain conditions during specific seasons. Check the *Forest Plan* and ask your rangeland management specialist, silviculturist, or botanist to help you prepare a list of grass, forb and tree species suitable to your area.

Pruning

Pruning can help maintain safe and unobstructed roads and spurs. Plus, it helps reduce ladder fuels in and around developed sites. However, poor pruning techniques can damage trees. Depending on your skill level, before you begin a pruning operation you might wish to consult with your forest health specialist, or review the on-line publication, *How to Prune Trees*, available at http://www.na.fs.fed.us/spfo/pubs/howtos/ht_prune/htprune.pdf.

7. Monitoring the actions

Your Vegetation Management Plan is a dynamic document, so you will need to update and reevaluate it periodically. A recommended timeframe is every five to ten years depending on the condition of the trees in the area.

Keep good records. Record all changes in site conditions and all activities you undertake on your sites. Be diligent and objective. Reevaluate your plan in light of the changes that take place on your sites. Ask the question: Can the VMP still be accomplished under the new conditions? If not, how can you revise your plan to accommodate the changes?

Documenting and reporting tree failures is an important monitoring component in any hazard tree management program. Managers can use this information to gauge the status of hazard trees and failure experience. Reporting tree failures is voluntary in Region 2, and the Forest Service encourages managers and concessionaires to help out. The information will help managers monitor the status of hazard trees, and could point to larger problems within the Region. The reporting form is simple. You'll find it in Appendix D. Also, you can download it from http://www.fs.fed.us/r2/fhm/, or get it from Forest Health Management.

Chapter 2

VMP SUCCESS STORIES

Examples

To be successful, vegetation management planning has to produce results. Here are some examples.

Chapman, Chapman Group, and Elk Wallow campgrounds, White River National Forest: Beetle and mistletoe treatments

In the 1880s, fire swept through the area where these campgrounds are located. A century later, a pine beetle infestation killed many of the 80- to 120-year-old lodgepole pines that had grown up since the fire. Today, many of the remaining trees are infected with dwarf mistletoe.

In 1985, the Forest Service drafted a watershed management plan for the entire drainage. Included in that plan was a site-specific Vegetation Management Plan (VMP) and a nine- and 30-year action plan for specific vegetation treatments.

The stated need for the VMP was, ". . . to create and perpetuate a healthy, diverse forest which is visually pleasing as well as being less prone to damage by campers and/or insects and disease." The VMP called on the expertise of timber, recreation, range and wildlife specialists, and included the removal of hazard and beetle-infested trees, preventive spraying, planting, noxious weed treatment, thinning, limited overstory removal, and treatments for dwarf mistletoe.

Forest force-account crews, concessionaire personnel, students, volunteers, and local commercial timber purchasers have engaged in various projects, and funding and resources have come from a variety of sources.

Hazard tree identification and disposal is ongoing and is being accomplished by Forest Service and concessionaire personnel. Activities have included: bucking and leaving for campfires; tree sales to concessionaires for re-sale to campers; stacking in designated locations; disposal through the sale of personal-use fuelwood permits; fencing and barriers construction and use within the campgrounds and at administrative sites across the District.

Preventive spraying for bark beetles was accomplished through a commercial contract and lasted for several years until the beetle epidemic subsided. Spray trees were identified with aluminum tags and sprayed every other year on a rotating basis.

Planting was accomplished through the local elementary and high schools with student workdays. Seedling trees of several species were obtained through the Colorado State Forest Service and federally operated tree nurseries.

Thinning was accomplished through commercial sale and with force account Timber Stand Improve-

Chapman and Elk Wallow , cont.



Figure 8. Chapman campground was dense and heavily infested with dwarf mistletoe. Trees in this campground are debilitated and dying from severe dwarf mistletoe infection.

ment (TSI) crews. Overstory removal was accomplished through selective marking of beetle and mistletoe trees and a commercial timber sale contract during 1989 and 1990. The campgrounds were designated as individual sale units in a timber contract that included several stands outside the boundaries of the developed recreation sites. A clause requiring winter-only harvest in the campground units was used in the timber sale contract to reduce impacts. This clause not only reduced impacts to campers, but helped reduce soil compaction and scarification in the recreation sites. Additionally, several openings were created to promote understory forbs and grass production for small mammals in some heavily forested areas. A side benefit of commercial logging was the eventual use of some skid trails to construct a popular mile-long interpretive loop-trail.

Avalanche Creek Road Hazardous Fuel Reduction Project

The Avalanche Creek Road serves as the only motorized or mechanized route into the Avalanche Creek, Sopris Ranger District, White River National Forest, and the only access to an "end-of-the-road" developed campground and major wilderness trailhead. Beginning in the 1980s, Gambel oak and other brush began to encroach along a 2.5-mile stretch of the road. The encroachment threatened to close off the facilities at the campground and trailhead, and posed an increasing fire risk.

The Forest Service implemented a road maintenance and fire reduction program in FY 2001 with resources provided through the National Fire Initiative. Fire crews cut and chipped or stacked brush piles along the entire length of the road. District personnel burned the piles in December, 2001.

Clearing the brush has decreased the risk of wildfires caused by cigarettes tossed from vehicles, increased the corridor width to a more defensible space along the route, and has increased the sight distances and improved safety on the road.

Vallecito Campground Insects and Disease

While hosting a training session on disease and insect monitoring in June 1996, staff from the Gunnison



Figure 9. Thinning and removal of beetle infested trees and hazard trees.



Figure 10. *Aspen Middle School volunteers arrive to plant trees in the campground and along the nature trail (a, b, c).*

Interpretive signs and stops along the nature trail tell hikers and visitors about the importance of vegetation management (d). After a timber sale a fire crew works to convert a skid trail into a nature trail around the campground (e).

Vallecito Campground Insects and Disease,cont.

Service Center (Forest Health Management) discovered Armillaria and annosus root diseases, Douglas-fir dwarf mistletoe and western spruce budworm at Vallecito Campground in the Columbine Ranger District, San Juan National Forest. Two subsequent surveys proved the situation to be serious. Armillaria root disease was affecting the white fir in most of the campgrounds.

After evaluating recommendations presented during the winter by the Gunnison Service Center, the Columbine District Leadership Team decided to close the Vallecito Campground for tree removal. The decision had an immediate impact on the local scene. With 80 campsites, eight picnic sites and a heavily used trailhead into the Weminuche Wilderness Area, it is the largest and most popular campground on the District. Many local business—stores, marinas, restaurants, gas stations, boat rentals and horseback riding stables—depend on the visitors for their summer income.



Figure 11. *Vallecito Campground was closed for hazard tree removal. The sign explained the closure to the visiting public and brochures provided more detail. (Also, Figure 7).*

The Forest Service used several venues to keep the public informed about the planning process and the situation at the campground. It posted signs, distributed brochures, sent letters, and communicated regularly with local Chambers of Commerce, outfitters, residents, campground and trail users, political representatives and others. Local newspapers ran stories about the plans and progress.

Ultimately, the trees were to be felled and removed through a timber contract, which was prepared during the winter/spring of 1997. The bids were open in late June. Unfortunately, the operation was postponed because only one bid was received and it was not economically feasible.



Figure 12. *Free firewood permits were issued to the public to remove logs that were not commercially valuable.*

The delay had predictable results. With little evidence on the ground that anything was actually happening to solve the problem on this popular campground, the public became frustrated. The decision was made to mobilize force account crews to get the trees on the ground while plans were made to remove them from the site.

The removal ran into a problem rather quickly. Commercial firms had no interest in the trees (white fir). However, since it was late fall—firewood season—the Forest Service decided to issue free firewood permits to area residents. The free-firewood program, promoted through radio and newspaper ads, was a great success. Over 400 cords of wood were carted away.

Removing the slash left from the felled trees proved to be one of the most difficult tasks. Crews gathered the slash and moved it to the roadways where it was processed by a railcar-sized chipping machine leased by the Forest Service. The chips were left on the roads through the winter. In the spring, road crews collected the chips and moved them to the work center where they were given away free to the public.

Funding and support for the these projects came

in many forms:

- The Gunnison Service Center surveyed and reported on the results;
- Timber and silviculture crews surveyed, marked the campground and prepared the contract for the timber sale;
- The recreation staff was involved in all aspects including inventorying campground facilities prior to contract award, installing gates, felling, clean-up, etc;
- The trail crew donated their time and energy to cut trees and help with slash removal;
- The Contracting Office helped with the Timber Contract;
- The Public Affairs Staff assisted with the brochure development and newspaper, radio and television coverage;
- The Landscape Architect designed the sign.
- Law Enforcement helped with writing and enforcing the Closure Order;
- Forest Health Management provided suppression funds;
- The Lands Staff researched a boundary error, surveyed the campground and marked the boundaries;
- VIS Staff assisted with letters to interested parties and calls from the public.

Appendices

Legalities, management and contract guidelines, and forms.

APPENDIX A: Legal liabilities

Of primary concern to forest managers responsible for maintaining developed sites is the risk to persons and property posed by hazard trees. These are trees that are either dead or weak and are likely to fall, soon. The Forest Service is principally responsible for identifying and removing these trees from those areas where they pose unacceptable risks to persons and private property. In some instances, people who have been injured or suffered financial loss from falling trees have taken legal actions against the Forest Service. Lawsuits against the Forest Service are not to be taken lightly: Claims of up to $60,000,000 for serious injury or death are not uncommon.



Figure 13*. Total loss of a vehicle due to a root-diseased tree.*

Certainly, we cannot remove all hazard-tree risks and still maintain desirable forest conditions. However, the Forest Service is duty-bound to reduce those risks to an acceptable level. Preparing a sound Vegetation Management Plan that addresses those risks is a crucial first step toward fulfilling that duty.

Hazard tree failures in Region 2

Hazard tree failures are common:

- ***August 16, 2001***: An eight-year old boy was struck in the head and neck by an 8" aspen while sleeping in his tent with his family of five; minor injuries only.
- ***July 11, 2001:*** A 14" Engelmann spruce and 11”

subalpine fir failed in the midst of family setting up camp. Host was alerted by sound of crash and screaming children. The family had left by the time the host arrived to investigate. No injuries.

- ***Late May/early June, 2001***: A 12" aspen snapped at 8' directly into an occupied site. A pickup topper was completely crushed.
- ***Winter 2000/2001***: A 28" Engelmann spruce snapped at about 6' and completely demolished a toilet.
- ***September 22, 2000***: A 14" Engelmann spruce snapped at stump height and the top struck a 5th-wheel trailer.

The mature and/or diseased condition of stands in many of our administrative and developed sites suggests that more action is needed to protect the public and employees in these sites. There are 482 developed campgrounds in the Rocky Mountain Region with a total of 10,000 campsites. Data gathered from a sample of selected developed recreation areas in the region between 1997 and 1999 indicate an average of 1.24 hazardous trees per campsite. Cumulatively, this means there are over 12,000 trees on developed sites within the Rocky Mountain Region that pose a high hazard to visitors and property.

Liability

No sovereign immunity; employee liability.

The Federal Tort Claims Act (28 U.S.C. 1346(b), 2671 et seq.) waives sovereign immunity. It provides that the United States shall be liable for money damages for property damage or personal injury or death caused by negligent or wrongful act or omission of Federal employees acting within the scope of their employment, in the same manner and to the same extent as a private individual would be liable under like circumstances under the law of the State in which the accident occurs.

Federal employees are not individually liable except when acting outside the scope of their employment. The Federal Employees Liability Reform and Tort Compensation Act of 1988 (the Westfall Act) provides:

"Upon certification by the Attorney General that the defendant employee was acting within the scope of his office or employment at the time of the incident out of which the claim arose, any civil action or proceeding commenced upon such claim in a United States district court shall be deemed an action against the United States under the provisions of this title . . . and the United States shall be substituted as the party defendant."

Agency negligence

The Forest Service Manual (FSM) outlines objectives, policies, and responsibilities for the wide array of jobs the Forest Service does. The FSM does not always specify how an objective, policy, or responsibility is to be achieved; therefore line officers have some flexibility in their duties of managing the National Forest. However, failure to make a reasonable attempt to successfully accomplish FSM direction may constitute a degree of agency negligence.

Some examples of FSM direction that pertain to hazard tree management are:

- ***6703.3***: The Forest Service shall provide safe and healthful facilities for visitors.
- ***2303.5***: Ensure high-quality experiences through location, design, and maintenance of facilities that afford a reasonably safe and healthful recreation experience.
- ***2330.2.2***: To develop and manage sites consistent with the available natural resources to provide a safe, healthful, aesthetic, non-urban atmosphere.
- ***2330.3.6*** Establish priorities for the development and management of sites in the following order:

  a. Ensure public health and safety…

The agency may be held negligent and liable if a claimant can prove that:

1. The agency had a legal duty to the claimant; and
2. The agency breached its duty; and
3. The agency's breach was the legal cause of the claimant's injury or property damage.

If we are negligent in attempting to carry out our duties we may be liable for resulting damages. Lawsuits up to $60-million for serious injury or death are not uncommon.

Discretionary function exception

The discretionary function exception (DFE) arises from the Federal Tort Claims Act and in limited cases may protect the agency from liability. In order for the DFE to protect the agency, the court must first make a determination that the act, or failure to act, which allegedly caused an injury was a matter of choice by the authorized officer. If a federal statute,

regulation or policy removes the authorized officer's discretion and requires a certain course of action, the DFE does not apply. If, however, the course of conduct was discretionary, the court then moves to a second determination whereby it decides whether the discretion exercised was based on considerations of public policy. In other words, if a manager conducts a hazard tree inventory and schedules activities to eliminate the hazard in a responsible manner, liability is reduced.

APPENDIX B: Forest Health Management

FUNDING

Funding is available through Forest Health Management on an annual basis for insect and disease pre-suppression surveys and pest suppression projects. For projects involving hazard tree inspection and treatment, the hazard condition should be tied to the specific disease or insect pests causing the hazard. Project proposals may span several years, however funding is awarded on an annual basis.

Forest Health Management issues a call for pest management project proposals each year through the Forest Supervisor's offices. A brief proposal describing the project must be prepared and submitted with the funding request. A funding request form (FS-3400-2 Forest Pest Management Project Proposal – see http://fsweb.wo.fs.fed.us/) must be submitted with the project proposal. You may also contact your Forest Health Management service center for information regarding this funding procedure. Contacts are:

- Region 2 Forest Health Management website: http://www.fs.fed.us/r2/fhm/
- Gunnison Service Center: Southern Colorado (White River NF, except Dillon RD; GMUG NF; San Isabel NF; San Juan NF; Rio Grande NF) (970) 641-0471.
- Lakewood Service Center: Northern Colorado, southern Wyoming, Kansas (Medicine Bow-Routt NF; Arapahoe-Roosevelt NF; Pike NF; Dillon RD, White River NF) (303) 236-9541.
- Rapid City Service Center: Central Wyoming, South Dakota, Nebraska (Shoshone NF; Black Hills NF; Nebraska NF) (605) 394-1960.

HAZARD TREE INSPECTIONS

Hazard tree inspection is a highly specialized activity. Inspectors must be trained and qualified to identify tree species and evaluate defects. Hence, depending on your personal qualifications and levels of expertise in this area, you might consider utilizing qualified crews to perform your inspections, especially if the inspections are to be done over wide geographic or multi-Forest areas.

Forest Health Management (FHM) offers formal tree-inspection training classes each year, and can provide individualized training, on-the-ground assistance to inspection crews, help getting started, and guidance in evaluating defects found at particular sites. For details, contact Forest Health Management, or visit the FHM Website, http://www.fs.fed.us/r2/fhm/. Details and resources can be found in several publications.



***Figure 14**. Hazard tree removal due to root disease.*

Frequency and intensity of inspection

Some level of annual inspection is needed for all developed sites: the actual frequency and intensity of inspections should be based on tree-failure history, stand conditions, site usage/occupancy, and the timing and intensity of winds. In most cases, a full tree-by-

Hazard Tree Inspections, cont.

tree inspection and rating can be conducted at multi-year intervals, providing broader inspections are performed annually to detect damage and hazards (partially uprooted trees, broken tops hung in the crown, etc.) that might have resulted from isolated events, such as storms. During broader inspections, you should pay particular attention to trees that previously had been given marginal hazard ratings.

Documentation

It is very important that you document your inspections and resultant activities, and keep your records up to date. Accurate records will help managers track your VMP progress and, in the event of an accident, will establish the efforts that have been made to reduce risks. *If you do an inspection, but have no record of it, the law says it was not done.*

Procedures

Inspectors will need certain basic tools, including diameter tape, Pulaski for examining roots, increment borer and/or cordless drill to investigate internal decay, binoculars, hatchet, etc. Paper forms or a data recorder with appropriate data dictionary are needed. A means of mapping and identifying trees should be considered (distance/azimuth from reference points, sketch mapping, GPS, tagging, etc).

The Region has developed a database application in Microsoft Access™ to handle hazard tree data. Data can be entered manually from paper forms or downloaded from a data recorder and imported into the database. The database provides formatted reports of all trees or trees selected by various criteria as well as summaries to aid interpretation of hazard tree severity for a site, principal defects, and tree species and dbh of trees in various hazard rating categories. Consult a forest health specialist for further details and advice on all aspects of hazard tree inspection.

APPENDIX C: Contracting Guidelines

TIMBER SALE CONTRACT

Traditional Commercial Timber Sale Contract

Follow standard sale procedures in FSM 2400 and FSH 2409.15 and 2409.18.

Prepare contract to require work needed to remove included timber while protecting resources and providing for reforestation needs.

Any other resource enhancements, silvicultural treatments, and restoration work is beyond current timber sale contract authorities and cannot be included as a requirement of the timber sale contract. This type of work can be accomplished through a service contract or force account if a K-V Plan has been approved and sufficient revenue has been deposited to cover its cost. Otherwise, appropriated funds will be needed to conduct the work. Also see Item II. C. Service Contract Concurrent with Timber Sale.

Selling Products Decked under a Service Contract

Once the service contract is completed, a timber sale contract can be advertised and awarded to remove the product.

Follow standard appraisal procedures to determine product value. Rates for the decked material need to recognize the timber property value (FSM 2469.03).

Deposit the value of the stumpage into NFF, K-V, or SSF. Deposit timber property value resulting from the falling, yarding, and/or decking into the miscellaneous receipts account.

SERVICE CONTRACT

Traditional Service Contract

Follow standard processes and procedures under the Federal Acquisition Regulations (FAR). Program managers should contact the acquisition-contracting officer during project planning stage.

Service Contract to Deck Products for Later Sale

Determine the existence of funds to pay for logging under the service contract. Under current authorities, the product value cannot be used to pay for the service contract.

Conduct a market analysis to determine:

- Market timing when the highest demand for the product occurs.
- Product specifications, especially log length requirements of prospective buyers because some products (house logs, poles, dimensional lumber) have specific length specifications.
- Market availability or need to create market.

Other factors:

- Deterioration (logs left in decks deteriorate and lose value quickly), need for watering.
- Security of logs from theft and woodcutters. Amount of product sorting needed.

NOTICE

The Forest Service has an interest and need to accomplish work on the Project Area beyond the requirements of the ____Timber Sale Contract, # at this time. The work consists of: ___

The Forest Service plans to acquire this additional work under a service contract pursuant to the Federal Acquisition Regulations. If the purchaser is interested in competing for the service contract, contact _____ for additional information. The purchaser's participation in the service acquisition process is entirely voluntary.

Figure 15. Notice to include in timber sale prospectus if concurrent service contract is envisioned.

Service Contract Concurrent with Timber Sale

To have the benefit of a single treatment entry, a separate service contract can be pursued to be completed concurrent with or immediately following the timber sale contract.

When advertising the commercial timber sale, include a notice (*Fig. 15*) in the timber sale prospectus that the purchaser may be contacted to submit a competitive proposal for a subsequent service contract to be procured at a later date in the sale area.

Determine that funds are available to pay for the service work.

When it is likely that the timber sale and service contract will operate simultaneously, the contracting officers should coordinate closely to mitigate potential operational conflicts. Coordination should begin in the planning stages.

*(**NOTE:** having a service contract concurrent with a timber sale may not be a viable option. Check with a contracting specialist for the latest information.)*

Service Contract with Embedded Timber Sale

The Forest Service historically has used several individual contracts to accomplish numerous activities. For example, a contract is awarded for merchantable tree removal, another contract is awarded for site preparation, a third contract is awarded for road closures, a fourth contract is awarded for tree planting, and a fifth contract is awarded for pre-commercial thinning. The service contract with an embedded timber sale combines these operations into one contract to take advantage of the efficiencies of having one larger operation meet multiple objectives without numerous entries occurring over a protracted period of time.

RIGHTS OF REMOVAL EXAMPLE

The contractor may elect to remove at no charge material on the site, designated to be treated in accordance with this contract. Material so removed must be marked, identified or designated in the contract. Transportation of this material must be in conformance with applicable State and Federal laws, regulations, and policies. The Government makes no guarantee of the quality or quantity of material that may be removed. Such material is estimated to be of insignificant quantity and to have no apparent commercial value.

Should the contractor elect to remove any of the designated material, the following shall apply:

The Forest Service will issue to the contractor, or designated representative, serially numbered Product Removal Permit Books for use only on this contract. The Contractor shall return Product Removal Permit Books, used or unused, the issuing Forest Service office in accordance with instructions contained on the cover of each book.

All permits shall be completed and attached to each load by an individual, other than the truck driver, named by the purchaser in writing, in accordance with the instructions on the inside cover of the product removal permit book. The product removal permit shall be attached prior to removal from the immediate vicinity where loading is done. The permit shall remain attached until the load is decked at the delivery point.

The contractor shall comply with all commercial road use regulations applicable to roads used in hauling of removable material under the contract. A copy of the Commercial Road Use Regulations may be obtained from _____, and copies are available for review at _____.

The contractor shall provide to the contracting officer identification of the driver and vehicle used in hauling the removable material.

This contract is subject to the Forest Resources Conservation and Shortage Relief Act of 1990 (16 USC 620, *et seq.*). Except for species determined to be surplus, unprocessed logs originating from federal lands west of the 100th meridian, shall not be exported from the United States nor used in direct or indirect substitution for unprocessed logs exported from private lands by the Contractor (Purchaser) or any person as defined in the act. Prior to delivering such unprocessed federal logs to another party, the Contractor (Purchaser) shall require each buyer, exchangee, or recipient to execute an acceptable agreement, that shall: (a) identify the federal origin of the logs, (b) specify domestic processing for the logs involved, (c) require the execution of such agreements between the parties to any subsequent transactions involving said logs, (d) require that all hammer brands and/or yellow paint must remain on logs until they are either legally exported or domestically processed, whichever is applicable, and (e) otherwise comply with the requirements of the act.

Figure 16. Sample clause for use when removal rights are included in service contract

Service Contract with Embedded Timber Sale, cont.

To embed a timber sale into a service contract, the following requirements must be met:

- The timber has a negative appraised value, or
- A timber sale offering received no bids, the sale was reviewed for unnecessary costs and appraisal estimating errors, and reasonable efforts were made to assure the market was adequately tested.

The service contract is the contract instrument being advertised and the timber sale is a requirement of the service contract. A potential contractor would bid on procurement activities included in the service contract solicitation. The value of the timber is fixed and not a biddable item. The timber or forest products will be offered as pre-measurement sale. The two methods available for payment are: Payment Unit Sales and Lump Sum Sales. The FS-2400-3T (8/99) contract for pre-measured sales will be used in the service contract.

Determine product value using national minimum rates (FSM 2431.31b draft) unless regional minimum standards have been established (FSM 2431.04; in which case, use the regional rates.

Advertisement of the service contract is required; therefore, embedding a timber sale in a service contract is not considered a direct sale. When the appraised value of the timber to be included in a service contract exceeds $10,000, the advertisement period will be 30 days. The policy to limit direct sales to no more than $10,000/fiscal year to any one individual (FSM 2432.47b draft) is not applicable because advertisement of the service contract will always occur.

The Federal Acquisition Regulations require numerous certifications from the offerors (quoters) before award of a service contract. These include certification of business size, taxpayer identification, and information on the type of business among other things. Many of these certifications are the same as the certifications required when using a timber sale contract (as found in the timber sale bid from).

Service Contract with Rights for Removal

When there is NO commercial market for and the volume of the product removal is insignificant to the services being performed, removal rights may be included in the service contract. There will be no charge to the purchaser for this material, and no credit to the forest toward timber sale accomplishment for this material. Figure 14 is a sample clause to use in the service contract when removal rights are included.

ADMINISTRATIVE USE

Administrative use authority (36 CFR 223.2) can be used to dispose of trees, portion of trees, or other forest products by sale or without charge as may be most advantageous to the United States.

Such administrative use shall be limited to the following conditions and purposes:

1. For construction, maintenance, or repair of roads, bridges, trails, telephone lines, fences, recreation areas, or other improvements of value for the protection or the administration of Federal Lands.
2. For fuel in Federal camps, buildings, and recreation areas.
3. For research and demonstration projects.
4. For use in disaster relief work conducted by public agencies.
5. For disposal when removal is desirable to protect or enhance multiple use values in a particular area.

Disposal of products under this authority can be accomplished using contract instruments listed herein.

Grants and Agreements

Because of the unique requirements, authorities, and procedures, there may be limited use of this instrument. When this instrument is considered, review possible governing grants and agreements projects with your Grants and Agreement Coordinator.

Special Use Permits

Because of the unique requirements, authorities, and procedures, there may be limited use of this instrument. When this instrument is considered, review possible governing special use permits projects with your Special Use Coordinator.

Timber Sale with Embedded Service Contract

The following laws and regulations currently prohibit embedding a service contract in a timber sale:

1. Requiring work in a timber sale contract that is outside the scope of harvesting and reforestation constitutes an exchange of goods for services, which is prohibited. Activities not directly related to the harvest

and reforestation are to be funded separately. Reference the Money and Finance Act of Sept. 13, 1982 (P.L. 94-258, 96 Stat. 1004), the Federal Property and Administrative Services Act of 1949 (41 USC 254c), which require use of a procurement instrument when acquiring services by contract, Principles of Appropriations Law, Volume II, second edition, chapter 6E - Augmentation of Appropriations, 6-103, in accordance with 31 U.S.C., 3302(b) of the miscellaneous receipts statute, and 31 U.S.C. and 1301(a), restriction of use of appropriated funds to their intended purposes.

2. Competition must be obtained for all service contracts in excess of $2500. See Competition in Contracting Act (CICA) (P.L. 98-369), competition requirements as stipulated in 48 CFR 406.302, and the Federal Acquisition Regulations, Part 6.303, for authorized exceptions to the competition requirement.
3. It is the policy of the Government to provide maximum practicable opportunities in its acquisitions to small business, HUBZone business, small disadvantaged business and women-owned business concerns. All procurements must be set-aside for small businesses unless there is not a reasonable expectation that we will receive offers from at least two small businesses and that award will be made a fair price (48 CFR 419.201) (See FAR Part 19 for details); whereas, with timber sale contracts, only an established share of sales, by market area, is required to be set aside for small business (Small Business Act, USC 631, FSM 2436).
4. The Department of Labor requires that all service contracts in excess of $2500 be subject to the Service Contract Act of 1965 (48 CFR 422.70 and FAR Part 22). The Service Contract Act requires service contract wage determinations be incorporated in every service contract in excess of $2500. Construction contracts in excess of $2000 are subject to the Davis-Bacon Act (40 USC 276a-276a-7) which requires that prevailing wage rates as determined by the Secretary of Labor be paid. These wage determinations must also be included in acquisition solicitations and contracts as applicable.
5. Export Controls -

(Also: See Table 5, page 28,)

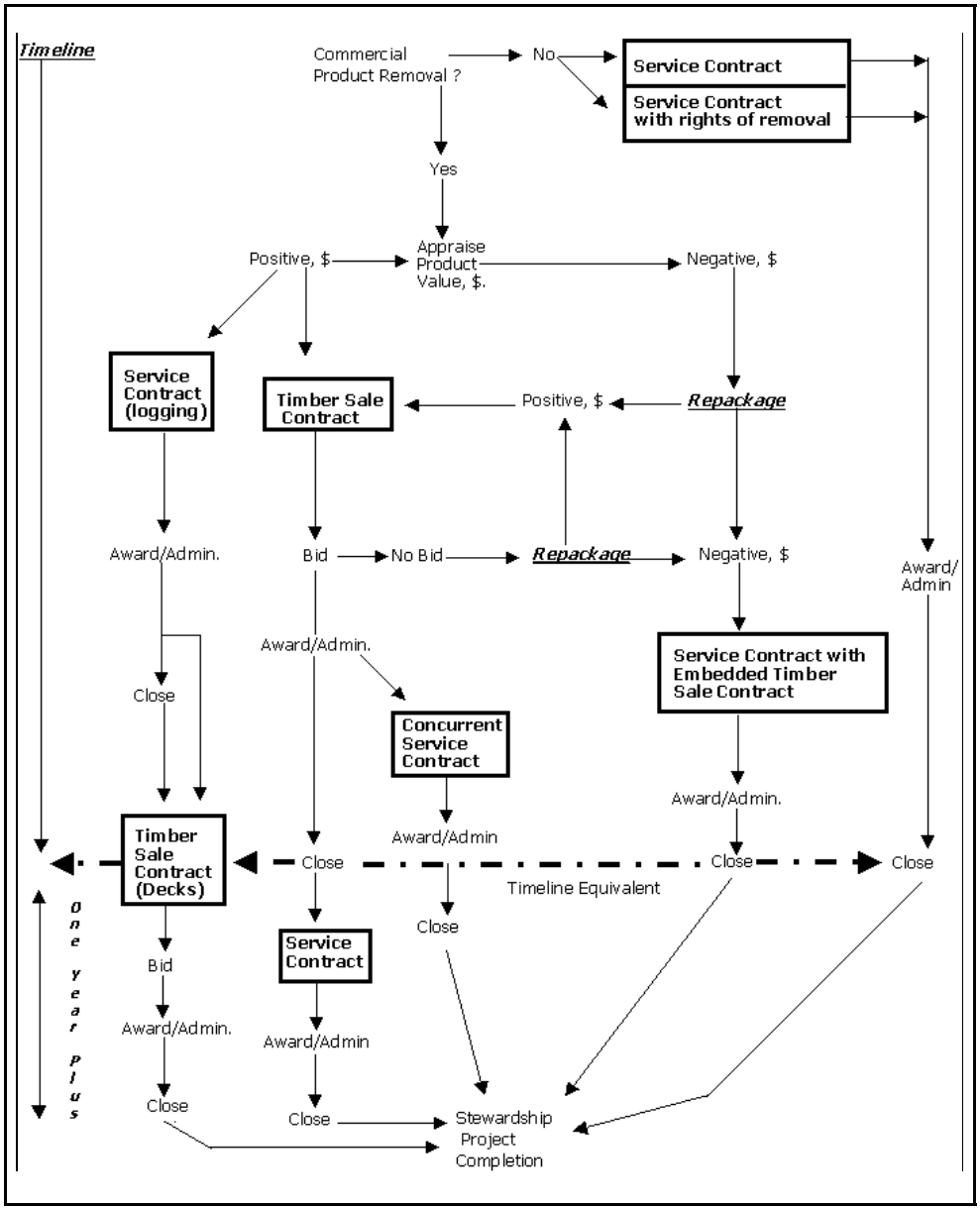


Figure 17. Decision-making flowchart for contracting.

Timber Sale with Embedded Service Contract, cont.

Table 4. Guide for determining the appropriate contracting instrument

Criteria/ Reference	Timber Sale Contract	Service Contract	Service Contract with Embedded Timber Sale	Service Contract with Rights for Removal	Administrative Use	Grants/ Agreements	Special Use Permits	Timber Sale with Embedded Service Contract [1]
Authority	16 U.S.C. 472a (NFMA) 36 CFR 223	41 U.S.C. 254c Fed. Property Admin Service Act	See both Timber Sale and Service Contract Authority	Same as Service Contract	36 CFR 223.2 [2]	FSM 1581 [3]	FSM 2710 and FSH 2709.11 [4]	
Purpose	Sale and Removal of Timber with commercial value	Procure Services	To procure service for vegetation management with negative appraised value and receive minimum rates	Procure services with insignificant product removal - NO payment for product.				
When to Use	Anytime you have positive appraised value and/ or competitive market	To procure services anytime with appropriated or trust funds	Only when there is NEGATIVE appraised value or No Bid with adequate market survey and project review that follows the No Bid	When there is absolutely NO commercial market as periodically tested				
	Timber Sale value subject to Bid	Services subject to bid- NO Timber Value	Service Contract work items are subject to Bid. Timber value is fixed and DO NOT bid	Services subject to bid- NO Timber Value				
Funding	NFTM/SSF to pay for preparation and admin. Receive payment from purchaser for products.	Must have funds available to prepare a solicitation and to pay the contractor.	Must have funds available to prepare a solicitation and to pay the contractor & admin contract. Receive payment from contractor for products.	Same as Service Contract				
Reporting/ Accounting	TSA, STARS, MAR	279, 281, MAR, SRS	All as shown in Timber Sale and Service Contract Columns	Same as Service Contract. No Timber sales target				

[1] Currently timber sale contract requirements must be directly related to harvesting included timber. Including other service requirements (eg. appraised cost allowances) violates the Augmentation Theory of Appropriations and Federal Acquisition Regulations.

[2] Administrative Use Authority (36-CFR-223.2) can be used to dispose of trees, portions of trees, or other forest products, by sale or without charge, as may be most advantageous to the United States. Use infrequently.

[3] To meet research objective or mutually beneficial outcome when specific Grants/Agreements authority applies. See G/A coordinator.

[4] To meet objectives defined by special use permit authority. See special use coordinator.

United States Department of Agriculture | Forest Service | San Juan – Rio Grande Forests | Columbine Ranger District
Durango Office, 110 W. 11th St., Durango, Colorado 81301, (303) 385-1283
Bayfield Office, P.O. Box 439, Bayfield, Colorado 81122, (303) 884-2512

Reply to: 1900-NEPA **Date:** March 7, 1997

Subject: Vallecito campground-Categorical Exclusion

This letter serves as documentation to the project file that the hazard tree removal project at Vallecito Campground, T.37N., R.6W., Sec. 16, on the Columbine Ranger District of the San Juan/Rio-Grande National Forest falls within FSH 1909.15, NEPA procedures handbook, category 31.1. This category states what types of projects constitute an action that may be excluded from documentation in a case file and a decision memo. Category 31.1b-5-"Repair and maintenance of recreation sites and facilities", permits the responsible official to make the decision that the removal of trees infected and susceptible to Armillaria and Annosus root diseases within the campground falls within the category of actions excluded from documentation. This disease presents a public safety and health hazard.

Forest Service plant pathologists discovered root diseases (Armillaria and Annosus) along with Douglas-fir dwarf mistletoe and western spruce budworm infestations to exist throughout Vallecito campground. (Attached to this letter is their report and recommendations for treatment of the campground.) The Columbine Ranger District leadership team made the decision to implement the treatment recommendations of the pathologists for the Annosus and Armillaria root diseases within the 30 acre Vallecito campground. It was felt that the hazardous situation did not allow any room for risks to be taken and that the plan of action would be to proceed with inventory, treatment, and a vegetative management/landscape plan for guidance to re-plant the campground with disease tolerant tree and shrub species. It was determined that it would not be a safe situation to perform work in one loop of the campground while leaving other loops open for camping. The plan of action and time frames indicate that the project will take the entire 1997 field season to complete and the campground will be open for business in 1998. The trailhead for Vallecito trail, leading into the Weminuche wilderness, will remain open.

Vallecito chamber of commerce was notified of the situation on Feb. 20th, a public notice was sent to the Durango Herald on March 4, 1997 and an article was published in the Durango Herald on March 6, 1997. An open house will be held on May 15, 1997 at the Vallecito Chamber of Commerce to inform the public and answer questions. A brochure will be developed to distribute to the public explaining the situation along with interpretive signs to be placed at the campground.

A Biological Evaluation/Assessment was prepared by the Wildlife Biologist and it was determined that the removal of the infected and susceptible trees will have no affect on any federally listed or proposed species.

Mitigation measures to ensure against degradation to the resources (water, existing facilities, campground roads, remaining vegetation) will be addressed in the service contract to be done for the tree removal. Through the utilization of a service contract for the removal of the trees, better protection of the resources and existing infrastructure will occur. We anticipate the removal of few trees near Vallecito creek and plan not to skid within 100 feet of the creek. Special attention will be taken to yard logs with cables when removing trees anywhere near Vallecito creek. The vegetative management/landscape plan to be done for Vallecito campground will include measures to be taken to rehabilitate areas of the campground that are heavily impacted from years of repeated camping use in addition to a plan of action for re-planting with resistant species of vegetation.

Michael G. Johnson
District Ranger

Caring for the Land and Serving People

Printed on Recycled Paper

Figure 18. *Example of a categorical exclusion. This one was used for the Vallecito Campground hazard tree removal project.*

APPENDIX D: Forms; hazard trees and tree failures

Following are two forms used in hazard tree management. Original, up-to-date versions of the forms can be downloaded from the Region 2 Forest Health Management web site (http://www.fs.fed.us/r2/fhm). They can also be obtained during trainings or directly from Forest Health Management.

USDA Forest Service — REPORT OF TREE FAILURE — Rocky Mountain Region

Name of site: _____ Report by: _____

Date: _____ Agency and unit: _____

A) Tree and Stand

Tree species _____

Approx. dbh _____

Forest type _____

Elevation _____

Stand age class _____ Overmature
_____ Mature
_____ Young-growth
_____ All-age

B) Class of mechanical failure

_____ Upper bole (top half)
_____ Lower bole
_____ Butt (lower 6 feet)
_____ Limb
_____ Soil (roots pull out of soil)
_____ Root failure (major roots fail)

C) Defect or fault leading to failure

____ Rot (trunk, limb or root)
____ Sweep
____ Tree dead - snag
____ Fire wound
____ Lightning wound
____ Mechanical wound
____ Leaning
____ Cracks or splits
____ Fork or multiple top
____ Twin bole or basal fork
____ Dead top or branch
____ Widow-maker or hang-up
____ Canker, rust
____ Canker, mistletoe
____ Other _____
____ Unknown or none

D) Contributing factors

____ Wind ____ Stream bank erosion
____ Snow ____ Shallow rooting
____ Erosion ____ Tree striking tree
___ Soil saturation ____ Other: _____
____ Unknown or none

E) Time and place of incident

Approx. hour _____

Date or month, year _____

Forest/district _____

County, State _____

During season of public use: ___ Yes __ No

F) Land ownership

____ Federal
____ State
____ Other public _____
____ Private
____ Public utility

G) Site category

____ Developed campground
____ Developed picnic ground
____ Other developed public-use site
____ Marked trail
____ Roadside
____ Residence
____ Other _____

H) Property or person affected

____ Agency ____ Contractor
____ Recreationist ____ Public utility
____ Forest industry
____ Permittee/Concessionaire
____ Other _____

G) Consequences

____ Clean-up work required
____ Damaged property: _____
Loss estimate: $ _____
____ Injury
____ Medical attention required
____ Fatality

Comments: _____

_____

_____

_____

Figure 19. *Tree failure reporting form*

Tree failure reporting form

Documentation and reporting of tree failures is an important monitoring component of an overall hazard tree management program. It provides information for managers to gauge the status of hazard trees and failure experience. Analysis of tree failure data at a larger scale helps to improve criteria for detecting hazard trees and also provides an indication of particular problems in the Region that need to be addressed.

Tree failure reporting in Region 2 is voluntary. The simple form (left) should be completed when any tree failure is discovered in a developed site.. See p. XX and the back of the form for further details.

Reporting tree failures

Accurate and complete reporting of tree failures will contribute to improved criteria for detection of hazard trees. The data will also be used to determine where and in what species particular problems occur that need to be addressed. Ultimately, reporting will contribute to improved safety of our recreation areas.

During spring cleanup, after storms, and after any incident of tree failure, please complete a form for each tree that has failed. In some cases, dates and particular circumstances of failure may not be known; these tiems can be left blank in such cases.

If you have questions about items in the form or hazard trees in general, please contact the Forest Health Management office in your area:

- Gunnison Service Center: (970) 641-0471
- Lakewood Service Center: (303) 236-9541
- Rapid City Service Center: (605) 343-1567

Please send completed forms to:

USDA Forest Service
Forest Health Management
Gunnison Service Center
216 N. Colorado St.
Gunnison, CO 81230

Hazard Tree Inspection form

A full hazard tree inspection may be recorded in the field with a datalogger or on a paper form. The form currently recommended for use in Region 2 (***Figure 20***, page 32) is compact and easy to use. However, training is required to properly conduct an inspection and to recognize and categorize symptoms, diseases and defects that contribute to tree failure.

Use of HAZARD TREE EVALUATION Form

Defective trees are potential hazards to people and property in recreation areas. Indicators of defects are used to identify trees that may fail. Systematic, annual, documented inspections of trees in recreation sites and corrective action are recommended to reduce hazards to the public. (D.W Johnson. 1981. Tree hazards, recognition and reduction in recreation sites. Technical Report R2-1. USDA Forest Service, Forest Pest Management Denver, CO.)

The HAZARD TREE EVALUATION form is more than a hazard rating record. It is a record of the overall structural condition of a tree hat can be sued to determine progression of defects over time and to document the frequency of certain defects. All defects observed should be checked even though only the highest values are used in the hazard rating.

Forms cannot take all situations into account. Trained and experienced evaluation crews may need to exercise judgment in some cases. However, if you need to regularly override the form, need training, or have any questions about the process or tree hazard, please contact Forest Health management staff:

Gunnison Service Center: (970) 641-0471 **Lakewood Service Center:** (303) 236-9541
Rapid City Service Center: (605) 343-1567

1. Maps of the campgrounds are helpful in planning and performing hazard tree surveys. All recreation structures should be drawn on the maps. These maps used/created during the survey should be included with the HAZARD TREE EVALUATINO forms to indicate which specific recreation sites were surveyed.

2. Trees are easily and accurately mapped on the HAZARD TREE EVALUATION form by selecting reference points, then recording azimuths and distances to all defective trees on the form. Choose reference points that are permanent structures and unlikely to be moved. For large structures, use a more specific reference point such as the most northern/northwestern edge of the structure. **Good reference points to use are**: permanent picnic tables (codes as "T"), fire pits or grills ("F"), campsite number sign ("#"), latrines ("L"), signs ("S"), benches ("B"), water(("W"), and garbage containers ("G").

	Definition	Values
Target	Target rating is a combination of the likelihood that a potential target will be hit (assuming the tree fails) and the value of the target.	Potential targets are assigned values of 1 or 2
Defect	A defect rating is an estimation of the likelihood that a tree will fail based on available indicators	Defects are assigned values of 0 to 3

3. Potential hazard of a tree is determined by Target and Defect:
4. More than one type of potential target or defect may be identified and checked for any tree.

5. Calculate hazard rating by multiplying target value plus the value of the worst defect.

Possible Hazard Ratings: Target x Worst Defect = Hazard Rating

6 = Highest, 4, 3, 2, 1, and 0 = lowest

Figure 20. Hazard tree evaluation form instructions.

Usda Forest Service **HAZARD TREE EVALUATION** Rocky Mountain Region

Location_____ Page: _____ of _____

Date: _____ Inspected by:_____

(Each column represents one tree)

Campsite unit or other recreation structures																
Tree number																
Tree species																
DBH																
Tree Mapping (if used): tree azimuth (degrees)																
Tree distance (feet), & refer. Point (codes on back)																
	2	**P**eople, **P**ermanent **S**tructures, **V**ehicles														
	1	Major **T**rails and **R**oads														
		Wounds/cankers > 50% of circumference														
		Unnatural lean														
		Root disease														
	3	Exposed roots with decay, > 50% of roots														
		Fruiting of decay fungus or punk knots														
		Sound shell < 33% radius														
		Dead tree, **T**op/**B**ranch > 9"? in diameter														
		Wounds/cankers 33-50% of circum.														
		Exposed roots with decay, < 50% of roots														
		Cavities in branch, bole, base														
	2	Codominant stems with included bark														
		Deat Top/Branch, 6 - 9 in diameter														
		Sound shell 33-60% radius														
		Wounds/cankers 10-33% of circum.														
		Lightning scar, cmall crack														
		Large broom, dead top/branch 3-6? Diam.														
	1	Codominant stems with no included bark														
		Exposed or severed roots, no decay														
		Natural lean														
	0	No visible defect; minor wounds, pitch/flux														
		Drilling (if done) - inches of sound wood														
		Hazard Rating (Target x Worst Defect)														
Notes:																

Figure 21*. Hazard tree evaluation form.*

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Black Hills National Forest Weed Species List (source: Black Hills National Forest Noxious Weed Management Plan EA January 2003)

Code	Scientific Name	Common Name
ELRER	*Agropyron repens*	Quackgrass
ARMI2	*Arctium minus*	Burdock
BUUM	*Butomus umbellatus*	Flowering rush
CADR	*Cardaria spp.*	Whitetop
CAAC	*Carduus acanthodes*	Plumeless thistle
CANU4	*Carduus nutans*	Musk thistle
CEDI3	*Centaurea diffusa*	Diffuse knapweed
CEBI2	*Centaurea maculosa*	Spotted knapweed
ACRE3	*Centaurea repens*	Russian knapweed
CESO3	*Centaurea solstitialis*	Yellow star thistle
LEVU	*Chrysanthemum leucanthemum*	Oxeye daisy
CIAR	*Cirsium arvense*	Canada thistle
CIVU	*Cirsium vulgare*	Bull thistle
COAR4	*Convolvulus arvensis*	Field Bindweed
CYOF	*Cynoglossum officinale*	Houndstongue
DIFU2	*Dipsacus fullonum*	Teasel
EUES	*Euphorbia esula*	Leafy spurge
FAVU	*Falcaria vulgaris*	Sickleweed
HYNI	*Hyoscyamus niger*	Henbane
HYPE	*Hypericum perforatum*	St. Johnswort
IRPS	*Iris pseudacorus*	Yellow iris
ISTI	*Isatis tinctoria*	Dyers woad
KOSC	*Kochia scoparia*	Kochia
LELA2	*Lepidium latifolium*	Perennial pepperweed
LIGE	*Linaria genistifolia*	Dalmatian toadflax
LIVU2	*Linaria vulgaris*	Yellow toadflax
LYSA2	*Lythrum salicaria*	Purple loosestrife
MYSP2	*Myriophyllum spicatum*	Eurasian water-milfoil
NAOF	*Nasturtium officinale*	Water-cress
ONAC	*Onopordum acanthium*	Scotch thistle
POCR3	*Potamogeton crispus*	Curly pondweed
PORE5	*Potentilla recta*	Sulfur cinquefoil
SAKA	*Salsola kali*	Russian thistle
SOCA3	*Solanum carolinense*	Horsenettle
SOAR2	*Sonchus arvense*	Perennial sowthistle
TARA	*Tamarix ramosissima*	Salt Cedar
TAVU	*Tanacetum vulgare*	Common tansy
TRTE	*Tribulus terrestris*	Punctureveine

More information about weeds and the Black Hills National Forest can be found here: http://www.fs.usda.gov/wps/portal/fsinternet/!ut/p/c4/04_SB8K8xLLM9MSSzPy8xBz9CP0os3gjAwhwtDDw9_AI8zPyhQoY6BdkOyoCAGixyPg!/?ss=110203&navtype=BROWSEBYSUBJECT&cid=STELPRDB5112187&navid=130000000000000&position=SubFeature*&ttype=detail&pname=Black%2520Hills%2520National%2520Forest-%2520Land%2520&%2520Resources%2520Management

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Appendix 20: Black Hills NF National Visitor Use Monitoring Report FY 2009

Report is available online at:
http://apps.fs.usda.gov/nrm/nvum/results/ReportCache/Rnd2_A02003_Master_Report.pdf

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United States Department of Agriculture

Forest Service

Natural Resource Manager

National Visitor Use Monitoring Program

Last updated:
23 May 2012

Visitor Use Report

Black Hills NF

USDA Forest Service
Region 2

National Visitor Use Monitoring
Data collected FY 2009

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1. INTRODUCTION

1.1. Scope and purpose of the National Visitor Use Monitoring program

The National Visitor Use Monitoring (NVUM) program provides reliable information about recreation visitors to national forest system managed lands at the national, regional, and forest level. Information about the quantity and quality of recreation visits is required for national forest plans, Executive Order 12862 (Setting Customer Service Standards), and implementation of the National Recreation Agenda. To improve public service, the agency's Strategic and Annual Performance Plans require measuring trends in user satisfaction and use levels. NVUM information assists Congress, Forest Service leaders, and program managers in making sound decisions that best serve the public and protect valuable natural resources by providing science based, reliable information about the type, quantity, quality and location of recreation use on public lands. The information collected is also important to external customers including state agencies and private industry. NVUM methodology and analysis is explained in detail in the research paper entitled: Forest Service National Visitor Use Monitoring Process: Research Method Documentation; English, Kocis, Zarnoch, and Arnold; Southern Research Station; May 2002 (http://www.fs.fed.us/recreation/programs/nvum).

In 1998 a team of research scientists and forest staff developed a recreation sampling system (NVUM) that provides statistical recreation use information at the forest, regional, and national level. Several Forest Service staff areas including Recreation, Wilderness, Ecosystem Management, Research and Strategic Planning and Resource Assessment were involved in developing the program. From January 2000 through September 2003 every national forest implemented this methodology and collected visitor use information. This application served to test the method over the full range of forest conditions, and to provide a rough national estimate of visitation. Implementation of the improved method began in October 2004. Once every five years, each National Forest and Grassland has a year of field data collection.

This NVUM data is useful for forest planning and decision making. The description of visitor characteristics (age, race, zip code, activity participation) can help forest staff identify their recreation niche. Satisfaction information can help management decide where best to place limited resources that would result in improved visitor satisfaction. Economic expenditure information can help forests show local communities the employment and income effects of tourism from forest visitors. In addition, the visitation estimates can be helpful in considering visitor capacity issues.

1.2. Methods

To define the sampling frame, staff on each forest classify all recreation sites and areas into five basic categories called "site types": Day Use Developed Sites (DUDS), Overnight Use Developed Sites (OUDS), Designated Wilderness Areas (Wilderness), General Forest Areas (GFA), and View Corridors (VC). Only the first four categories are counted as national forest recreation visits and are included in the visit estimates. The last category is used to track the volume of people who view national forests from nearby roads; since they do not get onto agency lands, they cannot be counted as visits. For the entire sampling year, each day on each site was given a rating of very high, high, medium, low, or no use according to the expected level of recreational visitors who

would be observed leaving that location for the last time (last exiting recreation use) on that day. The combination of a calendar day and a site or area is called a site day. Site days are the basic sampling unit for the NVUM protocol. Results of this forest categorization are shown in Table 1.

In essence, visitation is estimated through a combination of traffic counts and surveys of exiting visitors. Both are obtained on a random sample of locations and days distributed over an entire forest for a year. All of the surveyed recreation visitors are asked about their visit duration, activities, demographics, travel distance, and annual usage. About one-third were also asked a series of questions about satisfaction. Another one-third were asked to provide information about their income, spending while on their trip, and the next best substitute for the visit.

1.3. Definition of Terms

NVUM has standardized measures of visitor use to ensure that all national forest visitor measures are comparable. These definitions are basically the same as established by the Forest Service in the 1970's. Visitors must pursue a recreation activity physically located "on" Forest Service managed land in order to be counted. They cannot be passing through; viewing from non-Forest Service managed roads, or just using restroom facilities. The visitation metrics are ***national forest visits*** and ***site visits.*** NVUM provides estimates of both and confidence interval statistics measuring the precision of the estimates. The NVUM methodology categorizes recreation facilities and areas into specific site types and use levels in order to develop the sampling frame. Understanding the definitions of the variables used in the sample design and statistical analysis is important in order to interpret the results.

National forest visit is the entry of one person upon a national forest to participate in recreation activities for an unspecified period of time. A national forest visit can be composed of multiple site visits. The visit ends when the person leaves the national forest to spend the night somewhere else.

Site visit is the entry of one person onto a national forest site or area to participate in recreation activities for an unspecified period of time. The site visit ends when the person leaves the site or area for the last time on that day.

A ***confidence interval*** is a range of values that is likely to include an unknown population value, where the range is calculated from a given set of sample data. Confidence intervals are always accompanied by a ***confidence level***, which tells the degree of certainty that the value lies in the interval. Used together these two terms define the reliability of the estimate, by defining the range of values that are needed to reach the given confidence level. For example, the 2008 national visitation estimate is 175.6 million visits, with a 90% confidence interval of 3.2%. In other words, given the NVUM data, our best estimate is 175.6 million visits, and given the underlying data, we are 90% certain that the true number is between 170.0 million and 181.2 million.

Recreation trip is the duration of time beginning when the visitor left their home and ending when they return to their home.

Site day - a day that a recreation site or area is open to the public for recreation purposes.

Proxy - information collected at a recreation site or area that is directly related to the amount of

recreation visitation received. The proxy information must pertain to all users of the site and it must be one of the proxy types allowed in the NVUM pre-work directions (fee receipts, fee envelopes, mandatory permits, permanent traffic counters, group reservations, ticket sales, and daily use records).

Nonproxy - a recreation site or area that does not have proxy information. At these sites a 24-hour traffic count is taken to measure total use for one site day at the sample site.

Use level - for each day of the year for each recreation site or area, the site day was categorized as very high, high, medium or low last exiting recreation traffic, or no exiting use. No Use could means either that the location was administratively closed, or it was open but was expected to have zero last exiting visitors. For example a picnic area may listed as having no use during winter months (120 days), high last exiting recreation volume on all other weekends (70 days) and medium last exiting recreation use on the remaining midweek days (175 days). This accounts for all 365 days of the year. This process was repeated for every site and area on the forest.

1.4. Limitations of the Results

The information presented here is valid and applicable at the forest, regional, and national level. It is not designed to be accurate at the district or site level. The quality of the visitation estimate is dependent on the sample design development, sampling unit selection, sample size and variability, and survey implementation. First, preliminary work conducted by forests to identify and consistently classify sites and access points according to the type and amount of expected exiting visitation is the key determinant of the validity and magnitude of the visitation estimate. Second, the success of the forest staff in accomplishing its assigned set of sample days, correctly filling out the interview forms, and following the field protocols influence the reliability of the results, variability of the visitation estimate, and validity of the visitation descriptions. Third, the variability of traffic counts within a sampling stratum affects the reliability of the visitation estimates. Fourth, the range of visitors sampled must be representative of the population of all visitors. Finally, the number of visitors sampled must be large enough to adequately control variability. The results and confidence intervals will reflect all these factors.

Confidence intervals indicate the reliability of the visitation estimate, given the underlying data. Large confidence intervals indicate high variability in the national forest visit (NFV), site visit (SV) and Wilderness visit estimates. Variance is caused primarily by a small sample size in number of days or having a few sampled days where the observed exiting visitation volume was very different from the normal range. For example, on a particular National Forest in the General Forest Area low stratum, there were 14 sample days. Of these 14 sample days, 13 days had visitation estimates between zero and twenty. The remaining day had a visitation estimate of 440. So the stratum mean was about 37 per day, standard error was about 116, and the 90% confidence interval width is 400% of the mean. Causes for such outlier observations are not known, but could include a misclassification of the day (a high use day incorrectly categorized as a low use day), unusual weather, malfunctioning traffic counter, or reporting errors. Eliminating the unusual observation from data analysis would reduce the variability. However, unless the NVUM team had reason to suspect the observation was incorrect they did not eliminate these unusual cases.

The descriptive information about national forest visitors is based upon only those visitors that were interviewed. Every effort was made to incorporate distinct seasonal use patterns and activities that

vary greatly by season into the sampling frame. The sampling plan took into account both the spatial and seasonal spread of visitation patterns across the forest. Even so, because of the small sample size of site-days, or because some user groups decline to participate in the survey, it is possible to under-represent certain user groups, particularly for activities that are quite limited in where or when they occur.

Note that the results of the NVUM activity analysis DO NOT identify the types of activities visitors would like to have offered on the national forests. It also does not tell us about displaced forest visitors, those who no longer visit the forest because the activities they desire are not offered.

Some forest visitors were counted and included in the total forest use estimate but were not surveyed. This included visitors to recreation special events and organization camps. Their characteristics are not included in the visit descriptions.

Caution should be used in interpreting any comparisons of these results with those obtained during the 2000 - 2003 period. Differences cannot be interpreted as a trend. Several method changes account for the differences, for both visitation estimates and visit characteristics. One key factor is that the first application of the NVUM process was largely a national beta-test of the method, and significant improvements occurred following it. The NVUM process entailed a completely new method and approach to measuring visitation on National Forest lands. Simply going through the NVUM process for the first time enabled forest staff to do a much better job thereafter in identifying sites, accurately classifying days into use level strata, and ensuring consistency across all locations on the forest. These improvements enhanced the validity of all aspects of the NVUM results. Sampling plans and quality control procedures were also improved.

2. VISITATION ESTIMATES

2.1. Forest Definition of Site Days

The population of site days for sampling was constructed from information provided by forest staff. For each site, each day of the year was given a rating of very high, high, medium, low, or none according to the expected volume of recreation visitors who would be leaving the site or area for the last time (last exiting recreation use). The stratum, a combination of site type and use level, was then used to construct the sampling frame. The results of the recreation site/area stratification and days sampled are displayed in Table 1.

Table 1. Site Days and Percentage of Days Sampled by Stratum

Stratum*		Days Sampled	Site Days# in Use Level/Proxy Population	Sampling Rate (%)&
Site Type†	Use Level‡ or Proxy Code§			
DUDS	HIGH	11	20	55.0
DUDS	MEDIUM	27	344	7.8
DUDS	LOW	17	1,196	1.4
DUDS	FR3	16	721	2.2
DUDS	PTC1	10	105	9.5
OUDS	MEDIUM	5	8	62.5
OUDS	LOW	13	175	7.4
OUDS	DUR4	18	630	2.9
OUDS	DUR5	10	32	31.3
GFA	HIGH	29	247	11.7
GFA	MEDIUM	38	2,300	1.7
GFA	LOW	42	7,512	0.6
WILDERNESS	MA2	16	570	2.8
Total		**252**	**13,860**	**1.8**

* Stratum is the combination of the site type and use level or proxy code. Sample days were independently drawn within each stratum.

† DUDS = Day Use Developed Site, OUDS = Overnight Use Developed Site, GFA = General Forest Area (“Undeveloped Areas”), WILDERNESS = Designated Wilderness

‡ Use level was defined independently by each forest by defining the expected number of recreation visitors that would be last-exiting a site or area on a given day. The forest developed the range for very high, high, medium, and low and then assigned each day of the year to one of the use levels.

§ Proxy Code - If the site or area already had counts of use (such as fee envelopes or ski lift tickets) the site was called a proxy site and sampled independent of nonproxy sites.

Site Days are days that a recreation site or area is open to the public for recreation purposes.

& 0.0 - This value is less than five one-hundredths.

2.2. Visitation Estimates

Visitation estimates are available at the national, regional, and forest level. This document provides only National Forest level data. Other documents may be obtained through the National Visitor Use Monitoring web page: www.fs.fed.us/recreation/programs/nvum.

When reviewing the results, users should discuss with forest staff if this forest experienced any unusual circumstances such as forest fires, floods, or atypical weather that may have created an unusual recreation use pattern for the year sampled. Table 2 displays the number of national forest visits and site visits by site type for this National Forest.

Table 2. Annual Visitation Estimate

Visit Type	Visits (1,000s)	90% Confidence Level (%)#
Total Estimated Site Visits*	1,159	±21.1
→ Day Use Developed Site Visits	442	±43.7
→ Overnight Use Developed Site Visits	44	±16.6
→ General Forest Area Visits	572	±25.8
→ Designated Wilderness Visits†	101	±26.7
Total Estimated National Forest Visits§	953	±20.6
→ Special Events and Organized Camp Use‡	9	±0.0

* A Site Visit is the entry of one person onto a National Forest site or area to participate in recreation activities for an unspecified period of time.

† Designated Wilderness visits are included in the Site Visits estimate.

‡ Special events and organizational camp use are not included in the Site Visit estimate, only in the National Forest Visits estimate. Forests reported the total number of participants and observers so this number is not estimated; it is treated as 100% accurate.

§ A National Forest Visit is defined as the entry of one person upon a national forest to participate in recreation activities for an unspecified period of time. A National Forest Visit can be composed of multiple Site Visits.

This value defines the upper and lower bounds of the visitation estimate at the 90% confidence level, for example if the visitation estimate is 100 +/-5%, one would say “at the 90% confidence level visitation is between 95 and 105 visits.”

The quality of the use estimate is based in part on how many individuals were contacted during the sample day and how many complete interviews were obtained from which to estimate NVUM numbers and visitor descriptions. Table 3 and Table 4 display the number of visitor contacts, number of completed interviews by site type and survey form type. This information may be useful to managers when assessing how representative of all visitors the information in this report may be.

Table 3. Number of Individuals Contacted by Site Type

Site Type	Total Individuals Contacted	Individuals Who Agreed to be Interviewed	Recreating Individuals Who Are Leaving for the Last Time That Day
Day Use Developed Sites	1,403	1,175	825
Overnight Use Developed Sites	267	255	186
Undeveloped Areas (GFAs)	900	774	430
Designated Wilderness	120	97	84
Total	**2,690**	**2,301**	**1,525**

Table 4. Number of Complete Interviews* by Site Type and Form Type

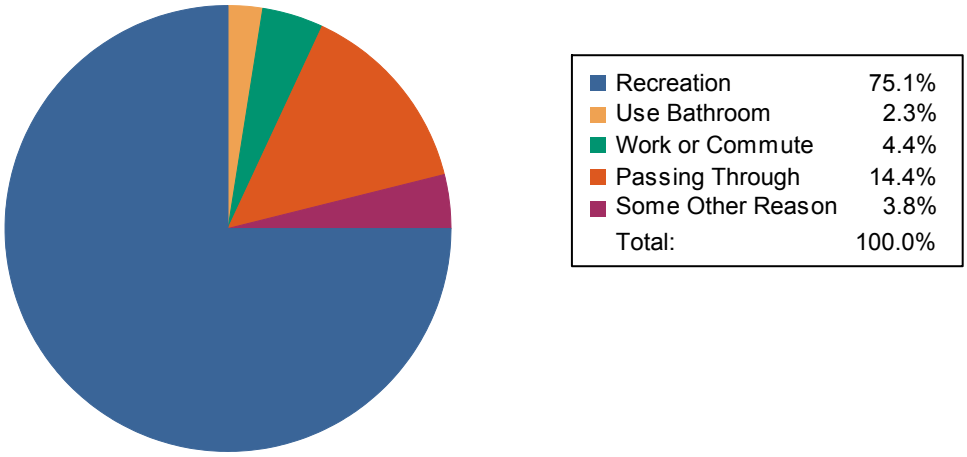
Form Type†	Developed Day Use Site	Developed Overnight	Undeveloped Areas (GFAs)	Wilderness	Total
Basic	312	72	148	35	567
Economic	262	51	149	27	489
Satisfaction	251	63	133	22	469
Total	**825**	**186**	**430**	**84**	**1,525**

* Complete interviews are those in which the individual contacted agreed to be interviewed, was recreating on the national forest and was exiting the site or area for the last time that day.

† Form type is the type of interview form administered to the visitor. The Basic form did not ask either economic or satisfaction questions. The Satisfaction form did not ask economic questions and the Economic form did not ask satisfaction questions.

Visitors were interviewed regardless of whether they were recreating at the site or not, however the interview was discontinued after determining that the reason for visiting the site was not recreation. Figure 1 displays the various reasons visitors gave as their purpose for stopping at the sample site.

Figure 1. Purpose of Visit by Visitors Who Agreed to be Interviewed



3. DESCRIPTION OF THE RECREATION VISIT

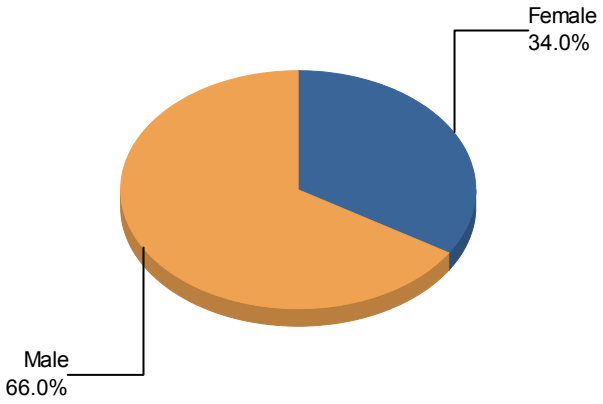
3.1. Demographics

Descriptions of forest recreational visits were developed based upon the characteristics of interviewed visitors (respondents) and expanded to the national forest visitor population. Basic demographic information helps forest managers identify the profile of the visitors they serve. Management concerns such as providing recreation opportunities for underserved populations may be monitored with this information. Table 5, Table 6 and Table 7 provide basic demographic information about visitors interviewed regarding Gender, Race/Ethnicity, and Age, respectively. Table 8 shows the 15 most common reported origins for recreation visitors. A complete list of reported zip codes for respondents is found in Appendix A. Table 9 provides information about self reported travel distance from home to the interview site.

Demographic results show that just over 66 percent of visits are made by males. American Indian/Alaska Natives (4.2%) are the most common racial or ethnic minority. There are relatively few older people in the visiting population. Only about 5 percent of visits are made by people aged 70 and up. Almost 20 percent of the visiting population is in their fifties and almost 17 percent are in their forties. Over 16 percent of the visiting population is children under the age of 16. This forest serves a bimodal client base split between local people and travelers from out of the region. Over 55 percent of visits come from people who live within 50 miles of the forest, and just over 35 percent of visits are by people who live greater than 200 miles from the forest.

Table 5. Percent of National Forest Visits* by Gender

Gender	Survey Respondents†	National Forest Visits (%)‡
Female	1,427	34.0
Male	2,177	66.0
Total	**3,604**	**100.0**



* A National Forest Visit is defined as the entry of one person upon a national forest to participate in recreation activities for an unspecified period of time. A National Forest Visit can be composed of multiple Site Visits.

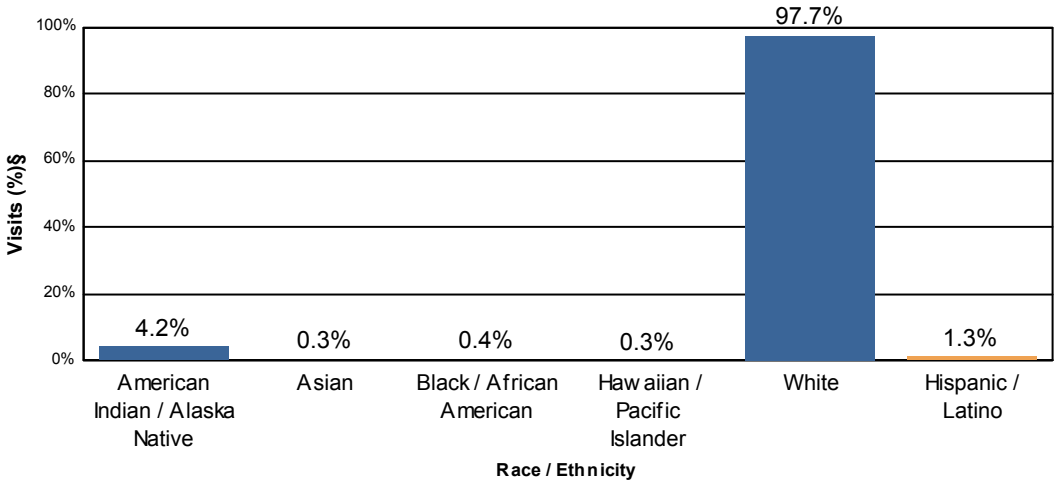
† Non-respondents to gender questions were excluded from analysis.

‡ Calculations are computed using weights that expand the sample of individuals to the population of National Forest Visits.

Table 6. Percent of National Forest Visits* by Race/Ethnicity

Race †	Survey Respondents‡	National Forest Visits (%)§
American Indian / Alaska Native	50	4.2
Asian	11	0.3
Black / African American	10	0.4
Hawaiian / Pacific Islander	8	0.3
White	1,404	97.7
Total	1,483	102.9#

Ethnicity†	Survey Respondents‡	National Forest Visits (%)§
Hispanic / Latino	25	1.3



* A National Forest Visit is defined as the entry of one person upon a national forest to participate in recreation activities for an unspecified period of time. A National Forest Visit can be composed of multiple Site Visits.

Respondents could choose more than one racial group, so the total may be more than 100%.

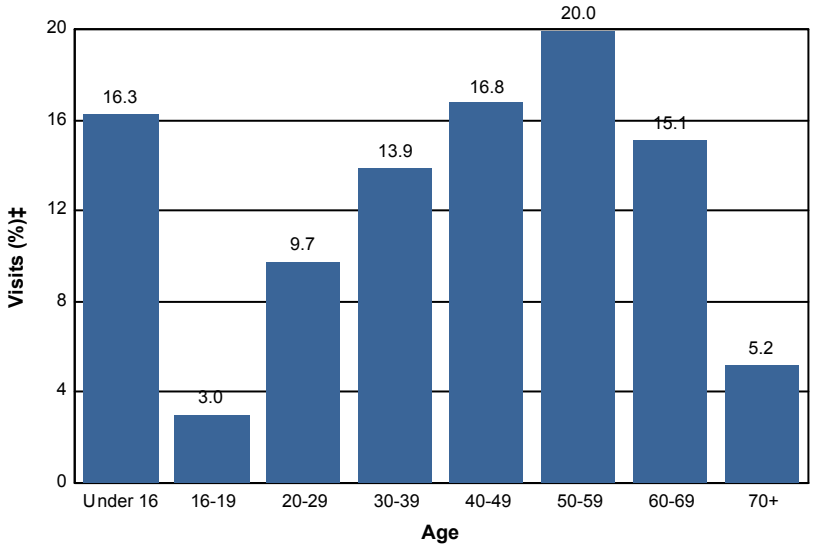
† Race and Ethnicity were asked as two separate questions.

‡ Non-respondents to race/ethnicity questions were excluded from analysis.

§ Calculations are computed using weights that expand the sample of individuals to the population of National Forest Visits.

Table 7. Percent of National Forest Visits* by Age

Age Class	National Forest Visits (%)‡
Under 16	16.3
16-19	3.0
20-29	9.7
30-39	13.9
40-49	16.8
50-59	20.0
60-69	15.1
70+	5.2
Total	**100.0**



* A National Forest Visit is defined as the entry of one person upon a national forest to participate in recreation activities for an unspecified period of time. A National Forest Visit can be composed of multiple Site Visits.

† Non-respondents to age questions were excluded from analysis.

‡ Calculations are computed using weights that expand the sample of individuals to the population of National Forest Visits.

Table 8. Top 15 Most Commonly Reported ZIP Codes, States and Counties of National Forest Survey Respondents

ZIP Code	State	County	Percent of Respondents	Survey Respondents (n)
57702	South Dakota	Pennington County	34.7	263
57701	South Dakota	Pennington County	20.1	152
57703	South Dakota	Pennington County	7.4	56
Foreign Country			5.0	38
57718	South Dakota	Meade County	4.8	36
Unknown Origin*			4.4	33
57785	South Dakota	Meade County	3.7	28
57783	South Dakota	Lawrence County	3.7	28
57730	South Dakota	Custer County	2.9	22
57769	South Dakota	Meade County	2.9	22
57745	South Dakota	Pennington County	2.5	19
57719	South Dakota	Pennington County	2.2	17
82701	Wyoming	Weston County	2.0	15
57754	South Dakota	Lawrence County	1.8	14
57732	South Dakota	Lawrence County	1.8	14

* Includes respondents reporting no ZIP code or an invalid ZIP code.

Table 9. Percent of National Forest Visits* by Distance Traveled

Miles from Survey Respondent's Home to Interview Location†	National Forest Visits (%)
0 - 25 miles	34.7
26 - 50 miles	20.7
51 - 75 miles	5.5
76 - 100 miles	1.7
101 - 200 miles	1.9
201 - 500 miles	13.0
Over 500 miles	22.4
Total	99.9

Note: Blank cells indicate that insufficient data were collected to make inferences.

* National Forest Visits are defined as the entry of one person upon a national forest to participate in recreation activities for an unspecified period of time. A National Forest Visit can be composed of multiple Site Visits.

† Travel distance is self-reported.

3.2. Visit Descriptions

Characteristics of the recreation visit such as length of visit, types of sites visited, activity participation and visitor satisfaction with forest facilities and services help managers understand recreation use patterns and use of facilities. This allows them to plan workforce and facility needs. The average national forest visit length of stay and average site visit length of stay by site type on this forest is displayed in Table 10. Since the average values displayed in Table 10 may be influenced by a few people staying a very long time, the median value is also shown.

Not many of the visits to the forest are overnight visits. The average visit to the Black Hills NF lasts more than 12 hours; over half of the visits to this forest last more than four hours. Less than 18 percent of the visits involve recreating at more than one location on the forest. Frequent visitors are relatively common. Nearly 17 percent of all visits (about one out of every six) are made by people who visit more than 50 times per year. Conversely, over 54 percent of the visits are made by people who visit at most 10 times per year.

Table 10. Visit Duration

Visit Type	Average Duration (hours)‡	Median Duration (hours)‡
Site Visit	6.0	2.0
Day Use Developed	1.3	0.4
Overnight Use Developed	43.8	38.0
Undeveloped Areas	6.9	3.0
Designated Wilderness	4.7	3.7
National Forest Visit	11.9	4.0

* A Site Visit is the entry of one person onto a national forest site or area to participate in recreation activities for an unspecified period of time. Sites and areas were divided into four site types as listed here.

† A National Forest Visit is defined as the entry of one person upon a national forest to participate in recreation activities for an unspecified period of time. A National Forest Visit can be composed of multiple Site Visits.

‡ If this variable is blank not enough surveys were collected to make inferences.

Many of the respondents on this National Forest went only to the site at which they were interviewed (Table 11). Some visitors went to more than one recreation site or area during their national forest visit and the average site visits per national forest visit is shown below. Also displayed are the average people per vehicle and average axles per vehicle. This information in conjunction with traffic counts was used to expand observations from individual interviews to the full forest population of recreation visitors. This information may be useful to forest engineers and others who use vehicle counters to conduct traffic studies.

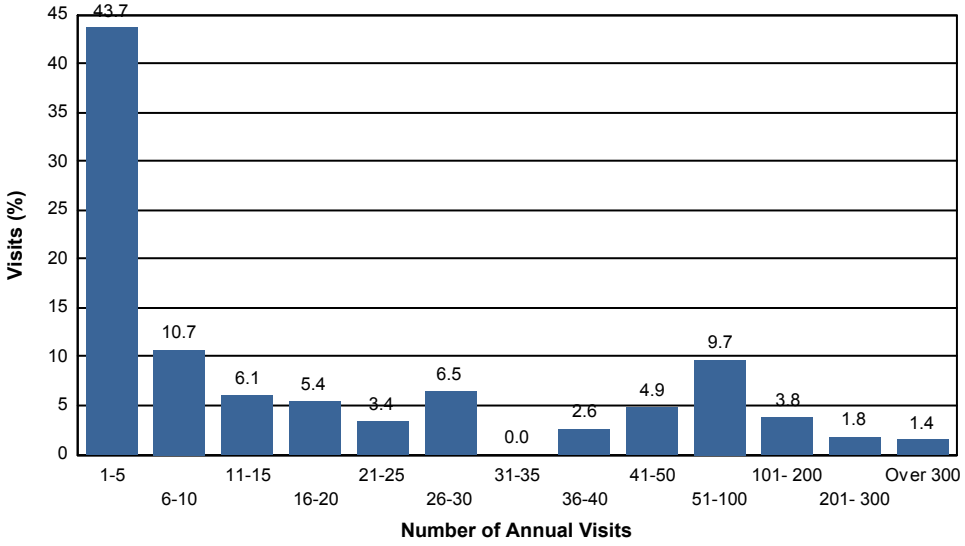
During the interview, visitors were asked how often they visit this national forest for all recreational activities, and how often for their primary activity. Table 12 summarizes the percent of visits that are made by those in each frequency category for this National Forest.

Table 11. Group Characteristics

Characteristic	Average
Percent of visits that were to just one national forest site during the National Forest Visit*	82.5
Number of national forest sites visited on National Forest Visit*	1.4
Group Size	2.5
Axles per Vehicle	2.0

Table 12. Percent of National Forest Visits* by Annual Visit Frequency

Number of Annual Visits	Visits (%)†	Cumulative Visits (%)
1 - 5	43.7	43.7
6 - 10	10.7	54.4
11 - 15	6.1	60.5
16 - 20	5.4	65.9
21 - 25	3.4	69.3
26 - 30	6.5	75.8
31 - 35	0.0	75.8
36 - 40	2.6	78.4
41 - 50	4.9	83.3
51 - 100	9.7	92.9
101 - 200	3.8	96.7
201 - 300	1.8	98.6
Over 300	1.4	100.0



* A National Forest Visit is defined as the entry of one person upon a national forest to participate in recreation activities for an unspecified period of time. A National Forest Visit can be composed of multiple Site Visits.

† The first row indicates the percent of National Forest Visits made by persons who visit 1 to 5 times per year. The last row indicates the percent of National Forest Visits made by persons who visit more than 300 times per year.

3.3. Activities

After identifying their main recreational activity, visitors were asked how many hours they spent participating in that main activity during this national forest visit. Some caution is needed when using this information. Because most national forest visitors participate in several recreation activities during each visit, it is more than likely that other visitors also participated in this activity, but did not identify it as their main activity. For example, on one national forest 63 % of visitors identified viewing wildlife as a recreational activity that they participated in during this visit, however only 3% identified that activity as their main recreational activity. The information on average hours viewing wildlife is only for the 3% who reported it as a main activity.

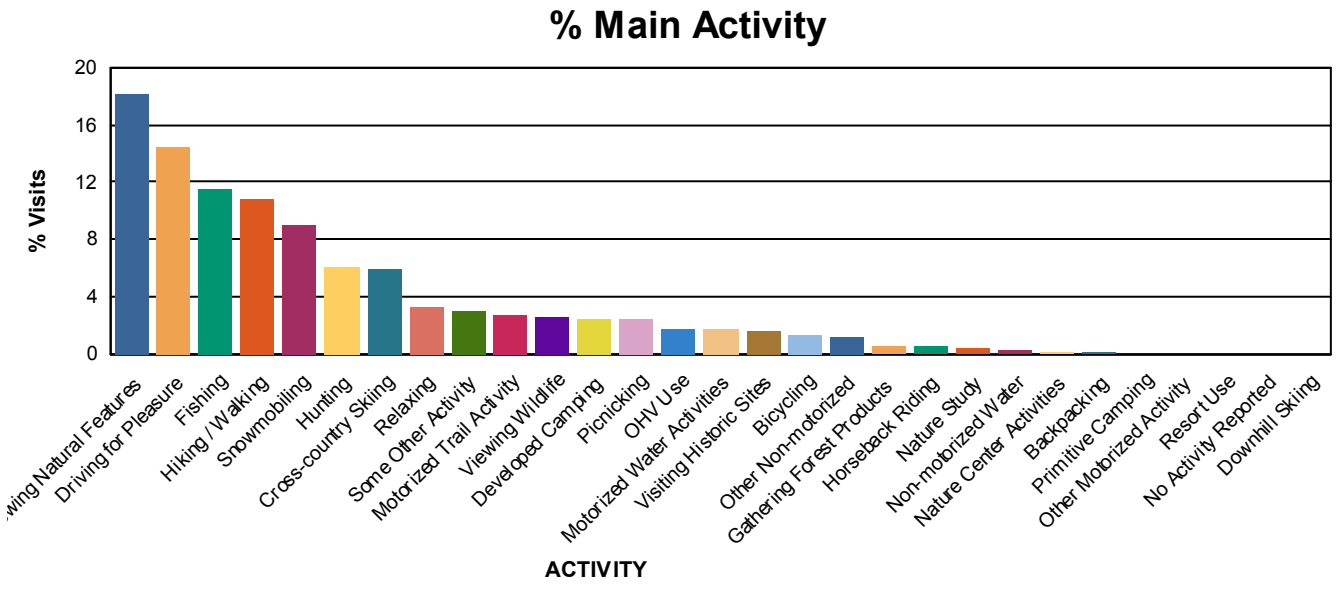
Over 59 percent of the visiting population participates in viewing natural features on the forest during their visit. About 18 percent say that is their primary activity, making it the most commonly selected primary activity. The next most popular primary activities are driving for pleasure (14.4%). Fishing (11.6%), and hiking/walking (10.9%). Just over 44 percent view wildlife, yet fewer than three percent say that is their primary activity. Driving for pleasure (40.5%) and hiking/walking (32.1%) are also popular activities on the forest. Fifteen percent of the visits come for snow sports (snowmobiling and cross-country skiing) as their primary activity.

Use of Constructed Facilities and Designated Areas

About one-third of recreation visitors interviewed were asked about whether they made use of a targeted set of facilities and special designated areas during their visit. These results are displayed in Table 14.

Table 13. Activity Participation

Activity	% Participation*	% Main Activity‡	Avg Hours Doing Main Activity
Viewing Natural Features	59.2	18.2	5.1
Viewing Wildlife	44.3	2.6	4.0
Driving for Pleasure	40.6	14.4	3.8
Hiking / Walking	32.3	10.9	5.2
Relaxing	25.0	3.3	15.0
Fishing	15.4	11.6	4.0
Visiting Historic Sites	15.2	1.6	5.4
Picnicking	9.5	2.4	3.8
Snowmobiling	9.1	9.0	5.7
Nature Center Activities	7.3	0.1	2.9
Developed Camping	6.9	2.4	28.6
Motorized Trail Activity	6.4	2.8	3.7
Hunting	6.2	6.1	6.3
Cross-country Skiing	5.9	5.9	2.5
OHV Use	5.5	1.8	5.1
Some Other Activity	4.8	3.0	4.2
Motorized Water Activities	4.0	1.8	3.1
Gathering Forest Products	3.5	0.5	4.0
Other Non-motorized	3.1	1.2	3.5
Nature Study	2.9	0.4	4.0
Bicycling	2.9	1.4	2.4
Resort Use	1.9	0.0	40.0
Horseback Riding	1.6	0.5	6.4
Non-motorized Water	0.8	0.2	2.1
Primitive Camping	0.6	0.0	15.7
Backpacking	0.5	0.0	24.8
Other Motorized Activity	0.2	0.0	6.0
Downhill Skiing	0.0	0.0	0.0
No Activity Reported	0.0	0.0	



* Survey respondents could select multiple activities so this column may total more than 100%.

‡ Survey respondents were asked to select just one of their activities as their main reason for the forest visit. Some respondents selected more than one, so this column may total more than 100%.

Table 14. Percent of National Forest Visits* Indicating Use of Special Facilities or Areas

Special Facility or Area	% of National Forest Visits†
Developed Swimming Site	6.6
Scenic Byway	31.2
Visitor Center or Museum	19.0
Designated ORV Area	16.4
Forest Roads	10.1
Interpretive Displays	15.8
Information Sites	8.3
Developed Fishing Site	19.7
Motorized Single Track Trails	8.5
Motorized Dual Track Trails	17.9
None of these Facilities	36.0

* A National Forest Visit is defined as the entry of one person upon a national forest to participate in recreation activities for an unspecified period of time. A National Forest Visit can be composed of multiple Site Visits.

† Survey respondents could select as many or as few special facilities or areas as appropriate.

4. ECONOMIC INFORMATION

Forest managers are usually very interested in the impact of National Forest recreation visits on the local economy. As commodity production of timber and other resources has declined, local communities look increasingly to tourism to support their communities. When considering recreation-related visitor spending managers are often interested both in identifying the average spending of individual visitors (or types of visitors) and the total spending associated with all recreation use. Spending averages for visitors or visitor parties can be estimated using data collected from a statistically valid visitor sampling program such as NVUM. To estimate the total spending associated with recreation use, three pieces of information are needed: an overall visitation estimate, the proportion of visits in the visitor types, and the average spending profiles for each of the visitor types. Multiplying the three gives a total amount of spending by a particular type of visitor. Summing over all visitor types gives total spending.

About one-third of the NVUM surveys included questions about trip-related spending within 50 miles of the site visited. Spending data collected from 2000 to 2003 were analyzed at Michigan State University by Dr. Daniel Stynes and Dr. Eric White. A description of that analysis and the results are in the report “Spending Profiles of National Forest Visitors: NVUM four-year report”, available at http://www.fs.fed.us/recreation/programs/nvum/NVUM4YrSpending.pdf. Analysis of spending data for the 2005 - 2009 data collection periods was completed in summer of 2010.

4.1. Spending Segments

The spending that occurs on a recreation trip is greatly influenced by the type of recreation trip taken. For example, visitors on overnight trips away from home typically have to pay for some form of lodging (e.g., hotel/motel rooms, fees in a developed campground, etc.) while those on day trips do not. In addition, visitors on overnight trips will generally have to purchase more food during their trip (in restaurants or grocery stores) than visitors on day trips. Visitors who have not traveled far from home to the recreation location usually spend less than visitors traveling longer distances, especially on items such as fuel and food. Analysis of spending patterns has shown that a good way to construct segments of the visitor market with consistent spending patterns is the following seven groupings:

1. local visitors on day trips,
2. local visitors on overnight trips staying in lodging on the national forest,
3. local visitors on overnight trips staying in lodging off the national forest, and
4. non-local visitors on day trips,
5. non-local visitors on overnight trips staying in lodging on the national forest,
6. non-local visitors on overnight trips staying in lodging off the forest,
7. non-primary visitors.

Local visitors are those who travel less than 50 road miles from home to the recreation site visited and non-local visitors are those who travel greater than 50 road miles to the recreation site visited. Non-primary visitors are those for whom the primary purpose of their trip is something other than recreating on that national forest. Table 15 shows the distribution of visits by spending segment.

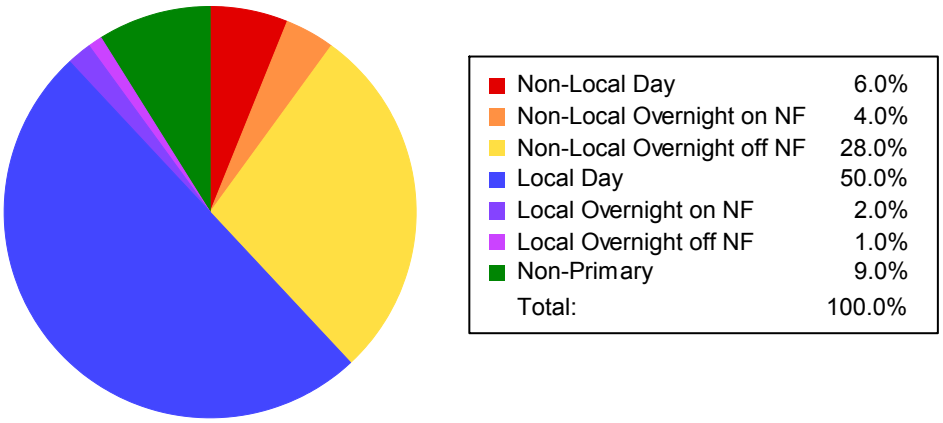
The majority of the visits to the forest are day visits: about half are local area residents on day trips

away from home. Almost 23 percent of the visits spend the night away from their home while on the trip. Nearly all of those spend the night within 50 miles of the forest. About half of the visiting parties spend $50 or less per party per visit. Almost 30 percent of the visiting population comes from households in the $50,000 to $74,999 income range; about 23 percent comes from households in the $25,000 to $49,999 range.

Table 15. Distribution of National Forest Visits* by Market Segment†

	Non-Local Segments			Local Segments				
	Day	Overnight on NF	Overnight off NF	Day	Overnight on NF	Overnight off NF	Non-Primary‡	Total
Number of National Forest Visits	57,176	38,117	266,821	476,467	19,059	9,529	85,764	952,933
Percent of National Forest Visits	6	4	28	50	2	1	9	100

Percent of National Forest Visits



* A National Forest Visit is defined as the entry of one person upon a national forest to participate in recreation activities for an unspecified period of time. A National Forest Visit can be composed of multiple Site Visits.

† The market segments shown here relate to the type of recreation trip taken. A recreation trip is defined as the duration of time beginning when the visitor left their home and ending when they got back to their home. “Non-local” trips are those where the individual(s) traveled greater than approximately 50 miles from home to the site visited. “Day” trips do not involve an overnight stay outside the home, “overnight on-forest” trips are those with an overnight stay outside the home on National Forest System (NFS) land, and “overnight off-forest” trips are those with an overnight stay outside the home off National Forest System land.

‡ “Non-primary” trips are those where the primary recreation destination of the trip was somewhere other than the national forest under consideration.

Individuals are urged to consult an economist when interpreting the NVUM economic tables.

4.2. Spending Profiles

Spending profiles for each segment for this forest can be found in the Stynes and White report noted above. Appendix Table A-1 in that report identifies whether the forest has a high-spending profile (Table 7 of Stynes and White), an average profile (Table 5), or a low-spending profile (Table 8). It is essential to note that these spending profiles are in dollars spent per **party**. Obtaining per-visit spending is accomplished by dividing the spending for each segment by the average people per party for the forest and segment found in Appendix Table A-3 of that report.

4.3. Total Direct Spending

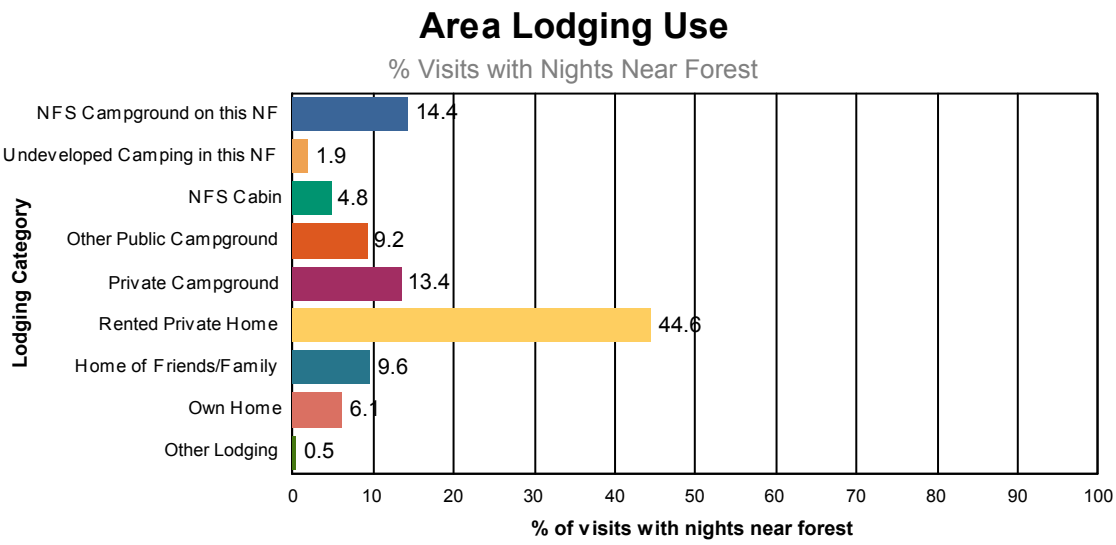
Total direct spending made within 50 miles of the forest and associated with national forest recreation is calculated by combining estimates of per-visit spending averages from the spending profiles with estimates of the number of national forest visits in the segment. The number of visits in the segment equals the percentage in Table 15 times the number of National Forest visits reported in Table 2.

4.4. Other Visit Information

There are several other important aspects of the trips on which the recreation visits to the forest are made. These are summarized in Table 16. The first aspect relates to total amount spent by the recreating party on the trip. This includes spending not just within 50 miles of the forest, but anywhere. The table shows both the average and the median. Another set describes the overall length of the trips on which the visits are made. The table shows the percent of the visits that were made on trips where the person stayed away from home overnight (even though the forest visit may be just a day visit), and the average total nights away from home and nights spent within 50 miles of the forest. For those spending one or more nights in or near the forest, the table shows the percentage that selected each of a series of lodging options. Together, these results help show the context of overall trip length and lodging patterns for visitors to the forest.

Table 16. Trip Spending and Lodging Usage

Trip Spending	Value
Average Total Trip Spending per Party	$497
Median Total Trip Spending per Party	$55
% NF Visits made on trip with overnight stay away from home	35.8%
% NF Visits with overnight stay within 50 miles of NF	35.0%
Mean nights/visit within 50 miles of NF	4.6
Area Lodging Use	**% Visits with Nights Near Forest**
NFS Campground on this NF	14.4%
Undeveloped Camping in this NF	1.9%
NFS Cabin	4.8%
Other Public Campground	9.2%
Private Campground	13.4%
Rented Private Home	44.6%
Home of Friends/Family	9.6%
Own Home	6.1%
Other Lodging	0.5%



4.5. Household Income

Visitors were asked to report a general category for their total household income. Only very general categories were used, to minimize the intrusive nature of the question. Results help indicate the overall socio-economic status of visitors to the forest, and are found in Table 17.

Table 17. Percent of National Forest Visits* by Annual Household Income

Annual Household Income Category	National Forest Visits (%)
Under $25,000	10.7
$25,000 to $49,999	22.7
$50,000 to $74,999	29.2
$75,000 to $99,999	19.5
$100,000 to $149,999	12.2
$150,000 and up	5.8
Total	100.1

* National Forest Visits are defined as the entry of one person upon a national forest to participate in recreation activities for an unspecified period of time. A National Forest Visit can be composed of multiple Site Visits.

4.6. Substitute Behavior

Visitors were asked to select one of several substitute choices, if for some reason they were unable to visit this national forest (Figure 3). Choices included going somewhere else for the same activity they did on the current trip, coming back to this forest for the same activity at some later time, going someplace else for a different activity, staying at home and not making a recreation trip, going to work instead of recreating, and a residual 'other' category. On most forests, the majority of visitors indicate that their substitute behavior choice is activity driven (going elsewhere for same activity) and a smaller percentage indicate they would come back later to this national forest for the same activity. For those visitors who said they would have gone somewhere else for recreation they were asked how far from their home this alternate destination was. These results are shown in Figure 4.

Figure 3. Substitute Behavior Choices

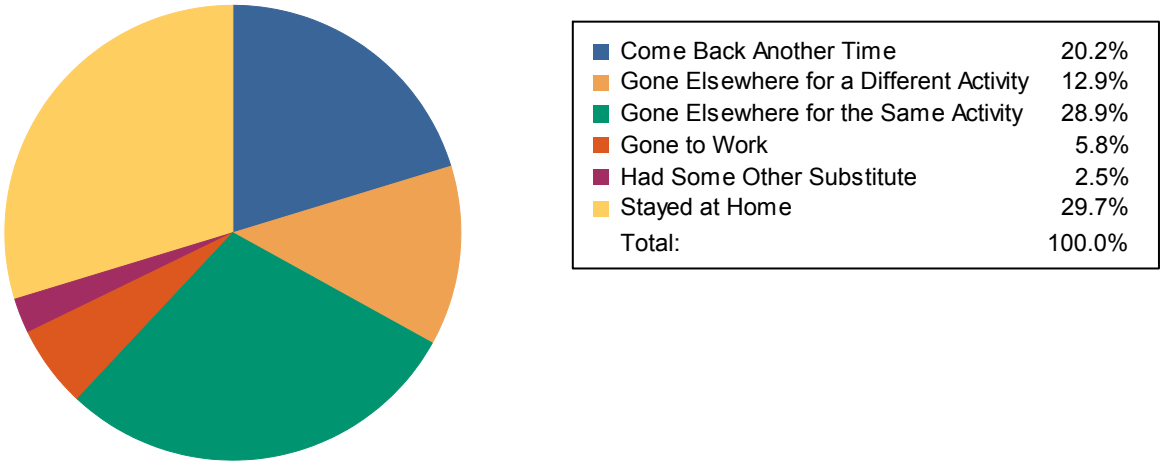
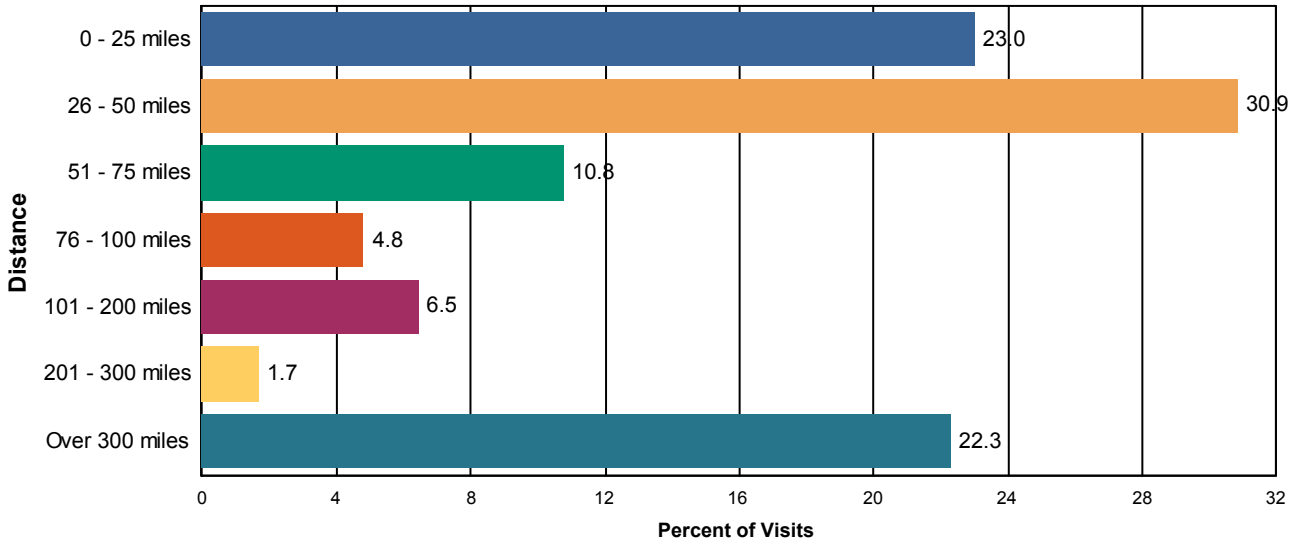


Figure 4. Reported Distance Visitors Would Travel to Alternate Location



5. SATISFACTION INFORMATION

An important element of outdoor recreation program delivery is evaluating customer satisfaction with the recreation setting, facilities, and services provided. Satisfaction information helps managers decide where to invest in resources and to allocate resources more efficiently toward improving customer satisfaction. Satisfaction is a core piece of data for national- and forest-level performance measures. To describe customer satisfaction, several different measures are used. Recreation visitors were asked to provide an overall rating of their visit to the national forest, on a 5-point Likert scale. About one-third of visitors interviewed on the forest rated their satisfaction with fourteen elements related to recreation facilities and services, and the importance of those elements to their recreation experience. Visitors were asked to rate the specific site or area at which they were interviewed. Visitors rated both the importance and performance (satisfaction with) of these elements using a 5-point scale. The Likert scale for importance ranged from not important to very important. The Likert scale for performance ranged from very dissatisfied to very satisfied. Although the satisfaction ratings specifically referenced the area where the visitor was interviewed, the survey design does not usually have enough responses for any individual site or area on the forest to present information at a site level. Rather, the information is generalized to overall satisfaction within the three site types: Day Use Developed (DUDS), Overnight Use Developed (OUDS), General Forest Areas, and on the forest as a whole.

The satisfaction responses are analyzed in several ways. First, a graph of overall satisfaction is presented in Figure 5. Next, two aggregate measures were calculated from the set of individual elements. The satisfaction elements most readily controlled by managers were aggregated into four categories: developed facilities, access, services, and visitor safety. The site types sampled were aggregated into three groups: developed sites (includes both day use and overnight developed sites), dispersed areas, and designated Wilderness. The first aggregate measure is called “Percent Satisfied Index (PSI)”, which is the proportion of all ratings for the elements in the category where the satisfaction ratings had a numerical rating of 4 or 5. Conceptually, the PSI indicator shows the percent of all recreation customers who are satisfied with agency performance. The agency’s national target for this measure is 85%. It is usually difficult to consistently have a higher satisfaction score than 85% since given tradeoffs among user groups and other factors. Table 18 displays the aggregate PSI scores for this forest.

Another aggregate measure of satisfaction is called “Percent Meet Expectations (PME)”. This is the proportion of satisfaction ratings in which the numerical satisfaction rating for a particular element is equal to or greater than the importance rating for that element. This indicator tracks the congruence between the agency’s performance and customer evaluations of importance. The idea behind this measure is that those elements with higher importance levels must have higher performance levels. Figure 6 displays the PME scores by type of site. Lower scores indicate a gap between desires and performance.

An Importance-Performance Analysis (IPA) (Hudson, et al, Feb 2004) was calculated for the importance and satisfaction scores. A target level of importance and performance divides the possible set of score pairs into four quadrants. For this work, the target level of both was a numerical score of 4.0. Each quadrant has a title that helps in interpreting responses that fall into it, and that provides some general guidance for management. These can be described as:

1. Importance at or above 4.0, Satisfaction at or above 4.0: **Keep up the good work**. These are items that are important to visitors and ones that the forest is performing quite well;
2. Importance at or above 4.0, Satisfaction under 4.0: **Concentrate here**. These are important items to the public, but performance is not where it needs to be. Increasing effort here is likely to have the greatest payoff in overall customer satisfaction;
3. Importance below 4.0, Satisfaction above 4.0: **Possible overkill**. These are items that are not highly important to visitors, but the forest's performance is quite good. It may be possible to reduce effort here without greatly harming overall satisfaction;
4. Importance below 4.0; Satisfaction below 4.0: **Low Priority**. These are items where performance is not very good, but neither are they important to visitors. Focusing effort here is unlikely to have a great impact.

We present tables that show the I-P rating title for each satisfaction element. Each sitetype is presented in a separate table. Results are presented in Tables 19 - 22.

The numerical scores for visitor satisfaction and importance for each element by site type, and the sample sizes for each are presented in Appendix B (Tables B1 - B4). Most managers find it difficult to discern meaning from these raw tables; however they may wish to examine specific elements once they have reviewed the other satisfaction information presented in this section. Note that if an element had fewer than 10 responses no analyses are performed, as there are too few responses to provide reliable information. Finally, visitors were asked about their overall satisfaction with and the importance of road condition and the adequacy of signage. Figure 7a and Figure 7b show the results.

The overall satisfaction results showed that almost 80 percent of the people who visited were very satisfied with the overall quality of their recreation experience. Another 15 percent were somewhat satisfied. Less than 2 percent expressed any level of dissatisfaction. Composite Index scores for Developed Sites showed developed facility conditions, access, and perception of safety were all above the 85% national satisfaction target. Satisfaction with services was below the national target for all types of sites. The Percent Meets Expectation ratings for feeling of safety were higher than 85% for all types of sites, but ratings for services were below that target. Importance-Performance scores were quite good for most items. Some exceptions were for restroom cleanliness and satisfaction with value for fees paid in several types of sites. The majority (over 80%) of the visiting population is somewhat to very satisfied with road condition and adequacy of signage forest-wide. Over half of the visiting population feels that both road conditions and adequacy of signage are very important forest-wide.

Figure 5. Percent of National Forest Visits by Overall Satisfaction Rating

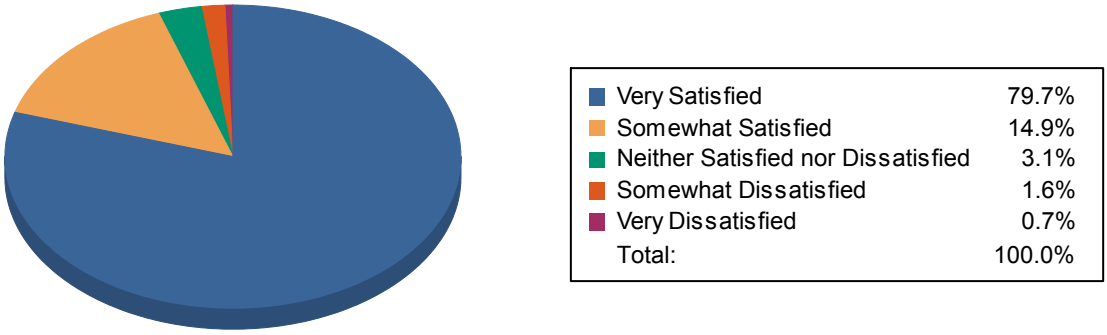


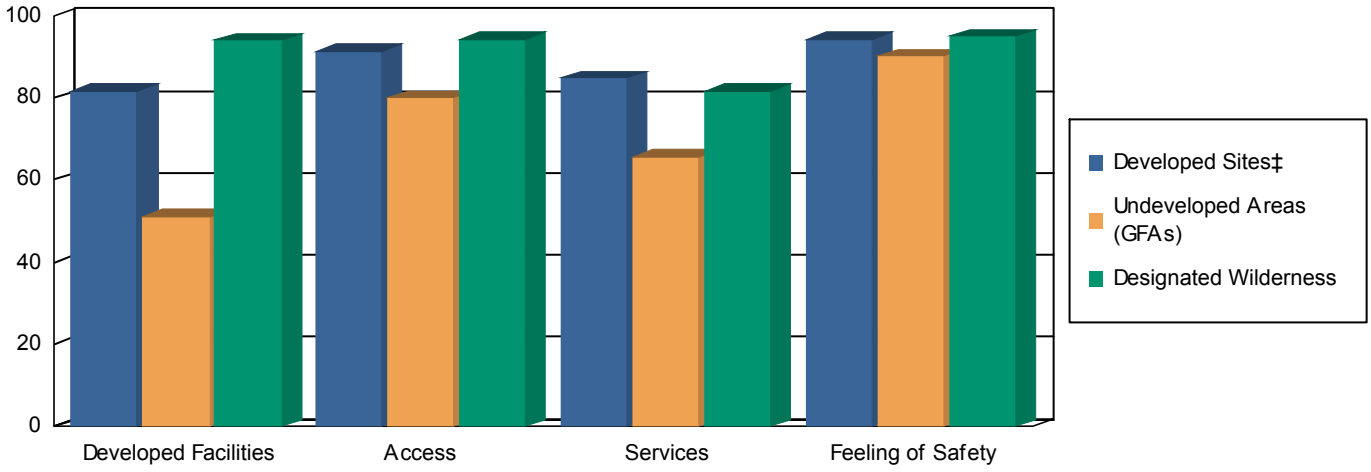
Table 18. Percent Satisfied Index† Scores for Aggregate Categories

Satisfaction Element	Satisfied Survey Respondents (%)		
	Developed Sites‡	Undeveloped Areas (GFAs)	Designated Wilderness
Developed Facilities	86.8	60.9	94.4
Access	95.2	82.4	94.5
Services	82.4	63.7	83.6
Feeling of Safety	97.7	96.3	100.0

† This is a composite rating. It is the proportion of satisfaction ratings scored by visitors as good (4) or very good (5). Computed as the percentage of all ratings for the elements within the sub grouping that are at or above the target level, and indicates the percent of all visitors that are reasonably well satisfied with agency performance.

‡ This category includes both Day Use and Overnight Use Developed Sites.

Figure 6. Percent Meets Expectations Scores*



* “Percent Meet Expectations (PME)” is the proportion of satisfaction ratings in which the numerical satisfaction rating for a particular element is equal to or greater than the importance rating for that element. This indicator tracks the congruence between the agency’s performance and customer evaluations of importance. The idea behind this measure is that those elements with higher importance levels must have higher performance levels. Lower scores indicate a gap between desires and performance.

‡ This category includes both Day Use and Overnight Use Developed Sites.

Table 19. Importance-Performance Ratings for Day Use Developed Sites

Satisfaction Element	Importance-Performance Rating
Restroom Cleanliness	Keep up the Good Work
Developed Facilities	Keep up the Good Work
Condition of Environment	Keep up the Good Work
Employee Helpfulness	Keep up the Good Work
Interpretive Displays	Keep up the Good Work
Parking Availability	Keep up the Good Work
Parking Lot Condition	Keep up the Good Work
Rec. Info. Availability	Keep up the Good Work
Road Condition	Keep up the Good Work
Feeling of Satefy	Keep up the Good Work
Scenery	Keep up the Good Work
Signage Adequacy	Keep up the Good Work
Trail Condition	Keep up the Good Work
Value for Fee Paid	Concentrate Here

Table 20. Importance-Performance Ratings for Overnight Developed Sites

Satisfaction Element	Importance-Performance Rating
Restroom Cleanliness	Concentrate Here
Developed Facilities	Keep up the Good Work
Condition of Environment	Keep up the Good Work
Employee Helpfulness	Keep up the Good Work
Interpretive Displays	Keep up the Good Work
Parking Availability	Keep up the Good Work
Parking Lot Condition	Keep up the Good Work
Rec. Info. Availability	Keep up the Good Work
Road Condition	Keep up the Good Work
Feeling of Satefy	Keep up the Good Work
Scenery	Keep up the Good Work
Signage Adequacy	Keep up the Good Work
Trail Condition	Keep up the Good Work
Value for Fee Paid	Concentrate Here

Table 21. Importance-Performance Ratings for Undeveloped Areas (GFAs)

Satisfaction Element	Importance-Performance Rating
Restroom Cleanliness	Concentrate Here
Developed Facilities	Keep up the Good Work
Condition of Environment	Keep up the Good Work
Employee Helpfulness	Keep up the Good Work
Interpretive Displays	Low Priority
Parking Availability	Keep up the Good Work
Parking Lot Condition	Keep up the Good Work
Rec. Info. Availability	Concentrate Here
Road Condition	Keep up the Good Work
Feeling of Satefy	Keep up the Good Work
Scenery	Keep up the Good Work
Signage Adequacy	Concentrate Here
Trail Condition	Keep up the Good Work
Value for Fee Paid	Concentrate Here

Table 22. Importance-Performance Ratings for Designated Wilderness

Satisfaction Element	Importance-Performance Rating
Restroom Cleanliness	Keep up the Good Work
Developed Facilities	*
Condition of Environment	Keep up the Good Work
Employee Helpfulness	*
Interpretive Displays	Keep up the Good Work
Parking Availability	Keep up the Good Work
Parking Lot Condition	Possible Overkill
Rec. Info. Availability	Keep up the Good Work
Road Condition	Keep up the Good Work
Feeling of Satefy	Keep up the Good Work
Scenery	Keep up the Good Work
Signage Adequacy	Keep up the Good Work
Trail Condition	Keep up the Good Work
Value for Fee Paid	Keep up the Good Work

* The data was not reported for items with fewer than 10 responses.

Figure 7a. Satisfaction with Forest-wide Road Conditions & Signage Adequacy

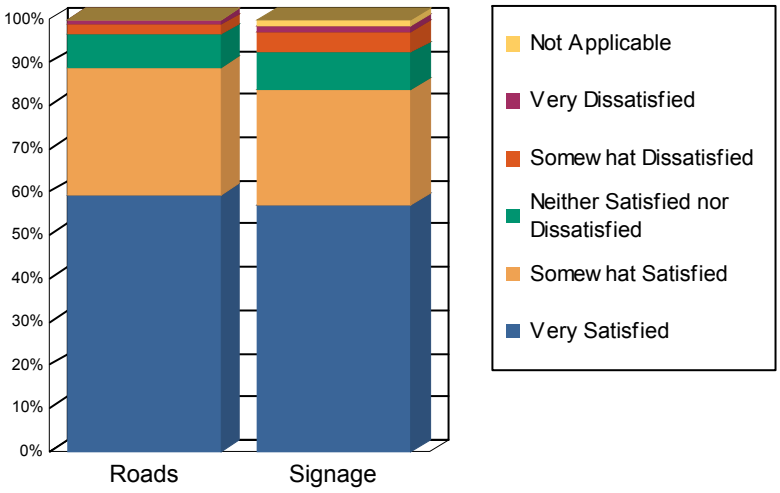
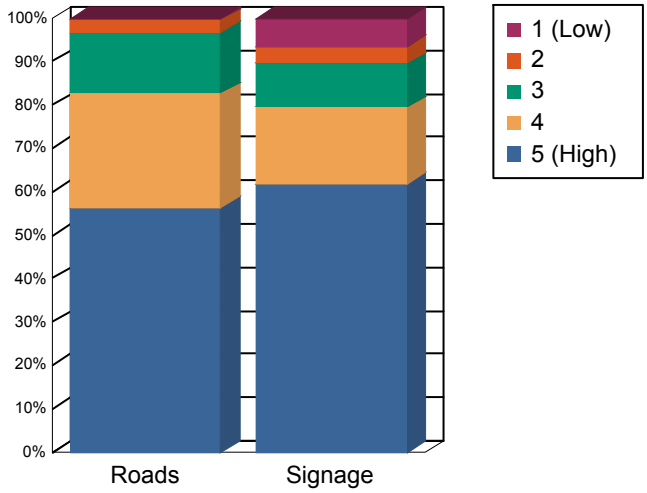


Figure 7b. Importance of Forest-wide Road Conditions & Signage Adequacy

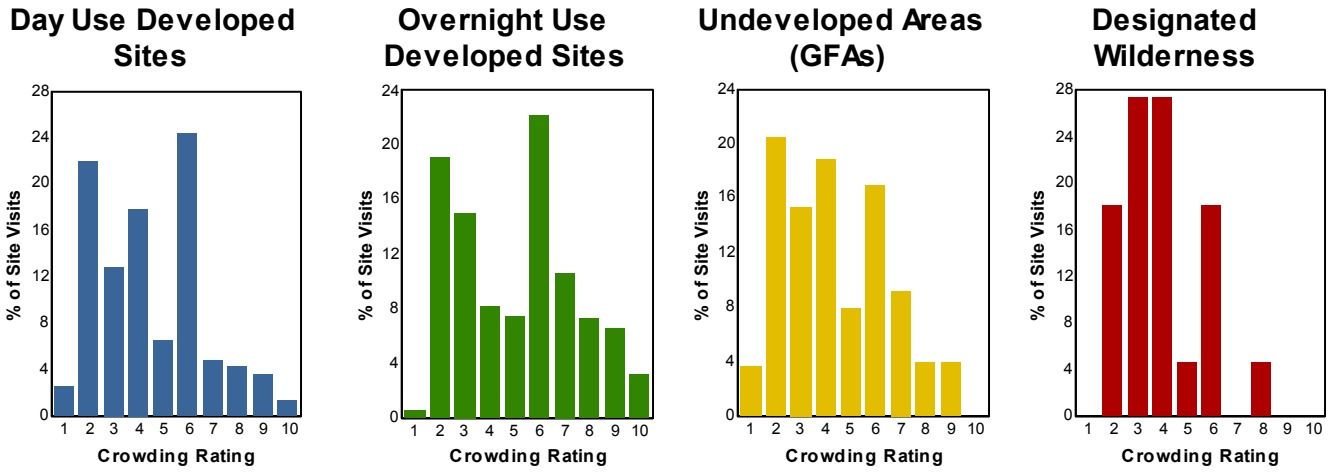


5.1. Crowding

Visitors rated their perception of how crowded the recreation site or area felt to them. This information is useful when looking at the type of site the visitor was using since someone visiting a designated Wilderness may think 5 people is too many while someone visiting a developed campground may think 200 people is about right. Table 23 shows the distribution of responses for each site type. Crowding was reported on a scale of 1 to 10 where 1 denotes hardly anyone was there, and a 10 indicates the area was perceived as overcrowded.

Table 23. Percent of Site Visits* by Crowding Rating and Site Type

Crowding Rating†	Site Types (% of Site Visits)			
	Day Use Developed Sites	Overnight Use Developed Sites	Undeveloped Areas (GFAs)	Designated Wilderness
10 - Overcrowded	1.4	3.2	0.0	0.0
9	3.7	6.4	3.9	0.0
8	4.2	7.3	3.9	4.5
7	4.8	10.6	9.2	0.0
6	24.3	22.1	16.9	18.2
5	6.5	7.4	7.8	4.5
4	17.9	8.2	18.8	27.3
3	12.9	15.0	15.4	27.3
2	21.9	19.1	20.4	18.2
1 - Hardly anyone there	2.5	0.5	3.6	0.0
Average Rating	**4.5**	**5.1**	**4.4**	**4.0**



* A Site Visit is the entry of one person onto a national forest site or area to participate in recreation activities for an unspecified period of time.

† Survey respondents rated how crowded the site or area they were interviewed at was using a scale of 1 to 10 where 1 meant hardly anyone was there and 10 meant the site or area was overcrowded.

5.2. Disabilities

Providing barrier-free facilities for recreation visitors is an important part of facility and service planning and development. One question asked if anyone in their group had a disability. If so, the visitor was then asked if the facilities at the sites they visited were accessible for this person (Table 24).

Table 24. Accessibility of National Forest Facilities by Persons with Disabilities

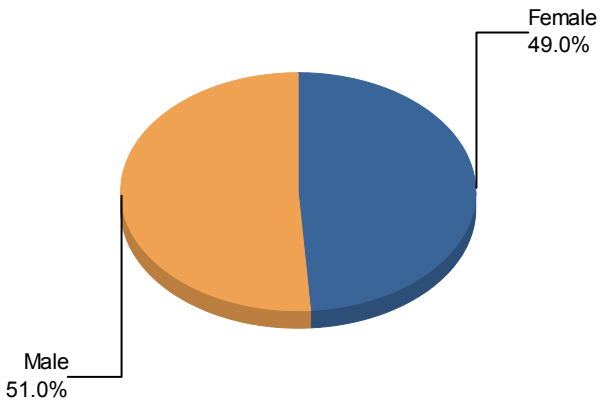
Item	Percent
% of visits that include a group member with a disability	13.9
Of this group, percent who said facilities at site visited were accessible	69.1

6. WILDERNESS VISIT DEMOGRAPHICS

Visits to Wilderness are sometimes made by a particular subset of the overall visitor population. In this chapter, tables are presented that describe the demographic characteristics of those who visit designated wilderness on this forest. Table 25 shows the gender breakdown, Table 26 the racial and ethnicity distribution, and the Table 27 age composition. In Table 28, a frequency analysis of Zip Codes obtained from respondents is presented, to give a rough idea of the common origins of Wilderness visitors.

Table 25. Percent of Wilderness Site Visits* by Gender

Gender	Survey Respondents†	Wilderness Site Visits (%)‡
Female	103	49.0
Male	104	51.0
Total	**207**	**100.0**



* A Site Visit is the entry of one person onto a National Forest site or area to participate in recreation activities for an unspecified period of time.

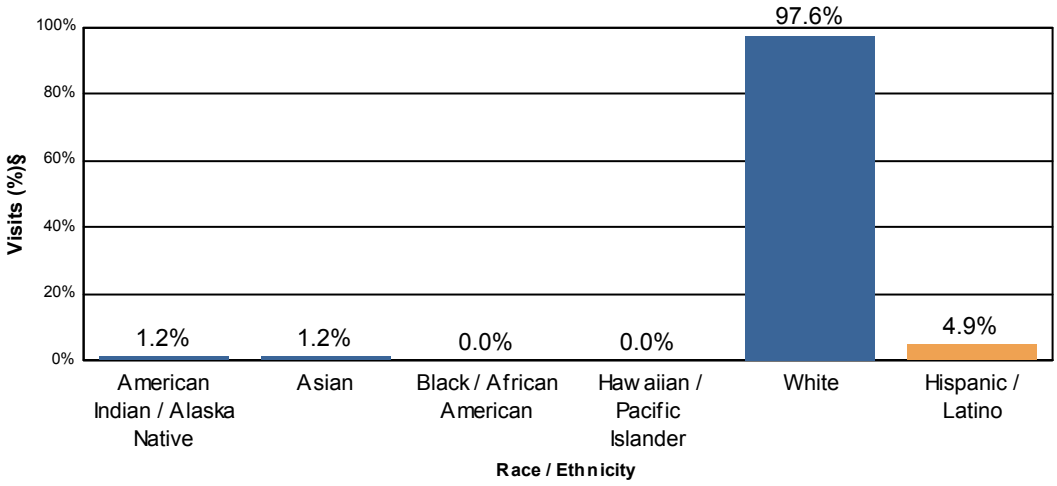
† Non-respondents to gender questions were excluded from analysis.

‡ Calculations are computed using weights that expand the sample of individuals to the population of Wilderness Site Visits.

Table 26. Percent of Wilderness Site Visits* by Race/Ethnicity

Race †	Survey Respondents‡	Wilderness Site Visits (%)§
American Indian / Alaska Native	1	1.2
Asian	1	1.2
Black / African American	0	0.0
Hawaiian / Pacific Islander	0	0.0
White	80	97.6
Total	82	100.0#

Ethnicity†	Survey Respondents‡	Wilderness Site Visits (%)§
Hispanic / Latino	4	4.9



* A Site Visit is the entry of one person onto a National Forest site or area to participate in recreation activities for an unspecified period of time.

Respondents could choose more than one racial group, so the total may be more than 100%.

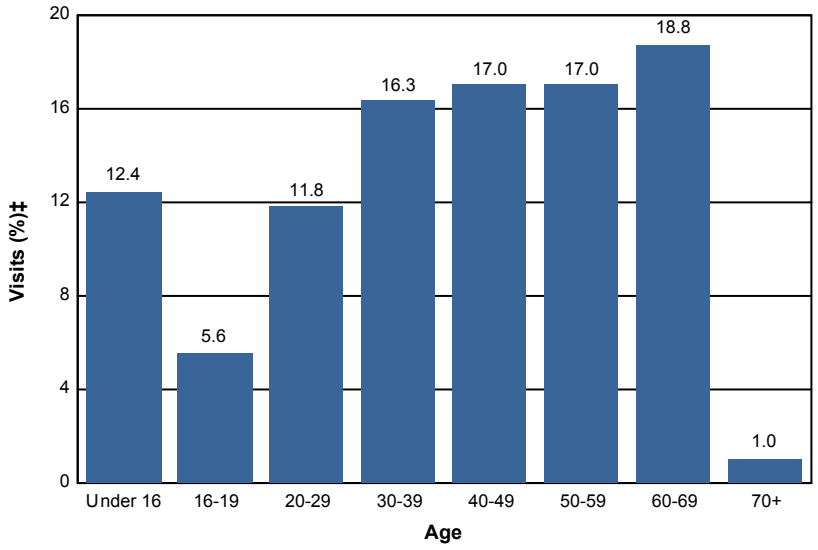
† Race and Ethnicity were asked as two separate questions.

‡ Non-respondents to race/ethnicity questions were excluded from analysis.

§ Calculations are computed using weights that expand the sample of individuals to the population of Wilderness Site Visits.

Table 27. Percent of Wilderness Site Visits* by Age

Age Class	Wilderness Site Visits (%)‡
Under 16	12.4
16-19	5.6
20-29	11.8
30-39	16.3
40-49	17.0
50-59	17.0
60-69	18.8
70+	1.0
Total	**99.9**



* A Site Visit is the entry of one person onto a National Forest site or area to participate in recreation activities for an unspecified period of time.

† Non-respondents to age questions were excluded from analysis.

‡ Calculations are computed using weights that expand the sample of individuals to the population of Wilderness Site Visits.

Table 28. Top 15 Most Commonly Reported ZIP Codes, States and Counties of Wilderness Survey Respondents

ZIP Code	State	County	Percent of Respondents	Survey Respondents (n)
57730	South Dakota	Custer County	20.0	5
57701	South Dakota	Pennington County	20.0	5
Foreign Country			8.0	2
55125	Minnesota	Washington County	8.0	2
68123	Nebraska	Sarpy County	4.0	1
55378	Minnesota	Scott County	4.0	1
63401	Missouri	Marion County	4.0	1
56601	Minnesota	Beltrami County	4.0	1
55082	Minnesota	Washington County	4.0	1
68661	Nebraska	Colfax County	4.0	1
45044	Ohio	Butler County	4.0	1
54944	Wisconsin	Outagamie County	4.0	1
57106	South Dakota	Minnehaha County	4.0	1
11211	New York	Kings County	4.0	1
57761	South Dakota	Pennington County	4.0	1

* Includes respondents reporting no ZIP code or an invalid ZIP code.

7. APPENDIX TABLES

APPENDIX A - Complete List of ZIP Codes

Table A-1. ZIP Codes, States and Counties of National Forest Survey Respondents

ZIP Code	State	County	Percent of Respondents	Survey Respondents (n)
57702	South Dakota	Pennington County	17.2	263
57701	South Dakota	Pennington County	10.0	152
57703	South Dakota	Pennington County	3.7	56
Foreign Country			2.5	38
57718	South Dakota	Meade County	2.4	36
Unknown Origin*			2.2	33
57785	South Dakota	Meade County	1.8	28
57783	South Dakota	Lawrence County	1.8	28
57730	South Dakota	Custer County	1.4	22
57769	South Dakota	Meade County	1.4	22
57745	South Dakota	Pennington County	1.2	19
57719	South Dakota	Pennington County	1.1	17
82701	Wyoming	Weston County	1.0	15
57754	South Dakota	Lawrence County	0.9	14
57732	South Dakota	Lawrence County	0.9	14
57717	South Dakota	Butte County	0.7	10
57106	South Dakota	Minnehaha County	0.7	10
57747	South Dakota	Fall River County	0.6	9
57744	South Dakota	Custer County	0.6	9
82716	Wyoming	Campbell County	0.5	7
57501	South Dakota	Hughes County	0.5	7
57105	South Dakota	Minnehaha County	0.5	7
57709	South Dakota	Pennington County	0.4	6
82718	Wyoming	Campbell County	0.4	6
57301	South Dakota	Davison County	0.3	5
57401	South Dakota	Brown County	0.3	5
57706	South Dakota	Meade County	0.3	5
57006	South Dakota	Brookings County	0.3	4
55409	Minnesota	Hennepin County	0.3	4
57788	South Dakota	Butte County	0.3	4
57005	South Dakota	Minnehaha County	0.2	3
55408	Minnesota	Hennepin County	0.2	3
57078	South Dakota	Yankton County	0.2	3
57761	South Dakota	Pennington County	0.2	3
57103	South Dakota	Minnehaha County	0.2	3
57231	South Dakota	Kingsbury County	0.2	3
53555	Wisconsin	Columbia County	0.2	3
82070	Wyoming	Albany County	0.2	3
57773	South Dakota	Custer County	0.2	3
57104	South Dakota	Minnehaha County	0.2	3

57042	South Dakota	Lake County	0.2	3
57759	South Dakota	Lawrence County	0.2	3
80526	Colorado	Larimer County	0.1	2
61401	Illinois	Knox County	0.1	2
57004	South Dakota	Union County	0.1	2
98664	Washington	Clark County	0.1	2
57751	South Dakota	Pennington County	0.1	2
52341	Iowa	Linn County	0.1	2
56001	Minnesota	Blue Earth County	0.1	2
54601	Wisconsin	La Crosse County	0.1	2
58102	North Dakota	Cass County	0.1	2
55304	Minnesota	Anoka County	0.1	2
80524	Colorado	Larimer County	0.1	2
57077	South Dakota	Lincoln County	0.1	2
68601	Nebraska	Platte County	0.1	2
82727	Wyoming	Campbell County	0.1	2
57030	South Dakota	Minnehaha County	0.1	2
68066	Nebraska	Saunders County	0.1	2
55420	Minnesota	Hennepin County	0.1	2
57779	South Dakota	Lawrence County	0.1	2
57242	South Dakota	Hamlin County	0.1	2
57108	South Dakota	Lincoln County	0.1	2
82001	Wyoming	Laramie County	0.1	2
89149	Nevada	Clark County	0.1	2
69301	Nebraska	Box Butte County	0.1	2
57064	South Dakota	Lincoln County	0.1	2
57544	South Dakota	Lyman County	0.1	2
55082	Minnesota	Washington County	0.1	2
55410	Minnesota	Hennepin County	0.1	2
58103	North Dakota	Cass County	0.1	2
55008	Minnesota	Isanti County	0.1	2
82721	Wyoming	Crook County	0.1	2
55125	Minnesota	Washington County	0.1	2
75701	Texas	Smith County	0.1	2
82717	Wyoming	Campbell County	0.1	2
32162	Florida	Lake County	0.1	2
60442	Illinois	Will County	0.1	2
55120	Minnesota	Dakota County	0.1	2
51104	Iowa	Woodbury County	0.1	2
48310	Michigan	Macomb County	0.1	2
56151	Minnesota	Murray County	0.1	2
25701	West Virginia	Cabell County	0.1	2
74075	Oklahoma	Payne County	0.1	2
58601	North Dakota	Stark County	0.1	2
31513	Georgia	Appling County	0.1	2
58639	North Dakota	Adams County	0.1	2
55810	Minnesota	St. Louis County	0.1	2
82801	Wyoming	Sheridan County	0.1	2
57013	South Dakota	Lincoln County	0.1	2
55024	Minnesota	Dakota County	0.1	2
58545	North Dakota	Mercer County	0.1	2

53711	Wisconsin	Dane County	0.1	2
75040	Texas	Dallas County	0.1	1
60073	Illinois	Lake County	0.1	1
68123	Nebraska	Sarpy County	0.1	1
55124	Minnesota	Dakota County	0.1	1
34202	Florida	Manatee County	0.1	1
48329	Michigan	Oakland County	0.1	1
55378	Minnesota	Scott County	0.1	1
50583	Iowa	Sac County	0.1	1
60126	Illinois	DuPage County	0.1	1
33573	Florida	Hillsborough County	0.1	1
57529	South Dakota	Gregory County	0.1	1
59457	Montana	Fergus County	0.1	1
80432	Colorado	Park County	0.1	1
49004	Michigan	Kalamazoo County	0.1	1
56469	Minnesota	Aitkin County	0.1	1
60201	Illinois	Cook County	0.1	1
80525	Colorado	Larimer County	0.1	1
63401	Missouri	Marion County	0.1	1
10562	New York	Westchester County	0.1	1
55960	Minnesota	Olmsted County	0.1	1
63366	Missouri	St. Charles County	0.1	1
53178	Wisconsin	Jefferson County	0.1	1
56601	Minnesota	Beltrami County	0.1	1
66061	Kansas	Johnson County	0.1	1
58401	North Dakota	Stutsman County	0.1	1
95843	California	Sacramento County	0.1	1
51445	Iowa	Ida County	0.1	1
78580	Texas	Willacy County	0.1	1
77573	Texas	Galveston County	0.1	1
57075	South Dakota	Lake County	0.1	1
85365	Arizona	Yuma County	0.1	1
31705	Georgia	Dougherty County	0.1	1
80461	Colorado	Lake County	0.1	1
21713	Maryland	Washington County	0.1	1
19352	Pennsylvania	Chester County	0.1	1
80424	Colorado	Summit County	0.1	1
57201	South Dakota	Codington County	0.1	1
79007	Texas	Hutchinson County	0.1	1
57237	South Dakota	Deuel County	0.1	1
58622	North Dakota	Stark County	0.1	1
77386	Texas	Montgomery County	0.1	1
96019	California	Shasta County	0.1	1
72544	Arkansas	Baxter County	0.1	1
57383	South Dakota	Aurora County	0.1	1
68822	Nebraska	Custer County	0.1	1
28753	North Carolina	Madison County	0.1	1
57367	South Dakota	Charles Mix County	0.1	1
68508	Nebraska	Lancaster County	0.1	1
55112	Minnesota	Ramsey County	0.1	1
59330	Montana	Dawson County	0.1	1

82729	Wyoming	Crook County	0.1	1
89434	Nevada	Washoe County	0.1	1
61547	Illinois	Peoria County	0.1	1
68351	Nebraska	Fillmore County	0.1	1
68661	Nebraska	Colfax County	0.1	1
32605	Florida	Alachua County	0.1	1
89034	Nevada	Clark County	0.1	1
58072	North Dakota	Barnes County	0.1	1
45044	Ohio	Butler County	0.1	1
72714	Arkansas	Benton County	0.1	1
50830	Iowa	Union County	0.1	1
46835	Indiana	Allen County	0.1	1
54944	Wisconsin	Outagamie County	0.1	1
63055	Missouri	Franklin County	0.1	1
63048	Missouri	Jefferson County	0.1	1
17057	Pennsylvania	Dauphin County	0.1	1
56082	Minnesota	Nicollet County	0.1	1
52537	Iowa	Davis County	0.1	1
11211	New York	Kings County	0.1	1
63044	Missouri	St. Louis County	0.1	1
95076	California	Santa Cruz County	0.1	1
82240	Wyoming	Goshen County	0.1	1
91344	California	Los Angeles County	0.1	1
64119	Missouri	Clay County	0.1	1
76112	Texas	Tarrant County	0.1	1
67449	Kansas	Dickinson County	0.1	1
17552	Pennsylvania	Lancaster County	0.1	1
06053	Connecticut	Hartford County	0.1	1
50444	Iowa	Worth County	0.1	1
08094	New Jersey	Gloucester County	0.1	1
68779	Nebraska	Stanton County	0.1	1
57271	South Dakota	Clark County	0.1	1
58854	North Dakota	McKenzie County	0.1	1
93505	California	Kern County	0.1	1
56342	Minnesota	Mille Lacs County	0.1	1
53129	Wisconsin	Milwaukee County	0.1	1
57274	South Dakota	Day County	0.1	1
51331	Iowa	Dickinson County	0.1	1
83687	Idaho	Canyon County	0.1	1
77084	Texas	Harris County	0.1	1
68127	Nebraska	Douglas County	0.1	1
85283	Arizona	Maricopa County	0.1	1
76513	Texas	Bell County	0.1	1
10471	New York	Bronx County	0.1	1
57342	South Dakota	Charles Mix County	0.1	1
63129	Missouri	St. Louis County	0.1	1
82633	Wyoming	Converse County	0.1	1
60638	Illinois	Cook County	0.1	1
70810	Louisiana	East Baton Rouge Parish	0.1	1
36092	Alabama	Elmore County	0.1	1
22407	Virginia	Spotsylvania County	0.1	1

98360	Washington	Pierce County	0.1	1
08854	New Jersey	Middlesex County	0.1	1
67212	Kansas	Sedgwick County	0.1	1
64506	Missouri	Buchanan County	0.1	1
12569	New York	Dutchess County	0.1	1
57226	South Dakota	Deuel County	0.1	1
55438	Minnesota	Hennepin County	0.1	1
58503	North Dakota	Burleigh County	0.1	1
94566	California	Alameda County	0.1	1
56044	Minnesota	Sibley County	0.1	1
61068	Illinois	Ogle County	0.1	1
53104	Wisconsin	Kenosha County	0.1	1
66223	Kansas	Johnson County	0.1	1
52101	Iowa	Winneshiek County	0.1	1
68859	Nebraska	Valley County	0.1	1
49420	Michigan	Oceana County	0.1	1
55107	Minnesota	Ramsey County	0.1	1
54660	Wisconsin	Monroe County	0.1	1
55379	Minnesota	Scott County	0.1	1
82523	Wyoming	Fremont County	0.1	1
80538	Colorado	Larimer County	0.1	1
51019	Iowa	Woodbury County	0.1	1
80228	Colorado	Jefferson County	0.1	1
01930	Massachusetts	Essex County	0.1	1
63119	Missouri	St. Louis County	0.1	1
59802	Montana	Missoula County	0.1	1
70471	Louisiana	St. Tammany Parish	0.1	1
56096	Minnesota	Le Sueur County	0.1	1
80120	Colorado	Arapahoe County	0.1	1
47954	Indiana	Montgomery County	0.1	1
57018	South Dakota	Minnehaha County	0.1	1
44120	Ohio	Cuyahoga County	0.1	1
72680	Arkansas	Stone County	0.1	1
07860	New Jersey	Sussex County	0.1	1
60091	Illinois	Cook County	0.1	1
96734	Hawaii	Honolulu County	0.1	1
46970	Indiana	Miami County	0.1	1
69361	Nebraska	Scotts Bluff County	0.1	1
60659	Illinois	Cook County	0.1	1
33928	Florida	Lee County	0.1	1
57029	South Dakota	Hutchinson County	0.1	1
61103	Illinois	Winnebago County	0.1	1
80601	Colorado	Adams County	0.1	1
57782	South Dakota	Fall River County	0.1	1
57764	South Dakota	Shannon County	0.1	1
74941	Oklahoma	Haskell County	0.1	1
78624	Texas	Gillespie County	0.1	1
83709	Idaho	Ada County	0.1	1
60096	Illinois	Lake County	0.1	1
57402	South Dakota	Brown County	0.1	1
22902	Virginia	Charlottesville city	0.1	1

04966	Maine	Franklin County	0.1	1
58640	North Dakota	Dunn County	0.1	1
22304	Virginia	Alexandria city	0.1	1
50049	Iowa	Lucas County	0.1	1
68502	Nebraska	Lancaster County	0.1	1
84319	Utah	Cache County	0.1	1
10027	New York	New York County	0.1	1
75840	Texas	Freestone County	0.1	1
52253	Iowa	Linn County	0.1	1
54626	Wisconsin	Crawford County	0.1	1
54449	Wisconsin	Wood County	0.1	1
55404	Minnesota	Hennepin County	0.1	1
45140	Ohio	Clermont County	0.1	1
46167	Indiana	Hendricks County	0.1	1
54011	Wisconsin	Pierce County	0.1	1
61081	Illinois	Whiteside County	0.1	1
60010	Illinois	Lake County	0.1	1
78537	Texas	Hidalgo County	0.1	1
95355	California	Stanislaus County	0.1	1
57451	South Dakota	Edmunds County	0.1	1
23947	Virginia	Charlotte County	0.1	1
97333	Oregon	Benton County	0.1	1
80138	Colorado	Douglas County	0.1	1
76901	Texas	Tom Green County	0.1	1
68701	Nebraska	Madison County	0.1	1
64804	Missouri	Jasper County	0.1	1
57469	South Dakota	Spink County	0.1	1
49423	Michigan	Ottawa County	0.1	1
03062	New Hampshire	Hillsborough County	0.1	1
57032	South Dakota	Lincoln County	0.1	1
82730	Wyoming	Weston County	0.1	1
65737	Missouri	Stone County	0.1	1
57579	South Dakota	Mellette County	0.1	1
33569	Florida	Hillsborough County	0.1	1
57107	South Dakota	Minnehaha County	0.1	1
60477	Illinois	Cook County	0.1	1
32904	Florida	Brevard County	0.1	1
13036	New York	Oswego County	0.1	1
58054	North Dakota	Ransom County	0.1	1
16161	Pennsylvania	Mercer County	0.1	1
98374	Washington	Pierce County	0.1	1
73505	Oklahoma	Comanche County	0.1	1
63601	Missouri	St. Francois County	0.1	1
97322	Oregon	Linn County	0.1	1
02537	Massachusetts	Barnstable County	0.1	1
57430	South Dakota	Marshall County	0.1	1
30040	Georgia	Forsyth County	0.1	1
56164	Minnesota	Pipestone County	0.1	1
55303	Minnesota	Anoka County	0.1	1
54913	Wisconsin	Outagamie County	0.1	1
53216	Wisconsin	Milwaukee County	0.1	1

32578	Florida	Okaloosa County	0.1	1
79109	Texas	Randall County	0.1	1
69339	Nebraska	Dawes County	0.1	1
37615	Tennessee	Washington County	0.1	1
89145	Nevada	Clark County	0.1	1
57035	South Dakota	Minnehaha County	0.1	1
84532	Utah	Grand County	0.1	1
55419	Minnesota	Hennepin County	0.1	1
47163	Indiana	Clark County	0.1	1
43140	Ohio	Madison County	0.1	1
77080	Texas	Harris County	0.1	1
91206	California	Los Angeles County	0.1	1
37857	Tennessee	Hawkins County	0.1	1
55119	Minnesota	Ramsey County	0.1	1
58554	North Dakota	Morton County	0.1	1
55406	Minnesota	Hennepin County	0.1	1
85749	Arizona	Pima County	0.1	1
55360	Minnesota	Carver County	0.1	1
75686	Texas	Camp County	0.1	1
78254	Texas	Bexar County	0.1	1
68112	Nebraska	Douglas County	0.1	1
80020	Colorado	Broomfield County	0.1	1
94553	California	Contra Costa County	0.1	1
04009	Maine	Cumberland County	0.1	1
56550	Minnesota	Norman County	0.1	1
15216	Pennsylvania	Allegheny County	0.1	1
84123	Utah	Salt Lake County	0.1	1
37069	Tennessee	Williamson County	0.1	1
16617	Pennsylvania	Blair County	0.1	1
80435	Colorado	Summit County	0.1	1
52057	Iowa	Delaware County	0.1	1
94550	California	Alameda County	0.1	1
69337	Nebraska	Dawes County	0.1	1
48652	Michigan	Gladwin County	0.1	1
04095	Maine	York County	0.1	1
57334	South Dakota	Davison County	0.1	1
55444	Minnesota	Hennepin County	0.1	1
81230	Colorado	Gunnison County	0.1	1
85345	Arizona	Maricopa County	0.1	1
32619	Florida	Gilchrist County	0.1	1
01985	Massachusetts	Essex County	0.1	1
56636	Minnesota	Itasca County	0.1	1
50234	Iowa	Marshall County	0.1	1
57427	South Dakota	Brown County	0.1	1
52403	Iowa	Linn County	0.1	1
54914	Wisconsin	Outagamie County	0.1	1
88021	New Mexico	Dona Ana County	0.1	1
55369	Minnesota	Hennepin County	0.1	1
97470	Oregon	Douglas County	0.1	1
78041	Texas	Webb County	0.1	1
02330	Massachusetts	Plymouth County	0.1	1

67204	Kansas	Sedgwick County	0.1	1
31324	Georgia	Bryan County	0.1	1
55315	Minnesota	Carver County	0.1	1
55113	Minnesota	Ramsey County	0.1	1
64701	Missouri	Cass County	0.1	1
89406	Nevada	Churchill County	0.1	1
92399	California	San Bernardino County	0.1	1
59901	Montana	Flathead County	0.1	1
10026	New York	New York County	0.1	1
63901	Missouri	Butler County	0.1	1
60097	Illinois	McHenry County	0.1	1
46113	Indiana	Morgan County	0.1	1
16117	Pennsylvania	Lawrence County	0.1	1
14527	New York	Yates County	0.1	1
56560	Minnesota	Clay County	0.1	1
55128	Minnesota	Washington County	0.1	1
56349	Minnesota	Pope County	0.1	1
71328	Louisiana	Rapides Parish	0.1	1
48877	Michigan	Gratiot County	0.1	1
51201	Iowa	OBrien County	0.1	1
49837	Michigan	Delta County	0.1	1
55302	Minnesota	Wright County	0.1	1
51510	Iowa	Pottawattamie County	0.1	1
75482	Texas	Hopkins County	0.1	1
68901	Nebraska	Adams County	0.1	1
80106	Colorado	El Paso County	0.1	1
89801	Nevada	Elko County	0.1	1
58239	North Dakota	Cavalier County	0.1	1
59301	Montana	Custer County	0.1	1
55014	Minnesota	Anoka County	0.1	1
60151	Illinois	Kane County	0.1	1
61008	Illinois	Boone County	0.1	1
01077	Massachusetts	Hampden County	0.1	1
41006	Kentucky	Pendleton County	0.1	1
59047	Montana	Park County	0.1	1
55055	Minnesota	Washington County	0.1	1
82604	Wyoming	Natrona County	0.1	1
98366	Washington	Kitsap County	0.1	1
80503	Colorado	Boulder County	0.1	1
54650	Wisconsin	La Crosse County	0.1	1
60653	Illinois	Cook County	0.1	1
52247	Iowa	Washington County	0.1	1
57762	South Dakota	Butte County	0.1	1
58078	North Dakota	Cass County	0.1	1
10706	New York	Westchester County	0.1	1
55116	Minnesota	Ramsey County	0.1	1
89130	Nevada	Clark County	0.1	1
19734	Delaware	New Castle County	0.1	1
57780	South Dakota	Pennington County	0.1	1
98632	Washington	Cowlitz County	0.1	1
30076	Georgia	Fulton County	0.1	1

56187	Minnesota	Nobles County	0.1	1
86326	Arizona	Yavapai County	0.1	1
57437	South Dakota	McPherson County	0.1	1
80302	Colorado	Boulder County	0.1	1
56482	Minnesota	Wadena County	0.1	1
68037	Nebraska	Cass County	0.1	1
57471	South Dakota	Edmunds County	0.1	1
55118	Minnesota	Dakota County	0.1	1
46118	Indiana	Hendricks County	0.1	1
59715	Montana	Gallatin County	0.1	1
59926	Montana	Flathead County	0.1	1
56253	Minnesota	Kandiyohi County	0.1	1
85209	Arizona	Maricopa County	0.1	1
89706	Nevada	Carson City	0.1	1
95014	California	Santa Clara County	0.1	1
53202	Wisconsin	Milwaukee County	0.1	1
43614	Ohio	Lucas County	0.1	1
65063	Missouri	Callaway County	0.1	1
45243	Ohio	Hamilton County	0.1	1
59501	Montana	Hill County	0.1	1
68039	Nebraska	Thurston County	0.1	1
55343	Minnesota	Hennepin County	0.1	1
66106	Kansas	Wyandotte County	0.1	1
28512	North Carolina	Carteret County	0.1	1
37716	Tennessee	Anderson County	0.1	1
33484	Florida	Palm Beach County	0.1	1
58249	North Dakota	Cavalier County	0.1	1
57793	South Dakota	Lawrence County	0.1	1
32257	Florida	Duval County	0.1	1
38017	Tennessee	Shelby County	0.1	1
72631	Arkansas	Carroll County	0.1	1
57234	South Dakota	Hamlin County	0.1	1
22079	Virginia	Fairfax County	0.1	1
12577	New York	Orange County	0.1	1
50310	Iowa	Polk County	0.1	1
56156	Minnesota	Rock County	0.1	1
53406	Wisconsin	Racine County	0.1	1
51106	Iowa	Woodbury County	0.1	1
59270	Montana	Richland County	0.1	1
85901	Arizona	Navajo County	0.1	1
56537	Minnesota	Otter Tail County	0.1	1
57792	South Dakota	Meade County	0.1	1
55808	Minnesota	St. Louis County	0.1	1
51577	Iowa	Pottawattamie County	0.1	1
35043	Alabama	Shelby County	0.1	1
53529	Wisconsin	Dane County	0.1	1
62812	Illinois	Franklin County	0.1	1
70791	Louisiana	East Baton Rouge Parish	0.1	1
53151	Wisconsin	Waukesha County	0.1	1
80260	Colorado	Adams County	0.1	1
60031	Illinois	Lake County	0.1	1

92122	California	San Diego County	0.1	1
57022	South Dakota	Minnehaha County	0.1	1
53223	Wisconsin	Milwaukee County	0.1	1
82007	Wyoming	Laramie County	0.1	1
55449	Minnesota	Anoka County	0.1	1
33983	Florida	Charlotte County	0.1	1
53719	Wisconsin	Dane County	0.1	1
84741	Utah	Kane County	0.1	1
87008	New Mexico	Bernalillo County	0.1	1
43221	Ohio	Franklin County	0.1	1
55442	Minnesota	Hennepin County	0.1	1
54822	Wisconsin	Barron County	0.1	1
68372	Nebraska	Lancaster County	0.1	1
66614	Kansas	Shawnee County	0.1	1
57066	South Dakota	Bon Homme County	0.1	1
57003	South Dakota	Minnehaha County	0.1	1
53949	Wisconsin	Marquette County	0.1	1
28730	North Carolina	Buncombe County	0.1	1
43557	Ohio	Williams County	0.1	1
55433	Minnesota	Anoka County	0.1	1
72015	Arkansas	Saline County	0.1	1
81425	Colorado	Montrose County	0.1	1
76016	Texas	Tarrant County	0.1	1
67001	Kansas	Sedgwick County	0.1	1
43212	Ohio	Franklin County	0.1	1
45431	Ohio	Greene County	0.1	1
43125	Ohio	Franklin County	0.1	1
54911	Wisconsin	Outagamie County	0.1	1
75020	Texas	Grayson County	0.1	1
51351	Iowa	Dickinson County	0.1	1
76052	Texas	Tarrant County	0.1	1
60561	Illinois	DuPage County	0.1	1
95603	California	Placer County	0.1	1
71957	Arkansas	Montgomery County	0.1	1
19002	Pennsylvania	Montgomery County	0.1	1
85925	Arizona	Apache County	0.1	1
58501	North Dakota	Burleigh County	0.1	1
51250	Iowa	Sioux County	0.1	1
61611	Illinois	Tazewell County	0.1	1
97526	Oregon	Josephine County	0.1	1
54162	Wisconsin	Brown County	0.1	1
50627	Iowa	Hardin County	0.1	1
56442	Minnesota	Crow Wing County	0.1	1
57026	South Dakota	Brookings County	0.1	1
76132	Texas	Tarrant County	0.1	1
55003	Minnesota	Washington County	0.1	1
77571	Texas	Harris County	0.1	1
25541	West Virginia	Cabell County	0.1	1
51050	Iowa	Plymouth County	0.1	1
54313	Wisconsin	Brown County	0.1	1
75088	Texas	Dallas County	0.1	1

55949	Minnesota	Fillmore County	0.1	1
84118	Utah	Salt Lake County	0.1	1
58623	North Dakota	Bowman County	0.1	1
80113	Colorado	Arapahoe County	0.1	1
74014	Oklahoma	Wagoner County	0.1	1
98377	Washington	Lewis County	0.1	1
06751	Connecticut	Litchfield County	0.1	1
57020	South Dakota	Minnehaha County	0.1	1
56378	Minnesota	Stearns County	0.1	1
64076	Missouri	Lafayette County	0.1	1
55057	Minnesota	Rice County	0.1	1
94402	California	San Mateo County	0.1	1
66762	Kansas	Crawford County	0.1	1
55437	Minnesota	Hennepin County	0.1	1
61111	Illinois	Winnebago County	0.1	1
59714	Montana	Gallatin County	0.1	1
51012	Iowa	Cherokee County	0.1	1
57428	South Dakota	Edmunds County	0.1	1
68144	Nebraska	Douglas County	0.1	1
48393	Michigan	Oakland County	0.1	1
48306	Michigan	Oakland County	0.1	1
46074	Indiana	Hamilton County	0.1	1
87402	New Mexico	San Juan County	0.1	1
57052	South Dakota	Hutchinson County	0.1	1
88201	New Mexico	Chaves County	0.1	1
45760	Ohio	Meigs County	0.1	1
82637	Wyoming	Converse County	0.1	1
97330	Oregon	Benton County	0.1	1
54140	Wisconsin	Outagamie County	0.1	1
54169	Wisconsin	Calumet County	0.1	1
57750	South Dakota	Jackson County	0.1	1
28732	North Carolina	Henderson County	0.1	1
84341	Utah	Cache County	0.1	1
03825	New Hampshire	Strafford County	0.1	1
59101	Montana	Yellowstone County	0.1	1
43502	Ohio	Fulton County	0.1	1
80504	Colorado	Weld County	0.1	1
57725	South Dakota	Pennington County	0.1	1
69101	Nebraska	Lincoln County	0.1	1
78130	Texas	Comal County	0.1	1
94931	California	Sonoma County	0.1	1
66503	Kansas	Riley County	0.1	1
37075	Tennessee	Sumner County	0.1	1
45767	Ohio	Washington County	0.1	1
56362	Minnesota	Stearns County	0.1	1
66502	Kansas	Riley County	0.1	1
97214	Oregon	Multnomah County	0.1	1
19512	Pennsylvania	Berks County	0.1	1
53188	Wisconsin	Waukesha County	0.1	1
37849	Tennessee	Knox County	0.1	1
81212	Colorado	Fremont County	0.1	1

08201	New Jersey	Atlantic County	0.1	1
75244	Texas	Dallas County	0.1	1
58801	North Dakota	Williams County	0.1	1
80233	Colorado	Adams County	0.1	1
55105	Minnesota	Ramsey County	0.1	1
39170	Mississippi	Hinds County	0.1	1
76648	Texas	Hill County	0.1	1
72756	Arkansas	Benton County	0.1	1
55316	Minnesota	Hennepin County	0.1	1
56359	Minnesota	Mille Lacs County	0.1	1
63385	Missouri	St. Charles County	0.1	1
80129	Colorado	Douglas County	0.1	1
50638	Iowa	Grundy County	0.1	1
80123	Colorado	Jefferson County	0.1	1
76065	Texas	Ellis County	0.1	1
78620	Texas	Hays County	0.1	1
57014	South Dakota	Turner County	0.1	1
77092	Texas	Harris County	0.1	1
85022	Arizona	Maricopa County	0.1	1
33913	Florida	Lee County	0.1	1
52405	Iowa	Linn County	0.1	1
50524	Iowa	Webster County	0.1	1
91706	California	Los Angeles County	0.1	1
59313	Montana	Fallon County	0.1	1
68147	Nebraska	Sarpy County	0.1	1
53219	Wisconsin	Milwaukee County	0.1	1
77034	Texas	Harris County	0.1	1
55126	Minnesota	Ramsey County	0.1	1
61443	Illinois	Henry County	0.1	1
80439	Colorado	Jefferson County	0.1	1
77346	Texas	Harris County	0.1	1
30907	Georgia	Columbia County	0.1	1
56304	Minnesota	Benton County	0.1	1
34601	Florida	Hernando County	0.1	1
08075	New Jersey	Burlington County	0.1	1
54501	Wisconsin	Oneida County	0.1	1
34292	Florida	Sarasota County	0.1	1
35976	Alabama	Marshall County	0.1	1
98272	Washington	Snohomish County	0.1	1
81403	Colorado	Montrose County	0.1	1
57055	South Dakota	Minnehaha County	0.1	1
77418	Texas	Austin County	0.1	1
56158	Minnesota	Rock County	0.1	1
44149	Ohio	Cuyahoga County	0.1	1
59336	Montana	Custer County	0.1	1
67056	Kansas	Harvey County	0.1	1
48374	Michigan	Oakland County	0.1	1
51055	Iowa	Woodbury County	0.1	1
17538	Pennsylvania	Lancaster County	0.1	1
51358	Iowa	Palo Alto County	0.1	1
49103	Michigan	Berrien County	0.1	1

78704	Texas	Travis County	0.1	1
75605	Texas	Gregg County	0.1	1
51579	Iowa	Harrison County	0.1	1
34265	Florida	DeSoto County	0.1	1
61201	Illinois	Rock Island County	0.1	1
57748	South Dakota	Meade County	0.1	1
54622	Wisconsin	Buffalo County	0.1	1
57543	South Dakota	Jackson County	0.1	1
30096	Georgia	Gwinnett County	0.1	1
72156	Arkansas	Conway County	0.1	1
75093	Texas	Collin County	0.1	1
98675	Washington	Clark County	0.1	1
66090	Kansas	Doniphan County	0.1	1
55122	Minnesota	Dakota County	0.1	1
97108	Oregon	Tillamook County	0.1	1
57376	South Dakota	Hutchinson County	0.1	1
66109	Kansas	Wyandotte County	0.1	1
82601	Wyoming	Natrona County	0.1	1
98368	Washington	Jefferson County	0.1	1
81506	Colorado	Mesa County	0.1	1
57532	South Dakota	Stanley County	0.1	1
55414	Minnesota	Hennepin County	0.1	1
30736	Georgia	Catoosa County	0.1	1
56501	Minnesota	Becker County	0.1	1
08048	New Jersey	Burlington County	0.1	1

* Includes respondents reporting no ZIP code or an invalid ZIP code.

APPENDIX B - Detailed Satisfaction Results

Table B-1. Satisfaction for Visits to Day Use Developed Sites

Satisfaction Element	Percent Rating Satisfaction as:					Mean Rating§	Mean Importance†	No. Obs‡
	Very Dissatisfied	Somewhat Dissatisfied	Neither Satisfied nor Dissatisfied	Somewhat Satisfied	Very Satisfied			
Restroom Cleanliness	5.0	9.8	8.6	14.9	61.7	4.2	4.6	118
Developed Facilities	0.0	1.0	6.7	20.9	71.5	4.6	4.5	223
Condition of Environment	0.0	2.0	3.2	16.2	78.6	4.7	4.7	250
Employee Helpfulness	0.5	0.2	2.0	2.7	94.6	4.9	4.8	113
Interpretive Displays	1.9	3.2	12.8	17.8	64.2	4.4	4.3	202
Parking Availability	0.6	0.3	4.5	11.8	82.9	4.8	4.5	249
Parking Lot Condition	0.0	0.7	1.2	11.8	86.3	4.8	4.4	249
Rec. Info. Availability	6.9	4.5	12.0	15.6	61.0	4.2	4.3	197
Road Condition	1.0	1.3	5.6	22.9	69.2	4.6	4.4	194
Feeling of Satefy	0.0	0.1	2.1	7.2	90.7	4.9	4.7	246
Scenery	0.6	1.8	2.1	8.2	87.2	4.8	4.7	250
Signage Adequacy	1.9	6.9	10.6	16.1	64.7	4.3	4.4	237
Trail Condition	0.1	1.2	5.0	14.2	79.4	4.7	4.5	131
Value for Fee Paid	13.5	14.9	8.5	18.5	44.6	3.7	4.5	52

NOTE: The data was not reported for items with fewer than 10 responses. Satisfaction and Importance were asked as two separate questions so one of these may have 10 responses even though the other does not.

§ Scale: Very Dissatisfied = 1, Somewhat Dissatisfied = 2, Neither Satisfied nor Dissatisfied = 3, Somewhat Satisfied = 4, Very Satisfied = 5

† Scale: Not Important = 1, Somewhat Important = 2, Moderately Important = 3, Important = 4, Very Important = 5

‡ No. Obs is the number of survey respondents who responded to this item.

Table B-2. Satisfaction for Visits to Overnight Developed Sites

Satisfaction Element	Percent Rating Satisfaction as:					Mean Rating§	Mean Importance†	No. Obs‡
	Very Dissatisfied	Somewhat Dissatisfied	Neither Satisfied nor Dissatisfied	Somewhat Satisfied	Very Satisfied			
Restroom Cleanliness	8.2	5.4	8.9	40.6	36.9	3.9	4.6	38
Developed Facilities	3.4	0.0	11.2	19.8	65.6	4.4	4.5	49
Condition of Environment	3.2	0.0	6.4	16.0	74.3	4.6	4.9	62
Employee Helpfulness	0.0	4.6	0.0	18.4	77.0	4.7	4.7	32
Interpretive Displays	4.3	0.7	18.4	20.8	55.8	4.2	4.0	37
Parking Availability	0.6	3.7	0.4	19.4	75.9	4.7	4.4	58
Parking Lot Condition	0.0	0.0	1.4	26.3	72.3	4.7	4.1	40
Rec. Info. Availability	0.6	4.2	17.8	10.6	66.7	4.4	4.4	49
Road Condition	0.0	0.0	0.5	37.0	62.5	4.6	4.4	57
Feeling of Satefy	0.0	0.0	3.8	1.5	94.7	4.9	4.8	61
Scenery	0.0	0.0	1.1	16.0	82.9	4.8	4.9	63
Signage Adequacy	6.7	3.9	3.9	34.0	51.4	4.2	4.5	59
Trail Condition	0.8	1.8	1.8	20.8	74.9	4.7	4.3	35
Value for Fee Paid	7.0	11.0	22.0	12.5	47.6	3.8	4.7	44

NOTE: The data was not reported for items with fewer than 10 responses. Satisfaction and Importance were asked as two separate questions so one of these may have 10 responses even though the other does not.

§ Scale: Very Dissatisfied = 1, Somewhat Dissatisfied = 2, Neither Satisfied nor Dissatisfied = 3, Somewhat Satisfied = 4, Very Satisfied = 5

† Scale: Not Important = 1, Somewhat Important = 2, Moderately Important = 3, Important = 4, Very Important = 5

‡ No. Obs is the number of survey respondents who responded to this item.

Table B-3. Satisfaction for Visits to Undeveloped Areas (GFAs)

Satisfaction Element	Percent Rating Satisfaction as:					Mean Rating§	Mean Importance†	No. Obs‡
	Very Dissatisfied	Somewhat Dissatisfied	Neither Satisfied nor Dissatisfied	Somewhat Satisfied	Very Satisfied			
Restroom Cleanliness	0.8	25.6	35.3	27.1	11.2	3.2	4.5	27
Developed Facilities	0.0	0.0	20.8	35.2	44.0	4.2	4.3	24
Condition of Environment	0.1	2.0	3.7	17.0	77.3	4.7	4.7	114
Employee Helpfulness	0.0	0.0	0.0	24.6	75.4	4.8	4.7	15
Interpretive Displays	4.3	13.2	21.6	26.1	34.8	3.7	3.9	31
Parking Availability	0.3	3.8	7.0	36.7	52.2	4.4	4.3	60
Parking Lot Condition	3.8	4.1	15.3	31.3	45.4	4.1	4.0	56
Rec. Info. Availability	8.5	11.4	28.5	23.6	28.0	3.5	4.1	78
Road Condition	1.9	4.1	9.9	34.1	50.0	4.3	4.4	107
Feeling of Satefy	0.0	1.9	1.9	7.8	88.5	4.8	4.6	113
Scenery	0.0	2.0	5.5	16.3	76.3	4.7	4.5	114
Signage Adequacy	8.6	8.6	15.1	22.5	45.2	3.9	4.3	103
Trail Condition	0.0	6.0	15.3	13.3	65.4	4.4	4.5	73
Value for Fee Paid	22.9	22.9	0.0	0.0	54.2	3.4	4.5	12

NOTE: The data was not reported for items with fewer than 10 responses. Satisfaction and Importance were asked as two separate questions so one of these may have 10 responses even though the other does not.

§ Scale: Very Dissatisfied = 1, Somewhat Dissatisfied = 2, Neither Satisfied nor Dissatisfied = 3, Somewhat Satisfied = 4, Very Satisfied = 5

† Scale: Not Important = 1, Somewhat Important = 2, Moderately Important = 3, Important = 4, Very Important = 5

‡ No. Obs is the number of survey respondents who responded to this item.

Table B-4. Satisfaction for Visits to Designated Wilderness*

Satisfaction Element	Percent Rating Satisfaction as:					Mean Rating§	Mean Importance†	No. Obs‡
	Very Dissatisfied	Somewhat Dissatisfied	Neither Satisfied nor Dissatisfied	Somewhat Satisfied	Very Satisfied			
Restroom Cleanliness	0.0	0.0	10.0	20.0	70.0	4.6	4.0	10
Developed Facilities								8
Condition of Environment	0.0	9.1	13.6	9.1	68.2	4.4	4.6	22
Employee Helpfulness								6
Interpretive Displays	0.0	0.0	15.4	15.4	69.2	4.5	4.1	13
Parking Availability	0.0	0.0	0.0	11.1	88.9	4.9	4.1	18
Parking Lot Condition	0.0	0.0	5.3	10.5	84.2	4.8	3.8	19
Rec. Info. Availability	0.0	0.0	15.0	10.0	75.0	4.6	4.5	20
Road Condition	0.0	0.0	5.6	27.8	66.7	4.6	4.1	18
Feeling of Satefy	0.0	0.0	0.0	15.0	85.0	4.9	4.4	20
Scenery	0.0	0.0	0.0	9.1	90.9	4.9	4.7	22
Signage Adequacy	0.0	9.1	4.5	13.6	72.7	4.5	4.5	22
Trail Condition	0.0	0.0	11.1	27.8	61.1	4.5	4.3	18
Value for Fee Paid	0.0	0.0	0.0	23.1	76.9	4.8	4.8	13

NOTE: The data was not reported for items with fewer than 10 responses. Satisfaction and Importance were asked as two separate questions so one of these may have 10 responses even though the other does not.

§ Scale: Very Dissatisfied = 1, Somewhat Dissatisfied = 2, Neither Satisfied nor Dissatisfied = 3, Somewhat Satisfied = 4, Very Satisfied = 5

† Scale: Not Important = 1, Somewhat Important = 2, Moderately Important = 3, Important = 4, Very Important = 5

‡ No. Obs is the number of survey respondents who responded to this item.

* Data supplied is for all Designated Wilderness on the forest combined. Data was not collected for satisfaction for each individual Wilderness on the forest.

Appendix 21: Black Hills NF Recreation Facility Analysis (July, 2008)

Recreation Facility Analysis Program of Work based on 2008 Analysis.

Report also available online at:
http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5114278.pdf

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Recreation Facility Analysis



5-year Program of Work
and
Programmatic Results of Implementation

BLACK HILLS National Forest
July 17, 2008

Recreation Facility Analysis

5-year Program of Work

BLACK HILLS National Forest

Reviewed by: ____CRAIG BOBZIEN_____ **Date:** _7-25-08___
FOREST SUPERVISOR
Black Hills National Forest

Reviewed by: __ CHRIS SPORL_____ _____**Date:** _7-30-08___
(FOR) REGIONAL RWHR DIRECTOR
Rocky Mountain Region

Concurrence: ___ GREG GRIFFITH_____ _____**Date:** _7-30-08___
REGIONAL FORESTER
Rocky Mountain Region

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1. INTRODUCTION

This document is a living, working road map to guide the Forest in providing a quality, sustainable recreation sites program. It describes the vision for the overall Forest recreation program and outlines proposals specific to individual developed recreation sites.

The proposals and guidance contained in this document were developed through, and are the end result of, the national Recreation Facility Analysis (RFA) process. Existing and projected visitor demands, recreation program niche, resource conditions, links to the community, program costs, and revenue were all considered in developing proposals.

This document will serve as a framework from which the Forest will prioritize investments, and pursue changes in operations or maintenance of recreation sites. Proposals are wholly consistent with the Rocky Mountain Region's "Recreation Strategy", and the Black Hills Forest Land and Resource Management Plan.

The Forest recognizes that site-specific analysis and public involvement may be necessary prior to implementing some of the proposals contained in this document. As implementation of site-specific proposals are considered, they will be evaluated to determine if they are subject to the National Environmental Policy Act (NEPA) and all required procedures shall be executed.

The Forest also recognizes that proposals relating to fees will require consistency with criteria outlined in the Recreation Enhancement Act (REA) and coordination with the appropriate Recreation Resource Advisory Committee (RRAC).

2. SUMMARY - Programmatic Results of Implementation

A. BRIEF DESCRIPTION OF PROCESS

The purpose of the Recreation Facility Analysis process is to display the tasks needed over the next 5 years to bring the Forest's recreation infrastructure into alignment with the resources available to operate and maintain it to standard. Many of our facilities were built 30-50 years ago and have reached the end of their useful life without significant deferred maintenance investment. Other facilities receive no or little use, and no longer serve the demand that existed 30-50 years ago. The fundamental premise of the program of work is to create an inventory which is sufficiently sustainable and flexible to be adapted annually to any changes in available resources. The program of work has been developed to meet the following objectives:

- Operate and maintain sites to standard within available revenue stream.
- Reduce deferred maintenance by 20% over the 5 year life of the program of work.
- Focus available resources on sites which conform most closely to the Forest Recreation Program Niche.
- Maintain and enhance customer satisfaction with available sites.

The RFA process defines the proposed actions for management of forest recreation sites in order to meet the desired future condition that aligns with the Forest Plan. For purposes of the analysis and planning for future proposed actions, four categories (A-D) of proposed management are used. These categories are:

1) Category A: sites that are under some type of operational or contractual agreement whose terms are longer than the 5-year period of the RFA.

2) Category B: sites that meet the unit niche; are environmentally sustainable within the capability and capacity of the natural resources; are supported by and provide support to local communities; and have a sustainable management cost-benefit ratio.

3) Category C: sites that do not meet all of the above criteria, but with a combination of mitigation, additional resources, or other type of action could be made to qualify for Category B status.

4) Category D: sites that do not meet all of the (Category B) criteria; or fall sufficiently short in one or more of the criterion so as to render the capability of meeting it unsustainable. These sites may be managed for dispersed recreation opportunities.

Sites were evaluated and ranked based on conformance to the forest niche and amount of recreation use (35%), financial efficiency (35%), and environmental and community sustainability (30%).

Some sites were identified as non-discretionary based primarily on existing agreements such as concession permits.

B. FOREST RECREATION NICHE
June 30, 2006 (for coming decade)

Access for the Ages

With several national icons nestled among the pines of the Black Hills National Forest, this Island in the Plains serves as the backdrop for these symbols of America. Specialized campgrounds, roaded recreation opportunities and a system of trails connecting communities showcase this forest that provides user friendly access to year-round family activities. Together, the attractive features of the Black Hills National Forest, Custer State Park, and area National Parks, memorials, and monuments are the foundation for the local recreation economies.

Settings, Special Places, and Values

Forest Overview: The Black Hills National Forest is a regionally important recreation destination, rich with natural, cultural, and Native American history. This Island in the Plains connects visitors and communities with a working landscape highlighted by a well managed ponderosa pine forest, lakes and geology characterized by caves, canyons and spires. Wyoming has hardwoods such as aspen, birch and oak more abundant than elsewhere on the forest.

Scenic Drives: Norbeck and Spearfish Canyon - paved scenic travel corridors through the forest linking communities, national and state parks.

Water: Lake and reservoir based developed recreation.

Dispersed Access: Described as the working forest area, this setting is well roaded and is where the majority of dispersed recreation occurs.

Activities/Opportunities/Experiences

Forest Overview: The forest provides easy access to a variety of year-round family recreation opportunities with a focus on scenic drives, trail use and specialized camping. The forest is known for facilities that are accessible to people of all abilities.

Scenic Drives: Driving for pleasure, viewing wildlife and natural features, cultural and historic information, wayside stops.

Water: Lakeside camping, fishing, boating, swimming

Dispersed Access: Specialized camping in support of trail based recreation activities specifically for off-highway vehicles (OHV) and horseback riding. Hunting, hiking, mountain biking, horseback riding, OHV use, and collecting forest products are the predominant activities in the spring, summer, and fall. All of these activities occur in winter in the southern hills due to the mild climate, with cross country skiing and snowmobiling in the northern part of the forest.

Forest Supervisor Signature ___/s/CRAIG BOBZIEN_____

SETTING DESCRIPTIONS (key words that describe the setting as it relates to developed rec in bold)	BLACK HILLS NF NICHE BRIDGE for DEVELOPED RECREATION PROGRAM (For the next decade - Apply to Recreation Site Facility Master Plan, Step 3, Worksheet 3)							
	Scenic Drives		**Water**		**Dispersed Access**			
FOREST-WIDE Winter use, trail and road access, wildlife hunting and viewing.	Paved scenic travel corridors throughout the forest linking communities, national and state parks.		Lake based developed recreation		Convenient and welcoming roads assist visitors in discovering trails and dispersed recreation opportunities. Dispersed use based from specialized cg's			
SETTING EMPHASIS Which setting(s) best support the niche for developed recreation	High		High		Low			
SITE FUNCTION/THEME How sites are designed/managed to best meet the niche	Cultural and historic information associated with wayside stops provide visitors with a connection to the forest.		Promotes water based recreation opportunities.		Permits easy access to the forest, local "get-away" for specialized camping and access to trails			
KEY ACTIVITIES in support of the niche for the coming decade	Driving to view scenery and wildlife, cultural and historic interpretation.		Lakeside camping, fishing, boating, swimming		Specialized camping. Day use hiking, mountain biking, horseback riding, OHV and hunting. Also winter motorized and non-motorized activities.			
Infrastructure **SITE TYPE/ DEVELOPMENT SCALE** Needed to provide key activities Sites will typically be the lowest dev scale possible to maintain visitor experience & protect the resource	**Site Type**	**Dev. Scale**	**Site Type**	**Dev. Scale**	**Site Type**	**Dev. Scale**	**Site Type**	**Dev. Scale**
	Trailheads	3, 4	Campgrounds	3, 4	Trailheads	2, 3		
	Wayside Stops	3,4	Day Use	3, 4	Campgrds	2, 3		
	Sc O/L, I&E	3, 4						
SITE CAPACITY Low <50 Medium = 50-150 High >150	Med –High		Med-High		Low-Med			

Programmatic Strategies EXAMPLES:

Include land ethic messages and historical ties into developed sites whenever possible. Dev Scale should stay aligned with the experience and values provided by the opportunity, so that dev scale doesn't creep up, but either stays the same or is reduced. Development in Access Dispersed is primarily to protect the resources while providing access. Partner with private to help provide overnight, more amenities facilities. Design trailheads to be more efficient in terms of high numbers of vehicles so they're not staging from so many areas where snow conditions may not be optimum. Seek increased participation of underserved populations, especially Hispanic.

** - **Development Scale** The classification of the scale of development of recreation sites. Scale ranges from 0, "No Site Modification" to 5, "Extensive Site Modification". Development scales are defined by levels of site modifications, type of construction materials used, management controls, design style, development density, and services.

(See APPENDIX A).

C. CRITICAL MONETARY FACTORS

This matrix displays asset and expense information for the Forest Recreation Sites program before and after 5-year Program of Work development.

BLACK HILLS National Forest				
A.	**CRITICAL MONETARY FACTOR**	**BASELINE CONDITION** (Benchmark Data)	**Program of Work CHANGED CONDITION** (does not include CATEGORY C or CATEGORY D sites)	**Program of Work PERCENT CHANGE** (does not include CATEGORY C or CATEGORY D sites)
OPERATIONAL ASSETS	APPROPRIATED FUNDS AVAILABLE	$ 105,700	$ 105,700	**0%**
	FEE RECEIPTS AVAILABLE	$ 58,000	$ 67,863	**17%**
	OTHER FUNDS AVAILABLE	$ 6,350	$ -	**-100%**
EXPENSES	OPERATING COSTS	$ 242,171	$ 110,445	**-54%**
	ANNUAL MAINTENANCE COSTS	$ 131,697	$ 51,585	**-61%**
	DEFERRED MAINTENANCE COSTS*	$ 6,061,943	$ 3,823,146	**-37%**

*-Deferred Maintenance included for all sites except CATEGORY D

Deferred Maintenance. "Maintenance that was not performed when it should have been or when it was scheduled and which, therefore, was put off or delayed for a future period."

When allowed to accumulate without limits or consideration of useful life, deferred maintenance leads to deterioration of performance, increased costs to repair, and decrease in asset value.

D. INVENTORY

The Inventory Matrix displays the recreation site inventory characteristics before and after 5-year Program of Work development. It displays by site type and displays other recreation site program characteristics including capacity, number of sites with drinking water and waste water systems, and the annual maintenance cost for drinking and waste water systems and buildings.

BLACK HILLS National Forest					
B.	INVENTORY CHARACTERISTICS	BASELINE CONDITION (Benchmark Data)	PROGRAM OF WORK - CHANGED CONDITION ——— CATEGORY A & B Sites	PROGRAM OF WORK - CHANGED CONDITION ——— CATEGORY C Sites	PROGRAM OF WORK - CHANGED CONDITION ——— CATEGORY D Sites
TIER SITE TYPE CATEGORY	CAMPGROUND DEV SCALE 2	1	1	0	0
	CAMPGROUND DEV SCALE 3	20	17	0	3
	CAMPGROUND DEV SCALE 4-5	5	5	0	0
	PICNIC SITE DEV SCALE 2-3	20	17	0	3
	PICNIC SITE DEV SCALE 4-5	3	3	0	0
	TRAILHEAD	28	28	0	0
	BOATING/ SWIM SITES/ FISHING SITES	18	18	0	0
	INTERP MAJOR/VC	0	0	0	0
	GROUP CAMPGROUND/ GROUP PICNIC	2	2	0	0
	CABINS/LOOK-OUTS	2	2	0	0
	INTERP MINOR/ OBSERVATION/ INFO SITES	7	6	0	1
	HORSE CAMP	3	3	0	0
	INFO SITE ADMIN	0	0	0	0
	OTHER 1□(OTHER REC CONSESSION)	1	1	0	0
	OTHER 2	0	0	0	0
OTHER CHARACTERISTICS	CAPACITY (PAOT)**	9,031	7,270	0	0
	CAPACITY (PAOT-DAYS)**	2,273,355	1,554,380	0	0
	# SITES w/ DRINKING WATER SYSTEM $	27	25	0	2
	# SITES w/ WASTEWATER SYSTEM $	12	11	0	1
	DW SYSTEM ANNUAL MAINT COST	$ 2,256	$ 2,256	$ -	$ -
	WW SYSTEM ANNUAL MAINT COST	$ 1,872	$ 1,872	$ -	$ -
	BUILDING ANNUAL MAINT COST	$ 33,490	$ 32,912	$ -	$ 577

**Sum of CATEGORY A&B, C and D columns do not equal Baseline column due to capacity changes in CATEGORY A and B sites

E. RESULTS

The Results Matrix describes the significant programmatic results of the ranking process

BLACK HILLS National Forest				
C1.	**PROGRAMMATIC RESULTS**	**BASELINE CONDITION** (Benchmark Data)	**PROGRAM OF WORK - CHANGED CONDITION** (does not include CATEGORY C and D sites)	**Program of Work - PERCENT CHANGE** (does not include CATEGORY C and D sites)
METRICS	AVERAGE NICHE CONFORMANCE SCORE	14.71	15.06	**2%**
	AVERAGE DEVELOPMENT SCALE	3.16	3.17	**0%**
	AVERAGE UNDERSERVED POPULATION SCORE	1.22	1.23	**1%**
	% OF CAPACITY ACCESSIBLE	3.8%	4.7%	**24%**
	% OF CAPACITY W/ ACCESSIBLE FURNISHINGS ONLY	3.0%	3.7%	**24%**
	PAOT-DAYS TO REGIONAL REQUIRED STANDARDS	662,451	1,554,380	**135%**
	CAPACITY (PAOT)	9,031	7,270	**-19%**
	CAPACITY (PAOT-DAYS)	2,273,355	1,554,380	**-32%**
	ANNUAL O&M COST PER PAOT DAY	$ 0.26	$ 0.10	**-59%**
	ANNUAL NET O&M COST PER VISIT	$ 0.49	$ 0.15	**-69%**

C2.	**PROGRAMMATIC RESULTS**	**BASELINE CONDITION** (Benchmark Data)	**PROGRAM OF WORK - CHANGED CONDITION** (does not include CATEGORY D sites)	**Program of Work - PERCENT CHANGE** (does not include CATEGORY D sites)
	TOTAL DEFERRED MAINTENANCE	$ 6,061,943	$ 3,823,146	**-37%**

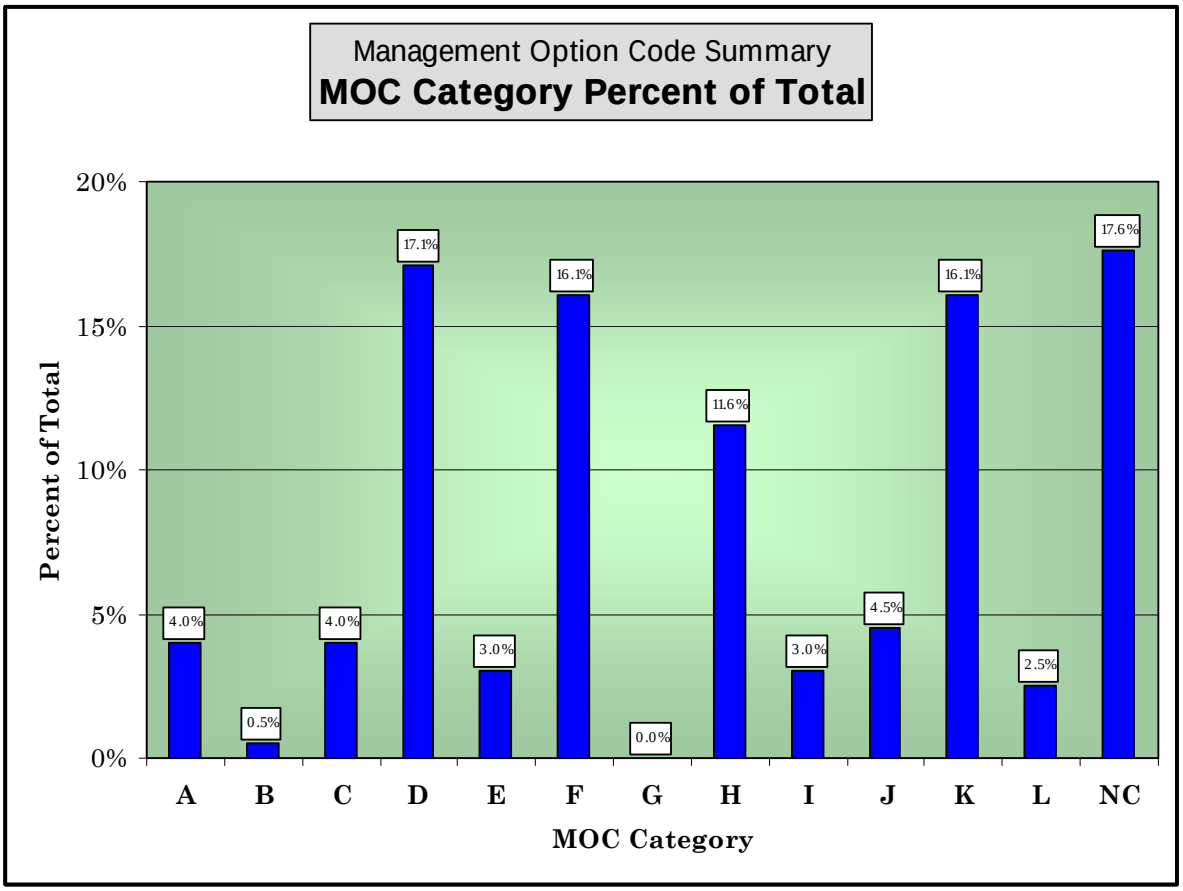
Annual O&M Cost per visit and per PAOT day are averages derived from a summation of ALL the 110 analyzed recreation facilities on the Forest; the cost per visit and per PAOT for each site and site type will vary.

PAOT - An acronym for Persons-At-One-Time; a measure of facility or site designed recreation carrying capacity, particularly for developed sites. National conventions include 5 persons per family picnic/camp unit, 3.5 persons per parking lot stall at a trailhead or visitor center, 1.5 persons per motorcycle parking stall and 40 persons per tour bus parking stall.

O&M - Operations and maintenance; includes the activities and resources required to annually operate and maintain recreation sites at a level of quality which meets their management objectives and customer satisfaction. Costs associated with O&M are generally recurrent, as opposed to capital investment costs that are generally one-time and non-recurrent.

F. PROPOSED MANAGEMENT ACTION SUMMARY

BLACK HILLS National Forest **Management Option Code Summary**		
MANAGEMENT OPTION CODE CATEGORY	**OPTION CODE COUNT**	**PERCENT OF TOTAL**
A-DECOMMISSION	**8**	**4.0%**
B-CLOSURE	**1**	**0.5%**
C-CHANGE SEASON	**8**	**4.0%**
D-REMOVE OR ELIMINATE COST SOURCE OR SERVICE SEASON	**34**	**17.1%**
E-REDUCE SERVICE FREQUENCY	**6**	**3.0%**
F-INCREASE/IMPROVE SERVICES	**32**	**16.1%**
G-CONSTRUCT A NEW AREA	**0**	**0.0%**
H-CHANGE OPERATOR	**23**	**11.6%**
I-CHANGE FEES	**6**	**3.0%**
J-CHANGE CAPACITY	**9**	**4.5%**
K-SITE CONVERSION	**32**	**16.1%**
L-REPLACEMENT/REPAIR	**5**	**2.5%**
NC-NO CHANGE	**35**	**17.6%**



3. RECREATION SITES PRIORITY RANKING REPORT

The Forest's Recreation Sites Priority Ranking Report lists recreation sites in rank score priority order. Ranking is based on how well a site meets the four objectives of the RFA analysis. (Objectives are listed page 2). Tier Category designations are based on initial ranking and Forest Leadership Team analysis.

BLACK HILLS National Forest	110	SITE COUNT

8. REPORT: 5-Year Program of Work - Table of Ranked Site Planned Operating Season & Capacity

MNG ORG	SITE NAME	SITE TYPE	TOTAL RANK SCORE	TIER CATEGORY	PLANNED OPENING DATE	PLANNED CLOSING DATE	PLANNED CAPACITY [PAOT]
20303	NORBECK MEMORIAL OBSERV	OBSERVATION SITE	88	CATEGORY B	15-May	6-Sep	300
20303	HORSETHIEF LAKE CG	CAMPGROUND	86	CATEGORY B	15-May	6-Sep	180
20308	DALTON LAKE CG	CAMPGROUND	85	CATEGORY B	17-May	6-Sep	60
20306	SHERIDAN NORTH BOAT	BOATING SITE	83	CATEGORY B	1-Jan	31-Dec	135
20303	LAKOTA LAKE PG	PICNIC SITE	81	CATEGORY B	15-May	6-Sep	40
20306	DUTCHMAN CG	CAMPGROUND	80	CATEGORY B	26-May	5-Sep	255
20303	WRINKLED ROCK CG	CAMPGROUND	78	CATEGORY B	1-Jan	31-Dec	35
20303	HORSETHIEF LAKE FISHING SITE	FISHING SITE	76	CATEGORY B	15-May	6-Sep	15
20306	PACTOLA POINT PG	PICNIC SITE	76	CATEGORY B	5-May	6-Sep	55
20303	BISMARCK LAKE CG	CAMPGROUND	74	CATEGORY B	15-May	6-Sep	115
20306	CUSTER TRAIL BOAT	BOATING SITE	74	CATEGORY B	26-May	5-Sep	50
20306	PACTOLA SOUTH BOAT	BOATING SITE	73	CATEGORY B	1-Jan	31-Dec	300
20306	SHERIDAN NORTH SWIM	SWIMMING SITE	72	CATEGORY B	1-Apr	7-Sep	500
20308	ROUBAIX CG	CAMPGROUND	72	CATEGORY B	17-May	10-Sep	275
20306	PACTOLA POINT SWIM	SWIMMING SITE	71	CATEGORY B	15-May	16-Sep	345
20306	LAKE SHORE PG	PICNIC SITE	69	CATEGORY B			0
20306	PACTOLA NORTH OBSERV	OBSERVATION SITE	69	CATEGORY B	1-Jan	31-Dec	155
20306	SHERIDAN SOUTH BOAT	BOATING SITE	69	CATEGORY B	1-Jan	31-Dec	40
20306	PACTOLA NORTH BOAT	BOATING SITE	68	CATEGORY B	1-Jan	31-Dec	195
20306	VETERANS POINT PG	PICNIC SITE	68	CATEGORY B	1-Apr	1-Dec	50
20306	SHERIDAN SOUTH PG	PICNIC SITE	67	CATEGORY B	15-May	16-Sep	50
20306	SHERIDAN NORTH PG	PICNIC SITE	66	CATEGORY B	1-Jan	31-Dec	85
20306	PACTOLA CG	CAMPGROUND	65	CATEGORY B	1-Jan	31-Dec	440
20306	CALUMET TH	TRAILHEAD	64	CATEGORY B	1-Jan	31-Dec	75
20306	SHERIDAN SOUTHSIDE CG	CAMPGROUND	64	CATEGORY B	1-Jan	31-Dec	645
20308	PILOT KNOB TH	TRAILHEAD	64	CATEGORY B			0
20306	SHERIDAN SOUTH SWIM	SWIMMING SITE	63	CATEGORY B	15-May	16-Sep	300
20308	LITTLE SPEARFISH TH	TRAILHEAD	63	CATEGORY B	1-Apr	1-Dec	0
20301	CEMENT RIDGE LOOKOUT TOWER	OBSERVATION SITE	62	CATEGORY B	1-Apr	16-Dec	10
20303	BISMARCK BOAT	BOATING SITE	62	CATEGORY B	1-Jan	31-Dec	10
20306	WHITETAIL CG	CAMPGROUND	62	CATEGORY B	26-May	5-Sep	85
20308	EAGLE CLIFF/HOLEY ROCK THD	TRAILHEAD	62	CATEGORY B	1-Jan	31-Dec	0
20308	SOUTH BOXELDER TH	TRAILHEAD	62	CATEGORY B	1-Jan	31-Dec	0
20306	JENNY GULCH PG	PICNIC SITE	61	CATEGORY B	1-Jan	31-Dec	40
20306	BRUSH CREEK TH	TRAILHEAD	59	CATEGORY B	1-Jan	31-Dec	0
20306	DEERFIELD COVE BOAT	BOATING SITE	59	CATEGORY B	1-Jan	31-Dec	80
20308	STRAWBERRY PG	PICNIC SITE	59	CATEGORY B	17-May	1-Dec	55
20301	SUNDANCE CG	HORSE CAMP	58	CATEGORY B	1-Apr	26-Nov	50
20303	PALMER CREEK TH	TRAILHEAD	58	CATEGORY B			0
20303	WILLOW CREEK TH	TRAILHEAD	58	CATEGORY B	1-Jan	31-Dec	40

MNG ORG	SITE NAME	SITE TYPE	TOTAL RANK SCORE	TIER CATEGORY	PLANNED OPENING DATE	PLANNED CLOSING DATE	PLANNED CAPACITY [PAOT]
20306	DAKOTA POINT TRAILHEAD	TRAILHEAD	58	CATEGORY B	1-Apr	1-Nov	0
20306	DITCH CREEK CG	CAMPGROUND	58	CATEGORY B	26-May	5-Sep	65
20306	FISHERMAN'S PARKING	FISHING SITE	58	CATEGORY B			0
20306	SHERIDAN CG	GROUP CAMPGROUND	58	CATEGORY B	5-May	6-Sep	270
20308	BOXELDER FORKS CG	CAMPGROUND	58	CATEGORY B	1-Apr	1-Dec	70
20308	OLD BALDY TH	TRAILHEAD	58	CATEGORY B	1-Apr	1-Dec	0
20301	COOK LAKE CG	CAMPGROUND	57	CATEGORY B	1-Apr	16-Nov	170
20301	REUTER TH	TRAILHEAD	57	CATEGORY B			0
20303	BEAVER CREEK CG	CAMPGROUND	57	CATEGORY B	15-May	6-Sep	40
20303	BOB MARSHALL CAMP	OTHER RECREATION CONCESSION SITE	57	CATEGORY B	15-May	6-Sep	80
20303	BREEZY POINT PG	PICNIC SITE	57	CATEGORY B	15-May	6-Sep	20
20303	HELL'S CANYON TH	TRAILHEAD	57	CATEGORY B			0
20306	BEAR GULCH CG	GROUP CAMPGROUND	57	CATEGORY B	15-May	6-Sep	60
20306	DAKOTA POINT PG	PICNIC SITE	57	CATEGORY B	26-May	5-Sep	45
20306	RAPID CREEK TH	TRAILHEAD	57	CATEGORY B			30
20308	MT. ROOSEVELT PG	PICNIC SITE	57	CATEGORY B	1-Apr	1-Dec	10
20301	DUGOUT GULCH TRAILHEAD	TRAILHEAD	56	CATEGORY B			0
20303	IRON CREEK CG	HORSE CAMP	56	CATEGORY B	15-May	6-Sep	45
20303	WILLOW CREEK CG	HORSE CAMP	56	CATEGORY B	15-May	6-Sep	125
20306	GOLD RUN TH	TRAILHEAD	56	CATEGORY B	1-Jan	31-Dec	60
20306	MYSTIC ROAD TRAILHEAD	TRAILHEAD	56	CATEGORY B			0
20303	BIG PINE TH	TRAILHEAD	55	CATEGORY B	1-Jan	31-Dec	0
20303	GRIZZLY BEAR CG	CAMPGROUND	55	CATEGORY B	15-May	6-Sep	100
20303	J.H. KEITH - SPRINGS PG	PICNIC SITE	55	CATEGORY B			40
20303	OREVILLE CG	CAMPGROUND	55	CATEGORY B	15-May	6-Sep	130
20306	BLACK FOX CAMPGROUND	CAMPGROUND	55	CATEGORY B	26-May	5-Sep	45
20306	COON HOLLOW TH	TRAILHEAD	55	CATEGORY B	1-Jan	31-Dec	0
20308	DALTON LAKE TH	TRAILHEAD	55	CATEGORY B			0
20306	BLACK HILLS VISITOR CENTER	INTERPRETIVE SITE (MINOR)	54	CATEGORY B	26-May	5-Sep	165
20308	CROW PEAK TH	TRAILHEAD	54	CATEGORY B	1-Jan	31-Dec	0
20301	BEARLODGE CG	CAMPGROUND	56	CATEGORY B	1-Apr	16-Dec	40
20303	HARNEY PEAK LO	FIRE LOOKOUTS/CABINS OVERNIGHT	53	CATEGORY B	1-Jan	31-Dec	25
20308	EAGLE CLIFF THD	TRAILHEAD	53	CATEGORY B	1-Jan	31-Dec	0
20303	J.H. KEITH - FALLS PG	PICNIC SITE	52	CATEGORY B			50
20308	BIG HILL TH	TRAILHEAD	52	CATEGORY B	1-Jan	31-Dec	90
20306	CASTLE PEAK CG	CAMPGROUND	51	CATEGORY B	26-May	5-Sep	45
20301	REUTER CG	CAMPGROUND	50	CATEGORY B	1-Apr	16-Dec	120
20306	BOULDER HILL TH	TRAILHEAD	50	CATEGORY B	1-Jan	31-Dec	0
20308	DEAD OX PG	PICNIC SITE	50	CATEGORY B			0
20306	CUSTER TRAIL TH	TRAILHEAD	49	CATEGORY B			0
20306	SPRING CREEK TH	TRAILHEAD	49	CATEGORY B	1-Jan	31-Dec	0
20306	SPRING CREEK PG	PICNIC SITE	48	CATEGORY B	20-May	10-Sep	10
20306	KINNEY CANYON TH	TRAILHEAD	45	CATEGORY B	1-Jan	31-Dec	0
20308	LONG VALLEY PG	PICNIC SITE	45	CATEGORY B	1-Apr	31-Dec	15
20308	TERRY PEAK OBSERVATION SITE	OBSERVATION SITE	45	CATEGORY B			15
20306	DEER CREEK TH	TRAILHEAD	44	CATEGORY B			0
20306	SAMELIUS TH	TRAILHEAD	44	CATEGORY B	1-Jan	31-Dec	25
20303	SUMMIT RIDGE CABIN	FIRE LOOKOUTS/CABINS OVERNIGHT	42	CATEGORY B	1-Jan	31-Dec	10
20306	KINNEY CANYON FISH	FISHING SITE	42	CATEGORY B	1-Mar	25-Dec	0
20306	NEWTON PG	PICNIC SITE	42	CATEGORY B			0
20306	PACTOLA INLET FISH	FISHING SITE	42	CATEGORY B	1-Apr	1-Dec	0
20303	REDBANK SPRING CG	CAMPGROUND	40	CATEGORY B	15-May	6-Sep	70

MNG ORG	SITE NAME	SITE TYPE	TOTAL RANK SCORE	TIER CATEGORY	PLANNED OPENING DATE	PLANNED CLOSING DATE	PLANNED CAPACITY [PAOT]
20306	CUSTER CAMP FISH	FISHING SITE	40	CATEGORY B			0
20306	LITTLE HOUSE FISHING SITE	FISHING SITE	40	CATEGORY B	1-Jan	31-Dec	0
20306	MILLER FISHING SITE	FISHING SITE	40	CATEGORY B			0
20306	SILVER FISHING SITE	FISHING SITE	40	CATEGORY B			0
20308	HANNA CG	CAMPGROUND	40	CATEGORY B	17-May	10-Sep	65
20303	HAZELRODT PG	PICNIC SITE	38	CATEGORY B	15-May	6-Sep	0
20303	IRON MOUNTAIN PG	PICNIC SITE	38	CATEGORY B			10
20301	WARREN PEAK LOOKOUT	OBSERVATION SITE	37	CATEGORY B	1-Apr	16-Nov	20
20308	STEAMBOAT ROCK PG	PICNIC SITE	37	CATEGORY B	1-Apr	1-Oct	55
20308	TIMON CG	CAMPGROUND	32	CATEGORY B	1-Apr	1-Dec	35
20308	ROD AND GUN CG	CAMPGROUND	31	CATEGORY B	1-Apr	1-Dec	35
20303	COMANCHE PARK CG	CAMPGROUND	0	CATEGORY D			0
20303	MOON CG	CAMPGROUND	0	CATEGORY D			0
20306	CUSTER TRAIL CG	CAMPGROUND	0	CATEGORY D			0
20306	MOUNTAIN CITY PG	PICNIC SITE	0	CATEGORY D			0
20308	BOTANY BAY PG	PICNIC SITE	0	CATEGORY D			0
20308	HELLSGATE PG	PICNIC SITE	0	CATEGORY D			0
20308	SPEARFISH CANYON SCENIC BYWAY ENTRY PORTAL NEAR SPEARFISH	INTERPRETIVE SITE (MINOR)	0	CATEGORY D			0

MNG ORG – Managing Organization Number; first number denotes the Region, the next two numbers the Forest, and the last two numbers the Ranger District.

EX: 2 = Rocky Mountain Region (Region 2)
03 = Black Hills National Forest
01 = Bear Lodge Ranger District
03 = Hell Canyon Ranger District
06 = Mystic Ranger District
08 = Northern Hills Ranger District

4. TABLE OF TASKS

A. SITE-SPECIFIC TASKS

The Site-Specific Tasks table lists tasks (Management Option Codes), one-time cost to implement and pertinent documentation for each recreation site. Only sites with proposed management changes are listed.

BLACK HILLS National Forest	$486,500	TOTAL ONE-TIME COST TO IMPLEMENT TASKS

8a. INFO ENTRY: 5-Year Proposed Program of Work - Table of Tasks

MNG ORG	SITE NAME	TASK	START DATE	FINISH DATE	ONE-TIME COST TO IMPLEMENT ACTION	TASK COMMENTS
20301	BEARLODGE CG	NC2,C2,	10/1/2008	9/30/2009	$0	Reduce season from 365 to 260 days, closed during winter, add fees during shoulder season
20301	CEMENT RIDGE LOOKOUT TOWER	C2,NC1,I3	10/1/2008	9/30/2009	$0	Reduce season from 365 to 260 days, only over snow access during winter, implement fee rental for shelter
20301	COOK LAKE CG	F10,F12,I3	10/1/2008	9/30/2009	$0	Increase FS presence, charge reduced fee for off-season use
20301	DUGOUT GULCH TRAILHEAD	K2	10/1/2008	9/30/2009	$500	Remove as develped site, manage as CUA, Remove facilities - picnic / trash, look for volunteers - retain TH parking.
20301	REUTER CG	B3,F9,C2,F6,F12,I3,J2	10/1/2009	9/30/2010	$20,000	Remove back loop - change to potential horse loop - improve parking, charge fee during shoulder seasons, redesign for specialized camping, consider potential user conflicts (horse vs. OHV)
20301	REUTER TH	K2	10/1/2008	9/30/2009	$0	change to CUA, no longer operate as a developed rec site
20301	SUNDANCE CG	F1,F10,F13,F9,	10/1/2008	9/30/2009	$25,000	Redeveloped for trailer camping - not tent, add electrical hookups, charge fee for shoulder seasons when concession not operating.
20301	WARREN PEAK LOOKOUT	NC1			$0	
20303	BEAVER CREEK CG	H1	2/1/2011	5/1/2011	$0	Change to concession operation
20303	BIG PINE TH	K2	10/1/2008	9/30/2009	$0	change to CUA, no longer operate as a developed rec site
20303	BISMARCK BOAT	NC2			$0	Reconstructed in 2008, DM eliminated
20303	BISMARCK LAKE CG	NC2			$0	
20303	BOB MARSHALL CAMP	NC2			$0	concession operated
20303	BREEZY POINT PG	C2,D5,D4	10/1/2009	9/30/2010	$1,000	Along Natl Scenic Byway, formalize agreement with NPS, take out 50% of picnic sites

20303	COMANCHE PARK CG	A1a	10/1/2008	9/30/2009	$4,000	Out of niche, isolated. Low occupancy, decommission
20303	GRIZZLY BEAR CG	NC2,F11,H2	10/1/2008	9/30/2009	$2,000	Along Natl Scenic Byway, has eligible CCC buildings, concession operated, add interpretive signing, Solicit NPS to maintain during off season if want to keep open.
20303	HARNEY PEAK LO	NC1			$0	
20303	HAZELRODT PG	K2	10/1/2008	9/30/2009	$0	Under SUIP to Custer County, improvements now owned by county, out of niche, isolated - close when/if Custer County no longer operates.
20303	HELL'S CANYON TH	K2	10/1/2008	9/30/2009	$0	Correct Site name to Hell Canyon TH, change to CUA, no longer operate as a developed rec site.
20303	HORSETHIEF LAKE CG	NC2			$5,000	Improve tent camping area
20303	HORSETHIEF LAKE FISHING SITE	H2	10/1/2008	9/30/2009	$0	Seek O&M agreement for offseason partner with Mount Rushmore. If no partner, consider reducing services during off-season.
20303	IRON CREEK CG	D3,NC2,	10/1/2010	9/30/2011	$1,000	Remove 1 toilet on north side
20303	IRON MOUNTAIN PG	D5,D4,J2	10/1/2008	9/30/2009	$1,000	Remove all tables & grills, retain toilet due to Byway funded, change site type to TH parking
20303	J.H. KEITH - FALLS PG	D7,E7,H2	10/1/2008	9/30/2009	$0	Seek partner, reduce services & facilities.
20303	J.H. KEITH - SPRINGS PG	D7,E7,H2	10/1/2008	9/30/2009	$0	Seek partner, reduce services & facilities.
20303	LAKOTA LAKE PG	F6	10/1/2010	9/30/2011	$10,000	Improve parking for horse trailer use.
20303	MOON CG	A1a	10/1/2008	9/30/2009	$3,000	Decommission as soon as possible or relocate
20303	NORBECK MEMORIAL OBSERV	H3	10/1/2010	9/30/2011	$0	DM addressed, leaking toilet removed in spring 2008
20303	OREVILLE CG	NC2			$0	Operate as specialized campground, emphasize availability for Mickelson Trail users
20303	PALMER CREEK TH	D3,K2,H2	10/1/2011	9/30/2012	$1,000	Remove vault toilet, unless Mickelson Trail-Mt. Rushmore bike trail comes through this location. If bike trail comes thru, SD G, F, & Parks will maintain.
20303	REDBANK SPRING CG	F9,J1,H1,I4	10/1/2009	9/30/2010	$50,000	Reconstruction & increase sites for camping, with specialized facilities for campers with OHVs.
20303	SUMMIT RIDGE CABIN	H1	10/1/2010	9/30/2011	$0	Consider change to concession and/or reducing season
20303	WILLOW CREEK CG	D5,F9	10/1/2010	9/30/2011	$15,000	Complete study, reconstruct w/ relocating camping away from creek, add accessible site, convert 1 loop to tent only, non-horse use.

20303	WILLOW CREEK TH	D4	10/1/2010	9/30/2011	$500	Remove picnic sites, consider change to CUA after study completed.
20303	WRINKLED ROCK CG	H2,NC1,F12,F6	10/1/2008	9/30/2010	$0	, Byway grant reconstruction to take place in FY 2009, Formalize agreement with NPS, managed along with Breezy Point.
20306	BEAR GULCH CG	NC2,L1	10/1/2008	9/30/2009	$30,000	Replace aging vault toilet
20306	BLACK FOX CAMPGROUND	C2,H1,I5	10/1/2010	9/30/2011	$0	FS charging fee from Memorial Day - Labor Day, change to concession operated with new prospectus
20306	BLACK HILLS VISITOR CENTER	H2,H3	10/1/2008	9/30/2010	$0	Use volunteers, continue to seek partners, including concession & BOR.
20306	BOULDER HILL TH	K2	10/1/2008	9/30/2009	$0	change to CUA, no longer operate as a developed rec site
20306	BRUSH CREEK TH	K2	10/1/2008	9/30/2009	$0	change to CUA, no longer operate as a developed rec site
20306	CALUMET TH	NC2			$0	
20306	CASTLE PEAK CG	C2,H1,I5	10/1/2010	9/30/2011	$0	FS charge fee Memorial Day - Labor Day, change to concession operated with new prospectus
20306	COON HOLLOW TH	K2	10/1/2008	9/30/2009	$0	change to CUA, no longer operate as a developed rec site
20306	CUSTER CAMP FISH	K2	10/1/2008	9/30/2009	$0	change to CUA, no longer operate as a developed rec site
20306	CUSTER TRAIL BOAT	NC2			$0	Will not be maintained in off-season
20306	CUSTER TRAIL CG	A1a	10/1/2008	9/30/2009	$5,000	Decommission as soon as possible
20306	CUSTER TRAIL TH	K2	10/1/2008	9/30/2009	$0	change to CUA, no longer operate as a developed rec site
20306	DAKOTA POINT PG	C2,J2	10/1/2008	9/30/2009	$5,000	Close site in off season, consider fee in shoulder season, Apr-May & Sep-Oct
20306	DAKOTA POINT TRAILHEAD	K2	10/1/2008	9/30/2009	$0	change to CUA, no longer operate as a developed rec site
20306	DEER CREEK TH	K2	10/1/2008	9/30/2009	$0	change to CUA, no longer operate as a developed rec site
20306	DEERFIELD COVE BOAT	NC2			$0	
20306	DITCH CREEK CG	NC2,L1	10/1/2008	9/30/2009	$30,000	Close during off-season, replace vault toilet with CXT
20306	DUTCHMAN CG	NC2			$0	Reconsted in FY 2008, DM eliminated
20306	FISHERMAN'S PARKING	K2	10/1/2008	9/30/2009	$0	Removed toilet, now managed as a CUA
20306	GOLD RUN TH	NC2			$0	
20306	JENNY GULCH PG	J2,D4	10/1/2010	9/30/2011	$5,000	Close toilet from Oct 1 to April 1, seek community partner or reduce services such as removal of toilet.

20306	KINNEY CANYON FISH	K2	10/1/2008	9/30/2009	$0	change to CUA, no longer operate as a developed rec site
20306	KINNEY CANYON TH	NC2	10/1/2008	9/30/2009	$0	change to CUA, no longer operate as a developed rec site
20306	LAKE SHORE PG	K2,H2,H3,D2,D3,D4,D5	10/1/2008	9/30/2009	$10,000	Drop west entrance, remove tables, grills, and vault toilet, change to CUA, retain parking for fishing access
20306	LITTLE HOUSE FISHING SITE	K2	10/1/2008	9/30/2009	$0	change to CUA, no longer operate as a developed rec site
20306	MILLER FISHING SITE	K2	10/1/2008	9/30/2009	$500	Remove facilities, change to CUA, no longer operate as a developed rec site
20306	MOUNTAIN CITY PG	A1a	10/1/2008	9/30/2009	$3,000	decommission, Lakeshore PG in same area
20306	MYSTIC ROAD TRAILHEAD	K2	10/1/2008	9/30/2009	$0	change to CUA, no longer operate as a developed rec site
20306	NEWTON PG	K2,H2,D3	10/1/2008	9/30/2009	$5,000	Remove toilet, change to CUA, parking only - see if SD G,F, & Parks wishes to operate as Mickelson TH.
20306	PACTOLA CG	NC2	10/1/2008	9/30/2009	$0	Only Loop A open in the off-season (Labor day - Memorial Day)
20306	PACTOLA INLET FISH	K2	10/1/2008	9/30/2009	$500	Remove any facilities, change to CUA, no longer operate as a developed rec site
20306	PACTOLA NORTH BOAT	NC2			$0	Consider possible addition of two hosts sites - marina and concession operations.
20306	PACTOLA NORTH OBSERV	NC1			$0	BOR site, request funding support from BOR when removed from concession ops 2010.
20306	PACTOLA POINT PG	NC2			$0	
20306	PACTOLA POINT SWIM	NC2			$0	
20306	PACTOLA SOUTH BOAT	NC2			$0	
20306	RAPID CREEK TH	H2,D5	10/1/2010	9/30/2011	$0	Seek partner to operate site, consider reducing services, including restroom - 2011.
20306	SAMELIUS TH	NC1			$0	
20306	SHERIDAN CG	NC2			$0	
20306	SHERIDAN NORTH BOAT	NC2			$0	
20306	SHERIDAN NORTH PG	D4,F16	10/1/2008	9/30/2009	$8,000	Consider change to group site, study possible addition of user amenities - fish cleaning station, kids play area, and dump station addition to serve Sheridan and Pactola recreation areas.
20306	SHERIDAN NORTH SWIM	NC2			$0	
20306	SHERIDAN SOUTH BOAT	NC2			$0	
20306	SHERIDAN SOUTH PG	A2,L1,D5	10/1/2008	9/30/2009	$50,000	Reduce number of picnic sites, open views along shoreline by removing vegetation, consider accessible fishing walkway along shoreline.

20306	SHERIDAN SOUTH SWIM	NC2,D4	10/1/2008	9/30/2009	$35,000	Reduce number of picnic sites near beach, open views next to beach area, replace restroom/changing room.
20306	SHERIDAN SOUTHSIDE CG	NC2			$0	Have one loop open in the shoulder seasons - consider with reduced fee.
20306	SILVER FISHING SITE	D2,D3,D4,K2	10/1/2008	9/30/2009	$0	Remove any facilities, change to CUA, no longer operate as a developed rec site
20306	SPRING CREEK PG	D3,D4,D5,H2	10/1/2008	9/30/2009	$5,000	reduce facilities down to 1 toilet and 2 picnic sites.
20306	SPRING CREEK TH	K2	10/1/2008	9/30/2009	$0	change to CUA, no longer operate as a developed rec site
20306	VETERANS POINT PG	C2	10/1/2008	9/30/2009	$0	Close toilet from Oct 1 to April 1
20306	WHITETAIL CG	NC2			$0	Close after concessionaire leaves, from Labor Day to Memorial Day
20308	BIG HILL TH	H2,NC1	10/1/2008	9/30/2009	$0	Formalize partnership to maintain toilet w/ State of SD during winter (6 mos. agreement)
20308	BOTANY BAY PG	A1a,H2	10/1/2008	9/30/2009	$0	decommission, take out table & toilet - unless partner wishes to operate site under permit.
20308	BOXELDER FORKS CG	J1,L1	10/1/2009	9/30/2010	$0	Improve parking for campers w/ OHVs, replace two aging toilets
20308	CROW PEAK TH	K2	10/1/2008	9/30/2009	$0	consider change to cua, no longer operate as a developed rec site
20308	DALTON LAKE CG	F6,J1,F1,F13	10/1/2009	9/30/2010	$0	Improve parking for campers w/ OHVs, add electricity for Host site, Improve signing
20308	DALTON LAKE TH	F10,D3,K2	10/1/2008	9/30/2009	$0	Remove toilet & no longer manage as dev rec site, change site type to CUA, Increase FS presence.
20308	DEAD OX PG	D2,D3,D4,D5,K2,	10/1/2008	9/30/2009	$2,000	Remove facilities and change to CUA, no longer operate as a developed rec site
20308	EAGLE CLIFF THD	K2	10/1/2008	9/30/2009	$0	Eagle Cliff Ski Club helps
20308	EAGLE CLIFF/HOLEY ROCK THD	K2	10/1/2008	9/30/2009	$0	Eagle Cliff Ski Club helps
20308	HANNA CG	F1,L1	10/1/2009	9/30/2010	$30,000	Add electricity for Host site, update toilets
20308	HELLSGATE PG	A1a,H2	10/1/2008	9/30/2009	$2,000	Decommission, remove picnic tables & toilet
20308	LITTLE SPEARFISH TH	K2	10/1/2008	9/30/2009	$0	Consider change to CUA, no longer operate as a developed rec site, adjacent to Timon CG.
20308	LONG VALLEY PG	F6,F12,J1	10/1/2008	9/30/2009	$30,000	Upgrade toilet to SST, improve bulletin board, add 2 to 3 additional tables & sites

20308	MT. ROOSEVELT PG	F11,F12,J1,D4	10/1/2008	9/30/2009	$5,000	Improve interp, histories, signs, and bulletin boards, consider additional parking, remove old portable tables by tower.
20308	OLD BALDY TH	K2	10/1/2008	9/30/2009	$0	consider change to CUA, no longer operate as a developed rec site
20308	PILOT KNOB TH	D3,K2,H3	10/1/2010	9/30/2011	$2,000	Remove toilet unless partner found, change to CUA, TH parking only.
20308	ROD AND GUN CG	E7	10/1/2008	9/30/2009	$2,000	Add gate so can close when concessionaire gone
20308	ROUBAIX CG	E7,F1,F6	10/1/2008	9/30/2009	$75,000	Loop C open 365, Loops A, B, & D open 5/17 9/10 Update toilets, add electric hookups 1 loop
20308	SOUTH BOXELDER TH	K2,F13,F10	10/1/2008	9/30/2009	$0	Change to CUA, remove as dev site, improve bulletin boards, LEO for increased ATV use
20308	SPEARFISH CANYON SCENIC BYWAY ENTRY PORTAL NEAR SPEARFISH	A1a	10/1/2008	9/30/2009	$500	Decommission
20308	STEAMBOAT ROCK PG	E7,F16	10/1/2008	9/30/2009	$2,000	Add gates that can close after concession season, let concessionaire change from picnic site to tent camping
20308	STRAWBERRY PG	F16	10/1/2008	9/30/2009	$0	Let concessionaire change from picnic site to allow tent camping
20308	TERRY PEAK OBSERVATION SITE	D3	10/1/2008	9/30/2009	$3,000	Remove toilet.
20308	TIMON CG	E7,F6	10/1/2008	9/30/2009	$2,000	Add gate so can close when concessionaire not present, upgrade toilet

B. PROGRAMMATIC ACTIONS

BLACK HILLS National Forest

8b. INFO ENTRY: 5-Year Proposed Program of Work - Programmatic Actions

ACTION	LEAD	TIME FRAME
Develop a forest wide information and education strategy.		
Review DM for all sites especially the top DM sites. Once numbers are verified looks for ways to reduce DM.		
No toilets will be located at isolated sites unless approved by FLT w/ documentation of overriding resource justification.		
Develop a forest wide process for collecting occupancy data, review occupancies at year 3 and reconsider continued operation of sites with less than 15% occupancy.		
Revisit RS-FMP Actions after travel management meetings.		
Next concessionaire permit be sure to include boat ramp O and M and replacement. Consider overlap of permittees. Explore options for new concession permits to increase competition and return to the forest.		
Revisit the need for facilities around dams after dam report.		
Assess other outdoor recreation providers and their key offerings. Compare this to the forests niche and refine the forest's offerings.		
Engineering to review water systems operations and toilet pumping costs.		

C. DEFERRED MAINTENANCE REDUCTION ANALYSIS

Variable DM Reduction Rate					
DM Total	% Reduction	Reduction $	Annual Expenditure Required for 4 or 5 Years to Meet Target	Target DM $ by Target Date	Target Date
$6,061,943	20%	$1,212,389	$242,500	$4,849,555	2010
$4,849,555	50%	$3,030,972	$606,200	$1,818,583	2015
$1,818,583	20%	$1,212,389	$242,500	$606,194	2020

Straight Line DM 14 Year Reduction Rate					
DM Total	% Reduction	Reduction $	Annual Expenditure Required to Meet 2020 Target	Target DM $ by 2020	Target Date
$6,061,943	90%	$5,455,749	$419,700	$606,194	2020
DM Total After MOC Staff Work	Target DM $ by 2020	Reduction $ After MOC Staff Work	Annual Expenditure Required to Meet 2020 Target after MOC Staff Work		
$3,823,146	$606,194	$3,216,951	$247,500		
*** Reduction from MOC staff work**			**$2,238,798**		
Yrs. Resulting from staff work			**5**		

Annual Funds Available for DM			
Annual Expenditure Required to Meet 2020 Target after MOC Staff Work	Annual Granger-Thye Fee Off-set	Annual Revenues Available for DM	Remaining Annual DM Reduction Shortfall
$247,500	$ 55,000	$0	$192,500

5. APPENDIX

A. RECREATION SITE DEVELOPMENT SCALE GUIDE

Scale #	Definition
0	**No site modification** o No constructed improvements evident at the site o Little to no controls or regimentation o Primary access usually over primitive roads o Spacing informal and often established by user
1	**Almost no site modification**. o Rustic or rudimentary improvements designed for protection of the site rather than comfort of the users. o Use of synthetic materials excluded. o Minimum controls are subtle. o No obvious regimentation. o Primary access usually over primitive roads o Spacing informal and extended to minimize contacts between users.
2	**Minimal site modification.** o Rustic or rudimentary improvements designed primarily for protection of the site rather than the comfort of the users. o Use of synthetic materials avoided. o Minimum controls are subtle. o Little obvious regimentation. o Spacing informal and extended to minimize contacts between users. o Primary access usually over primitive roads. o Interpretive services informal, almost subliminal.
3	**Moderate site modification**. o Facilities about equal for protection of natural site and comfort of users. o Contemporary/rustic design of improvements is usually based on use of native materials. Inconspicuous vehicular traffic controls usually provided. o Roads may be hard surfaced and trails formalized. o Development density about 3 family units per acre. o Primary access may be over high standard roads. o Interpretive services informal if offered, but generally direct.
4	**Heavy site modification**. o Some facilities designed strictly for comfort and convenience of users. o Luxury facilities not provided. o Facility design may incorporate synthetic materials. o Extensive use of artificial surfacing of roads and trails. o Vehicular traffic control usually obvious. o Primary access usually over paved roads. o Development density 3-5 family units per acre. o Plant materials usually native. o Interpretive services, if offered, often formal or structured.
5	**Extensive site modification**. o Facilities mostly designed for comfort and convenience of users and usually include flush toilets; may include showers, bathhouses, laundry facilities, and electrical hookups. o Synthetic materials commonly used. o Formal walks or surfaced trails. o Regimentation of users is obvious. o Access usually by high-speed highways. o Development density 5 or more family units per acre. o Plant materials may be non-native. o Formal interpretive services usually available. Designs formalized and architecture may be contemporary. o Mowed lawns and clipped shrubs not unusual.

B. MANAGEMENT OPTION CODE LIST

A – DECOMMISSION [Capture decommissioning costs in 5-year Program of Work]

1. Decommission
   a. As soon as practical
   b. Begin glide path
2. Partial Decommission (e.g., remove campsites next to boat ramp)

B - CLOSURE

1. Close – defer decommissioning
2. Partial Closure – defer decommissioning (e.g., close campsites next to boat ramp but don't remove yet)
3. Closure pending completion of site improvements

C - CHANGE SEASON [If a change, reflect in columns J or K, in worksheet 3, the change in operating days]

1. Increase season
2. Reduce season
3. Intermittent closure during season
4. Open weekends/holidays only
5. Open for hunting season only

D – REMOVE OR ELIMINATE A COST SOURCE or SERVICE SEASON [use Site task cost detail in Worksheet 2b of the Ranking Template]

1. Reduce mowed area
2. Remove trashcans
3. Remove restroom facilities
4. Remove tables and/or grills
5. Other changes to site design or features to reduce costs
6.
7. Other changes to eliminate on-site services
8. Close or remove water system
9. Close or remove waste water system

E - REDUCE SERVICE FREQUENCY SEASON [use Site task cost detail in Worksheet 2b of the Ranking Template] *THESE CODES ARE RARELY USED AND REQUIRE SIGNIFICANT DOCUMENTATION*

1. Reduce service – mow less frequent
2. Reduce service – trash and clean-up less frequent
3. Reduce service – restroom cleaning less frequent
4. Reduce service – staff presence reduced on site
5. Reduce service – less frequent bulletin board posting
6.
7. Reduce service – other

F – INCREASE/IMPROVE SERVICES [use applicable rates in Features section of Recreation Sites module in Infra]

1. Add electrical hook-ups
2. Increase amps of existing electrical hook-ups
3. Add water hook-ups
4. Add sewer hook-ups
5. Add hot showers
6. Upgrade existing feature (e.g., replace SST with flush toilets)
7. Add amenities (playground, swim area, etc)
8. Add a Host site(s)

9. Major reconstruction/upgrade of the recreation area
10. Increase staff presence (including law enforcement)
11.
12. Improve visitor information and bulletin boards
13. Improve signing
14. Add water delivery service to individual users
15. Add greywater/blackwater pumping service to individual users
16. Other
17. Add a toilet building(s)

G – CONSTRUCT A NEW AREA

1. Construct a new site

H – CHANGE OPERATOR or WORKFORCE

1. Change to a concession operation **[apply a 60% savings to O&M cost per operating day]**
2. Operate through a partner agreement (e.g., local community, State agency, etc)
3. Volunteer (increase use of volunteers at the site)
4. Contractor (begin or expand use of contracting)
5. Prison labor (begin or expand use of prison labor)
6. Other

I – CHANGE FEES

1. Eliminate fee
2. Reduce fee
3. Begin charging a fee
4. Increase current fee
5. Increase fee compliance efforts

J – CHANGE CAPACITY (PAOT) [If a change, reflect in columns S or T, in worksheet 3, the change in capacity]

1. Increase Capacity (Add a loop, build additional sites, add parking, etc)
2. Reduce Capacity (i.e., close a loop, remove camp units, eliminate a parking area, etc.)

K -- SITE CONVERSION

1. Change in Development Scale
2. Change in Site Type
3. Study feasibility of converting site from FA&O facility to recreation site

L – REPLACEMENT/REPAIR

1. Replacement of an existing constructed feature that results in the reduction of Deferred Maintenance
2. Repair of an existing constructed feature that results in the reduction of Deferred Maintenance.
3. Conversion of constructed features to meet accessibility standards.

NC – NO CHANGE (i.e., none of the above site specific changes apply)

1. No change – currently USFS operated
2. No change – currently concession operation
3. No change – currently operated by a partner under some other type of formal agreement

Note – A site can have more than one code

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Appendix 22: NRRS Reservation System User Guide

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Recreation.gov

EXPLORE YOUR AMERICA

Operating Procedures Manual

2014

Purpose of this Manual

The Operating Procedures Manual (OPM) provides an overview of Recreation.gov, with emphasis on business rules and the daily operations of the reservation system. The OPM is primarily for participating agency personnel and concessionaires who work with Recreation.gov, particularly those in the field who work as the Recreation.gov field Point-of-Contact (POC) or supervise those providing reservation services to the public.

This manual supplements the on-line help tools accessed via the "agency sign-in" page of Recreation.gov and training conducted by participating agencies and the contractor, Active Network doing business as ReserveAmerica, Inc.

Download copies of this manual and any updates from the ActiveWorks | Outdoors landing page after signing in from the "agency sign-in" page of Recreation.gov. The Recreation.gov Leadership Team reviews and updates this manual periodically. If you have questions, comments or suggestions, please forward them to your Agency Technical Representative (ATR).

Recreation One Stop (R1S) Program Management Office (RPMO)

The term "Recreation One Stop (R1S)" describes the program that manages Recreation.gov, including staff and functions. The **Recreation One Stop (R1S) Program Management Office (RPMO)** is the federal government office responsible for implementing and managing the Recreation.gov contract and all supporting services on a daily basis. The RPMO, formerly known as the National Recreation Reservation Service (NRRS) Contract Management Office (NCMO) underwent a name change in 2010 to more accurately reflect the scope and functions of the office.

Address:	Recreation One Stop (R1S) Program Office (RPMO)
	231 North Main Street
	Rutland, VT 05701
Phone:	1 (802) 747-6772
Fax:	1 (802) 773-7663
Email:	rpmo@fs.fed.us

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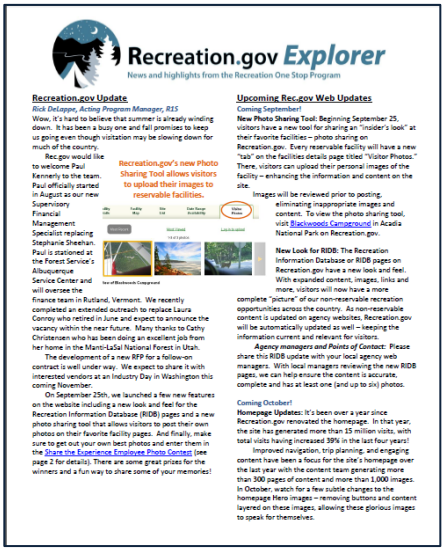
Introduction

0.1. Recreation.gov Terms

Recreation One Stop and Recreation.gov are a partnership between federal land management agencies to provide the one-stop shop for federal recreation information, trip planning, and reservations through Recreation.gov.

- **Recreation One Stop (R1S)** describes the program, its staff and functions.
- **Recreation.gov** is not only our website but our "brand name." We use the term "Recreation.gov" to describe all related services we provide such as the call center and trip planning tools.
- **National Recreation Reservation Service™** (NRRS) describes the reservation component of Recreation.gov. However, Recreation.gov also provides information about all participating agency sites through the Recreation Information Database (RIDB).
- **Recreation Information Database (RIDB)** provides information for all participating agency locations even those that do not offer reservations. RIDB content comes directly from agency sources.

Tip: Appendix 1 provides definitions for most of the program-specific terms (such as "field location" or "reservation cut-off window") that appear in this manual.



Recreation.gov Explorer

News and highlights from the Recreation One Stop Program

Recreation.gov Update

Rick DeLappe, Acting Program Manager, R1S

Wow, it's hard to believe that summer is already winding down. It has been a busy one and fall promises to keep us going even though visitation may be slowing down for much of the country.

Rec.gov would like to welcome Paul Kennerly to the team. Paul officially started in August as our new Supervisory Financial Management Specialist replacing Stephanie Sheehan. Paul is stationed at the Forest Service's Albuquerque Service Center and will oversee the finance team in Rutland, Vermont. We recently completed an extended outreach to replace Laura Conroy who retired in June and expect to announce the vacancy within the near future. Many thanks to Cathy Christensen who has been doing an excellent job from her home in the Manti-LaSal National Forest in Utah.

The development of a new RFP for a follow-on contract is well under way. We expect to share it with interested vendors at an Industry Day in Washington this coming November.

On September 25th, we launched a few new features on the website including a new look and feel for the Recreation Information Database (RIDB) pages and a new photo sharing tool that allows visitors to post their own photos on their favorite facility pages. And finally, make sure to get out your own best photos and enter them in the Share the Experience Employee Photo Contest (see page 2 for details). There are some great prizes for the winners and a fun way to share some of your memories!

Recreation.gov's new Photo sharing Tool allows visitors to upload their images to reservable facilities.

Upcoming Rec.gov Web Updates

Coming September!

New Photo Sharing Tool: Beginning September 25, visitors have a new tool for sharing an "insider's look" at their favorite facilities – photo sharing on Recreation.gov. Every reservable facility will have a new "tab" on the facilities details page titled "Visitor Photos." There, visitors can upload their personal images of the facility – enhancing the information and content on the site.

Images will be reviewed prior to posting, eliminating inappropriate images and content. To view the photo sharing tool, visit Blackwoods Campground in Acadia National Park on Recreation.gov.

New Look for RIDB: The Recreation Information Database or RIDB pages on Recreation.gov have a new look and feel. With expanded content, images, links and more, visitors will now have a more complete "picture" of our non-reservable recreation opportunities across the country. As non-reservable content is updated on agency websites, Recreation.gov will be automatically updated as well – keeping the information current and relevant for visitors.

Agency managers and Points of Contact: Please share this RIDB update with your local agency web managers. With local managers reviewing the new RIDB pages, we can help ensure the content is accurate, complete and has at least one (and up to six) photos.

Coming October!

Homepage Updates: It's been over a year since Recreation.gov renovated the homepage. In that year, the site has generated more than 15 million visits, with total visits having increased 39% in the last four years!

Improved navigation, trip planning, and engaging content have been a focus for the site's homepage over the last year with the content team generating more than 300 pages of content and more than 1,000 images. In October, watch for a few subtle changes to the homepage Hero images – removing buttons and content layered on these images, allowing these glorious images to speak for themselves.

Tip: Subscribe to the interagency Recreation.gov *Explorer* for news you can use and highlights from the Recreation One Stop program, including tips and hints for using Recreation.gov and upgrades in technology, functionality and services. Contact your Agency Technical Representative (ATR) and ask them to add you to the mailing list.

0.2. Recreation.gov Mission Statement

The mission of Recreation.gov is to provide an innovative, easy approach for the public to reserve federal recreation facilities and activities while providing high-quality services that emulate industry standards.

0.3. Recreation.gov Benefits

Recreation.gov provides high quality customer service through:

- One-stop shopping for customers to make recreation-related reservations for a wide variety of federal recreation areas, facilities, and activities.
- Innovative and user-friendly, multi-channel access to information about federal recreation facilities and activities.

Recreation.gov improves existing reservation services through:

- Multiple sales channels for broader access to reservations.
- Trip planning features at reservable and nonreservable areas and facilities.
- Performance incentives for contract service providers.
- Increased inventory and reservable sites.
- Customer referrals to other participating facilities and activities.

Recreation.gov supports agency field personnel by:

- Providing technical support to implement recreation-related reservations and on-site point-of-sale services at field locations.
- Continuously improving operations and management capabilities for field personnel.
- Minimizing money handling responsibilities at field sites.
- Providing easy and efficient ways to manage on-site reservations.
- Protecting over-used sites and promoting under-used recreation sites.
- Minimizing redundant data entry for recreation-related and reservation inventory.

Recreation.gov is cost-effective through:

- Use of continually emerging technologies.
- Implementation of innovative management practices.
- Achieving economies of scale through interagency cooperation.

Recreation.gov shares and protects data by:

- Meeting requirements for Certification and Accreditation (C&A) for information security, privacy, information collection, accessibility, and records management.

- Meeting requirements for the Payment Card Industry (PCI) Data Security Standards (DSS).
- Furnishing appropriate information to third party channels (as applicable) about participating recreation areas, facilities, and activities.
- Sharing data about federal recreation areas, facilities, and activities with state tourism websites, convention and visitor bureau websites, camping publications, etc.
- Ensuring security and privacy for financial data and customer-related data.
- Providing portal interoperability with interfaces between reservation services and related services like trip planning and recreation-related sales.

0.4. The Current Contract

Recreation.gov provides reservation access to more than 80,000 sites at over 2,600 field locations represented by seven federal agencies. Its inventory includes overnight camping sites for individuals, families and groups; tour ticketing activities; group day-use facilities; wilderness permits, and lotteries for special events or high-demand activities. The agencies participating in Recreation.gov for reservation sales are:

- US Department of Agriculture (USDA) Forest Service (FS)
- U.S. Army Corps of Engineers (USACE)
- U.S. Department of Interior (DOI), National Park Service (NPS)
- DOI, Bureau of Land Management (BLM)
- DOI, Bureau of Reclamation (Reclamation)
- DOI, U.S. Fish and Wildlife Service (FWS)
- National Archives and Records Administration (NARA)

Other federal agencies, such as the Department of Transportation, Smithsonian Institution and Tennessee Valley Authority do not offer reservations but participate in Recreation.gov by sharing information through the Recreation Information Database (RIDB). New agencies may join Recreation.gov by becoming active participants in the interagency agreement. View a list of participating partners on Recreation.gov.

Some agencies and organizations that support Recreation.gov are:

- U.S. Department of Treasury, the designated bank.
- Our contractor, Active Network doing business as ReserveAmerica, Inc.
- Concessionaire personnel.

0.5. The Recreation.gov History Timeline

1995 – The U.S. Department of Agriculture (USDA) Forest Service, the U.S. Army Corps of Engineers, and the Department of Interior envision the interagency National Recreation Reservation Service™ (NRRS) to offer the public "one-stop" reservation services for federal recreation facilities and activities and develop an Interagency Agreement.

1997 – The NRRS awards the first interagency reservation service contract to Park.net, Inc. of Ballston Spa, NY to develop, implement and operate the NRRS. The company was later renamed ReserveAmerica, Inc.

1998 – In October, the NRRS launches call center reservations at more than 49,000 unique sites at 1,700+ field locations services.

1999 – In May, the NRRS launches the first Internet sales channel, ReserveUSA.com, to provide the public with the ability to make advance reservations over the Internet at any field location.

1999 – In the summer, the NRRS adds a field sales channel, providing customers with direct access to reservation services on-site from over 500 field locations.

2003 – The Department of Interior Bureaus (National Park Service, Bureau of Land Management, and Bureau of Reclamation) join the USDA FS Contract. The consolidation is part of the "Recreation-One-Stop (R1S)" initiative in the President's Management Agenda. The goal of R1S is to improve effectiveness, efficiency, and customer service in the delivery of federal recreation information and reservation services.

2006 – Recreation One Stop implements the second generation contract that integrates Recreation.gov with the NRRS and adds National Park Service locations from the former National Park Reservation System (NPRS).

2007 – In February, the NRRS joins Recreation.gov into a single point of online access at www.Recreation.gov, to become the federal recreation portal and website, replacing the former NRRS website, ReserveUSA.com, and the National Park Reservation System (NPRS)

2009 – National Archives and Records Administration adds timed entry reservations for the National Archives Museum. The same year, the U.S. Fish and Wildlife Service adds the agency's first reservable facilities and the Salmon and Challis National Forests add the Four Rivers permits and lotteries, the first inventory of its kind and the second permit on Recreation.gov. Active Network purchases ReserveAmerica, Inc.

2011 – The Presidential initiatives Americas Great Outdoors (AGO) and the National Travel and Tourism Strategy (NTTS) thrust Recreation.gov to the forefront as a tool to promote Unites States tourism **on federal lands.**

2012 – A redesign of Recreation.gov occurs, adding significantly more travel planning content to the home page. The first Hawaii location – the highly visited USS *Arizona* Memorial and Pearl Harbor Historic Sites –adds tour tickets to Recreation.gov.

2012 to present – Recreation.gov experiences growth in the number and variety of complex wilderness permit and lottery systems as well as continuing to add traditional camping and day use locations.

Chapter 1 – The Recreation.gov Contract

1.1 Contract Services

The USDA FS awarded the current Recreation.gov contract to ReserveAmerica, Inc. in 2007. The contract's base period ended on September 30, 2010, with the option to extend the contract through six (6) one-year periods for a maximum total of 10 years. The contractor may earn award terms based on contract performance. If the government chooses to exercise all the award terms, the contract may extend through September 2016.

Active Network/ReserveAmerica, Inc. provides a wide variety of reservation services for Recreation.gov through the ActiveWorks | Outdoors (AWO) platform, including a fully integrated web-based portal, multiple sales channels and administrative reports that users can access through the Recreation.gov "agency sign-in" page.

NOTE: In 2009, Active Network acquired ReserveAmerica, Inc. This document uses both company names throughout; however our contract is with ReserveAmerica, Inc.

1.2 Recreation.gov: The Federal Recreation Portal

Recreation.gov is the interagency federal recreation portal bringing federal recreation information together from diverse agencies and other sources. Recreation.gov provides the ability to make recreation-related reservations at a wide variety of federal recreation areas and offers trip planning features, maps, and comprehensive information about thousands of federal recreation opportunities, including links to activities and sites associated with federal agency partners like state tourism bureaus and other travel and recreation-related organizations.

Recreation.gov provides innovative and easy-to-use multi-channel access to information and reservations for federal recreation facilities and activities at Forest Service, Army Corps of Engineers, National Park Service, Bureau of Land Management, Bureau of Reclamation, Fish and Wildlife Service, and National Archives and Records Administration facilities.

1.3 Sales Channels.

Recreation.gov offers three main sales channels for customers to make reservations: Internet, call center, and at field locations.

1.3.1 Internet Sales – Recreation.gov.

Recreation.gov serves as the federal recreation and activity website portal. It also provides customers with the ability to directly access reservation services for facilities and activities. Our customers make over 80% of advance reservations on-line.

1.3.2 Call Center Sales.

Customers may call a toll free number to connect to one of a team of sales agents who process reservation requests. Active/ReserveAmerica, Inc. operates five call centers; two of these handle Recreation.gov calls. The primary call center is in Saratoga Springs, NY, but the call center agents in Sacramento, CA, might also answer a customer's call. Call center managers route customer calls between these locations depending on customer demand and available call center personnel. The contract requires specific call center hours of operation.

Call Center Contact Information and Hours of Operation

Customers may call a toll free number (877) 444-6777 or (877) 833-6777 for TDD access. The Recreation.gov call center is operational seven (7) days a week, as follows:

- Peak Season – March 1 to October 31 from 10:00 a.m. to Midnight, Eastern Time.
- Non-Peak Season – November 1 to February 28 from 10:00 a.m. to 10:00 p.m., Eastern Time.
- Closed on New Year's, Thanksgiving and Christmas Days.

1.3.3 Field Sales Channel.

This sales channel allows a walk-up customer to come to a participating recreation site that is equipped with the required computer and communications capability and book either an immediate reservation or an advance reservation. Field personnel utilize different computer software applications depending upon their specific need (Field Manager for camping and facilities, Venue Manager for tours and ticketing, Permit Manager for wilderness permits, etc.) to provide field sales for customers. All locations that offer field sales must comply with Payment Card Industry (PCI) Data Security Standards (DSS). See **3.3.3 PCI Compliance**.

1.4 Field Support: The Help Desk and Customer Service

Active Network (doing business as ReserveAmerica, Inc.) provides field support under the contract through the Recreation.gov Help Desk and Customer Service (Service Resolution Team or SRT[1]).

1.4.1 The Help Desk.

The Help Desk provides technical and operational support to field personnel at participating sites. Their task is to resolve issues (software, inventory/data, programming, communications, etc.) that adversely affect reservation services at any field location. See **Chapter 6, Where to Get Help** for contact information and hours of operation and support procedures.

1.4.2 Customer Service (Service Resolution Team or SRT[1]).

Recreation.gov provides service to the public when they need assistance with existing reservations, including refunds, reservation fees, service fees, changes and cancellations. Field personnel may provide Customer Service contact information to the public when they have questions regarding their reservation. Field personnel may also contact Customer Service on behalf of customers or to follow-up on a specific customer's problem. Field personnel should not contact customer service with operational issues; refer these to the Help Desk.

Customer Service is operational year around, on the same schedule (days and time) as the call center. **See Chapter 6, Where to Get Help**, for contact information and procedures.

1.5 The Recreation One Stop (R1S) Program Management Office (RPMO)

The overall management of Recreation.gov is much broader than administering a service contract. It requires coordination among all participating agencies on recreation policy, the adoption of standard operating procedures for the effective delivery of reservation services to the public and financial management to safeguard and properly distribute federal funds.

Senior leadership guides the program through the interagency **Recreation Management Committee** (RMC) which includes representatives from each agency signatory to the R1S

[1] Active/ReserveAmerica changed the name of the "Customer Service" Department to "Service Resolution Team" in 2013 to better reflect the array of services they provide. This document uses the more common and understood term "Customer Service."

Interagency Agreement. Contact your Agency Technical Representative to learn more about the RMC.

The R1S Interagency Agreement provides for the R1S Program Management Office (RPMO), a federal government office responsible for implementing and managing the contract and all supporting services including managing the program on a day-by-day basis. The RPMO is also responsible for managing the Recreation Information Database (RIDB) and for administering any contracts associated with provision of the RIDB.

An Organizational Chart appears in **Appendix 2**

1.5.1 Functions performed by the RPMO

The RPMO staff monitors the contractor's work performance and provides financial management services for participating agencies. RPMO staff work directly with the agencies to provide effective reservation services to the public.

Recreation One Stop provides an the interagency Recreation.gov *Explorer* to help you stay informed about Recreation One Stop program, including tips and hints for using Recreation.gov and new technology, functionality and services. Contact your Agency Technical Representative (ATR) and ask them to add you to the *Explorer* newsletter mailing list.

The Green Mountain-Finger Lakes National Forest provides office space to the RPMO staff responsible for the financial management activities of Recreation.gov in Rutland, VT. Contact information for the RPMO office appears on the inside cover of this manual. Other RPMO personnel work throughout the United States and perform the following functions:

- Manage the multi-agency recreation reservation program and system.
- Manage the Recreation Information Database (RIDB)
- Manage and oversee all funds processed through Recreation.gov to assure accountability and appropriate payment to participating agencies and concessionaires.
- Process refunds where the customer paid by cash, check or money order.
- Measure critical elements of the contractor's performance to assure compliance with standards specified within the contract.
- Coordinate and interact with federal agencies interested in joining Recreation.gov.

1.5.2 RPMO staffing

- **Program Manager.** The program manager is responsible for general policy guidance and direction from the interagency Recreation Management Committee (RMC) and agency program managers on the daily operations of the program with the support of the RPMO staff and Agency Technical Representatives.
- **Contracting Officer's Representative (COR).** This individual is responsible for daily management and administration of the contractor-provided services and deliverables under the Recreation.gov contract and for supporting the Contracting Officer.
- **Finance Officer.** This individual is responsible for overseeing and reconciling all financial transactions.
- **Accountant.** The accountant verifies collections and disbursements and maintains the accounting records including the cash balance**.**
- **Support Specialists.** These individuals perform the daily RPMO financial tasks within the ActiveWorks | Outdoors (AWO) system and the general accounting system.
- **Systems Analyst.** The Systems Analyst is responsible for the project management components of the RIDB and all security requirements of Recreation.gov.
- **Permits and Lotteries Analyst.** This individual coordinates the implementation of new permits and lotteries when facilities consider joining Recreation.gov.
- **Communications/Web Content Coordinator.** The web content coordinator oversees the Recreation.gov home page production schedule and the interagency web content team.
- **Writer/Editor.** The Recreation.gov editor reviews facility descriptions to ensure they are consistent across the Recreation.gov website, writes and edits Recreation.gov travel content and the *Explorer* newsletter.
- **Performance Manager.** This individual coordinates the performance management requirements of the contract and assists the COR with contract deliverables. The PM also coordinates a designated team of agency personnel known as Performance Management Organization (PMO). These individuals assure that the contractor is meeting the performance requirements specified in the contract.

The inside of the cover page provides RPMO contact information.

1.6 Additional Agency Personnel who support Recreation One Stop

- **Contracting Officer (CO):** The CO is a USDA Forest Service employee with the warranted authority to enter into, administer, and/or terminate contracts and make related determinations and findings.
- **Agency Technical Representative (ATR).** Each participating agency provides an ATR to assist the COR in managing the contract. These individuals specialize in handling reservations and reservations-related contract issues relative to the agency he or she represents.
- **Agency Points-of-Contact (POCs).** These individuals at field locations assist with implementation of the reservation service within their area of responsibility. They are responsible for inventory management, field training, refund approvals and following up with the Contractor on customer service and technical issues to assure that they are resolved.
- **Quality Assurance Evaluators and Performance Monitors.** These agency personnel evaluate how our contractor is meeting the performance requirements of the contract.

Find contract management personnel and ATR contact information by accessing the "agency sign-in" page of Recreation.gov. If you do not have a user name and password, contact your ATR. If you do not have the contact information for your ATR, call the RPMO at 1 (802) 747-6772 or rpmo@fs.fed.us.

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Chapter 2 –Recreation.gov Business Rules and Policies

2.1 Purpose.

Recreation.gov and our contractor, Active/ReserveAmerica, Inc., operate under the business rules and policies outlined in this chapter. Recreation.gov reserves the right to modify reservation policies and procedures.

- **Exceptions**: Only the Agency Technical Representative (ATR) in consultation with the R1S Contracting Officer's Representative (COR) and Program Manager may grant exceptions to these rules. . Contact your ATR with any questions you may have about Recreation.gov business rules and policies.

Business rules establish the formal framework that enables Recreation.gov to provide reservation services. Software and system limits incorporate the business rules and control the handling and processing of reservations.

It is important that agency personnel, such as field Points-of-Contact (POCs), understand these rules and how they are applied.

2.2 Reservations Defined

A reservation is the sale via any sales channel of a single unit of inventory at a field location for a single period. A reservation transaction is complete when the customer pays the fees in-full and receives the confirmation number.

2.3 Maximum number of Reservations

Following are the maximum number of reservations allowed for a single customer at one **facility** on a single call or Internet session.

There is no limit to the number of reservations a customer can make for **multiple facilities** on **different dates** during a **single call or Internet session** (for example, the customer may be planning a cross-country trip).

- **Campsites:** The system allows a maximum of four reservations per call or Internet session at one facility. A customer may log off and log back onto Recreation.gov or call back to make additional reservations if he or she needs more than four.
- **Tours and Timed Entry or Ticketing.** The numbers of reservations is unlimited up to the maximum number of available tickets or entries.

- **Permits and Lotteries.** Permit reservation rules vary widely by location and activity. Please contact your ATR or the Recreation.gov Permits and Lotteries Specialist.

2.3 Primary Occupant—the name on the reservation

For camping and tours, a reservation does not have to be in the name of the primary occupant who will be on the site, nor must a customer whose name is on the reservation be the one to check-in. Consult with your ATR if you need an exception to this rule.

For permit reservation holders, the group leaders name on the permit or reservation is generally not transferable and that individual must be present with the group for the entire period the permit authorizes.

2.4 Maximum Reservation Window(s)

The maximum window refers to how far in advance a customer can make a reservation for a facility or activity (not to be confused with **Reservation "Cut-off" Window(s)**, which are the latest date and/or time that a customer may request a reservation prior to the arrival date).

2.4.1 Rolling Maximum Window

Recreation.gov uses a "rolling" maximum window (with rare exceptions such as **Yosemite National Park**). With a **rolling window,** the system makes inventory available for some specified amount of time, e.g., six months or 12 months in advance of the customer's arrival date.

Example: 6 month rolling maximum window.

- On February 14, the inventory for August 14 is available for booking.
- On February 15, the inventory for August 15 is available for booking (and so on).

2.4.1.1 Extra Days at the End of the Month.

The following example illustrates how the system handles dates when the rolling window reaches the end of the month, using a six month Rolling Maximum Window.

On February 28 the inventory for August 28 becomes available. On March 1, the inventory through September 1 becomes available, including arrival dates of August 30 and 31.

2.4.2 Maximum Reservation Windows for Different Types of Inventory

- **Individual Campsites, Cabin and Lookouts**: These are available up to six months in advance of the arrival date on a rolling window. Example: On January 4, a customer may make a reservation for arrival on July 4 or earlier.
- **Group Facilities.** These are available up to 12 months in advance of the arrival date.

- **Individual Tours and Timed Entry.** In general, customers may book tours or timed entry up to six months in advance of the arrival date. Exceptions include Independence Hall National Historical Park, which offers tickets up to 12 months in advance or Chimney Rock National Monument, which opens all inventory for the entire season at once.
- **Group Tours.** Available up to 12 months in advance of the arrival date.
- **Permits and Lotteries**. Permit reservation windows vary by location and activity. Please contact your ATR or the Recreation.gov Permits and Lotteries Specialist.
- **Yosemite National Park – Five Month Block Window.** At Yosemite, customers may reserve individual campsites five months in advance. An entire five months' inventory goes on-sale the 15th of each month. For example, a customer who contacts the call center or visits Recreation.gov on January 15 can make a reservation for arrival dates between January 15 and June 14 of that year.

If you book on:	You can make Yosemite reservations for arrival dates between:
January 15th	January 16th and June 14th
February 15th	February 16th and July 14th
March 15th	March 16th and August 14th
April 15th	April 16th and September 14th
May 15th	May 16th and October 14th
June 15th	June 16th and November 14th
July 15th	July 16th and December 14th
August 15th	August 16th and January 14th
September 15th	September 16th and February 14th
October 15th	October 16th and March 14th
November 15th	November 16th and April 14th
December 15th	December 16th and May 14th

2.5 Reservation "Cut-off" Window(s)

Minimize your Maximum!

Minimizing the Maximum Cut-off Window Provides Better Customer Service

Recreation.gov gathers monthly customer satisfaction feedback that shows *customers want shorter reservation cut-off windows*. Many customers tell us they need the flexibility to plan their trip as few as one or two days prior to the departure date. Even though the Recreation.gov cut-off window default is four days, and even if your facility operates on a Daily Arrival Report (DAR) you can shorten your cut-off window. Contact your ATR for helpful hints and lessons learned from other DAR sites that manage a facility or activity with a cut-off window of zero to two days.

The reservation cut-off window is the latest date and/or time that a customer may request a reservation prior to the arrival date. The reservation cut-off window varies by agency and field location.

- **Camping and Day Use** (both individual and group). The reservation cut-off window is zero to four days. Exceptions beyond four days require agency ATR approval.
- **Tours and Ticketing.** In general, the reservation cut-off window for ticketing is one day. Exceptions include Chimney Rock National Monument, which allows same day (zero day) reservation cut-off window for tours.
- **Permits & Lotteries**. Permit cut-off windows vary widely by location and activity. Please contact your ATR or the Recreation.gov Permits and Lotteries Specialist.

Q & A . . .

Q. If a customer calls inside the maximum cut off window, do the call center agents refer the customer to the facility to ask about first-come, first-served sites?

A. Active trains call center agents NOT to refer customers to the facility. If the inventory information provided by the field location indicates there are first-come, first-served campsites, agents tell customers that "there are campsites in this campground which are NOT available for advanced reservations. They are available on a first-come first-served basis and we cannot guarantee availability. You must go and see what is available when you arrive to camp."

The field location may provide additional contact information through the inventory process which agents can read when customers have other types of questions and/or which will appear in the "Contact Information" section of the facility description.

2.6 Optional Weekend and Holiday Minimum Stay Rules

The default is a one night minimum stay for all overnight facilities.

Field locations may require longer than one night minimum stay on weekends or a longer than two nights minimum stay during holiday periods, if authorized by agency policy. These rules may be applied when a field location has a very high customer demand and/or where the decision is made to limit customer turnover during the weekend or holiday."

A field location may request two types of minimum stay rules:

- Two-day minimum weekend stay.
- Three-day minimum holiday weekend stay.

Application of these rules is optional. Field personnel may select and implement one or both of these restrictions through the inventory process, but should carefully consider whether to use them. Discuss the reasons for using this option with your site's manager and then consult with your ATR before implementing.

2.6.1 The Weekend Two-Day Minimum Stay Rule

- When Friday is the customer's requested arrival day for one night, the customer is required to book Friday and Saturday, i.e., minimum two-night stay.
- When Saturday is the customer's requested arrival day for one night, the customer is required to book Friday and Saturday, if date available, i.e., minimum two-night stay.
- If either one of the two days (Friday or Saturday) is not available, the rule does not apply and the system will allow the reservation to go through.
- If a stay starts on a day of the week other than Friday or Saturday, and includes the Friday or Saturday, the weekend rule is not enforced (i.e., Thursday arrival with Saturday checkout will follow only the regular minimum stay rule for the site).
- If a stay is two nights or longer, the system will not enforce the rule, as the stay already equals or exceeds the minimum (i.e., Saturday arrival day with Monday check out).

2.6.2 The Holiday Three-Day Minimum Weekend Stay Rule

This rule applies on Memorial Day, July 4th and Labor Day weekends, only at sites that observe the three-day holiday weekend minimum stay rules through the inventory process.

If the holiday arrival date falls on a Friday or Saturday:

- When Friday is the customer's requested arrival day for two nights or less, then Friday, Saturday, and Sunday must be booked if the date(s) are available, i.e., a

minimum three-night stay. If Saturday or Sunday is not available, then the rule will not be enforced (the system will allow the reservation to go through).

- When Saturday is the customer's requested arrival day for two nights or less, then Friday, Saturday, and Sunday must be booked, if the date(s) are available, i.e., minimum three-night stay. If Friday or Sunday is not available, then the rule will not be enforced (the system will allow the reservation to go through).
- If the customer's stay starts on a day of the week other than Friday or Saturday, and includes the Friday or Saturday of the holiday weekend, the holiday rule is not enforced (i.e., Thursday arrival with Saturday checkout will only follow the regular minimum stay for the site).
- If the customer's stay is three nights or longer, the system does not enforce the rule (i.e., Monday arrival date and Saturday check out).

➢ **Notes.**
  - If July 4 is not a holiday weekend (if it falls on a Tuesday, Wednesday, or Thursday) the system will not enforce the 3 night minimum stay.
  - Field Manager locations may waive the minimum stay rules for walk-in sales and advance reservation sales made through Field Manager software, if approved by the local POC.

2.7 Optional Weekend and/or Holiday Fees.

In addition to weekend and holiday stay restrictions, field personnel may also enter a weekend fee schedule and/or a holiday fee schedule for the Memorial Day, 4th of July and Labor Day holidays. Generally, the holiday fees start on Friday evening and extend through checkout time on the Monday holiday.

There are some exceptions to this, i.e., if the 4th of July occurs during the middle of the week. When a site chooses to use the weekend fee option, site managers must enter the holiday fee schedule in the inventory record for each field location.

➢ **Note:** The weekend fee schedule will roll over each year, but site managers must update the holiday fee schedule annually (it will not automatically roll over as regular fee schedules). Agency policy may restrict the use of weekend or holiday fees.

2.8 Maximum Length of Stay

The maximum length of stay is the maximum number of days that a customer can use a campsite or facility during a given time period (month, season, year, etc.). The maximum stay and extension policy varies by recreation facility and agency. Site staff must track customer stays and enforce the maximum stay policy, whether it is the maximum 14 days or a local policy for additional time.

2.8.1 The Stay Away Rule

The Stay Away Rule is the minimum number of nights a customer must leave the facility after reaching the maximum length stay. Once a customer has reached the **maximum length of stay** length at a site, he or she must check out and leave the site for a specified period before he or she can return and initiate a new maximum length stay. The stay away period is variable by individual facility and/or agency.

2.9 The "No Sliding" Rule

"Sliding" is when a customer books a facility for dates earlier than the date they actually want to arrive and then moves or "slides" the arrival date forward as many times as necessary to get the dates they actually desire. Customers typically attempt to slide a reservation at high-demand campgrounds or cabins. Sliding prevents customers who legitimately want the earlier dates from booking reservations because the dates are "blocked" by customers planning to slide.

The "No Sliding" rule discourages this by requiring any customer who books a reservation at the maximum window and whose departure date extends into the window from changing or cancelling the reservation for 18 days. When the reservation is booked, the web messaging or call center agent will explain to the customer that he or she may not change or cancel any reservation with departure dates beyond the maximum window for 18 days after making the reservation.

Changes for Alaska Cabins Reservations.

Alaska cabins allow only one change per reservation. A change in reservation is defined as a modification to the start or end date of the reservation. After the first change if the customer requests additional changes, he or she must cancel the reservation and rebook the new dates later. This policy ensures that reservation procedures for cabins are fair and equitable for everyone.

2.10 Accessible Facilities

An accessible site must comply with applicable guidelines and standards under the Architectural Barriers Act.

Field locations are responsible for identifying and designating recreation facilities that comply with accessibility standards so that customers can find them on Recreation.gov (see **2.10.2 How to Identify Accessible Sites in the Recreation.gov Reservation Database**).

2.10.1 Recreation.gov Accessible Site Rules

A customer is not required to have an Interagency Access Pass or Golden Access Passport to reserve an accessible site.

If a campground has a limited number of accessible sites, these will be the last sites reserved, unless a customer with a disability requests an accessible site.

A customer seeking to reserve an accessible site will see or hear messaging that the site accommodates persons with a disability or otherwise limited physical mobility. After being so advised the person may choose to reserve the site. Never ask a customer if they have a disability.

If a campground or facility has a limited number of accessible sites (less than 75%):

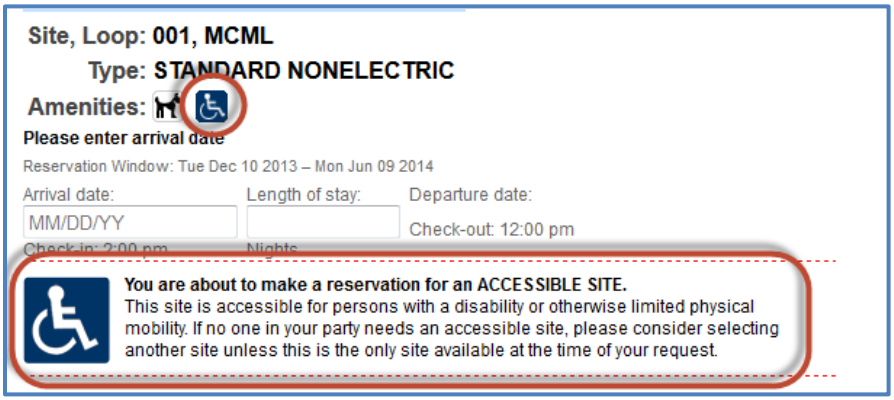
- These will be the last sites reserved, unless a customer with a disability requests an accessible site.
- Customers who select an accessible site on Recreation.gov will receive an alert that they are about to reserve an accessible site.
- A customer seeking to reserve an accessible site at a facility with limited accessible sites will receive an alert that these sites are for use by those with disabilities.
- If the accessible site is the last site available to reserve, it will be available for any customer to reserve.
- If a campground or facility is mostly accessible (greater than 75 to 100%), then the facility may choose to opt out of the accessibility messaging.

2.10.2 How to Identify Accessible Sites in the Recreation.gov Reservation Database

Facilities can select between two accessibility options in the reservation database.

- **Accessible** – This is the primary category. A "yes" entry for this category will list the site as accessible and will display the International Symbol of Accessibility for the site (see screen shot below). Select this option only when the campsite or facility complies with applicable accessibility guidelines, including all furnishings and surfaces within the camp living area and parking spur, all routes within and connecting to other facilities and all improvements such as toilet buildings and water sources.

- **Accessible Occupant Message** –A "yes" entry for this option will enable the following Recreation.gov web and call center messaging: "This site is accessible for persons with a disability or otherwise limited physical mobility. If no one in your party needs an accessible site, please consider selecting another site unless this is the only site available at the time of your request" (see screen shot below).



Do not select the Accessible Occupant Message option when 30% or more of the reservable sites within a campground are accessible. Direct questions to your Agency Technical Representative.

2.11 Pets

Some sites allow pets and may charge an extra fee. You must identify in your inventory if your location allows pets and/or charges an extra fee for pets. Recreation.gov does not have a standard pet policy.

2.12 Service Animals

The definition of **service animal** is any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability[2]. In accordance with 28 C.F.R. Part 35.136 and 42 U.S.C. section 794:

- Do not ask a person with a service animal about his or her disability.

- A person with a service animal will not pay a fee for the service animal, even if those accompanied by pets (see 2.11) are required to pay fees. Nor will a person with a service animal be subject to any requirements not also applicable to people without service animals or pets. If a facility charges individuals for the damage that animals or pets cause, the facility may also charge an individual with a disability for damage his or her service animal causes.

    - Do not require or request documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

[2]The following are not service animals: those whose sole purpose is to provide emotional support, well-being, comfort, or companionship or to serve a crime deterrent, therapy dogs (such as those trained to visit nursing home residents, hospital patients, etc.) are also not "service animals," since they are not individually trained to assist one individual with a disability in activities of daily living.

- A service animal shall have a harness, leash, or other tether, unless either the person is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks (e.g., a seizure alert dog), in which case the service animal must be under the person's control (e.g., voice control, signals, or other effective means).

- Service animals must be allowed to accompany the person they were trained to assist unless:
    - The animal is out of control and the animal´s handler does not take effective action to control it; or
    - The animal is not housebroken.

2.13 Vehicles

A vehicle is motorized or hard-wheeled equipment and includes cars, trucks, vans, RV's, boat trailers, motorcycles, and all-terrain vehicles. It does not include snowmobiles, bicycles or railroad cars.

2.14 Non-refundable Reservation Fees.

Some agencies or agency facilities charge a reservation fee in addition to the use fee. These are **non-refundable.**

Examples of non-refundable fees include:

- The Forest Service $10.00 reservation fee for call center reservations and $9.00 reservation fee for web reservations[3]
- Tour facilities at certain locations that do not charge use fees (non-fee tour facilities) apply a reservation fee of $1.50 for tour tickets and timed entry, i.e., the Washington Monument (National Park Service) and National Archives Museum.
    - **Note:** The U.S. Army Corps of Engineers does not charge a reservation fee.

2.15 Pass Discount Policy

Owners of the Interagency Senior or Access Pass, or the Golden Age or Access Passport may receive a fifty-percent discount on the expanded amenity (use) fee for individual campsites according to the stipulations below. Discounts do not apply to permit or lottery fees or fees for cabins, lookouts or group facilities and may not apply to certain amenities such as electricity, water, sewer, special tours, or extra fees charged for prime or premium sites.

[3]Forest Service Field Manager locations do NOT charge a separate reservation fee for walk up reservations; the $3.00 Contract Line Item (CLIN) and the use fee cost are seamlessly combined.

- **Making Reservations with a Senior or Access Pass:** Customers with a Senior or Access pass must provide the pass number when making a reservation in order to receive the discount. If the customer makes multiple reservations for the same location and date(s), the discount will only apply to the single site the pass owner will occupy.
  - **Note*:*** A customer is not required to have an Interagency Access Pass or Golden Access Passport to reserve an accessible site. See **Recreation.gov Accessible Site Rules**.
- **Tickets:** Customers with a Senior or Access pass may only get the discount on one ticket per pass per tour.
- **Verification upon Arrival:** Customers using the Lifetime (Senior or Access) passes must present the pass and one piece of photo identification upon check-in to verify eligibility for the discount. If the pass owner cannot show the pass and photo identification, charge the full fee.
  - **Note:** The contractor must advise lifetime pass owners that a photo ID and the pass are required at check-in to be eligible for the discounted rate.
- **Pass owner must be present:** The pass owner must be present on a discounted campsite, and the pass discount may apply to only one reservation. The pass owner may not request multiple reservations for the same dates and facility using the same discount.
- **Group facilities.** There are no senior or access discounts for group facilities.
- **Permits and Lotteries.** Pass discounts vary based on each permit.
  - **Note:** Pass discounts are available to Senior and Access (lifetime) pass owners **only**. There are no discounts for owners of ANNUAL interagency passes; these cover only entrance fees at NPS or FWS units or standard amenity fees at USDA FS, BLM and Reclamation sites (see **3.5.1 Annual Passes**).

2.16 Funds and Method of Payment.

All fees paid to Recreation.gov for reservation services will be in U.S. Dollars. Customers must make full payment by one of the methods shown in Table 1.

Table 1. Method of Payment by Sales Channel.

Method of Payment	Sales Channels		
	Call Center	Internet	Field
Bank Card[4]	Yes	Yes	Yes
Certified Checks, Bank Checks or Money Orders	No[5]	No	Yes[6]
Personal Checks or Travelers Checks	No[4]	No	Yes[5]
Cash	No	No	Yes
Foreign Currency	No	No	No

2.17 Confirmation Notices.

Once the customer pays for a reservation, the system generates a confirmation notice which field locations may customize through the inventory process. The confirmation notice verifies information about the reservation, documents the payment record, and serves as a customer receipt for payment. Recreation.gov provides confirmation notices in the following ways:

- **Email Confirmation:** Internet customers and call center customers with email addresses will receive an electronic email confirmation.
- **USPS Mail Confirmation:** When call center customers do not have an email address and make a reservation at least 10 days or more before the arrival date, the contractor will send a confirmation by mail.

[4] The text "Recreation.gov 888-448-1474" will appear on the customer's bank card statement. Field locations that accept credit cards for payment must comply with Payment Card Industry (PCI) Data Security Standards (DSS). See Chapter 3, Daily Operations for details.

[5] Recreation.gov no longer accepts certified or other checks for advance reservations through the call center.

[6] Field locations may still accept certified, personal or travelers checks locally for payments.

- **Telephone Confirmations:** All customers who make a call center reservation receive a confirmation number during the reservation process.

The confirmation notice contains the information shown in Table 2.

Request sample confirmation letters through Resource Manager, accessed through the "agency sign-in" page of Recreation.gov, or contact Customer Service[7] by phone at 1 (888) 448-1474 or by email at ActiveOutdoorsNRRSCS@activenetwork.com

Table 2. Confirmation Notice Information.

Confirmation Notice Information	
Customer's Name and Address	Direction to the Field Location
Name of Field Location	Length of Stay
Customer Arrival Date	Amount of Payment
Notices concerning the Field Location	Policies and Guidelines
Method of Payment	Important Information
Security Information (Optional – can be customized by the Field POC)	Confirmation text specific to the Field Location (Optional – can be customized by the Field POC)

2.18 Changes and Cancellations to Reservations.

2.18.1 Definitions.

- **Change:** A change is a modification to the original reservation arrival and/or departure dates, the site number within the same campground, the method of payment, fees, or an increase or decrease in the number of people planning to use a group facility if that change affects the fees paid.
- **Cancellation:** A cancellation is the release of a confirmed reservation that results in non-use by the original customer.
- **Late cancellation:** Late cancellations are those that occur between 12:01 am on the day before arrival and check out time on the day after arrival.

[7] Active/ReserveAmerica changed the name of the "Customer Service" department to "Service Resolution Team" in 2013 to better reflect the array of services they provide. This document uses the more common and better understood term "Customer Service."

2.18.2 Service Fees for Changes and Cancellations.

Service fees apply for changes and cancellations. Recreation.gov will deduct all cancellation service fees from the customer's refund prior to processing a refund.

There is no service fee to cancel a reservation during the initial reservation call (known as same call cancellation).

If the cancellation penalty fee is greater than the amount paid by the customer, the customer will not receive a refund for the difference and no additional service fees will be charged or collected.

2.18.2.1 Change and/or Cancellation Fees for Different Types of facilities and Activities.

- **Campsites, Cabins and Group Facilities:** A $10.00 service fee will apply if a customer changes or cancels a reservation prior to the late cancellation period.
- **Tours:** A $3.00 service fee will apply for tour ticket cancellations (except that no service fee applies for cancellation of non-fee activities). There is no fee to change to a different tour or time.
- **Permits and Lotteries.** Cancellation policies vary by location.

2.18.3 Late Cancellation Fee Policy

In all cases, a cancellation becomes a "late cancellation" at 12:01 a.m. Eastern Time on the day before arrival (or for group facilities, cabins and lookouts, 12:01 a.m. 14 days before arrival). For example: If a customer has a reservation with a Friday arrival date, he or she may cancel through the call center at any time. However, they will pay fee(s) based on the information provided in ***Table 3*.*Summary of Policies and Fees for Cancellations, No-shows, Early Departures and Closures***

- **Individual Campsites:** Customers will pay a $10.00 service fee plus the first night's camping fee when they cancel a campsite reservation the day before or the day of arrival, except when the reservation is for a single night, then no service fee applies.
- **Cabins and/or Lookouts:** Customers will pay a $10.00 service fee if they cancel a cabin or lookout reservation within 14 days of the scheduled arrival date. The customer also forfeits the first night's cabin or lookout fee. Cancellations for a single night's use will not be assessed a service fee. **Note**: Customers are not entitled to a refund for no-shows, early departures, or cancellations after the scheduled arrival date.
  - **Note:** The $10 fee does not apply if a customer calls with a late cancellation, but the reservation is for one night only.

- **Group Facilities:**
    - Customers will pay a $10.00 service fee plus the first night's fee when canceling reservations for a group, overnight facility within 14 days of the scheduled arrival date. Cancellations for a single night's use will not be assessed a service fee.
    - If a customer cancels a group day use facility reservation within 14 days of the scheduled arrival date, he or she will forfeit the total day use fee (but will not pay a service fee).
- **Tours:** There is no late cancellation policy for tours and thus, no refunds except for emergencies or other situations listed under **Contractor Refund Actions that do not Require Approval**.
- **Permits and Lotteries.** Cancellation policies vary by location.

For details on initiating refund requests from the field, refer to **2.20 Refunds**

2.19 No-Shows.

A no-show customer is one who does not arrive at the field location or fails to cancel a reservation by a specified date/time.

2.19.1 No-Show fees

- **Campsites.** A camping no-show customer is one who does not arrive at the campground and does not cancel the reservation by check out time on the day after the scheduled arrival date. A $20.00 service fee applies, plus the no-show customer will forfeit the first night's use fee. If the cancellation fee is greater than the reservation amount, the customer will not receive a refund for the difference (nor will the customer pay any additional service fees). The contractor may deny customer no-show refund requests for any amount remaining after the deduction of service fees. Refer to 2.20 Refunds.
- **Cabins/Lookouts.** No-show customers who do not arrive by the scheduled arrival date/time are NOT entitled to a refund.
- **Group Day Use.** No-show customers who do not arrive by the scheduled arrival date/time are NOT entitled to a refund.
- **Tours.** No-shows customers are those who do not arrive for the tour and do not cancel the tour reservation by the time of the tour. No-shows are NOT entitled to a refund.
- **Permits and Lotteries**. No-Show rules for permits and lotteries vary widely by location and activity. Please contact your ATR or the Recreation.gov Permits and Lotteries Specialist.

2.20 Refunds.

A refund is a full or partial reimbursement of the expanded amenity (use) fee(s) paid for a reservation. See also ***Table 3. Summary of Policies and Fees for Cancellations, No-shows, Early Departures and Closures***.

2.20.1 Summary of Refund Policies.

- **Request Time Limit.** Customers must request refunds no later than 14 days after the scheduled departure date on the reservation. Customer Service will not grant refunds requested after 14 days.
- **Reservation Fee.** Where locations charge a separate reservation fee, it is **nonrefundable**.
- **Service Fee.** If applicable, Customer Service will deduct the service fee (i.e., a cancellation or change fee) from the refund amount due to the customer.
- **Requests made after arrival, during or after departure from a field location:** The contractor will process these refund requests after the field location POC approves them (based on the site's refund policy). If Customer Service sends a refund approval request to a POC, and the POC does not reply within 15 days, Customer Service will automatically approve the request.
- **Early departure.** An early departure occurs when a customer spends at least one night of their reservation at the facility, but leaves the facility prior to the reservation departure date. No service fee applies for early check outs; however Field locations must approve refunds for early departures. Field personnel may choose **not** to process a refund under certain circumstances, e.g., when departure is due to a law violation or due to other local agency policies.
    - **Exception**: There will be no refunds for days used prior to the departure date, regardless of whether the customer was present for all those days, i.e., the customer arrived a day late.
    - **Note:** Customers are not entitled to refunds for early departures from cabins or lookouts.
- **Refunds for Emergency Closures.** In the event of an emergency closure, Recreation.gov will attempt to notify users and either re-book or cancel affected reservations and refund all fees paid. The facility is responsible for the contractor costs for each cancelled reservation.
    - **Exception:** This is not applicable for the non-fee tour parks as there are no refunds issued under any circumstances.
- **Refunds for Permits.** Refund Policies for permits vary widely by facility.

Table 3. Summary of Policies and Fees for Cancellations, No-shows, Early Departures and Closures

CANCELLATIONS		
	Before the Arrival Date Through 12:00 midnight the day before scheduled arrival, e.g. through Wednesday midnight for a Friday arrival	**Late Cancellations** Late cancellations are those customers request between 12:01 A.M. on the day **before** the scheduled arrival date, e.g. 12:01 A.M. Thursday for a Friday arrival, and check out time on the day after arrival. (**exception**: 14 days before the arrival date for cabins, lookouts and group facilities)
Individual & Family Campsites	Refund minus $10.00 service fee[8]	Refund minus $10.00 service fee plus one nights use fee
Group Sites & Cabins	Refund minus a $10 service fee[6]	Refund minus one day/nights use fee and $10.00 service fee
Tours/Timed Entry	Refund minus a $3.00 service fee per ticket; there is no fee to change to a different tour or time[9]	No refunds except for emergencies or other situations described below in "Contractor Refund Actions that do not require Approval"
Permits and Lotteries	Varies by facility	
NO-SHOWS –A customer who does not arrive at the field location or fails to cancel a reservation by a specified date/time.		
Campsites	Refund minus first night's use fee and $20.00 service fee	
Cabins, Day Use, Tours	Entire fee paid is forfeited	
Permits and Lotteries	Varies by facility	
EARLY DEPARTURES- a customer uses part of a reservation at the facility, but leaves prior to the departure time or date.		
Campsites	Refund the fees for unused nights[10]	
Day Use, Cabins & Lookouts, Tours	No refund for early departure	
Permits and Lotteries	Varies by facility	
EMERGENCY CLOSURES-Contractor will attempt to notify users and offer to rebook OR cancel and refund all affected reservations[11]		

2.20.2 Customer Refund Requests

- **If the customer requests a refunds before the Late Cancellation Window**. Customer Service will verify requests for refunds due to a cancellation or change before the "late cancellation" window. No action is required in the field.

[8] Forest Service reservation fees are non-refundable except in limited situations such as emergency closures.

[9] No service fee applies at non-fee tour locations, nor do we refund the $1.50 reservation fee for these locations under any circumstances.

[10] Requires field POC approval (or denial, e.g., the early departure is due to a law enforcement issue).

[11] The field location is responsible to pay any CLIN costs associated with emergency closures.

- **If the customer requests a refund within the Late Cancellation Window**. If customers request refunds within the late cancellation window (the day before arrival, or the day of arrival), Customer Service will charge the first night's use fee and refund any remaining use fees.
- **If the customer requests a refund after the arrival date.** All refund requests after the arrival date require field POC approval. Additionally, refunds of Forest Service reservation or service fees require ATR/RPMO approval.

2.20.3 Refund Procedures

2.20.3.1 If the customer contacts Active/ReserveAmerica. Customer Service notifies the field POC at the field location. The field POC has 15 days to respond to the request by email to ActiveOutdoorsNRRSCS@activenetwork.com; by fax to (518) 884-9371; or by phoning Customer Service at 1 (888) 448-1474. If the field POC does not respond after 15 days, Customer Service may approve the refund request. Customer Service will notify the customer of approval or denial.

- **Exception:** **Contractor Refund Actions that do not require POC Approval**.

2.20.3.2 When the customer contacts the field location for a refund

- **Refunds at Field, Venue or Permit Manager Locations.** Authorized personnel at these field locations will enter the refund information in the Field Manager software.
- **Refunds at Daily Arrival Report (DAR) Locations.** Field location POCs may provide the toll-free Customer Service phone number 1 (888) 448-1474 to the customer **or** the POC may initiate the refund on behalf of the customer through the Refund Hotline 1 (877) 267-6307.
  - **Note**: The refund hotline is for authorized personnel only.

The Refund Hotline: 1 (877) 267-6307

Refund requests by phone are convenient and cost-effective, eliminate the need to complete a request form, provide the ability to complete multiple refund requests on one call, facilitate a quick turnaround time, enable POCs the ability to call in refund decisions at any time and is more reliable than a fax.

An Interactive Voice Response (IVR) will prompt the POC through the process requesting the necessary information to complete the refund. The POC will provide the following:

Park ID # (required)

POC name and phone number

Reservation number.

Customer name.

Amount of refund approved or, if denied, the reason for denial.

Note: The refund hotline is for field personnel only. Do not give the number to the public.

2.20.4 Contractor Refund Actions that do not require POC Approval.

Recreation.gov authorizes the contractor to grant or deny refunds without POC approval under the following circumstances.

- **Refund Approvals**. Customer Service will refund all use fees in full when the cancellation is due to:
    - A death in the family.
    - A medical emergency.
    - An agent and/or System Error.

  Customer Service will also refund the service fee for changes and cancellations that fall under the contractor's "**Active/Reserve America's No Hassle" Policy** (see box below).

  When Customer Service authorizes the refund of a service fee, they will also reverse the associated contractor Contract Line Item Number (CLIN) charge.
- **Refund Denials:** The contractor is authorized to deny customer refund requests:
    - When the customer is/was a no-Show
    - Inclement weather.

2.20.5 How Customers Receive a Refund.

Customer Service will process refunds after the field POC approves them (according to the form of payment).

- **Bank Card Purchases.** If the customer made the initial payment by bank card, Customer Service will credit the customer's bank card. The contractor processes credits within 48 hours. The credit should appear on the customer's next bank card billing statement.
- **Cash or Check Purchases.** If the customer's initial payment was by cash or check at a field location, the RPMO will issue a refund check. RPMO will process refunds for check, money order, or cash payments within 30 days of receipt and approval.

2.20.6 Customers May Appeal Refund Denials

If the field POC denies a customer's request for a refund, Customer Service will notify the customer by mail. The customer may appeal the decision by providing a written explanation to Customer Service. The Customer Service will forward the request to the ATR for a decision. The ATR or Customer Service may refer the request to the RPMO for a final decision.

Procedures for requesting and approving different types of refunds (e.g., cancellations, no-shows, site closures, DAR locations, etc.) appear in **Chapter 3, Daily Operations**.

2.20.7 Refunds for Emergency Closures

In the event of an emergency closure at a site, Recreation.gov will not only refund all fees paid (with the exception of non-fee tour facilities—see **2.14 Non-refundable Reservation Fees**), but will also cancel the affected reservations and attempt to notify customers. See also **4.4 Site Closures and Emergency Closures** for procedures and tips.

Active/ReserveAmerica's "No Hassle" Policy

Active/ReserveAmerica's "no hassle" policy provides better customer service to Recreation.gov customers. The policy allows Customer Service agents to waive *cancellation or change fees* without agency approval under certain conditions.

- **Note:** The "no hassle" policy does NOT apply to reservation or use fees. When a customer's complaint involves use fees, the agent will submit a refund request for approval by the facility.

The "No Hassle" Procedure:

If a customer calls about a reservation error where a cancellation fee would normally apply, the customer is eligible under the "no hassle" policy if the agent determines the cause was:

1. A system error
2. A web error
3. An agent error
4. A misunderstanding about a policy

Under these criteria, the agent will apologize to the customer (regardless of who was at fault) and waive the current cancellation or transfer fee without question. The agent will not use phrases such as "one time courtesy."

The agent will review the customer's "no hassle" history and document the current occurrence and the reason for tracking purposes. However, even with a previous waiver the customer is eligible for another. If this is the second occurrence, the agent will apologize and make sure the customer understands the policy by saying, for example "I am sorry, I see this is the second time you were not read the cancellation policy. Can I take this opportunity to read the cancellation policy to you?"

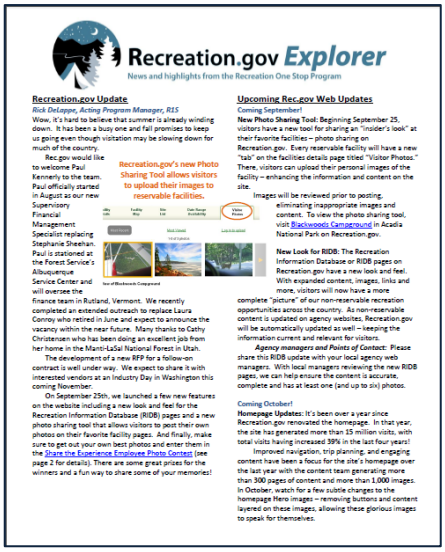
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Chapter 3 – Daily Operations

We've designed this chapter for field personnel who are responsible for the daily operations of a recreation facility using Recreation.gov reservation services. It addresses many of the issues encountered at field locations during the recreation season. The Recreation.gov Business Rules and Policies in **Chapter 2** form the basis of the procedures in this chapter.

In addition, an abbreviated version of this chapter, "**Reservations at a Glance**," is available in Appendix 3 and provides a quick reference for those who greet the public at field locations. We recommend that managers make "**Reservations at a Glance**" available to front line field staff.

3.1 The Recreation.gov *Explorer* Newsletter


Recreation.gov Explorer

News and highlights from the Recreation One Stop Program

Recreation.gov Update

Rick DeLappe, Acting Program Manager, R1S

Wow, it's hard to believe that summer is already winding down. It has been a busy one and fall promises to keep us going even though visitation may be slowing down for much of the country.

Rec.gov would like to welcome Paul Kennerly to the team. Paul officially started in August as our new Supervisory Financial Management Specialist replacing Stephanie Sheehan. Paul is stationed at the Forest Service's Albuquerque Service Center and will oversee the finance team in Rutland, Vermont. We recently completed an extended outreach to replace Laura Conroy who retired in June and expect to announce the vacancy within the near future. Many thanks to Cathy Christensen who has been doing an excellent job from her home in the Manti-LaSal National Forest in Utah.

The development of a new RFP for a follow-on contract is well under way. We expect to share it with interested vendors at an Industry Day in Washington this coming November.

On September 25th, we launched a few new features on the website including a new look and feel for the Recreation Information Database (RIDB) pages and a new photo sharing tool that allows visitors to post their own photos on their favorite facility pages. And finally, make sure to get out your own best photos and enter them in the Share the Experience Employee Photo Contest (see page 2 for details). There are some great prizes for the winners and a fun way to share some of your memories!

Recreation.gov's new Photo Sharing Tool allows visitors to upload their images to reservable facilities.

Upcoming Rec.gov Web Updates

Coming September!

New Photo Sharing Tool: Beginning September 25, visitors have a new tool for sharing an "insider's look" at their favorite facilities – photo sharing on Recreation.gov. Every reservable facility will have a new "tab" on the facilities details page titled "Visitor Photos." There, visitors can upload their personal images of the facility – enhancing the information and content on the site.

Images will be reviewed prior to posting, eliminating inappropriate images and content. To view the photo sharing tool, visit Blackwoods Campground in Acadia National Park on Recreation.gov.

New Look for RIDB: The Recreation Information Database or RIDB pages on Recreation.gov have a new look and feel. With expanded content, images, links and more, visitors will now have a more complete "picture" of our non-reservable recreation opportunities across the country. As non-reservable content is updated on agency websites, Recreation.gov will be automatically updated as well – keeping the information current and relevant for visitors.

Agency managers and Points of Contact: Please share this RIDB update with your local agency web managers. With local managers reviewing the new RIDB pages, we can help ensure the content is accurate, complete and has at least one (and up to six) photos.

Coming October!

Homepage Updates: It's been over a year since Recreation.gov renovated the homepage. In that year, the site has generated more than 15 million visits, with total visits having increased 39% in the last four years!

Improved navigation, trip planning, and engaging content have been a focus for the site's homepage over the last year with the content team generating more than 300 pages of content and more than 1,000 images. In October, watch for a few subtle changes to the homepage Hero images – removing buttons and content layered on these images, allowing these glorious images to speak for themselves.

Recreation One Stop provides the interagency Recreation.gov *Explorer* to help inform you about the Recreation One Stop program including tips and hints for using Recreation.gov as well as new technology, functionality and services. Contact your Agency Technical Representative (ATR) and ask them to add you to the mailing list.

3.2 Training.

Training is available to field personnel on-line or occasionally at national and regional classroom training or workshops. Training schedules as well as user guides are available from the Help Desk through Support Center, accessed through the "agency sign-in" page of Recreation.gov, or ask your ATR for details.

3.3 Protecting Customer Privacy and Payment Card Data

3.3.1. The Privacy Act.

The Privacy Act protects any Personally Identifiable Information (PII) which includes the customer's name, phone number, or payment card information and must not be shared or made public.

3.3.2 How to Protect Privacy

As Recreation.gov field users you have access to customers' Personally Identifiable Information (PII) through the Recreation.gov on-line data sources including the Daily Arrival Report (DAR). Even customer information shared innocently could lead to a canceled reservation without the customer's permission, or worse—criminal or illegal use.

Never post a DAR or customer information where it may be visible to others. Report anyone who asks for a copy of the DAR or any other PII immediately to your ATR. This includes customers or anyone claiming affiliation with Recreation.gov, the NRRS, Active/ReserveAmerica Client Support, Help Desk or Customer Service.3.3 Payment Card Industry (PCI) Compliance

3.3.3 PCI Compliance

If your site accepts credit cards you must comply with Payment Card Industry (PCI) Data Security Standard (DSS). The Payment Card Industry (PCI)'s major card brands (Visa, MasterCard, Discover, etc.) developed the Data Security Standard (DSS) to encourage consistent credit card data security. The PCI considers federal sites, concessionaires, contractors and other partners that participate in Recreation.gov using Field, Venue or Permit Manager computer software applications as "merchants" because they accept, transmit, process, and/or store credit card account data.

The Department of the Treasury (Treasury) mandates that all federal government bureaus that accept credit cards comply with PCI DSS requirements to ensure proper handling, security and integrity of card account data. Treasury enforces PCI DSS requirements contractually through its merchant banking contract with Vantiv, the current financial institution that provides merchant credit card processing services to the federal government.

The Recreation One Stop Program, through your ATR, will annually assess your site to ensure that your facilities, computer hardware and software are "PCI compliant." Contact your ATR for additional information.

- **Note:** The Recreation.gov website and call centers undergo a separate PCI assessment in addition to individual assessments at field sites.

3.3.1.1 What if my site is not PCI compliant?

The goal of PCI DSS compliance is to protect both the merchants and their customers from fraud. Recreation.gov "merchants" must be PCI DSS compliant or risk losing the ability to process credit card payments. Sites may be subject to fines of thousands to millions of dollars per each security breach, and may be financially responsible for loss due to fraud; fraud monitoring and/or card reissue costs.

3.4 Reservations.

Customers can make future reservations on-line at Recreation.gov or by calling the toll-free reservation number at 1 (877) 444-6777. Field locations should not take reservations over the phone. Instead, direct customers to the Recreation.gov website or to the toll-free reservation number.

Field locations that operate Field, Venue or Permit Manager are able to make advance reservations through these computer software applications.

Report problems with a customer's reservation to Customer Service.

3.5 Interagency Pass Benefits and Procedures

This section describes the availability, benefits and field procedures for accepting passes during the check-in process. Additional information on these Passes appears in Chapter 2, Business Rules and Policies and in the *America the Beautiful – the National Parks and Federal Recreational Lands Pass Program Federal Interagency Standard Operating Procedures* available from your agency's fee program office, agency internal website or from your ATR.

3.5.1 Annual Passes.

Although the America the Beautiful -- the National Parks and Federal Recreational Lands **Annual** Passes (or Interagency Annual Passes) provide a convenient and affordable way to visit numerous recreation areas managed by five federal agencies, they are NOT valid for use or expanded amenity fees such as camping, tours, boat launches nor concessionaire fees, nor do annual passes provide a discount for these fees.

Occasionally, an **annual** pass owner inadvertently receives a discount when they book a reservation. When this happens, the customer should pay the additional fees. Daily Arrival Report (DAR) facilities will contact Customer Service to have them apply additional payment or Field, Venue and Permit Manager sites can adjust the fees when the customer arrives.

Annual passes include the following:

- **Interagency Annual Pass.** This annual pass is available to anyone including international visitors for an $80 fee and covers *entrance fees* at FWS and NPS sites or *standard amenity fees* at USDA FS, BLM and Reclamation sites for one year from the month of issuance.
- **Interagency Annual Free Pass for Military**.[12] This pass offers the same benefits as the annual pass but is free to U.S. military personnel and their dependents with proper identification.[13]
- **Interagency Volunteer Pass.** Participating agencies may award this annual pass to agency volunteers who contribute significant volunteer services.

For more information about these annual passes, request a copy of the *America the Beautiful the National Parks and Federal Recreational Lands Pass Program: Federal Interagency Standard Operating Procedures* from your agency's fee program office or from your ATR.

Interagency Annual Pass Sales on Recreation.gov

In January 2014, Recreation.gov began selling the Interagency Annual Pass as a convenience to our customers.

The pass sales help fund the pass program ensuring that field locations optimize the funding they receive through their pass sales.

Pass sales are also a great fit with Recreation.gov because our contractor, Active Network, is a co-sponsor of the Share the Experience Photo Contest (STE). The STE is open to the public and the winning image earns a place on the annual pass.

Recreation.gov sells the Interagency Annual pass both through the call center and on line. Web messaging and call center agents provide information about the agencies and locations that honor (or do not honor) the pass as well as the fees the pass covers (or does not cover).

Recreation.gov does not issue Interagency Senior, Access, Volunteer passes or the Free Annual Pass for Military Members.

Please visit Recreation.gov/pass for additional information or direct questions to your Agency Technical Representative.

3.5.2 Lifetime Passes.

Lifetime passes include the following:

[12] The Annual Free Military Pass is not associated with military fee waivers offered by USACE.

[13] The Interagency Annual Free Pass for Military is available through December 31, 2014 and accepted for use through the end of December, 2015. The pass program will provide additional information on the future of the free pass at the end of 2014.

- **Interagency Access Pass**. *The America the Beautiful - the National Parks and Federal Recreational Lands Access Pass* (Interagency Access Pass) is a free lifetime pass for U.S. residents, who are blind or have a permanent disability.
- **Interagency Senior Pass.** *The America the Beautiful and the National Parks and Federal Recreational Lands Senior Pass* (Interagency Senior Pass) is a lifetime pass for U.S. residents, age 62 and older.
- **Golden Age and Golden Access Passports.** The Interagency Senior and Access Passes replaced the Golden Age and Access Passports in January 2007. However, participating agencies honor the Golden Age and Passports for entry under the same conditions as the Interagency Passes.

3.5.2.1 Interagency Access Passes or Golden Access Passports



Figure 1. Interagency Access Pass and Golden Access Passport.

The pass admits the pass owner and any accompanying passengers in a private vehicle at federal recreation sites that charge an entrance or standard amenity fee. The pass also provides a 50 percent discount at participating agency sites on expanded amenity fees (use fees) charged for facilities and services such as fees for camping, swimming, parking, boat launching, or cave tours. Discounts do not apply to special recreation permits or concession (store items).

> ➢ **Note***:* A customer is not required to have an Interagency Access Pass or Golden Access Passport to reserve an accessible site. See **2.10 Accessible Facilities**.

3.5.2.1 Interagency Senior Passes and Golden Age Passports.



Figure 2. Interagency Senior Pass and Golden Age Passport

The America the Beautiful - the National Parks and Federal Recreational Lands Senior Pass (Interagency Senior Pass) is a lifetime pass for U.S. residents, age 62 and older. The Interagency Senior Pass replaced the Golden Access Passport, beginning in January 2007. However, participating agencies still honor the Golden Age Passport under the same conditions as the Interagency Senior Pass.

The pass admits the pass owner and any accompanying passengers in a private vehicle at federal recreation sites that charge an entrance or standard amenity fee. The pass also provides a 50 percent discount for some expanded amenity (use) fees such as camping (including family sites operated by concessionaires), swimming, parking, boat launching or cave tours at participating agency sites. Discounts do not apply to special recreation permits or concession (store items).

3.5.3 Pass Customer Check-in Procedures

In addition to the Interagency Pass policy in **Chapter 2, Business Rules and Policies**, the following applies:

If the customer makes the reservation through the Internet, the customer must enter his or her Senior or Access Pass number on the appropriate web screen. Once the customer enters the pass number, the discount will appear on the reservation and becomes part of the reservation record.

If the call center takes a reservation, the reservation agent will ask the customer if he or she (or any member of the party) is a pass owner. If so, the agent will enter the pass number and apply the discount to the reservation. The pass number becomes part of the reservation record.

If a customer does not enter the pass information on the web page or inform the call center agent that they have a lifetime pass, the regular (full) fee rate applies.

The DAR or Field, Venue or Permit Manager will show the pass number associated with each customer who received a discounted rate.

The pass owner (who must occupy the site) must bring his or her valid pass and one form of photo identification to show upon arrival and check-in at the campground.

Field personnel are responsible for verifying the customer's pass number against the DAR or the reports within Field, Venue or Permit Manager computer software applications. They should also verify the customer's photo identification to ensure that the person using the card is the same person whose signature appears on the card.

If the pass owner does not bring the pass and photo identification, he or she should not receive the discounted rate. In this situation, the customer should pay any additional fees before occupying the site. DAR facilities should contact Customer Service to have them apply the additional payment. At sites with Field, Venue or Permit Manager, field staff should collect any the additional fees when the customer checks in.

Customers with a lifetime pass may not apply the discount to any campsite other than the one he or she will occupy.

Customers with ***annual*** passes (including military and volunteer annual passes) are NOT eligible for discounts on use fees for camping, tours, boat launches, etc. If an annual pass owner inadvertently receives a discount, he or she should pay any additional fees. DAR facilities will contact Customer Service to have them apply additional payment or Field, Venue and Permit Manager sites can adjust the fees when the customer arrives.

3.5.3.1 Walk-up Customer Check-in.

If a walk-up customer presents a lifetime pass, field personnel will apply the appropriate discount once they verify pass information and photo identification as for customers with reservations.

3.6 Check-in and Arrivals.

3.6.1 Customers with a Reservation.

When a customer with a reservation arrives at the field location, they are checked-in and then occupy the site or facility (or for tours or permits, proceed with the activity).

- **Note**: field sites should post reserved sites in advance, but **omit** personal information to protect the customers' privacy.

If the customer's reservation includes a pass discount, the field staff should follow the procedures described above to verify eligibility.

3.6.2 Pre-Registration Feature

Pre-registration is a feature that provides reservation customers the option to enter additional customer information prior to arrival. Pre-registration reduces the time it takes for field staff to check in a customer with a reservation at the site.

- **Note.** Pre-registration is NOT advance on-line check in (field staff must still check customers in) but it allows the customer to enter required information prior to arrival, such as number of occupants, vehicles, pets, equipment or camping unit, etc.

Pre-Registration functionality is configurable for site specific facilities through a Help Desk request. When a facility chooses to offer customers pre-registration, Active/ReserveAmerica sends a pre-registration email invitation to the customer after he or she books a reservation.

3.6.3 Early Check-in.

Customers may change the arrival date of their reservation, prior to the reservation cut-off window by calling the Recreation.gov call center.[14] No service fee applies.

A customer with a reservation is an "early arrival" when they arrive at the facility before the reservation arrival date and/or time. If this occurs during the reservation cut-off window the following applies:

Early arrivals are subject to site availability.

Additional days of stay must fall within the cut-off window for that field location.

Collect any additional use fees.

3.6.4 Walk-up Customers.

A walk-up is a sale made at the time of the customer's arrival at the field location. If a customer walks up to the field location and does not have a reservation, and after determining which facility or activity the customer wants, field staff will:

Checks reports (such as the DAR or computer data) to verify whether facilities are available to meet the customer's request.

Ask the customer to pays all fees and completes any required registration process. Agency and local policy may allow customers to stay longer than the maximum length of stay.

[14] Except where the "no sliding" rule is in effect.

3.7 Accepting Payment at Field Locations.

Field personnel may accept the following methods of payment in U.S. dollars: credit cards,[15] cash, certified checks, bank checks, money orders, personal checks and Travelers checks. Recreation.gov does not accept foreign currency. Please refer to ***Table 1. Method of Payment by Sales Channel*** in Chapter 2.

3.8 Site Changes.

A **site change** occurs when a customer with a reservation at a "site-specific" classified field location (i.e., where the facility allows the customer to choose a specific campsite at the time the customer makes the reservation) requests a change from one site to another. This is not applicable to the few field locations that manage by "site-type," which allows a customer only to choose a type or category of site (tent, RV, electric, etc.) and field staff make specific site assignments when the customer arrives.

3.8.1 Site Change Procedures

- **Site changes prior to the customer's arrival**
    - Customers may request a site change by calling the Recreation.gov call center prior to the reservation cut-off date.
    - A $10.00 service fee applies for a site change through the call center.
- **Site changes after the customer's arrival.**
    - A customer may request a site change once he or she arrives at the field location. There is no charge to make a site change once on-site.
    - The field staff will check the availability of the site for those days within their control, i.e., the cut-off window.
    - When the site change is to a more expensive site, the customer must pay the difference in rate.
    - If the customer changes to a less expensive site, refund the difference via a refund request.
    - If the field location has non-reservable sites that are available for the time period a customer requests and the local policy is to allow a customer to move from a reserved, site specific site to a non-reservable

[15] Field locations that accept credit cards for payment must comply with the Payment Card Industry (PCI) Data Security Standards (DSS) described in this chapter.

site, then the field staff can approve a customer's request for a site change.

- If the customer's request is at a site-specific location and the length of stay requested extends beyond the cut-off window:
- Field, Venue or Permit Manager locations will check inventory for site and date availability.
- DAR locations will honor the request for those days within the field location's control, i.e., the cut-off window.
- Process changes to a different field location or facility as a cancellation of the original reservation and the creation of a new reservation.

3.9 Extension of Stay.

An extension of stay occurs when a customer requests additional days or time beyond the original departure date or time for a campground or other facility.

Extensions of Stay for activities such as wilderness permits are subject to the site's rules and policies.

3.9.1 Extension of Stay Procedures.

Customers may be able to change the reservation arrival or departure date prior to the reservation cut-off date by contacting a call center agent who can check availability.

Customers already at the field location may extend their stay and remain on the existing site as long as no other customers are due to occupy that site, and their total length of stay does not exceed agency limits, rules or regulations. The customer will pay for the additional nights but no service applies if the extension of stay request occurs when the customer is occupying a site at the field location.

- **Extensions of Stay after Customers Arrive at DAR Locations.** Field locations may grant extensions after the customer arrives only when the requested dates fall within the local cut-off window and they have checked the DAR to confirm the site is available for extension.

  Customers that wish to extend beyond the local cut-off window may call Recreation.gov and reserve the site for the dates requested (if available), with the approval of the field Location (if necessary). Customers may need to move to another location in order to extend their stay.

- **Extensions of Stay after Customers Arrive at Field Manager Locations.** If the site is available, field locations may process an extension to the customer's reservation by entering the change in the Field Manager software.

3.10 Check-out and Departures.

A customer "departs" when he or she checks out of the facility. This makes the site available to other customers. As a general practice, all customers leaving the campground should notify the office or gate staff when they depart.

Field locations should develop local procedures for customers to notify the staff of their departure.

3.10.1 Early Departures.

An early departure occurs when a customer spends at least one night of their reservation at the facility but leaves the facility prior to the reservation departure date

Treat early departures as a cancellation of the remaining days. There will be no refunds for days used prior to the departure date, regardless of whether the customer was present for all those days, i.e., the customer arrived a day late.

Campers must notify the facility that they are leaving early, as required by local policy. Notification must occur prior to checkout time to receive credit for the night of the departure date. Field location procedures may vary depending on agency policy

The field POC must authorize any refunds for early departures or may in some cases, deny them, i.e., if the departure is associated with a law enforcement issue or is otherwise prohibited by local agency policy.

If the field location is:

- **A DAR facility.** A field POC or other representative may authorize a refund for the remaining part of the customers stay.
- **A Field or Permit Manager facility.** The POC authorizes the refund by entering the customer's departure into the Field Manager software, which releases the "reserved" inventory.
- **A cabin.** There is no refund for early departure.

3.11 Cancellation – Customer-Requested.

Customers wishing to cancel a reservation should contact the Recreation.gov call center. The following procedures support the policies in **Chapter 2, Business Rules and Policies.**

- **Customer-requested cancellation procedures for Field Locations using a DAR.** Daily Arrival Reports list cancellations if the reservation appeared on a previous DAR and if

the cancellation occurred prior to the generation of the DAR. When a customer notifies field staff of a cancellation, either the customer or the field staff may request a refund (**2.20 Refunds**).

- **Customer-requested cancellation procedures for Field, Venue or Permit Manager Locations.** Field staff can process and authorize a customer's request for cancellation using the field software application. Refer to the user manual for your computer software application available through the agency sign in page.

3.12 No-shows.

- **No-show procedures for field locations using a DAR**. At the discretion of the site, when field staff identify that a reservation customer is a "no-show," they may submit a refund request (see **2.20 Refunds**). This assures that Customer Service will withhold appropriate fees from the customer and initiate a refund for any remaining funds.
- **No-show procedures for Field, Venue or Permit Manager Locations.** When a reservation customer is determined to be a "no-show", enter the data using the field application. The software calculates the applicable fees and refund amount (if applicable). The software also changes the status of the site from "reserved" to "reservable".

3.13 Cancellations – Agency-Initiated Closures.

An agency-initiated cancellation or closure occurs when the agency closes all or part of the facility or activity. Some reasons to initiate reservation cancellations may include construction, maintenance situations, emergencies, administrative closures, civil disturbance, government shutdown, acts of God, e.g., natural disasters such as earthquakes, floods, fires, severe storms, etc.

The field POC should notify the Help Desk at 1 (877) 345-6777 as soon as the site decides to close a facility and confirm the notification by email to: nrrshelp@activenetwork.com.

Once it receives the request the Help Desk will take the following actions:

Send an automated email response including the case number within 3-4 hours to confirm that they have initiated the closure.

Remove the affected inventory from sale within 24 hours of notification for emergencies.

Run a query on the affected sites to determine if there are any existing customer reservations.

Notify the POC of any existing reservations and ask the POC to determine whether the facility will honor or cancel the reservations. Attempt to notify each customer, then cancel the reservation and issue a full refund, including service fees, as instructed by the POC.

When changes or cancellations are agency-initiated, agencies must pay the contractor the applicable (CLIN) fees. Agencies will also pay the CLIN fees for concessionaire-initiated changes or cancellations unless the change or cancellation was a result of the concessionaire failing to properly maintain a facility, creating an unsafe environment, negligence or other grave situation. In these cases, the concessionaire is responsible for paying the CLIN fees. Refer to the **4.4 Site Closures and Emergency Closures**.

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Chapter 4 – Managing Inventory

This chapter covers Recreation.gov policies and procedures for setting up and managing reservations at participating facilities, including inventory and emergency site closure.

4.1 Inventory Tools

To manage your recreation field location inventory:

Contact the Help Desk. Request inventory additions or changes through the Help Desk on-line (available through the "agency sign-in" page of Recreation.gov by selecting "Support Center" from the launch pad); by email to nrrshelp@activenetwork.com or by phone at 1 (877) 345-6777 or fax at 1 (888) 724-5520.

For tracking purposes, submit all Help Desk requests in writing either before or immediately after the phone request to the Help Desk.

- **Note:** Support Center is the preferred method of contact for all data changes with the exception of emergencies.

4.1.1 Your Inventory Data Must Include Photos of your Site

Did you know that the most common request from Recreation.gov users is to see more and better photos of facilities? It is critical that you provide engaging, high-quality photos in addition to unique, detailed, well-written information about your federal recreation site. If you need help in planning how to add photos, please contact your Agency Technical Representative (ATR).

4.1.2 The User-Generated Photo Tool on Recreation.gov

In addition, effective September 2013, Active/ReserveAmerica implemented a new user-generated photo tool that allows users to upload photos of your facility. Active/ReserveAmerica moderates these photos but field location staff should periodically check these user-generated photos to ensure they are appropriate and accurate. Field locations may also use these photos on the facility and site pages.

4.2 Adding New Inventory to Recreation.gov

Field managers are encouraged to submit as many new facilities and activities as possible to Recreation.gov for reservation services. Agencies may have additional policies to guide field locations on the types and numbers of facilities and activities to add.

Getting your Message Out: Marketing and *Un*marketing with Recreation.gov

Once your facility or activity is reservable through Recreation.gov, be sure and check **Chapter 5, Getting Your Message Out**. Whether you'd like more people to learn about your site or whether you must limit access, we can help your site meet its mission.

1. **Contact your ATR.** Contact your ATR especially if you are considering adding complex permit or lottery systems. Your ATR will discuss the facility or activity with you, answer any questions about how Recreation.gov works and describe the inventory process and any other expectations. Together you will analyze and/or anticipate the demand and use patterns of the specific facility and discuss business rules and policies. Once the field location managers and the ATR determine that the facility can be successful and serve customers' recreational needs through Recreation.gov, and after the local agency provides approval, the facility may add inventory.
2. **Review Recreation.gov Business Rules and Policies.** New managers should read **Chapter 2, Recreation.gov Business Rules and Policies.** It is critical to compare Recreation.gov policies against local site operating procedures.
3. **Contact the Recreation One Stop Program Management Office (RPMO).** The site will designate the individual responsible for compiling and adding the new inventory (typically the field Point-of-Contact or POC). The POC must contact the Recreation One Stop Program Management office (RPMO) by email at rpmo@fs.fed.us and provide the overall facility details.
4. **Contact the Help Desk.** The POC will then contact the Help Desk to obtain inventory data collection forms to begin compiling the data for the new field location.
5. **Decide whether to use a Daily Arrival Report (DAR) or offer field sales.** The site must decide if the field location will manage reservations using a Daily Arrival Report (DAR) or one of the field computer software applications such as Field, Venue, or Permit Manager.
    - **Daily Arrival Report (DAR).** The site accesses this report through Resource Manager or can request that Active/ReserveAmerica, Inc., deliver it daily via email or fax during the site's operating season.

- **Field Sales Channel.** Hundreds of field locations use computer software applications like Field, Venue or Permit Manager to manage reservations and these applications may help you manage your site as well. Discuss these for on-site management tools with your ATR or the Help Desk. Field locations may add computer software applications at any time (DAR locations often convert to on-site applications after first gaining some experience using Recreation.gov). The Help Desk will assist with developing an implementation schedule

6. **Choose your Site Classification** Field managers must determine how to classify the facilities available for reservation at a specific field location: either "site specific" or "site type". Recreation.gov recommends the "site specific" classification method over the "site type" method.

    - **Site Specific Classification (Recommended).** "Site specific" inventory allows customers to reserve a specific site, e.g., site # 45 or A-3. This method empowers customers to choose sites that suit their needs when making the reservation. Recreation.gov recommends the "site specific" classification method.
    - **Site Type Classification (Not Recommended).** "Site type" classifies similar sites together (e.g., tent, RV, etc.), in the way that the hotel industry classifies types of guest rooms (king, double, etc.). Rather than reserving a specific site, customers, upon check-in at the field location, would choose from a group of sites of the same "type," Or field staff would assign the customer to a specific site number within that site type. This method is easier to establish in inventory but is rarely used.

7. **Define a plan.** The Help Desk will work with the POC or field location staff and define a plan and timeline to identify all the required steps for incorporating the new facility or activities into the reservation system.[16]

8. **Determine how much inventory will be available for reservations.** Recreation.gov encourages field locations to increase the minimum percentage of reservable sites up to the agency's maximum recommendations (check with your ATR). This provides better customer service since more sites are available for advance reservation. It also reduces the amount of funds the field location must handle, improves physical security and significantly reduces staff workload. Also, Recreation.gov displays your facility data and if only a portion of the facility displays, it can cause customer confusion.

[16] **Exception**: Complex permit and lottery systems require a separate process and may require additional time to implement. Please contact your ATR for details.

Recommendations for Percentage of Reservable Sites:

- **Maximum.** The maximum number of reservable sites is 95 to 98% of the field location's entire inventory, which allows field staff the flexibility to handle unusual situations or emergencies. Most field locations also set aside administrative site(s) for the agency or concessionaire to use, e.g., a site for a campground host to occupy.
- **Minimum.** The field location determines the minimum number of reservable sites depending on the needs of the facility. However, in order to provide the best customer service, field locations should consider adding as close to 95 to 98% of sites at a field location. Contact your ATR for specifics about agency minimum and maximum percentage policies for reservable sites.

9. **Define Reservable Sites**. When the manager at a field location decides to add a campground, cabin, group shelter or other facilities to Recreation.gov, they must define the inventory available for reservation using data collection forms available through the Help Desk. Data gathering may require evaluating and describing the site's characteristics and attributes, taking measurements, calculating fees and taking photographs.
10. **Provide Facility Description.** The POC should take time to write a pleasing description of the facility or location. Review some of the existing facility descriptions on Recreation.gov for examples. The Help Desk will provide your facility descriptions to the Recreation One Stop editor for review. The edit and review process allows for clarity and consistency within the Recreation.gov facility template as well as proper grammar, punctuation, and spelling.
11. **Inventory Implementation and Final Verification.** Once the inventory data is assembled, submitted, and reviewed, it will be input into the system. The field POC must review and verify that the inventory entered into the system is correct. Once verified by the POC, the inventory will be available for reservation sales.

    - **Important!** The most critical step in providing reservation services to the public is to check and re-check the inventory records for the new field location to ensure that every entry is correct. This is the foundation for providing effective reservation services and satisfying customers at the field location.

4.3 Inventory Updates and Revisions

The field POC is responsible for reviewing, updating, and correcting Recreation.gov inventory for his or her field locations, as well as informing Recreation.gov of changing

conditions. Field managers select and authorize a reservation POC who is responsible for inventory changes and regular updates. The facility often also designates a secondary POC.

Once the POC enters or changes inventory data in the Recreation.gov database, it is very important that the POC verify all the data on the Recreation.gov website. Pay particular attention to checking critical items such as: fees, seasons/dates (provide two years in advance), reservable sites, and POC information.

Inventory Updates: Don't Procrastinate!

Review your inventory data at least annually and submit updated information or corrections to the Help Desk (or use Support Center or Inventory Manager). At a minimum, check these critical items:

- Fees
- Seasons/dates
- Reservable sites
- Primary and secondary Point of Contact (POC) information
- Daily Arrival Report (DAR) recipient addresses
- Facility homepage content

Be sure to include at least two years'-worth of fees and dates to stay ahead of the maximum booking windows.

- **Exception:** If you have special fee rates for holidays, you must verify and submit them each year in advance of the maximum booking window (keep track of holiday dates, they change annually).

Contact the Help Desk at nrrshelp@activenetwork.com or your Agency Technical Representative if you have questions or need assistance.

4.3.1 Editorial Review of Facility Description Changes

Recreation.gov requires that our web editor review changes to facility descriptions to ensure clarity and consistency. Changes to the following sections within the facility description require review:

- Overview
- Natural Features
- Recreation
- Facilities
- Nearby Attractions
- Know Before You Go

- Getting There

Changes to the following do NOT require review:

- Closures and closure modifications
- Date changes
- Fee changes (Note: NPS requires ATR approval of all fee changes)
- Phone numbers
- Confirmation letter information
- Site details
- Bulletin requests

4.3.1.2 Content Review Procedure

- The POC will submit a change request through the Help Desk.
- The Help Desk will provide the support case number and content that requires review to the Recreation.gov web editor.
- The editor will review the content, make edits, approve changes, and, if the changes are minor (grammar, spelling, streamlining content, etc.), will forward the final version to the Help Desk. Should the content require substantial editorial revisions, the editor will contact and discuss those changes directly with the POC.

4.3.2 Changing Management Organizations.

The Recreation.gov reservations database contains a management organization structure for all participating field locations. Once the database establishes these for agency-managed field locations, they should not change.

- **Exception:** changes in concession-managed/operated Forest Service sites may result in changes to the management organization structure.

4.3.3 Concessionaire Facility Changes

Agency field sites are responsible to notify the RPMO when a change in concessionaire operations occurs at a field location or group of field locations. Appropriate notification assures proper payment to the concessionaire for reservation sales.

These procedures also apply when the Forest Service will run a facility until the forest awards a new concession permit. If there is a delay between concessionaire permit awards or if the agency must temporarily manage the facility, notify the RPMO and the Help Desk in advance to assure that the appropriate managing organization receives disbursements.

During any gap in facility management, the RPMO holds reservation funds in a separate account until the facility designates a new concessionaire.

Once the site awards a permit to a new concessionaire, send a copy of the permit to the RPMO office via email to rpmo@fs.fed.us or fax. The RPMO will record the implementation dates and establish a disbursement schedule.

Complete inventory data and POC changes through the Help Desk.

4.4 Site Closures and Emergency Closures.

Applying a site closure makes sites unavailable for advance reservations for the specified date range. Closed sites may still be available for walk-in customers at the campground, depending on the options selected when you apply the closure. Site Closures allow the manager to close an entire facility, a group of sites or one individual site to respond to changes in field conditions.

When requesting a Site Closure the field POC must specify an ending date for this change so that reservations can resume when the field location lifts the closure.

- The **start date** is the first night/day of stay the closure affects
- The **end date** is the last night/day of stay the closure affects. The end date for site closures is necessary so that reservations can resume when the field location reopens. Specify an end date far enough in the future to cover the situation but remember that the closure will affect customers with existing reservations.

4.4.1 Existing Reservations

The field POC must consider any existing reservations for the date range that the facility is closed. If the site closure request affects customers who are arriving within 14 days of the current date, cancellations will show on the DAR. Include the request and details of the closure, including how you would like to handle pending reservations. Site closures may require customer service to contact customers about cancellations.

4.4.2 Initiating a Site Closure

There are several ways to initiate a site closure.

- **Field, Venue or Permit Manager** may submit a closure request using these field applications.
- **For Emergency Closures,** phone the Help Desk at 1 (877) 345-6777
- **For non-emergency closures**

- Support Center is the Help Desk's preferred method to receive requests with the exceptions of emergencies, especially for those POCs with experience and access to Support Center.
- Email the request to nrrshelp@activenetwork.com.
- Phone the Help Desk at 1 (877) 345-6777

The Help Desk will log the request and apply the site closure within one hour of receipt and Customer Service will begin notifying customers as needed.

If you have question about the process, call the Help Desk at 1 (877) 345-6777.

For helpful suggestions, read the **Closure Tips box** at the end of this section.

4.4.3 Additional Steps for Emergency Closures

An emergency may arise that requires a facility to place a closure, often due to conditions beyond the site's control such as fire, flood or wind damage. Emergency closures can also result from water or electrical failure, the presence of threatened or endangered species, or the administrative needs of the agency.

1. When at all possible, contact your Regional Coordinator or ATR for information and assistance prior to contacting the Help desk.
2. Call the Help Desk (877-345-6777) and report the closure. A closure will halt further reservations and initiate a process to cancel existing reservations for the period identified.
3. Be ready to provide the Help Desk with the following:

   - Name of Facility and Park ID number
   - Your name, position and contact information. (Note: should be the POC for the facility, Regional Coordinator/ATR, or agency emergency staff).
   - Reason for closure
   - Length of closure in days
   - Whether to honor or cancel existing reservations.

   - **Important:** For most emergency closures, you will want to cancel the existing reservations. If you honor existing reservations, customers will arrive and someone will have to provide an alternate location for them to stay. This may be manageable if you have staff onsite and if the closure only affects a few campsites or one loop in a large campground.

4. The POC must follow up with a notification through Support Center or via email to nrrshelp@activenetwork.com to confirm the phone request. You may include the words "Emergency Closure" in the subject header.
5. Request a bulletin statement announcing closure on your facility details page.
6. The Help Desk will send an automated response within three to four hours of receiving the request, initiate the closure, and begin notifying customers, to either rebook, if possible, or cancel affected reservations and refund all fees paid[17]. The closure request is usually complete within one day.
7. If you have questions about the process, call the Help Desk at 1 (877) 345-6777.

Closure Tips

- **Check your arrival lists.** Pull a Reservation Detail Report or a Daily Facility Data Management Report to see the current list of customers with reservations for the two to three weeks that follow. Do this prior to the closure to help with decisions.
- **Decide how long to place the closure.** The most difficult decision is how long to place the closure. You'll need to estimate the time it will take to resolve the situation at hand. It could be as short as a day or two, but often for fires or floods etc., it is best to work a closure week by week.
- **Place longer closures but work cancellations in blocks.** A closure is easily lifted to allow customers to make reservations (given the minimum booking window), but the more difficult aspect of a closure is contacting the customers with cancelled reservations in a timely manner. You can place a closure for a month, and work the cancellations in three or four one week blocks. It may be difficult to keep up with shorter blocks, especially when the emergency affects the POC, Support Agents and our customers.
- **The local unit may assist the Help Desk by contacting customers.** If possible, the Help Desk will attempt to contact all the affected customers. As a supplemental measure especially for emergency closures, the local unit may decide to assist in reaching customers.

Your Regional Coordinator or ATR can provide guidance, along with our Agency Liaisons or agents at the Help Desk.

[17] Recreation.gov cannot issue refunds for the non-fee tour locations under any circumstances.

4.5 Removing Facilities from Recreation.gov.

Before a field location removes a facility from inventory, the site manager and the ATR must analyze the demand and use patterns of the facility relative to agency policies and site operating procedures. In addition, removal of facilities from inventory requires careful consideration of the impacts on the facility, customer service and customer expectations.

If it is necessary to permanently remove an existing facility or field location from Recreation.gov inventory, please follow these steps:

Contact your ATR to approve the request.

Notify the RPMO by email to rpmo@fs.fed.us.

Once the ATR approves the request, the field POC submits the request along with the approval to the Help Desk for processing.

If the field POC submits a request to remove an existing facility or field location from Recreation.gov without prior approval, Active/ReserveAmerica, Inc. will contact the ATR to obtain approval. If approved, the ATR will notify RPMO staff before removing the facility.

Recreation.gov and/or RPMO staff will determine if the inventory database requires changes in order to credit disbursements to the appropriate management organization.

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Chapter 5 – Getting your Message Out: Marketing or *Un*marketing with Recreation.gov

Whether your site's goal is marketing to increase the use of underutilized facilities or *un*marketing sensitive, high-demand or over-utilized sites, Recreation.gov can help.

Please contact us through your Agency Technical Representative (ATR) and let us know how we can help you achieve your goals.

5.1 Contractor Responsibilities

Our contractor has the responsibility to promote Recreation.gov and the reservation service and to educate customers about the service and participating sites. Education may include reasons for various use limits or other existing rules and policies.

The contractor submits the plan each year to the Contracting Officer's Representative for approval. The Marketing Plan outlines our contractor's responsibilities for promoting Recreation.gov. Recreation One Stop agency staff and the contractor jointly develop and carry out the annual Recreation.gov Marketing Plan.

5.2 Field Responsibilities

The ATR and the field Points of Contact (POCs) are responsible for educating agency customers about Recreation.gov.

Examples of how participating agencies fulfill this responsibility include:

- Joining local and regional trade shows/special events.
- Distributing Recreation.gov marketing materials that include the current Recreation.gov logo, web address (www.Recreation.gov), and toll free number(s). For a supply of current marketing materials, Email Recreation Solutions, the program's marketing materials distributor, at nrrs@fs.fed.us (see **Where can I order Recreation.gov materials?**).
- Ensuring that your site's printed materials also include the Recreation.gov logo and web address.

5.3 The Recreation.gov logo

The Recreation.gov logo communicates a unified brand to the public. Use the Recreation.gov logo for official purposes only, such as site publications or bulletin boards. These logos are available by accessing the "agency sign-in" page of Recreation.gov and then linking to the Marketing website (or contact your ATR).

Use the logo judiciously—protect the Recreation.gov logo as you would your agency logo. When in doubt, check with your ATR.



Figure 3. Full Color Version of Recreation.gov Logo.

Q & A . . .

Q. Where can I order Recreation.gov materials?

A. A variety of materials are available for the field to distribute or display to customers. Participating Recreation.gov sites can order pre-printed materials through Recreation Solutions, such as:

- "Tool Kits" for distribution to customers. Customers use these as bookmarks in their Travel Guidebooks or Road Atlases for easy access to Recreation.gov contact information.
- Recreation.gov posters with a variety of locations
- Recreation.gov post cards
- Recreation.gov mouse pads
- Bulletin board placards
- Reservation site placards

The USDA Forest Service Recreation Solutions team provides this service, but it is available to all participating agencies.

Recreation Solutions
Voice: (406) 329-3024
email: **nrrs@fs.fed.us**
www.fs.fed.us/recreation/recreationsolutions

Please include preferred quantity of item(s) and we will do our best to accommodate the request. For more information, contact Recreation Solutions or your ATR.

5.4 Highlighting Your Site on the Recreation.gov Home Page

As a Point of Contact (POC) for your Recreation.gov destination or site, you play an important role in communicating with the public about your special places. Recreation.gov receives over seven million unique visit to our website annually from people who want to book a facility or activity or just to enjoy and recreate on federal lands.

5.4.1 Why feature your site on Recreation.gov?

- **To provide better customer service.** The recreating public wants to know what recreation opportunities are available. They want to confirm that a destination or site is reserved and waiting for them when they arrive.
- **To connect the public with new recreation opportunities.** Highlighting lesser-known facilities can provide additional opportunities for the public while reducing the

pressure on those nearby high-demand locations and the impact to cultural or natural resources.

- **Increase occupancy and use at under-utilized facilities and activities.** By featuring your site, you may increase occupancy rates and thus generate revenue to operate and maintain facilities.
- **To manage demand and impact on high-demand or sensitive sites through education.** By featuring unique reservations, lotteries, and permit applications, we provide awareness and education to the public about these special places – protecting and conserving the land and water resources. Feature your high-demand or limited access site or facility to inform the public about these special places, illustrate the reasons for limiting access, and remind the public that some areas require a much needed break.
- **To provide accurate information for high-demand locations.** By featuring unique reservations, lotteries, and permit applications, we can provide accurate information *directly from your site* about directions, policies, safety tips, and other "how-to" information, eliminating the need for visitors to search elsewhere— or worse— the possibility of obtain inaccurate information from illegitimate sources.
- **To reconnect America with the outdoors.** *America's Great Outdoors Report* identifies Recreation.gov as an avenue to reach new audiences and reconnect communities, families, and friends with America's cultural and natural resources.

5.4.2 How Recreation.gov can feature your site on the home page

Recreation.gov agency staff are ready to help you! Coordinate with the Recreation.gov home page team (through your ATR) to feature your location in any of the following:

- **Home page "Hero" Images** (large, engaging photos at the top of the home page)
- **Home page "Discover Great American Adventures" articles** (spotlights about facilities, activities and destinations)
- **Home page "Go Lists**" (Lists that encourage a "get active" lifestyle)
- **Videos on the Home page or Recreation.gov YouTube channels**
- **Home page "Explore Trip Ideas" articles** (Trip planning for popular destination cities)
- **Conferences or trade show exhibits and materials**
- **Social Media,** e.g., Twitter, Facebook, YouTube, Blogs, Pinterest or Instagram
- **Press Releases**

For further details about how Recreation.gov can feature your site, please contact your ATR who will connect you with Recreation One Stop's home page team.

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Chapter 6 – Where to Get Help

Agency and field personnel at participating locations may require assistance with implementing and managing reservation services. The Recreation.gov **Help Desk and Customer Service (Service Resolution Team or SRT[18])** provide this assistance.

This chapter describes these two contractor teams.

6.1 The Recreation.gov Help Desk: Your First Stop for Assistance.

The Recreation.gov Help Desk provides quick and effective support and assistance to internal customers (you and the field staff) for reservation issues.

The Recreation.gov Help Desk is the field's primary resource for assistance in resolving technical and or inventory related issues. Examples include: use fee changes, DAR issues, field software (Field, Venue, Permit or Resource Manager) issues, changes to inventory, season or fee updates and field location alerts and notices.

The Active Network guide *How to use your Client Support Team* is available through Support Center, which participating field locations can access through the Recreation.gov agency sign in page or obtain a copy through your ATR.

6.1.1 Help Desk Hours of operation and Contact Information.

If you are experiencing a problem with inventory issues, reservation services or technical issues, contact the Recreation.gov Help Desk and submit the report in one of the following ways.

- On-line through Support Center, which you can access through the "agency sign-in" page of Recreation.gov. Support center is the preferred method of contact for all data changes with the exception of emergencies.
- Help Desk phone number: 1 (877) 345-6777.
- TDD phone number: 1 (877) 833-6777. (ask for the Help Desk)
- Help Desk Fax number: 1 (888) 724-5520.

[18] Active/ReserveAmerica changed the name of the "Customer Service" Department to "Service Resolution Team" to better reflect the array of services they provide. This document uses the more common and well-understood term, "Customer Service."

- Help Desk email address:[19] nrrshelp@activenetwork.com

Help Desk services are available seven (7) days per week throughout the year during the following hours:

- March 1 to October 31 7 a.m. to 1:00 a.m. Eastern Time
- November 1 to February 28 8 a.m. to 11:00 p.m. Eastern Time

6.1.2 Reporting Issues through the Recreation.gov Help Desk.

Submit a request to the Recreation.gov Help Desk through the "agency sign-in" page of Recreation.gov or by email or by phone. Always include the following information (and remember to get a case number!):

- Your Name.
- Facility Name and ID number.
- Your contact information (email and phone number, COE District/Forest Name/NPS Park:
- Description of the issue. Identify the general area where you require assistance and then describe the specific situation. Include all of the facts known.
- Priority level of the problem (see Table 4.).
- For reservation service related issues, describe the Specific Issue(s) and include:
    - Site/Tour etc.
    - The date the issue occurred
    - Customer Name and Reservation Information (if applicable)
    - How was reservation made (Call Center, Internet, or Field Application)
    - Reservation Agent Name (if available)

Be sure to reread your request before submitting it and make sure you have clearly stated the issue and/or request.

[19] Note: Use <nrrshelp@activenetwork.com> to expedite service. The older <nrrshelp@reserveamerica.com> and <nrrs-inventory@reserveamerica.com> are also acceptable, and are automatically routed to the new email address. You may occasionally *receive* messages from other contractor email addresses.

6.1.3 Resolving Issues: What Happens Next?

The Help Desk will assign your case to an individual Help Desk Specialist by category (closure, fee, inventory, etc.). The Recreation.gov Help Desk specialist reviews the details of the request and assigns a priority level (see Table 4).

Should the Recreation.gov Help Desk specialist have questions, he or she will contact you, the end user, for clarification. The field POC will receive an email within 12 hours for critical issues or within three days for non-critical issues.

Whether you submit a request online through Support Center, by email or by phone, the Help Desk creates a case using the information you provide.

- **Support Center or email request:** You will receive an automatically generated message, typically within 3-4 hours, that includes the case number in the message (within the subject line).
- **Phone request:** The Help Desk provides the case number during the initial call. After the phone call, the Help Desk will provide an email confirmation of the submission with a case number within the subject line.

The content will vary slightly, but will include the case number and ***Case Completion Time Estimates*** (Table 4). For tracking purposes, follow up all telephone requests with a written request to provide a paper trail.

> ➢ **Note:** Once you have the case number, you are encouraged to track the progress of your case online through the Support Center.

6.1.4 Case Verification

Once completed, a member of the Recreation.gov Help Desk Quality Control team will verify that the work is complete and in accordance with the request. When Quality Control approves the work, the Help Desk will send an email to the POC advising that the work is complete and ask the affected end user to verify the accuracy of the work.

Field staff should review the work and verify that the Help Desk completed the work correctly, and then confirm the work is accurate by email or through Support Center. Once you, the end user, confirm the work is accurate and complete, the Help Desk closes the case.

If you do not verify the work, the Help Desk will send two additional requests for you to verify the work. If you still do not verify the work, the Help Desk will close the case. The Help Desk sends a final email notice (with a copy furnished to the ATR).

Table 4. Case Completion Time Estimates

DESCRIPTION	IMPACT	SEVERITY
Emergency Closure (and/or Customer Contact), Ticket Holds, Permitting Fire Restriction Bulletins & Alert for Call Center Agents etc.	Critical Impact	High, Escalated – (1 Day)
Fees and business rule updates, site type changes that impact fees, modifying open dates for seasons in the reservation window, updating availability of a site, non-emergency closures (outside maximum reservation window), adding new sites, site renumbering, new permit type, adding or building quota, and add tour time etc.	High Impact	High (3-5 Days)
Updates to general content information/setting up annual permitting lotteries, building annual tour times and yearly on sales.	General Non-Emergency	Low (45 Days)
Adding new facilities (non-permitting facilities)		Medium (30 – 45 Days)

6.1.5 When the Help Desk can't resolve your Issue: Case Transfers to other departments

If the Recreation.gov Help Desk specialist is unable to resolve the issue, he or she will forward the request to another department for resolution. The case notes will document the transfer of the case to allow the field user to track the status of a request even when different departments are working on it.

A representative of the new department, e.g., Product Support, will contact the end user and advise them of the situation.

6.2 The Field Survey Invitation from Recreation One Stop

You'll receive a final "Issue Closed" email which also includes an invitation to take a survey about your satisfaction with Help Desk services for the specific case. Although we arrange with Active/ReserveAmerica to send you the invitation, the Recreation One Stop program owns and manages the survey through a separate survey provider. Recreation One Stop staff reviews the survey results each month.

We understand how busy things can be during your peak season, but it only takes about a minute to complete one of these surveys for each Help Desk case. The agency contract

management team uses your responses to improve the services provided under the contract with Active Network/ReserveAmerica, Inc.

6.3 Customer Service: The Service Resolution Team (SRT).

Field personnel may contact the Customer Service/Service Resolution Team (SRT) on behalf of customers and/or to follow up on reservation changes, modifications, or refunds. Field personnel should not contact the SRT with operational issues. Refer these to the Help Desk.

6.3.1 Customer Service Hours of Operation and Contact Information

The SRT is operational year around, on the same schedule (days and times) as the Call Center.

Phone:	1 (888) 448-1474
Fax:	1 (518) 884-9371
Refund Line (agency use only):	1 (877) 267-6307
Email Address:	ActiveOutdoorsNRRSCS@activenetwork.com

6.4 Help Desk and Customer Service After Hours Support

If you need assistance outside of normal Help Desk or Customer Service hours, call the Recreation.gov Help Desk phone number. Follow the instructions to have the call forwarded to a cellular phone for product or technical support emergency assistance. Use this option only in an emergency, such as a fire that closes part of a campground.

If the call is not immediately connected, leave a message with your contact information (name and phone number).

If the Help Desk does not return your call within 30 minutes, repeat the above process.

If the second call is not immediately connected or you do not receive a call-back, send an email to: HDSupervisor@activenetwork.com

When reporting after operating hours on an issue that can be resolved during the next business day, leave a message with your contact information. A Help Desk specialist will assign a case number the next business day and return the call back for further information.

6.5 Response Time.

The Recreation.gov contract requires Active Network/ReserveAmerica, Inc., to provide effective, courteous, and timely field support.

As described in this chapter under Reporting and Resolving Issues through the Help Desk, an:

The Help Desk generates an automatic response to the initial request (including a case number) within 4 hours of submission.

The Help Desk agent responds to critical issues within 12 hours or within 3 days for noncritical issues and will complete the request within the times provided in ***Table 4. Case Completion Time Estimates***.

6.5.1 Escalation Procedures.

Escalation involves notifying a higher authority, such as a Help Desk or Customer Service supervisor, the Help Desk or Customer Service do not provide effective, courteous, and timely field support. If the field POC receives an untimely or unsatisfactory response from **the Help Desk**, use the following procedure:

- **Follow up.** Resend the original request to the Help Desk with the case number by email to nrrshelp@activenetwork.com or to Customer Service by email to ActiveOutdoorsNRRSCS@activenetwork.com and request a status check. While you may also follow up by phone the Help Desk at (877) 345-6777 or Customer Service at 1 (888) 448- 1474, it is preferable to have a written record of your contact.
- **CC your ATR.** In addition, while it is the Field POC's responsibility to submit, follow-up on requests and escalate cases, you may determine it necessary to copy or forward individual cases to your ATR.
- **Escalate.** After following up
    - You have not received an update within 24 hours of submitting a written follow up request.
    - You determine that the work does not reflect your request.
    - You learn that the case is closed but the work is not satisfactory.

  Then the POC should escalate the issue via email to HDSupervisor@activenetwork.com.
- **Refer the case to your ATR.** Contact your ATR through appropriate agency channels if the above steps fail to achieve results.

6.6 Service Complaints.

All Recreation.gov customers, both internal field staff and the public, should use the following process to make formal complaints about Recreation.gov service or policies.

6.6.1 Customer Complaints.

Reservation customers wishing to inquire about Recreation.gov services or to make a complaint should contact Customer Service at 1 (888) 448-1474.

Field personnel may also document complaints which they may receive related to a specific customer's experience and send an email on the customer's behalf to: ActiveOutdoorsNRRSCS@activenetwork.com .

Include as much information as possible, in writing, about the reservation issue, e.g., the reservation number, agent name, date and time of contact.

Consider copying your ATR and/or follow the appropriate escalation procedures described above as appropriate.

6.6.2 Field Staff Complaints.

Field locations wishing to make a complaint regarding operational issues should document in writing and submit complaints to either the Help Desk or to Customer Service as applicable.

Document as much information as possible in writing including reservation number, agent name, and date and time of contact. Consider copying your ATR and/or follow the appropriate **escalation procedures** above as needed.

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Appendix. 1 – Definition of Terms

Accessible: Describes a site, building or facility that complies with applicable accessibility guidelines and standards under the Architectural Barriers Act which ensures the construction of facilities that are accessible to people with disabilities.

Accounting Operations Center (AOC): The National Park Service (NPS) centralized Accounting Operations Center. This office is the authority that prescribes financial accounting procedures for the NPS.

Activity: A term used to describe a variety of events open to public visitation and for which the public can make reservations. Activities include, but are not limited to, tours and other recreation opportunities.

Administrative Hold: A field location may temporarily place a hold status on a recreation facility or activity for any management purposes.

Advance Reservation Sale: Transactions made within the booking window for reservations at field locations.

Advanced Reservation Sale for Non-Fee Facility: Transactions made within the booking window for reservations at facilities that do not charge recreation use fees, e.g., Washington Monument, Independence National Historic Park.

Agency Technical Representative (ATR): Also known as the agency COTR, this individual is an authorized representative of the Contracting Officer, serving as the technical staff advisor on matters related to the operational implementation of the contract requirements and acting within the limits of the authority delegated by the Contracting Officer.

America the Beautiful – the National Parks and Federal Lands Recreational Pass: see Interagency Pass Program.

Arrival Date/Time: The earliest time the reserved inventory is available.

Backcountry: An area of federal land characterized by a lack of development. Similar to Wilderness, but not formally recognized in law, it may include access limits that are subject to special federal regulations.

Bank Card: A form of non-cash payment rendered for goods and services using a financial institution's authorization. This can be either a credit card or debit card.

Block Window: A booking term which indicates that new inventory becomes available on nondaily basis.

Booking Window: The number of days or months prior to the first reservable date that a customer may book a facility or activity. For example, a customer may reserve a campsite with a six month booking window up to six months prior to the date of customer arrival. Different types of facilities and activities may have different booking windows.

Boundary Waters Canoe Area Wilderness (BWCAW): The BWCAW is a congressionally designated Wilderness Area located in the Superior National Forest in northeastern Minnesota and managed by the USDA Forest Service.

Call Center: A channel for distribution of reservation services, sales and recreation information.

Campground: A designated recreation facility made up of individual campsites and/or group sites for overnight use. A day use facility may be in a campground.

Camping Fee: A recreation use (expanded amenity) fee paid by a customer for occupying a campsite overnight.

Campsite: A site designated for overnight occupancy, which may feature various amenities, such as a picnic table, fire ring, grill, etc.

Cancellation: The release of a confirmed reservation that results in non-use by the original customer.

Capacity: Limit on the use of the unit of inventory, such as maximum number of people, vehicles, tents, trailers, horses, watercraft, etc.

Change: A customer-initiated modification of the original reservation, which may include but is not limited to changing arrival/departure dates, site numbers and types within the same campground, method of payment, and party size.

Computer Permit: A permit reserved and transmitted electronically to a specified Permit Issuing Station prior to the customer's entry date, as listed on the permit.

Concessionaire: A private operator of agency campgrounds or other recreational facilities under permit, lease, or other administrative instrument.

Concessions: Commercial businesses that may provide visitor accommodations, facilities, or services within a location (National Park) under the provisions of a concession's contract or permit.

Confirmation: A notice to the customer confirming reservation, permit, or sale. It verifies specific information, documents the payment record, and serves as a customer receipt.

Congressional Inquiry: A verbal or written inquiry from a member of Congress.

Contract Line Item Number (CLIN): A specific unit of work for which the government pays the contractor to perform work.

Contracting Officer (CO): A warranted individual of the USDA Forest Service with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

Contracting Officer's Representative (COR): An authorized representative of the CO who administers the day-to-day operation of the contract. This individual acts within the limits of the authority delegated by the CO.

Contracting Officer's Technical Representative (COTR): See *Agency Technical Representative*.

Cooperator: A privately owned business or non-profit organization under agreement with the USDA Forest Service for issuing wilderness permits (e.g., BWCAW permits)

Credit: A credit to a customer's account in lieu of a refund, held in the Central Reservation System for future use by the customer.

Cutoff Date/Time: The date and/or time beyond which an action will not be accepted.

Cutoff Window: The latest date and/or time that a customer request can be processed for a specific action; for example, the latest date a reservation, change, or cancellation can be made.

Daily Use Fee: A fee that is charged for the use of a facility or to participate in an activity (camping, tours, and day visits).

DAR: *See* Daily Arrival Report

Daily Arrival Report (DAR): A report that documents customers arriving on a daily basis for each reservable facility or activity in the system.

Day Use: A recreation facility or activity intended for use during daylight hours; (for example, picnic areas, swimming beach, shelters, or tours).

Day Use Motor Quota: A weekly (Saturday through Friday) quota in the BWCAW set up for visitors to enter by motor for day use only. The visitor must exit at night. The visitor must specify an entry week (some may request a specific day within the week) when making the reservation, but the permit is only valid for any one day during that week.

Defaulted Payments: Default of the payment instrument which may include chargeback transactions, non-sufficient funds checks, and other denials.

Denials: These are financial transactions that are "stopped" because the Bank Card (Credit or Debit card) has expired or the customer stops payment.

Departure: The designated date and/or time for the customer to vacate the recreation facility or activity.

Designated Bank: A financial institution approved by the U.S. Department of Treasury, for depositing public funds (31 USC 3302) into a U.S. Government treasury account.

Designated Representative: Person(s) authorized by the CO or COR to represent the government on matters relating to a contract.

Differential Pricing: The pricing of different sites within a single field location at different rates; for example, a higher price for overnight use of a site on the waterfront. This may occur between seasons or within seasons.

Double Booking: Multiple reservations above an established capacity for the same site, facility or activity with the same arrival date/time or activity date/time.

Electronic Funds Transfer (EFT): Transfer of funds by electronic means from one location to another.

Entrance Fee: A fee charged for entering parks or recreation areas (also known as basic fees).

Entry Point: A physical location designated in the permit for customers to access a Wilderness Area, Wild and Scenic River and the BWCAW.

Equipment Type: A classification of a visitor's camping equipment, for example, tent, trailer, motor home, or recreational vehicle for use at a campsite.

Exempt Permit: A BWCAW permit issued to a homeowner or resort owner or their guests on named lakes listed in Public Law 95-495. These people are exempt from day use motor quotas.

Expanded Amenity (Use) Fee: An authorized fee charged to the customer for use of a recreation facility or participation in a recreation activity. It may be charged on a per-day, per-night, or per-person basis (**Note**: Formerly known as Recreation Use Fee).

Extensions: Customer request before or after arrival for additional days or time beyond the original departure date or time.

Facility: A structure or area available for use by the public and includes but is not limited to: campsites, day use areas, pavilions, cabins, and fire towers.

Field Location: A location where recreation facilities or activities exist.

Field Location Sales Channel: An agency, concessionaire, and/or lessee operated sales channel.

Field Manager: An individual who is responsible for the day-to-day management of a recreation facility or activity.

Firewall: Combination of hardware and software that is designed to protect computer systems from access by unauthorized users.

First-Come, First-Served Site: A recreation site or activity that is not available for advanced reservations.

Golden Access Passport: A free, lifetime pass that was provided to citizens and permanent residents of the United States, who have been medically determined to be blind or have a permanent disability. The Interagency Access Pass replaced the Golden Access Passport in January 2007; however many customers still own the old passport. The passport provides free entrance to certain federal areas, and a discount of 50% for some facilities and activities. It does not provide a discount for group campsites or cabins.

Golden Age Passport: A lifetime pass that was provided to citizens or permanent residents of the United States who are 62 years of age or older. The Interagency Senior Pass replaced this Passport beginning in January 2007; however the old passport may still be used. The passport provides free entrance to certain federal areas, and a discount of 50% for some facilities and activities. It does not provide a discount for group campsites or cabins.

Group Area: A facility that available for use by organized groups that can accommodate a designated number of people.

Group Shelter: A designated facility capable of accommodating groups for day use activities, such as picnicking, reunions, etc.

Group Tour Discount: A discount that applies to groups.

Guide: A paid individual who receives compensation for leading an activity.

Help Desk and Inventory Team: A contractor-provided service that provides field level support for inventory or software related issues.

Interagency Pass Program: A suite of annual and lifetime passes that provide access to certain federal recreation lands and discounts on certain use fees and recreation services.

Internet Sales Channel: An authorized sales channel for conducting recreation reservation transactions over the Internet.

Inventory: A database of recreation facilities and activities, including their attributes and administrative information with a cumulative list or subset of facilities, activities, or permits.

Kiosk: A staffed or un-staffed, field sales channel that provides recreation information and/or reservations.

Lessee: An individual, organization, or governmental agency that manages recreation facilities or activities under a lease instrument from an Agency.

Local Sales: Transactions made by field locations that include sale of reservations for recreation facilities and activities where the inventory is not reservable through Recreation.gov, or where the inventory is reservable through Recreation.gov but falls within the reservation cutoff window.

Lockbox: An account set up by the agencies with the U.S. Department of Treasury's Financial Management Service and one of their designated commercial banks. Field locations deposit checks and/or money orders into the lockbox account and the bank electronically transfers funds to a Forest Service account for distribution.

Lookout: A facility for overnight use that was once a forest fire observation facility.

Lottery: A random number drawing process that systematically allocates use of a limited number of high demand sites or recreation activities. A lottery is used to fairly and equitably distribute these to the public.

Move: A change, after arrival, in the customer's facility (site or site type) or activity; a move is sometimes called a transfer.

National Recreation Reservation Service™ (NRRS): The federal interagency reservation component of the Recreation One Stop (R1S) program.

No-Show. A customer who does not arrive at the field location by the "check-out" time the day after scheduled arrival, or who changes or cancels a reservation after the "check-out" time the day after scheduled arrival.

Non-Reservable: A classification that refers to sites or activities that are not available for advance reservation.

Non-Sufficient Funds (NSF) Check: A personal check for payment of goods and/or services that the Designated Bank returns because there are insufficient funds to cover the amount of the check.

NRRS Contract Management Office (NCMO): *See* Recreation One Stop (R1S) Program Management office (RPMO).

Outfitter: A commercial company or non-profit organization that furnishes supplies and equipment to parties who are entering Agency field locations or areas.

Overnight Motor Quota: A weekly (Saturday through Friday) quota in the BWCAW for the number of parties allowed for overnight campers traveling by motorized water craft, during any portion of their visit. This quota is a subset of the overnight quota.

Overnight Quota: A daily quota for the number of permits for parties that may to enter and camp overnight in the BWCAW. This applies to hikers, paddlers and motorized watercraft users.

Party Leader: A person or non-profit organization, whose name appears on the permit and who is the primary point-of-contact for the party.

Permit: A document allowing a visitor to use a government facility or participate in an activity.

Permit Issuing Station: Designated locations near a Wilderness, or river Entry Point where a customer can pick-up their permit, e.g., sites near the BWCAW. The Agency or Cooperators may operate these stations.

Point-of-Contact (POC): Field managers at locations that offer reservations must designate this individual to make decisions about inventory, refunds, and reservation related issues at specific field location(s).

Portal: A web portal is a website that brings information together from diverse sources in a uniform way. Recreation.gov is a collection of dynamic web pages that make information easily available to a number of users. It is a common, integrated starting point where users may deploy and manages internal and external applications and information services using only an Internet web browser.

Quick Permit: A permit issued to walk-in customers who do not have a reservation, e.g., BWCAW.

Quota: A maximum number of units, e.g., permits, people, etc., set by the Agency that limits entry into either a field location or at an Entry Point.

Quota Bumps: Action taken by the Contractor resulting in exceeding the maximum number of units, e.g., permits, people, etc., set by the Agency for entry into a field location or Entry Point.

Rain check: A credit that provides the customer the ability to rebook their originally scheduled activity or facility using the full value of their original reservation. There is no penalty to the customer for this action.

RCML: Shorthand for an extensible markup language (xml) specification that defines terms for recreation areas (parks), facilities (trails, campgrounds, etc.), activities (hiking, wildlife viewing, etc.), alerts (temporary closures), events, and similar recreation elements. It will be coordinated with other data standards for conducting transactions, responding to customer inquiries, fulfilling orders for maps/publications, etc., so computer systems/websites can exchange data easily via the Internet. RECML is a voluntary data sharing specification for recreation information (Recreation.gov).

Recreation Fees: Those fees authorized by the Land and Water Conservation Fund Act of 1965, as amended, and the Fee Demonstration Authority authorized in the Omnibus Consolidated Rescissions and Appropriations Act of 1996, as amended. Visitors using certain recreation facilities and/or services pay these fees. Examples of recreation fees include daily use fees, entrance fees, standard amenity fees, expanded amenity fees, special recreation use fees, etc.

Recreation One Stop (R1S) Program Management office (RPMO): The office responsible for administration of Recreation.gov contract by designated Agency personnel.

Recreation Related Sales: The sale of recreation related products that include, but are not limited to: ice, firewood, vending sales, passes, extra vehicle fees, including third party sales.

Recreation Use Fee: An authorized fee charged to the customer for use of a recreation facility or participation in a recreation activity. Also known as expanded amenity fees.

Refund: A full or partial credit of a customer's recreation use fees.

Reservation: An assurance of a recreation opportunity for a specific date and/or time for a campground, tour, permit, limited use period, event or attraction.

Reservation Fee: A separate fee that covers the cost of reservation services in addition to a use fee (namely, the $1.50 reservation fee for non-fee tour parks or the additional reservation fees Forest Service customers pay). Customers pay the reservation fee when they make a reservation.

Reservation Season: The period during which a field location allows advance reservations . Each field location determines the reservation season.

RIDB: Recreation information database -- a government source for recreation information and data.

Rolling Window: A booking term which indicates that new inventory becomes available on a daily basis.

Service Fee: A fee charged the customer for providing specific reservation services, such as a change or cancellation in a reservation, a no-show, or a reservation processing fee for facilities or activities that are provided free of charge.

Service Resolution Team (SRT): Active/ReserveAmerica changed the name of the department from "Customer Service" to reflect the growing range of functions.

Site Closure: Action by a field manager that closes sites for advance reservations. Closed sites may still be available for walk-in customers.

Site-Specific Reservation: An inventory classification that allows customers to select a specific unit of inventory, such as a campsite, at the time the reservation is made.

Site-Type Reservation: An inventory classification that allows customers to select a "type" of inventory when they book a reservation, such as a site that accommodates a tent or RV. Field location personnel then assign the specific site when the customer arrives.

Special Recreation (Use) Fee: A fee for activities such as back county use and off-road vehicle permits.

SRT: *See* Service Resolution Team.

Timed Entry (or Timed Ticket): A type of confirmation provided to customers that indicates the specific event, time, date and location for an activity.

Tour: A guided or self-guided recreation experience at a field location.

Tour Fee: Visitors pay this fee to participate in a tour. The fee may be an expanded amenity fee.

Transaction: A reservation, change, cancellation or no-show processed by any Sales Channel to the Central Reservation System. One transaction may include the sale of multiple tickets.

Transfer: A change, after arrival, in the customer's facility (site or site type) or activity; a transfer is sometimes called a move.

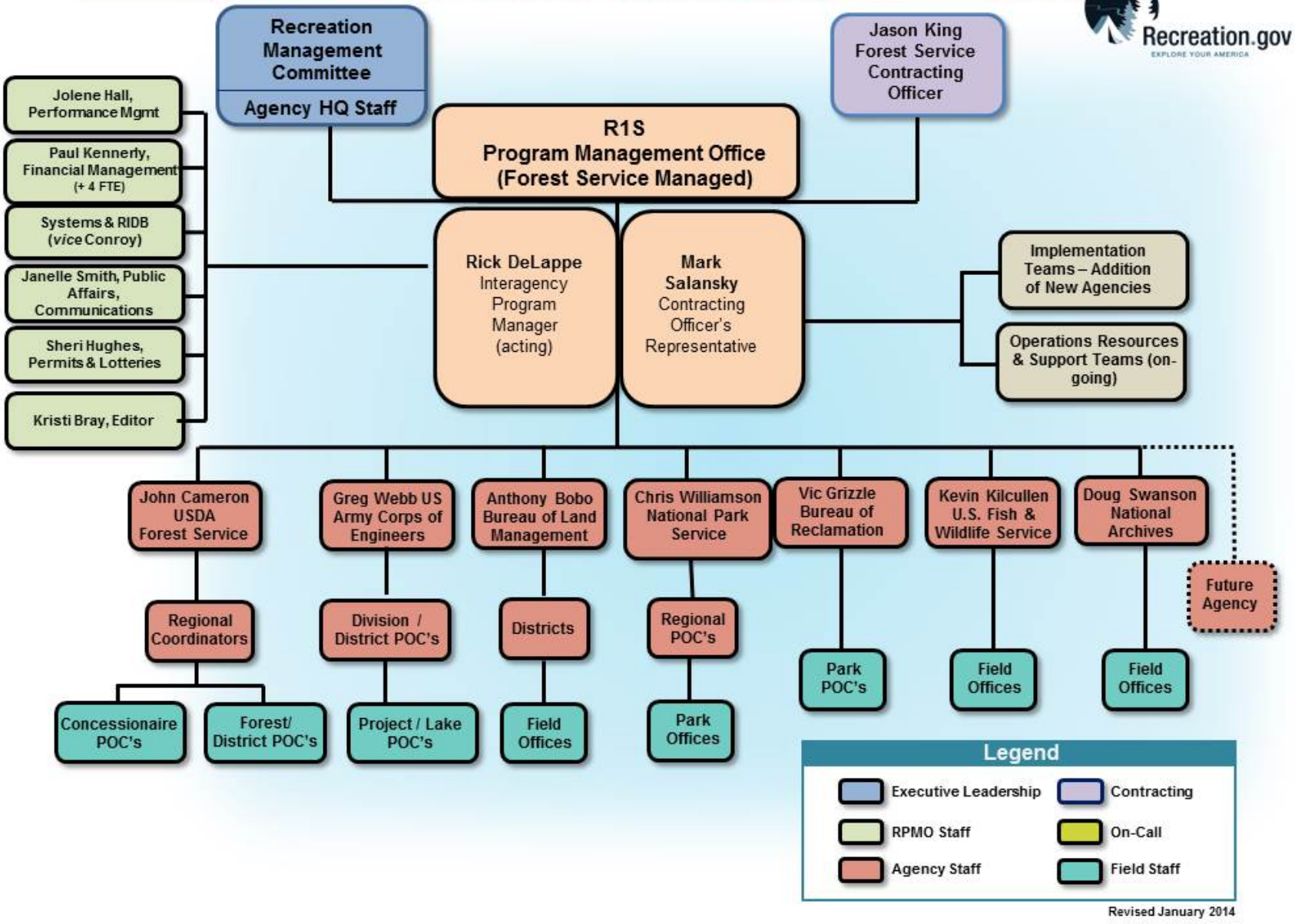
Walk-Up Sale: A reservation sale made at the time of the customer's arrival at the field location.

Wilderness: Congressionally designated federal land characterized by a lack of development.

Will-Call System: A system that allows customers to pick up reservation confirmation at the site upon arrival.

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Appendix 2: Recreation One Stop (R1S)Organization Chart



Revised January 2014

Appendix 3 – Reservations Policies at a Glance

The “Reservation Policies at a Glance” document on the next page is an easy to use tool for front line staff. It contains the information that front line staff need frequently when working at campground and day use sites.

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Reservation Policies at a Glance – 2014

Protecting Customer Privacy

The Federal Privacy Act protects customer information.

- Do not post or share the Daily Arrival Report (DAR) information.
- Properly dispose of (i.e., shred) all customer information that you do not need for daily operations.

Tips for Using Daily Arrival Reports (DARs)

The majority of reservable recreation.gov locations operate using a DAR.

- The DAR only reflects customer arrivals. It is not an occupancy report.
- Do not use the DAR to assign empty sites.
- Use the "NRRS Campers Report" for occupancy data

Checking in a Customer with a Lifetime Pass

When a customer arrives at your location:

- Compare the Lifetime Pass (Interagency Senior or Access Pass or Golden Age or Access Passport) against the reservation holder's photo identification to ensure that they match.
- If the customer does not have a Lifetime Pass with matching photo identification, the customer is not entitled to a discount. Collect the additional fees.
- If a customer used the Interagency Pass number to reserve more than one facility or activity for the same date or time, they are not entitled to a discount for more than facility or activity the use. Collect additional fees as applicable.
- Customers with Interagency Annual Passes are not eligible for a discount

Refunds

Recreation.gov allows our contractor to refund reservations prior to the customer's arrival date. On the scheduled arrival date and after, they may refund in the case of **system issue**, **agent error**, **medical emergencies** or **death**. All other refund requests are subject to approval by the authorized POC.

- Recreation.gov accepts only credit card payment for on-line and call center reservations and the contractor will refund these to the customer's bank card.
- For refunds of cash or check payments taken at field locations, the RPMO will refund these by check within approximately 6 – 8 weeks.

Contact Information

Advance Reservations. Customers may make reservations

- **On line** at www.Recreation.gov
- **By phone** at 1 (877) 444-6777 during the hours of 10 a.m. to midnight ET (March 1 to October 31) or 10 a.m. to 10 p.m. ET (Nov. 1 thru Feb 28)
- **On location** at a Field, Venue or Permit Manager location (if available and offered)

Customer Service. Customers may contact (or field staff may contact on customers' behalf) Customer Service for assistance with reservation issues and refunds

- **By phone** at 1 (888) 448-1474 during the call center hours (above)
- **By email** to nrrscs@activenetwork.com

Help Desk. Field personnel may contact the Help Desk for assistance with technical and inventory issues

- **By phone** at 1 (877)345-6777 during the hours of 7 a.m. to 1:00 a.m. ET (March 1 to October 31) or 8 a.m. to 11 p.m. ET (Nov. 1 thru Feb 28)
- **On-line through Support Center** (preferred method; access thru the Recreation.gov agency sign in page)
- **By email** to nrrshelp@activenetwork.com

Cancellations, No-shows, Early Departures and Closures

CANCELLATIONS		
	Before the Arrival Date Through 12:00 midnight the day before scheduled arrival, e.g., through Wednesday midnight for a Friday arrival	**Late Cancellations** Late cancellations are those customers request between 12:01 A.M. on the day **before** the scheduled arrival date, e.g. 12:01 A.M. Thursday for a Friday arrival, and check out time on the day after arrival. (**exception**: 14 days before the arrival date for cabins, lookouts and group facilities)
Individual & Family Campsites	Refund minus $10.00 service fee[20]	Refund minus $10.00 service fee plus one nights use fee
Group Sites & Cabins	Refund minus a $10 service fee[1]	Refund minus one day/nights use fee and $10.00 service fee
Tours/Timed Entry	Refund minus a $3.00 service fee per ticket; there is no fee to change to a different tour or time[21]	No refunds except for emergencies or other situations described below in "Contractor Refund Actions that do not require Approval"
Permits and Lotteries	Varies by facility	
NO-SHOWS -A customer who does not arrive at the field location or fails to cancel a reservation by a specified date/time.		
Campsites	Refund minus first night's use fee and $20.00 service fee	
Cabins, Day Use, Tours	Entire fee paid is forfeited	
Permits and Lotteries	Varies by facility	
EARLY DEPARTURES- a customer who spends part of a reservation at the facility, but leaves prior to the departure date.		
Campsites	Refund the fees for unused nights[22]	
Day Use, Cabins & Lookouts, Tours	No refund for early departure	
Permits and Lotteries	Varies by facility	
EMERGENCY CLOSURES-Contractor will attempt to notify customers to rebook OR cancel and refund affected reservations[23]		

[20] Reservation fees are nonrefundable (e.g. USDA FS)

[21] **Exception:** At non-fee tour locations, there is no service fee to cancel tours nor do we refund the $1.50 reservation fee for these locations under any circumstances.

[22] Field POC must approve (or deny refunds, e.g., if the early departure is due to a law enforcement issue).

[23] The field location is responsible to pay any CLIN costs associated with emergency closures.

Appendix 4 – ActiveWorks | Outdoors Applications

ActiveWorks | Outdoors (AWO) is Active/ReserveAmerica's recreation facility management and reservation system. ActiveWorks | Outdoors is a real time, web-based system that synchronizes all sales channels and administrative applications from a central database. Check with your Agency Technical Representative (ATR) to determine which of these ActiveWorks | Outdoors (AWO) applications may be appropriate and available to your site.

The ActiveWorks | Outdoors Launch Pad (accessed through the "agency sign-in" page from Recreation.gov) allows managers to access user guides, contact information, reports, reference manuals and materials, and other information. Site managers, concessionaires, and other authorized staff can access this site to extract relevant reports. Obtain a login and password from your ATR.

ActiveWorks | Outdoors applications include the following manager applications:

Call Manager

Our contractor's contact center agents use this application to book reservations.

Field Manager[24]

An optional field application that provides end users the ability to manage overall campground operations including the check-in and check-out processes of your arriving and departing customers. Many processes are easier with this application; common workflows include: processing walk-ins, cancellations and no-shows. Field Manager also provides integrated point-of sale functionality as well as field money management features and location-specific deposit and reconciliation features. Field manager may be accessed using equipment purchased by the field location or equipment provided by the contractor. A Field Manager User Guide is available from the AWO | Outdoors Launch Pad.

Venue Manager[20]

This field application simplifies ticketing facility management and operations. Venue Manager provides you the ability to sell tickets to individuals and groups through integrated contact centers, on-site and via the web at Recreation.gov. Field locations can access

[24] Please note that all locations using field applications such as Field, Venue and Permit Manager must undergo annual assessment to ensure they comply with Payment Card Industry (PCI) Data Security Standards (DSS). Se Chapter 2 for more information or contact your ATR.

Venue Manager through almost any computer at the site that meets minimum specifications, or you may purchase equipment through the contractor.

Permit Manager[20]

This field application provides you with the ability to manage permits at field locations. These include permits for: wilderness areas, canyoneering, backcountry and river access, or other types of permits. A Permit Manager User Guide is available from the AWO | Outdoors Launch Pad.

Store Manager (currently not in use by Recreation.gov)

This field application allows sale of retail items such as books, food, firewood, passes, etc., at recreation site stores.

Resource Manager

This tool allows users to generate reports on demand as well as schedule reports to run automatically on a regular basis and is available to all field locations. Resource Manager Reports reflect activity across all ActiveWorks | Outdoors sales channels for all field locations or for a single location. A Resource Manager User Guide is available from the AWO | Outdoors Launch Pad or see **Appendix. 5 ActiveWorks | Outdoors: Resource Manager** for more information.

Inventory Manager

This inventory tool allows field staff to directly manage their site inventory and set location specific reservation restrictions. Examples include: emergency closures, site details, alerts, booking rules and park map editing. An Inventory Manager User Guide is available from the AWO | Outdoors Launch Pad.

Operations Manager

An administrative tool used to access reports, follow-up on customer issues and to modify reservations in the system.

Finance Manager

This is a secure financial tool with complete, end-to-end audit trail and reconciliation capabilities. Finance Manager records all system usage with unique operator IDs so that no anonymous system activities or changes occur. Only the RPMO and other management offices use this program.

Appendix. 5 – ActiveWorks | Outdoors: Resource Manager

Resource Manager is an administrative tool available to all users that provides access to a variety of financial, statistical, and inventory reports, including ad hoc reports.

Any facility can use Resource Manager so long as individuals have a log-in. POCs at the field management level and higher can obtain logins. If a field location POC contacts Active/ReserveAmerica, Inc. for a log-in to Resource Manager, the Help Desk will refer the POC to the Agency Technical Representative (ATR).

I. Request an ActiveWorks | Outdoors Log-in and Password

1. You must obtain an ActiveWorks | Outdoors Log-in to access Resource Manager or the Resource Manager Reference Guide.
2. Users must submit a request for a log-in and password to the Help Desk at nrrshelp@activenetwork.com. Enter "Resource Manager Log-in Request" in the email subject line and include the following information in the message:
   - First and Last Name.
   - Phone Number.
   - Email Address.
   - Fax Number.
   - Agency (or Concessionaire) name.
   - Agency management, e.g., Corps Division / District; FS Region / Forest; NPS Region / Park; etc.
   - Recreation area name, campground, park, etc.
3. The Help Desk will open a case with the above information and check the facility record in Inventory Manager to identify the user as either the Primary or Secondary POC.

   - If the user is the Primary or Secondary POC, the Help Desk will create the log-in and respond back to the requesting individual providing the log-in name and password and close the case.
   - If the user is not in Inventory Manager, the Help Desk will forward the request and the Case number to the ATR for approval.

4. The ATR verifies you have authorization to access Resource Manager and reply to the Help Desk with approval or denial.
5. Once the Help Desk receives approval, they will create the log-in and respond back to the requesting individual, providing the log-in name / temporary password, and close the case. If the ATR denies a request, the ATR will reply to the Help Desk with an explanation for the denial. The Help Desk will notify the requesting individual and close the case.

II. Accessing Resource Manager

- Go to www.Recreation.gov.
- At top right, click "Log-In."
- At the Member Log-in screen, look to the right and click Agency Sign In.
- On the "Agency Sign In" page, enter your User Name and temporary password.
- The first time you Sign-in, the screen will require you to set up a permanent password.
- Once you log-in, you will be at the ActiveWorks | Outdoors Launch Pad. Select Resource Manager.

III. Reports.

Log-in to the ActiveWorks | Outdoors Launch Pad as described above:

Select Resource Manager.

At the top right side select "Reports".

IV. Accessing Inventory Profiles in Resource Manager.

Log-in to the ActiveWorks | Outdoors Launch Pad as described above, then:

- At Request Reports, a drop down box appears.
- From the drop down box at "Request Reports," select Operational Reports.
- From the menu select "**Park Profile Report—Section A**." Click "OK".
- Select your Facility from the drop-down list.
- Click inside the "Start Date" box and select today's date from the calendar. Repeat for "End Date" box.
- Select type of report from the Report format (based on options available).

- In Delivery Method, select “email” to have the report emailed as an attachment, select “online” to view the report on your screen. Click “OK.”
- In Request Report your name is the default recipient. Scroll the listing to confirm or select your name. Click “OK.” Resource Manager will email the report or open it on the screen.

Repeat for “**Profile Report B”** or other reports.

V. Understanding Reports.

The *“Resource Manager Reference Guide”* is available through the “agency sign-in” page of Recreation.gov. It provides instructions plus a complete list of reports available through Resource Manager and their descriptions. Different reports are available for the separate agencies to meet their needs. Your ATR can guide you in determining which reports are most appropriate for your agency and site and how to interpret them.

- **Note**: A backup web server generates many of the reports. This allows the front end ActiveWorks | Outdoors system to process reservations without the additional demand from the reporting engine. The backup system replicates once every one to thirty minutes depending on volume. Reports from this system may not contain data generated within the last 30 minute

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- If the customer does not have a Lifetime Pass with matching photo identification, the customer is not entitled to a discount. Collect the additional fees.
- If a customer used the Interagency Pass number to reserve more than one facility or activity for the same date or time, they are not entitled to a discount for more than facility or activity the use. Collect additional fees as applicable.
- Customers with Interagency Annual Passes are not eligible for a discount

Refunds

Recreation.gov allows our contractor to refund reservations prior to the customer's arrival date. On the scheduled arrival date and after, they may refund in the case of **system issue**, **agent error**, **medical emergencies** or **death**. All other refund requests are subject to approval by the authorized POC.

- Recreation.gov accepts only credit card payment for on-line and call center reservations and the contractor will refund these to the customer's bank card.
- For refunds of cash or check payments taken at field locations, the RPMO will refund these by check within approximately 6 – 8 weeks.

Contact Information

Advance Reservations. Customers may make reservations

- **On line** at www.Recreation.gov
- **By phone** at 1 (877) 444-6777 during the hours of 10 a.m. to midnight ET (March 1 to October 31) or 10 a.m. to 10 p.m. ET (Nov. 1 thru Feb 28)
- **On location** at a Field, Venue or Permit Manager location (if available and offered)

Customer Service. Customers may contact (or field staff may contact on customers' behalf) Customer Service for assistance with reservation issues and refunds

- **By phone** at 1 (888) 448-1474 during the call center hours (above)
- **By email** to nrrscs@activenetwork.com

Help Desk. Field personnel may contact the Help Desk for assistance with technical and inventory issues

- **By phone** at 1 (877)345-6777 during the hours of 7 a.m. to 1:00 a.m. ET (March 1 to October 31) or 8 a.m. to 11 p.m. ET (Nov. 1 thru Feb 28)
- **On-line through Support Center** (preferred method; access thru the Recreation.gov agency sign in page)
- **By email** to nrrshelp@activenetwork.com

Recreation.gov
EXPLORE YOUR AMERICA

Reservation Policies at a Glance – 2014

Cancellations, No-shows, Early Departures and Closures

CANCELLATIONS		
	Before the Arrival Date Through 12:00 midnight the day before scheduled arrival, e.g., through Wednesday midnight for a Friday arrival	**Late Cancellations** Late cancellations are those customers request between 12:01 A.M. on the day **before** the scheduled arrival date, e.g. 12:01 A.M. Thursday for a Friday arrival, and check out time on the day after arrival. (**exception**: 14 days before the arrival date for cabins, lookouts and group facilities)
Individual & Family Campsites	Refund minus $10.00 service fee[1]	Refund minus $10.00 service fee plus one nights use fee
Group Sites & Cabins	Refund minus a $10 service fee[1]	Refund minus one day/nights use fee and $10.00 service fee
Tours/Timed Entry	Refund minus a $3.00 service fee per ticket; there is no fee to change to a different tour or time[2]	No refunds except for emergencies or other situations described below in "Contractor Refund Actions that do not require Approval"
Permits and Lotteries	Varies by facility	
NO-SHOWS -A customer who does not arrive at the field location or fails to cancel a reservation by a specified date/time.		
Campsites	Refund minus first night's use fee and $20.00 service fee	
Cabins, Day Use, Tours	Entire fee paid is forfeited	
Permits and Lotteries	Varies by facility	
EARLY DEPARTURES- a customer who spends part of a reservation at the facility, but leaves prior to the departure date.		
Campsites	Refund the fees for unused nights[3]	
Day Use, Cabins & Lookouts, Tours	No refund for early departure	
Permits and	Varies by facility	
EMERGENCY CLOSURES-Contractor will attempt to notify customers to rebook OR cancel and refund affected reservations[4]		

[1] Reservation fees are nonrefundable (e.g. USDA FS)
[2] **Exception:** At non-fee tour locations, there is no service fee to cancel tours nor do we refund the $1.50 reservation fee for these locations under any circumstances.
[3] Field POC must approve (or deny refunds, e.g., if the early departure is due to a law enforcement issue).
[4] The field location is responsible to pay any CLIN costs associated with emergency closures.

Appendix 23: **Executive Order 13423** "Strengthening Federal Environmental, Energy, and Transportation Management"

Appendix 23 contains the Executive Order 13423 and Instructions for Implementation.

Executive Order 13423 link: http://www.gpo.gov/fdsys/pkg/FR-2007-01-26/pdf/07-374.pdf

Implementation Instructions link:
http://www.whitehouse.gov/sites/default/files/omb/procurement/green/eo13423_instructions.pdf

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Federal Register
Vol. 72, No. 17
Friday, January 26, 2007

Presidential Documents

Title 3—

The President

Executive Order 13423 of January 24, 2007

Strengthening Federal Environmental, Energy, and Transportation Management

By the authority vested in me as President by the Constitution and the laws of the United States of America, and to strengthen the environmental, energy, and transportation management of Federal agencies, it is hereby ordered as follows:

Section 1. *Policy*. It is the policy of the United States that Federal agencies conduct their environmental, transportation, and energy-related activities under the law in support of their respective missions in an environmentally, economically and fiscally sound, integrated, continuously improving, efficient, and sustainable manner.

Sec. 2. *Goals for Agencies*. In implementing the policy set forth in section 1 of this order, the head of each agency shall:

(a) improve energy efficiency and reduce greenhouse gas emissions of the agency, through reduction of energy intensity by (i) 3 percent annually through the end of fiscal year 2015, or (ii) 30 percent by the end of fiscal year 2015, relative to the baseline of the agency's energy use in fiscal year 2003;

(b) ensure that (i) at least half of the statutorily required renewable energy consumed by the agency in a fiscal year comes from new renewable sources, and (ii) to the extent feasible, the agency implements renewable energy generation projects on agency property for agency use;

(c) beginning in FY 2008, reduce water consumption intensity, relative to the baseline of the agency's water consumption in fiscal year 2007, through life-cycle cost-effective measures by 2 percent annually through the end of fiscal year 2015 or 16 percent by the end of fiscal year 2015;

(d) require in agency acquisitions of goods and services (i) use of sustainable environmental practices, including acquisition of biobased, environmentally preferable, energy-efficient, water-efficient, and recycled-content products, and (ii) use of paper of at least 30 percent post-consumer fiber content;

(e) ensure that the agency (i) reduces the quantity of toxic and hazardous chemicals and materials acquired, used, or disposed of by the agency, (ii) increases diversion of solid waste as appropriate, and (iii) maintains cost-effective waste prevention and recycling programs in its facilities;

(f) ensure that (i) new construction and major renovation of agency buildings comply with the *Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings set forth in the Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding (2006)*, and (ii) 15 percent of the existing Federal capital asset building inventory of the agency as of the end of fiscal year 2015 incorporates the sustainable practices in the Guiding Principles;

(g) ensure that, if the agency operates a fleet of at least 20 motor vehicles, the agency, relative to agency baselines for fiscal year 2005, (i) reduces the fleet's total consumption of petroleum products by 2 percent annually through the end of fiscal year 2015, (ii) increases the total fuel consumption that is non-petroleum-based by 10 percent annually, and (iii) uses plug-in hybrid (PIH) vehicles when PIH vehicles are commercially available at

a cost reasonably comparable, on the basis of life-cycle cost, to non-PIH vehicles; and

(h) ensure that the agency (i) when acquiring an electronic product to meet its requirements, meets at least 95 percent of those requirements with an Electronic Product Environmental Assessment Tool (EPEAT)-registered electronic product, unless there is no EPEAT standard for such product, (ii) enables the Energy Star feature on agency computers and monitors, (iii) establishes and implements policies to extend the useful life of agency electronic equipment, and (iv) uses environmentally sound practices with respect to disposition of agency electronic equipment that has reached the end of its useful life.

Sec. 3. *Duties of Heads of Agencies*. In implementing the policy set forth in section 1 of this order, the head of each agency shall:

(a) implement within the agency sustainable practices for (i) energy efficiency, greenhouse gas emissions avoidance or reduction, and petroleum products use reduction, (ii) renewable energy, including bioenergy, (iii) water conservation, (iv) acquisition, (v) pollution and waste prevention and recycling, (vi) reduction or elimination of acquisition and use of toxic or hazardous chemicals, (vii) high performance construction, lease, operation, and maintenance of buildings, (viii) vehicle fleet management, and (ix) electronic equipment management;

(b) implement within the agency environmental management systems (EMS) at all appropriate organizational levels to ensure (i) use of EMS as the primary management approach for addressing environmental aspects of internal agency operations and activities, including environmental aspects of energy and transportation functions, (ii) establishment of agency objectives and targets to ensure implementation of this order, and (iii) collection, analysis, and reporting of information to measure performance in the implementation of this order;

(c) establish within the agency programs for (i) environmental management training, (ii) environmental compliance review and audit, and (iii) leadership awards to recognize outstanding environmental, energy, or transportation management performance in the agency;

(d) within 30 days after the date of this order (i) designate a senior civilian officer of the United States, compensated annually in an amount at or above the amount payable at level IV of the Executive Schedule, to be responsible for implementation of this order within the agency, (ii) report such designation to the Director of the Office of Management and Budget and the Chairman of the Council on Environmental Quality, and (iii) assign the designated official the authority and duty to (A) monitor and report to the head of the agency on agency activities to carry out subsections (a) and (b) of this section, and (B) perform such other duties relating to the implementation of this order within the agency as the head of the agency deems appropriate;

(e) ensure that contracts entered into after the date of this order for contractor operation of government-owned facilities or vehicles require the contractor to comply with the provisions of this order with respect to such facilities or vehicles to the same extent as the agency would be required to comply if the agency operated the facilities or vehicles;

(f) ensure that agreements, permits, leases, licenses, or other legally-binding obligations between the agency and a tenant or concessionaire entered into after the date of this order require, to the extent the head of the agency determines appropriate, that the tenant or concessionaire take actions relating to matters within the scope of the contract that facilitate the agency's compliance with this order;

(g) provide reports on agency implementation of this order to the Chairman of the Council on such schedule and in such format as the Chairman of the Council may require; and

(h) provide information and assistance to the Director of the Office of Management and Budget, the Chairman of the Council, and the Federal Environmental Executive.

Sec. 4. *Additional Duties of the Chairman of the Council on Environmental Quality*. In implementing the policy set forth in section 1 of this order, the Chairman of the Council on Environmental Quality:

(a) (i) shall establish a Steering Committee on Strengthening Federal Environmental, Energy, and Transportation Management to advise the Director of the Office of Management and Budget and the Chairman of the Council on the performance of their functions under this order that shall consist exclusively of (A) the Federal Environmental Executive, who shall chair, convene and preside at meetings of, determine the agenda of, and direct the work of, the Steering Committee, and (B) the senior officials designated under section 3(d)(i) of this order, and (ii) may establish subcommittees of the Steering Committee, to assist the Steering Committee in developing the advice of the Steering Committee on particular subjects;

(b) may, after consultation with the Director of the Office of Management and Budget and the Steering Committee, issue instructions to implement this order, other than instructions within the authority of the Director to issue under section 5 of this order; and

(c) shall administer a presidential leadership award program to recognize exceptional and outstanding environmental, energy, or transportation management performance and excellence in agency efforts to implement this order.

Sec. 5. *Duties of the Director of the Office of Management and Budget*. In implementing the policy set forth in section 1 of this order, the Director of the Office of Management and Budget shall, after consultation with the Chairman of the Council and the Steering Committee, issue instructions to the heads of agencies concerning:

(a) periodic evaluation of agency implementation of this order;

(b) budget and appropriations matters relating to implementation of this order;

(c) implementation of section 2(d) of this order; and

(d) amendments of the Federal Acquisition Regulation as necessary to implement this order.

Sec. 6. *Duties of the Federal Environmental Executive*. A Federal Environmental Executive designated by the President shall head the Office of the Federal Environmental Executive, which shall be maintained in the Environmental Protection Agency for funding and administrative purposes. In implementing the policy set forth in section 1 of this order, the Federal Environmental Executive shall:

(a) monitor, and advise the Chairman of the Council on, performance by agencies of functions assigned by sections 2 and 3 of this order;

(b) submit a report to the President, through the Chairman of the Council, not less often than once every 2 years, on the activities of agencies to implement this order; and

(c) advise the Chairman of the Council on the Chairman's exercise of authority granted by subsection 4(c) of this order.

Sec. 7. *Limitations*. (a) This order shall apply to an agency with respect to the activities, personnel, resources, and facilities of the agency that are located within the United States. The head of an agency may provide that this order shall apply in whole or in part with respect to the activities, personnel, resources, and facilities of the agency that are not located within the United States, if the head of the agency determines that such application is in the interest of the United States.

(b) The head of an agency shall manage activities, personnel, resources, and facilities of the agency that are not located within the United States, and with respect to which the head of the agency has not made a determination under subsection (a) of this section, in a manner consistent with the policy set forth in section 1 of this order to the extent the head of the agency determines practicable.

Sec. 8. *Exemption Authority.* (a) The Director of National Intelligence may exempt an intelligence activity of the United States, and related personnel, resources, and facilities, from the provisions of this order, other than this subsection and section 10, to the extent the Director determines necessary to protect intelligence sources and methods from unauthorized disclosure.

(b) The head of an agency may exempt law enforcement activities of that agency, and related personnel, resources, and facilities, from the provisions of this order, other than this subsection and section 10, to the extent the head of an agency determines necessary to protect undercover operations from unauthorized disclosure.

(c) (i) The head of an agency may exempt law enforcement, protective, emergency response, or military tactical vehicle fleets of that agency from the provisions of this order, other than this subsection and section 10.

(ii) Heads of agencies shall manage fleets to which paragraph (i) of this subsection refers in a manner consistent with the policy set forth in section 1 of this order to the extent they determine practicable.

(d) The head of an agency may submit to the President, through the Chairman of the Council, a request for an exemption of an agency activity, and related personnel, resources, and facilities, from this order.

Sec. 9. *Definitions.* As used in this order:

(a) ''agency'' means an executive agency as defined in section 105 of title 5, United States Code, excluding the Government Accountability Office;

(b) ''Chairman of the Council'' means the Chairman of the Council on Environmental Quality, including in the Chairman's capacity as Director of the Office of Environmental Quality;

(c) ''Council'' means the Council on Environmental Quality;

(d) ''environmental'' means environmental aspects of internal agency operations and activities, including those environmental aspects related to energy and transportation functions;

(e) ''greenhouse gases'' means carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride;

(f) ''life-cycle cost-effective'' means the life-cycle costs of a product, project, or measure are estimated to be equal to or less than the base case (i.e., current or standard practice or product);

(g) ''new renewable sources'' means sources of renewable energy placed into service after January 1, 1999;

(h) ''renewable energy'' means energy produced by solar, wind, biomass, landfill gas, ocean (including tidal, wave, current and thermal), geothermal, municipal solid waste, or new hydroelectric generation capacity achieved from increased efficiency or additions of new capacity at an existing hydroelectric project;

(i) ''energy intensity'' means energy consumption per square foot of building space, including industrial or laboratory facilities;

(j) ''Steering Committee'' means the Steering Committee on Strengthening Federal Environmental, Energy, and Transportation Management established under subsection 4(b) of this order;

(k) ''sustainable'' means to create and maintain conditions, under which humans and nature can exist in productive harmony, that permit fulfilling

the social, economic, and other requirements of present and future generations of Americans; and

(l) ''United States'' when used in a geographical sense, means the fifty states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, and the Northern Mariana Islands, and associated territorial waters and airspace.

Sec. 10. *General Provisions.* (a) This order shall be implemented in a manner consistent with applicable law and subject to the availability of appropriations.

(b) Nothing in this order shall be construed to impair or otherwise affect the functions of the Director of the Office of Management and Budget relating to budget, administrative, or legislative proposals.

(c) This order is intended only to improve the internal management of the Federal Government and is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by a party against the United States, its departments, agencies, instrumentalities, entities, officers, employees or agents, or any other person.

Sec. 11. *Revocations; Conforming Provisions.* (a) The following are revoked:

(i) Executive Order 13101 of September 14, 1998;

(ii) Executive Order 13123 of June 3, 1999;

(iii) Executive Order 13134 of August 12, 1999, as amended;

(iv) Executive Order 13148 of April 21, 2000; and

(v) Executive Order 13149 of April 21, 2000.

(b) In light of subsection 317(e) of the National Defense Authorization Act for Fiscal Year 2002 (Public Law 107–107), not later than January 1 of each year through and including 2010, the Secretary of Defense shall submit to the Senate and the House of Representatives a report regarding progress made toward achieving the energy efficiency goals of the Department of Defense.

(c) Section 3(b)(vi) of Executive Order 13327 of February 4, 2004, is amended by striking ''Executive Order 13148 of April 21, 2000'' and inserting in lieu thereof ''other executive orders''.



THE WHITE HOUSE,
January 24, 2007.

[FR Doc. 07–374
Filed 1–25–07; 8:50 am]
Billing code 3195–01–P

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INSTRUCTIONS FOR IMPLEMENTING EXECUTIVE ORDER 13423

"Strengthening Federal Environmental, Energy, and Transportation Management"

March 29, 2007

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I. Introduction

The Federal government has made significant progress in improving environmental and energy performance through a series of executive orders, Memoranda of Understanding, and other guidance. Executive Order 13423 (E.O.), *Strengthening Federal Environmental, Energy, and Transportation Management*, intends to build on that body of work and success by integrating and updating prior practices and requirements into a cohesive, strategic approach to further ensure enhanced performance and compliance with statutory and other legal requirements.

Section 2 of the E.O. directs Federal agencies to implement sustainable practices for:

- Energy efficiency and reductions in greenhouse gas emissions.
- Use of renewable energy.
- Reduction in water consumption intensity.
- Acquisition of green products and services.
- Pollution prevention, including reduction or elimination of the use of toxic and hazardous chemicals and materials.
- Cost-effective waste prevention and recycling programs.
- Increased diversion of solid waste.
- Sustainable design/high performance buildings.
- Vehicle fleet management, including the use of alternative fuel vehicles and alternative fuels and the further reduction of petroleum consumption.
- Electronics stewardship.

A. Purpose

The purpose of this document is to define agency requirements for implementing E.O. 13423 and to define broad strategies for achieving them. This document is the first of such E.O. implementing instructions. In order to ensure effective and efficient implementation, and to meet the goals and objectives of the E.O., it is mandatory that executive departments and agencies implement the activities described in these instructions in accordance with Sections 1, 2, 3, and 4(b) of the E.O.

B. Authority

These instructions are issued under the authority of Section 4(b) of the E.O. This section authorizes the Chairman of the Council on Environmental Quality (CEQ) to issue instructions on implementing the E.O. after consultation with the Director of the Office of Management and Budget (OMB) and the interagency Steering Committee.

C. Organization and Oversight

The organizational structure of the entities established to coordinate and oversee implementation of E.O. 13423 is shown in Figure 1. The organizational structure as well as the roles and responsibilities of each entity are described below.

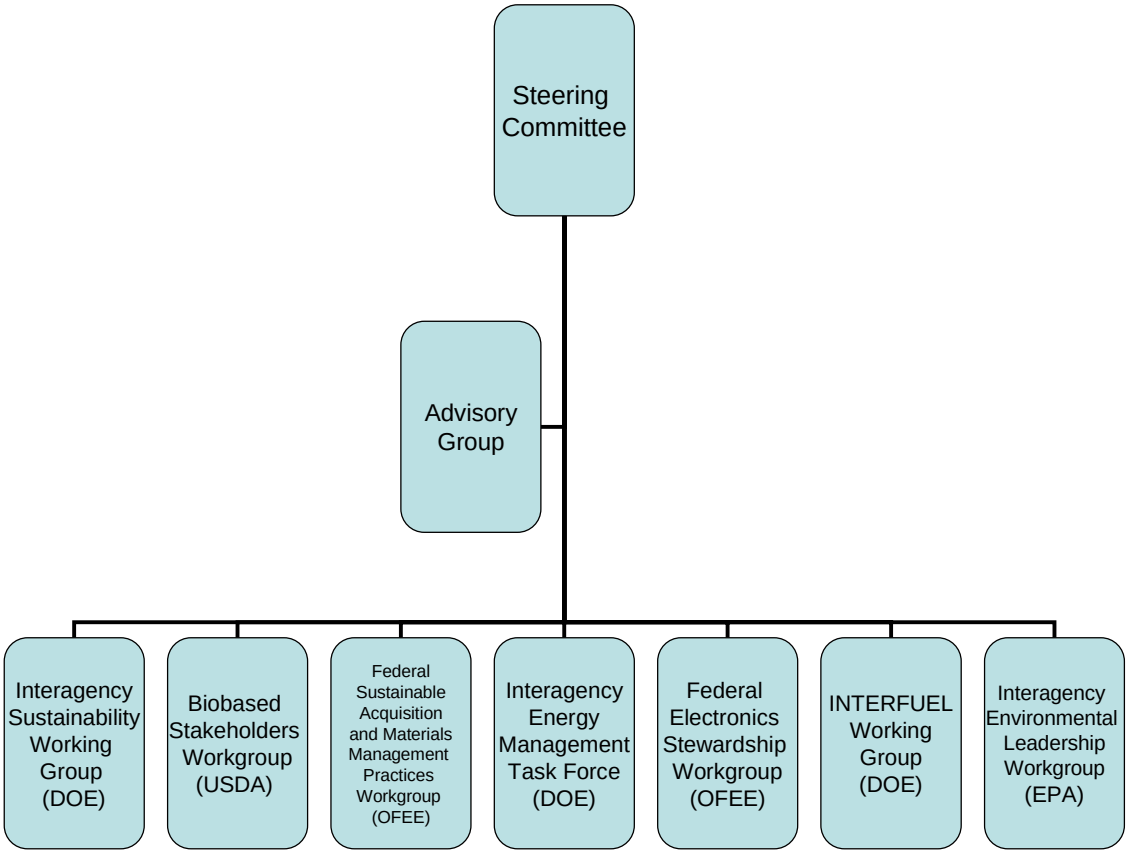


Figure 1. Organization of entities established to implement E.O. 13423. The agency chair of each Working Group is shown in parentheses.

(1) Steering Committee. In accordance with the E.O., agencies will designate Senior Officials, who will comprise the Steering Committee. The Steering Committee will be responsible and accountable for implementation of the E.O. and these instructions. Semiannual meetings will be held, usually in February and August. Additional meetings of the Steering Committee may be called by the Federal Environmental Executive (FEE), as appropriate.

(2) E.O. Advisory Group. This group shall consist of Office of the Federal Environmental Executive (OFEE), OMB, Department of Energy (DOE), and Environmental Protection Agency (EPA) staff and others as appropriate as determined by the Chairman of CEQ. The Advisory Group will support the Steering Committee by scheduling meetings, providing logistical support, coordinating approval of guidance documents, conducting assessments of agency implementation, and ensuring cooperation and coordination between workgroups. The Advisory Group shall coordinate reporting

requirements and help ensure government-wide implementation of the requirements of the E.O.

(3) Workgroups. OFEE, DOE's Federal Energy Management Program (FEMP), EPA, and the U.S. Department of Agriculture (USDA) shall continue to convene the following sustainable practice area workgroups established to implement statutory requirements and prior executive orders with respect to the sustainable practices addressed in E.O. 13423.

- Interagency Sustainability Working Group – chaired by FEMP
- Interagency Energy Management Task Force – chaired by FEMP
- INTERFUEL – chaired by FEMP
- Federal Sustainable Acquisition and Materials Management Practices Workgroup (formerly the E.O. 13101 Interagency Advisory Group) – chaired by OFEE
- Federal Electronics Stewardship Working Group – chaired by OFEE
- Interagency Environmental Leadership Workgroup – chaired by EPA
- Biobased Stakeholders Workgroup – chaired by USDA

Each workgroup shall provide a forum for information exchange and coordinate interagency efforts to promote agency implementation of one or more goals of E.O. 13423. Each workgroup will help to develop policies, guidance, reporting metrics, and other documents and tools required by the E.O. In addition, workgroups may establish subcommittees to make recommendations for addressing E.O. implementation issues identified by the workgroups.

The workgroups shall be considered to be subcommittees of the Steering Committee established by E.O. 13423. From time to time, upon recommendation of the Advisory Group, or as they otherwise determine necessary, the CEQ Chair or the Director of OMB may establish additional workgroups to assist and advise the FEE and the Steering Committee.

The agency chairing each workgroup shall ultimately be responsible for issuing guidance and other documents as directed by these instructions or as appropriate. Agency chairs of each workgroup shall consult with workgroup member agencies before issuing guidance documents.

The FEE and OMB, with assistance from the Advisory Group, will ensure that there is no redundancy or conflicting activities or guidance from the workgroups and any new groups created under the E.O., coordinate reporting requirements, and ensure government-wide implementation of the requirements of the E.O.

Chapters II – XII identify the workgroup corresponding to implementation of environmental management systems and each sustainable practice area.

D. Overarching Policy and Directives

> *E.O. 13423, Section 1: It is the policy of the United States that Federal agencies conduct their environmental, transportation, and energy-related activities under the law in support of their respective missions in an environmentally, economically and fiscally sound, integrated, continuously improving, efficient, and sustainable manner.*

In implementing the policy, goals, and objectives of E.O. 13423, agencies shall apply the following overarching directives:

(1) Environmental management systems. E.O. 13423 directs Federal agencies to implement environmental management systems (EMS) at all appropriate organizational levels to ensure the use of EMS as the primary management approach for addressing environmental aspects of internal agency operations and activities, including the environmental aspects of energy and transportation functions; establishment of agency objectives and targets to ensure implementation of the E.O.; and collection, analysis, and reporting of information to measure performance in the implementation of the E.O.

(2) Environmental compliance. Compliance with environmental and energy legal and regulatory requirements is a fundamental responsibility of Federal agencies and Federal employees at all levels. Federal facilities must strive to be good neighbors to the citizens they serve by adhering to applicable environmental protection and energy conservation laws and regulations.

(3) Life-cycle costs. Each agency shall consider life-cycle costs and savings in planning and making determinations about investments in all capital assets, services, and procurements, which will lower the government's costs, achieve sustainable design principles, reduce energy and water consumption, and reduce the environmental impact/footprint of the government's operations as it implements its primary mission and improves the quality of service and effectiveness of government. In some cases, evaluation of life-cycle costs may result in a higher up-front cost with significantly lower maintenance costs, or longer life.

(4) Performance evaluations. In order to ensure accountability, each agency shall include successful implementation of the E.O. in performance standards and performance evaluations (or equivalent) of senior agency officials designated as responsible under E.O. 13423, and relevant agency staff, such as facility managers, environmental and energy program managers, vehicle fleet managers, contracting officials, and others as appropriate.

(5) Award programs. Each agency should employ incentive and award programs to reward exceptional individual and team performance in implementing the goals of the E.O.

(6) Use of cross-functional teams. Each agency should designate a cross-functional support team or teams consisting of procurement, legal, budget, facility and energy management, vehicle fleet management, environmental management, technical support and others as appropriate to expedite implementation of this order and collaborate with other agencies.

(7) Compliance with OMB guidance. Guidance documents issued under the E.O. and these implementing instructions are subject to the requirements of the OMB Agency Good Guidance Practices Bulletin (Bulletin No. 07-02; 72 FR 3432 (January 25, 2007)) and of Section 9 of E.O. 12866 (as amended by E.O. 13422).

II. Environmental Management Systems

E.O. 13423, Sec. 3(b), excerpted:
In implementing the policy set forth in section 1 of this order, the head of each agency shall:
(b) implement, within the agency, environmental management systems (EMS) at all appropriate organizational levels to ensure (i) use of EMS as the primary management approach for addressing the environmental aspects of internal agency operations and activities, including environmental aspects of energy and transportation functions, (ii) establishment of agency objectives and targets to ensure implementation of this order, and (iii) collection, analysis, and reporting of information to measure performance in the implementation of this order;

Technical Lead: EPA
Workgroup: Interagency Environmental Leadership Workgroup

An EMS is a tool used to pursue policies and goals established by an organization by properly managing its operations and activities. It is not a stand-alone environmental program or a data management program. In other words, the management system is a framework within which existing and new organizational responsibilities, programs, and activities are linked. The management system model of "Plan, Do, Check, Act" provides rigor to existing operations and programs to further ensure continual improvement.

When properly implemented, a management system enables an organization to clearly identify and establish goals, develop and implement plans to meet the goals, determine measurable progress towards the goals, and make improvements to ensure continual improvement. Where programs to support the sustainable practices related to environmental-, transportation-, or energy-related activities already exist within an organization, they are not replaced or overtaken by the management system but contribute to and, are enhanced by, the system. For example, leadership, management, and operations addressing a specific program can remain, except the management system now recognizes that program as one contributing towards meeting the organizational goals and as a source of information for overall reporting.

The true benefit of the management system model is that it ensures existing or new programs are closely linked to the organization's environmental and energy footprint and legal and other requirements. The management system helps to ensure that efforts are properly deployed in regard to training, monitoring and measurement, and reporting. The management system also ensures that senior management plays an active role in evaluating status and progress and makes decisions towards the commitment to continual improvement.

A. Use of Environmental Management Systems

Each agency shall, at all appropriate organizational levels, including agency, sub-agency, bureau, service, command, and/or facility, develop, implement, and maintain an EMS to

be used to identify and address agency environmental, transportation, and energy issues. The EMS shall reflect the EMS elements and framework found in the ISO 14001:2004(E) International Standard or equivalent. The EMS objectives shall include the goals identified in Section 2 of the E.O.

(1) Management framework. The management system will serve as the management framework under which agencies and their facilities or organizations identify, manage, and improve the sustainable practices identified in Section 2 of the E.O. and identify and collect performance measurement information to address the reporting requirements of Section 3(g) of the E.O. EMS also shall be used to support compliance with environmental and energy regulations, to enable the prevention of pollution and efficient energy management, and to support other objectives identified by the organization.

(2) Review and update. Once implemented, an EMS shall be reviewed and updated annually or more frequently, as appropriate, by senior leadership accountable for implementation of that EMS. This annual management review does not require a conformance determination as set forth in section II.C below.

(3) External communication. To facilitate communication between Federal agencies, their stakeholders, and their neighbors, as part of the EMS, agencies shall commit to proactive communications with interested parties. EMSs should support appropriate inclusion of local participation, consistent with the objectives of E.O. 13352 of August, 2004, *Facilitation of Cooperative Conservation*.[1]

B. Applicability and Schedule

(1) Appropriate organizational level(s) for EMS. Where an agency's environmental issues, including the goals identified in section 2 of the E.O., are best addressed in management of the operational elements of its facilities or organizations, and/or where pursuit of sustainable practices is best carried out at the facility or organizational level, the agency shall ensure that all appropriate facilities or organizations develop, implement, and maintain an EMS.

Where an agency's environmental issues, including the goals identified in the E.O., are primarily represented in the administrative, decision-making, and/or business infrastructure actions of that agency or its component organizations, and/or where pursuit of sustainable practices is best carried out at the agency or component level, the agency shall develop, implement, and maintain an EMS at that level to respond to those issues and opportunities. Where appropriate, agencies may develop, implement, and maintain an EMS at both the organizational or facility level and at the agency or component level.

(2) Tenant, contractor, and concessionaire activities. Where tenant, contractor, and concessionaire activities affect an agency's environmental, transportation, or energy issues, those activities shall be addressed in the development, implementation, and

[1] http://cooperativeconservation.gov

maintenance of the EMS. Requirements shall be included in all appropriate contracts to ensure that the contractors' roles and responsibilities under the EMS are properly addressed. Where an agency owns or manages public lands on which non-governmental entities are present and whose activities are permitted, licensed, or otherwise authorized or regulated, that agency shall, at a minimum, consider the environmental impacts of such activities in its EMS.

(3) Schedules. Facilities previously identified under E.O. 13148 as "appropriate facilities" and already underway with implementation as of the date of the E.O., shall ensure their EMS is fully implemented by December, 2008, and maintained as specified in this chapter of the instructions. Agencies may revise schedules relative to this deadline after consultation with OFEE, specifically in regard to the definition of "fully implemented" requiring an external audit.

Agencies developing additional EMSs as a result of E.O. 13423 and these implementing instructions shall establish an EMS implementation schedule, in consultation with OFEE.

C. Declaration of Conformance

(1) Full implementation. For the purpose of conformance to E.O. 13423, an EMS shall be considered fully implemented when (1) it has been the subject of a formal audit by a qualified party outside the control or scope of the EMS, (2) audit findings have been recognized by the appropriate level of the agency implementing the EMS, and (3) the appropriate senior manager accountable for implementation of the EMS has declared conformance to EMS requirements.

(2) Audits. Once conformance has been declared, the EMS shall then be audited by a qualified party outside of the control or scope of the EMS at least every three years from the date of the initial declaration. Conformance declaration shall be renewed as appropriate based on agency guidance.

D. Guidance

EPA, in consultation with OFEE and DOE, will develop guidance on incorporating the new E.O. goals, including the multi-year energy and transportation goals, into EMSs. In addition, EPA, through the Interagency Environmental Leadership Workgroup, will develop additional EMS guidance from time to time, as needed.

Agencies shall continue their EMS development, implementation, and improvement activities and shall not delay in actively addressing the goals set forth in Section 2 of the E.O. pending issuance of the additional EPA guidance.

III. Compliance Management Plans

E.O. 13423, Sec. 3(c), excerpted:
In implementing the policy set forth in section 1 of this order, the head of each agency shall:
(c) establish within the agency programs for … (ii) environmental compliance review and audit….

Lead Agency: EPA

A. Applicability

Agencies where no EMS exists shall develop and implement compliance management plans, at all appropriate organizational levels and in accordance with the schedule to be agreed upon between the agency and OFEE. The plans shall be based on the recommendations outlined in the *Environmental Compliance Management Improvement Initiative*, dated October 6, 2004, issued by CEQ and OFEE as directed by the OMB Deputy Director of Management and the President's Management Council. Where an EMS exists at the appropriate organization level, the elements of the Compliance Management Plan shall be part of the EMS, and a separate compliance management plan is not required.

Agency development, implementation, and maintenance of compliance management plans developed under the E.O. and these instructions shall not affect, pre-empt, nor supersede EPA's environmental regulatory and enforcement requirements.

B. Contents

Each compliance management plan shall formally include the following elements at the appropriate level:

- A clear, sustained, and up-to-date commitment by senior leadership to achieve and maintain environmental compliance. This commitment shall be integrated into agency strategic plans and agency policies.
- Clearly articulated roles and responsibilities related to environmental performance at all levels to ensure accountability for less than desired environmental performance.
- Implementation of an environmental compliance review and audit program that identifies compliance needs and possible root cause of non-compliance.
- Integration of compliance management system information and resource allocation procedures to ensure that audit findings and possible non-compliance root causes are tracked and addressed, including allocation of funding.

IV. Reporting

> *E.O. 13423, sec. 3(g): In implementing the policy set forth in section 1 of this order, the head of each agency shall:*
> *(g) provide reports on agency implementation of this order to the Chairman of the Council on such schedule and in such format as the Chairman of the Council may require.*

Existing reporting procedures in place as of January 24, 2007 shall continue until and unless superseded pursuant to sections 3(g) and 4 of the E.O. This includes statutorily required reporting, such as annual reporting to DOE on facility and fleet energy use, which shall continue in accordance with the established reporting deadlines for those reports.

OFEE and OMB, in consultation with DOE, EPA, USDA, and any other agencies responsible for current statutory and prior executive order reports, will periodically meet to streamline, consolidate, and simplify reporting requirements and address metrics and other elements relevant to the E.O. OFEE and OMB will also coordinate and ensure that reporting requirements for the E.O. do not create redundant or conflicting requirements with E.O. 13352 of August 26, 2004 and E.O. 13327 of February 4, 2004.

V. Training

> *E.O. 13423, sec. 3(c), excerpted: In implementing the policy set forth in section 1 of this order, the head of each agency shall:*
> *Establish within the agency programs for (i) environmental management training….*

A. Required Training

Each agency shall ensure that all personnel whose actions are affected by the E.O. receive initial awareness training as well as necessary refresher training on the goals of the E.O and any related instructions, including the environmental impacts of the employees' actions.

The interagency workgroups shall discuss training needs and develop guidance on training, as appropriate.

B. Scope and Sources

Each agency shall provide environmental management training to its employees. Each agency shall identify the specific training needs of individual employees, which shall be a function of operations and responsibilities related to the E.O. goals and other legal requirements. The training shall address the role of individual employees in ensuring the agency pursues the policy, goals, and objectives set forth in the E.O. and emphasize the benefit of improved environmental, energy, and transportation management to the mission of the organization. Training shall be provided to employees and others, such as contractors, as appropriate, at all levels, and repeated as necessary to ensure improved awareness.

Training can be, but is not limited to, agency-developed training, training provided by a third party such as a contractor or non-profit organization, training provided by another agency, Defense Acquisition University or Federal Acquisition Institute courses, or educational sessions provided during relevant conferences such as the annual Federal environmental symposium, annual GSA Expo, DoD's annual Joint Services Environmental Management conference, FedFleet, or the annual Energy conference.

VI. Energy and Water Management

E.O. 13423, sec. 2(a), (b), and (c): In implementing the policy set forth in section 1 of this order, the head of each agency shall:
(a) improve energy efficiency and reduce greenhouse gas emissions of the agency, through reduction of energy intensity by (i) 3 percent annually through the end of FY 2015, or (ii) 30 percent by the end of FY 2015, relative to the baseline of the agency's energy use in FY 2003;
(b) ensure that (i) at least half of the statutorily required renewable energy consumed by the agency in a fiscal year comes from new renewable sources, and (ii) to the extent feasible, the agency implements renewable energy generation projects on agency property for agency use;
(c) beginning in FY 2008, reduce water consumption intensity, relative to the baseline of the agency's water consumption in FY 2007, through life-cycle cost-effective measures by 2 percent annually through the end of FY 2015 or 16 percent by the end of FY 2015.

Sec. 3(a), excerpt: In implementing the policy set forth in section 1 of this order, the head of each agency shall:
(a) implement within the agency sustainable practices for (i) energy efficiency, greenhouse emissions avoidance or reduction, and petroleum products use reduction, (ii) renewable energy, including bioenergy, (iii) water conservation….

Technical Lead: DOE
Workgroup: Interagency Energy Management Task Force

A. Strategies and Tools

Each agency shall use a variety of energy and water management strategies and tools to meet the goals of the order. Strategies and tools include, but are not limited to, the following:

(1) Funding. The following instruments should be utilized to the maximum extent practical to implement energy efficiency management projects, water management projects, and renewable energy projects with energy conservation measures (ECMs) having long- and short-term payback periods that can be incorporated into life-cycle cost effective contracts. Appropriated funds may be combined with Energy Savings Performance Contracts (ESPCs) and Utility Energy Service Contracts (UESCs) to leverage government funding and optimize project scope and reductions in energy use and cost of facility operations. Renewable energy measures shall be considered in each ESPC or UESC proposal and be implemented where practical.

- **ESPCs.** ESPCs can facilitate and accelerate completion of large projects that can incorporate ECMs with long- and short-term payback periods, through life-cycle cost-effective performance contracts.

- **UESCs.** UESCs enable projects in States where the utility companies are permitted and encouraged to perform energy savings services, especially in peak load constrained regions of the country.
- **Direct Appropriated Funding.** Appropriations should be requested in annual budget requests and prioritized for application in projects or measures that do not generate savings sufficient to support private sector financing or for application as cost share to ESPCs/UESCs so that larger, more comprehensive projects can be undertaken..
- **Enhanced Use Leasing.** This tool can be utilized for large or long-term renewable and cogeneration projects and where appropriate and authorized.
- **Ratepayer Incentives.** Incentives such as ratepayer supported rebates from public benefit funds or utilities should be utilized at every opportunity to enhance energy reduction.
- **Retention of Funds**. Retention of unused appropriated funds directly related to energy and water cost savings by all agencies can be used for reinvestment in energy or water conservation and sustainable building requirements.

(2) Distributed Generation. Where life-cycle cost effective, each agency shall implement distributed generation systems in new construction or retrofit projects, including renewable systems such as solar electric, solar lighting, geo (or ground coupled) thermal, small wind turbines, as well as other generation systems such as fuel cell, cogeneration, or highly efficient alternatives. In addition, agencies are encouraged to use distributed generation systems when a substantial contribution is made toward enhancing energy reliability or security.

(3) Metering. To the maximum extent practicable, agencies should install metering devices that measure consumption of potable water, electricity, and thermal energy in Federal buildings and other facilities and grounds. Data collected shall be incorporated into Federal tracking systems and be made available to Federal facility managers. Agencies should consider inclusion of metering requirements in all ESPCs and UESCs, as appropriate.

(4) Auditing. Agencies should conduct energy and water audits of at least 10 percent of facility square footage annually and conduct new audits at least every 10 years, thereafter. This audit requirement can be met by audits done in conjunction with ESPC or UESC projects.

(5) Energy Star® Tools. For applicable facilities, agencies should meet Energy Star® Building criteria, and score the energy performance of buildings using the Energy Star® Portfolio Manager rating tool as part of comprehensive facility audits. Agencies may use the Energy Star Portfolio Manager rating tool to track energy and water use in all facilities.

(6) Labs21. Agencies should explore efficiency opportunities in applicable facilities and programs such as the Labs21 partnership to encourage the development of sustainable, high performance, and low-energy laboratories nationwide.

(7) Energy Purchasing. Agencies should purchase electricity and thermal energy from sources that use high efficiency and low-carbon generating technologies in order to reduce greenhouse gas intensity to the extent possible.

(8) Water Efficient Products. Where applicable, agencies should purchase WaterSense (SM) labeled products and choose irrigation contractors who are certified through a WaterSense labeled program.[2]

B. Exclusions

The goals set forth in section 2(a) and 2(b) of E.O. 13423 are subject to the exclusions set forth in Section 102(c), (d), and (e) of EPAct 2005 and the DOE Guidelines Establishing Criteria for Excluding Buildings from the Energy Performance Requirements of Section 543 of the National Energy Conservation Policy Act, as amended by EPAct 2005, issued on January 27, 2006.

C. Additional Guidance

(1) Energy efficiency. Within 90 days of issuance of these instructions, DOE, in consultation with the Interagency Energy Management Task Force, shall issue or update guidance on:

- Long term planning and strategies for achieving energy goals.
- The renewable energy goal and use of renewable energy credits.
- Use of alternatively financed projects such as ESPCs and UESCs.
- Use of and investment in renewable energy generation.
- Calculating and validating funds available for retention in accordance with Section 102(f) of EPAct 2005.

DOE guidance should clarify that each agency shall begin reporting performance toward the reduction goal for FY 2007, which for that year requires a 6 percent reduction, relative to the FY 2003 baseline, in order to be considered on track to meet 30 percent reduction goal in 2015.

(2) Life-cycle costs. Guidance on measuring life-cycle costs is provided in 10 CFR 436, Subpart A. Additional guidance on measuring cost-effectiveness is provided in 10 CFR 436.18(a), (b), and (c), 436.20, and 436.21.

(3) Water conservation. By September 30, 2007, DOE, in coordination with EPA, shall issue guidance with respect to a 2007 baseline for potable, landscape, and other water consumption intensity and meeting the water conservation goal of Section 2(c) of the E.O.

[2] EPA's WaterSense program is a voluntary public-private partnership that identifies and promotes high-performance products and programs that help preserve the nation's water supply. More information can be found at www.epa.gov/watersense.

VII. Acquisition and Green Product Designations

E.O. 13423, sec. 2(d) and (h), excerpted: In implementing the policy set forth in section 1 of this order, the head of each agency shall:
(d) require in agency acquisitions of goods and services (i) use of sustainable environmental practices, including acquisition of biobased, environmentally preferable, energy-efficient, water-efficient, and recycled-content products, and (ii) use of paper of at least 30 percent postconsumer fiber content;
(h) ensure that the agency (i) when acquiring an electronic product to meet its requirements, meets at least 95 percent of those requirements with an Electronic Product Environmental Assessment Tool (EPEAT)-registered electronic product, unless there is no EPEAT standard for such product….

Sec. 3(a), excerpted, (e), and (f): In implementing the policy set forth in section 1 of this order, the head of each agency shall:
(a) implement within the agency sustainable practices for… (iv) acquisition ….
(e) ensure that contracts entered into after the date of this order for contractor operation of government-owned facilities or vehicles require the contractor to comply with the provisions of this order with respect to such facilities or vehicles to the same extent as the agency would be required to comply if the agency operated the facilities or vehicles;
(f) ensure that agreements, permits, leases, licenses, or other legally-binding obligations between the agency and a tenant or concessionaire entered into after the date of this order require, to the extent the head of the agency determines appropriate, that the tenant or concessionaire take actions relating to matters within the scope of the contract that facilitate the agency's compliance with this order.

Technical Lead - Acquisition: Office of Federal Procurement Policy
Technical Leads – Product Designations and Guidance: EPA, DOE, and USDA
Workgroup: Federal Sustainable Acquisition and Materials Management Practices Workgroup

A. Office of Federal Procurement Policy Guidance

Within 90 days of the issuance of the implementing instructions, the Office of Federal Procurement Policy (OFPP) will issue proposed guidance directed to the acquisition community on green product procurement policies and strategies for compliance with the acquisition directives of the E.O. that are coordinated and consistent with other Federal procurement statutes.

B. Federal Green Purchasing Program

Each agency shall give preference in their procurement and acquisition programs to the purchase of:

- Recycled content products designated in EPA's Comprehensive Procurement Guidelines.
- Energy Star® products identified by DOE and EPA, as well as FEMP-designated energy-efficient products.
- Water-efficient products, including those meeting EPA's WaterSense standards.
- Energy from renewable sources.
- Biobased products designated by the U.S. Department of Agriculture in the BioPreferred program.
- Environmentally preferable products and services, including EPEAT-registered electronic products.
- Alternative fuel vehicles and alternative fuels required by EPAct.
- Products with low or no toxic or hazardous constituents, consistent with section VIII.A of these instructions.
- Non-ozone depleting substances, as identified in EPA's Significant New Alternatives Program.

C. Green Products Standards, Coordination, and Review

(1) Minimum Content Standard for Printing and Writing Paper. Each agency shall continue to use the following minimum content standards when purchasing printing and writing papers, including office paper products, or support services that include the supply of written documents:

- 30 percent postconsumer fiber.
- 20 percent postconsumer fiber, IF papers containing 30 percent postconsumer fiber are not reasonably available, do not meet reasonable performance requirements, or are only available at an unreasonable price.

EPA shall review the recommended content levels for printing and writing papers in the existing Paper Products Recovered Materials Advisory Notice and adjust the recommendations, where appropriate. EPA shall report its decisions to the FEE.

(2) Review of Comprehensive Procurement Guidelines. EPA shall review existing product designations in the Comprehensive Procurement Guidelines for effectiveness, obsolescence, and consistency with the biobased products designation program, environmentally preferable purchasing program, and Energy Star® and FEMP-designated energy efficient products program. EPA shall delete those designations that are ineffective in meeting the objectives of the Resource Conservation and Recovery Act section 6002 or are obsolete due to market changes.

(3) Environmentally Preferable Products and Services. Each agency shall purchase environmentally preferable products and services, using EPA's Guidance on the Acquisition of Environmentally Preferable Products and Services[3].

[3] For EPA's guidance, go to http://www.epa.gov/epp/pubs/guidance/guidancepage.htm. Guidance on specific products or product categories is found at http://www.epa.gov/epp/pubs/products/products.htm.

EPA will assist Federal agencies to purchase environmentally preferable products and services by developing environmental performance criteria for products and services, providing technical assistance, and reviewing and updating the guidance periodically.

(4) Energy Efficient Standby Power Devices. When purchasing commercially available, off-the-shelf energy-consuming products, agencies shall purchase products that use no more than one watt of standby power as defined and measured by International Electrotechnical Commission (IEC) code 62301, or otherwise meet FEMP specifications for low standby power consumption. If FEMP has not specified a standby power level for a product category, agencies shall purchase products with the lowest standby power consumption available. Agencies shall adhere to these requirements, when life-cycle cost-effective and practicable, and where the relevant product's utility and performance are not compromised as a result.

When designating Energy Star® products, DOE and EPA shall require that such products also meet FEMP specifications for standby power. If FEMP has not specified a standby level for a product category under consideration for Energy Star® qualification, DOE and EPA shall designate that the product meet the lowest standby power level commercially available within the product category.

Agencies which procure electronic devices for resale, such as military exchanges, shall establish a policy which limits procurement and sale of items which do not meet FEMP specifications for low standby power.

D. Program Coordination, Guidance, and Models

(1) Coordination. In order to improve Federal stewardship efforts by promoting efficient and cost-effective Federal procurement of green products and services, EPA, DOE, and USDA shall coordinate their individual efforts to designate or identify green products and to provide guidance to Federal agencies for purchasing these products. The objective of such coordination efforts shall be to minimize conflicting green product designations or identifications while maximizing the goals and objectives of each of the green product programs and E.O. 13423. The following programs shall coordinate their efforts:

- Comprehensive Procurement Guidelines (EPA).
- Environmentally Preferable Purchasing (EPA).
- Energy Star (EPA and DOE).
- WaterSense (EPA).
- FEMP-designated products and standby-power devices (DOE).
- Alternative Fuel Vehicles (DOE).
- BioPreferred (USDA).

(2) Guidance. Each of the programs listed in subsection (1) shall provide explicit guidance to Federal agencies for minimizing conflicts in program implementation or for

meeting the requirements of multiple programs (e.g., Energy Star roofing materials containing recovered materials or biobased materials).

(3) Model Programs. EPA, DOE, and USDA shall create and maintain model programs for implementation of these programs and assist other agencies' implementation efforts through outreach, promotion, guidance, and technical assistance.

VIII. Pollution Prevention and Management of Toxic and Hazardous Materials

E.O. 13423, Sec. 2(e): In implementing the policy set forth in section 1 of this order, the head of each agency shall:
(e) ensure that the agency (i) reduces the quantity of toxic and hazardous chemicals and materials acquired, used, or disposed of by the agency, (ii) increases diversion of solid waste as appropriate, and (iii) maintains cost-effective waste prevention and recycling programs in its facilities.

Sec. 3(a), excerpted, (e), and (f): In implementing the policy set forth in section 1 of this order, the head of each agency shall:
(a) implement within the agency sustainable practices for…(v) pollution and waste prevention and recycling, (vi) reduction or elimination of acquisition and use of toxic or hazardous chemicals.…
(e) ensure that contracts entered into after the date of this order for contractor operation of government-owned facilities or vehicles require the contractor to comply with the provisions of this order with respect to such facilities or vehicles to the same extent as the agency would be required to comply if the agency operated the facilities or vehicles;
(f) ensure that agreements, permits, leases, licenses, or other legally-binding obligations between the agency and a tenant or concessionaire entered into after the date of this order require, to the extent the head of the agency determines appropriate, that the tenant or concessionaire take actions relating to matters within the scope of the contract that facilitate the agency's compliance with this order.

Technical Lead: EPA
Workgroup: Interagency Environmental Leadership Workgroup

A. Goals and Plans for Toxic and Hazardous Chemicals

No later than January 24, 2008, each agency, at all appropriate organizational levels including appropriate facilities, organizations, and acquisition activities, shall develop written goals and support actions to identify and reduce the release and use of toxic and hazardous chemicals and materials, including toxic chemicals, hazardous substances, ozone-depleting substances (ODSs), and other pollutants that may result in significant harm to human health or the environment.

In identifying the list of toxic chemicals, hazardous substances, and other pollutants, each agency shall consider:

- Quantity of the chemical or material in use by the agency.
- Human and/or environmental toxicity of the chemical.
- Potential for human and/or environmental exposure to the chemical or material.

- Potential harm to the environment associated with the use or release of the chemical or material, including impacts to air quality, surface water, groundwater, soils/land, and climate systems.
- Persistence of the chemical in the environment.
- Availability of controls to manage identifiable risks.
- Impacts on mission capability and business costs.
- Existing environmental hazard lists such as priority chemicals identified by EPA's Resource Conservation Challenge, and any agency-specific toxic or hazardous chemicals lists.
- The available substitutes for ODSs identified by EPA's Significant New Alternatives Policy Program.
- Contaminants identified by the U.S. Geological Survey as part of its National Reconnaissance of Emerging Contaminants.[4]
- Where appropriate, regional- and watershed-based environmental improvement efforts such as the Chesapeake Bay Prioritized Chemicals of Concern Program, the Great Lakes Bi-national Strategy or local watershed efforts.

B. Ozone-Depleting Substances

(1) Alternatives. Each agency shall ensure that it maximizes the use of safe alternatives to ODSs, as approved by the EPA's Significant New Alternatives Policy (SNAP) program.

(2) Agency plans. Agency plans to replace ODSs should target cost effective reduction of environmental risk by eliminating the use of ODSs in new equipment and facilities and by phasing out ODS applications as the existing equipment using those substances reaches its expected service life. In developing ODS-related actions, agencies shall consider (1) maintaining equipment to prevent or fix leaks and (2) replacing leaking equipment when repair is no longer cost-effective or where it is life-cycle cost-effective to replace the equipment.

(3) Revision of personal property management policies. Each agency shall amend its personal property management policies and procedures to preclude the disposal of ODSs removed or reclaimed from its facilities or equipment, including disposal as part of a contract, trade, or donation, without prior coordination with the Department of Defense (DoD).

(4) Transfer to DoD. Where the recovered ODS is a critical requirement for DoD missions, the agency shall transfer the materials to DoD. DoD will bear the costs of such transfer.

[4] The national reconnaissance is an on-going initiative to track contaminants commonly derived from wastewater sources and found to be present in the environment on a global scale. A list of target compounds identified as emerging contaminants can be found at https://toxics.usgs.gov/regional/contaminants.html.

C. Compliance with the Emergency Planning and Community Right-to-Know Act and the Pollution Prevention Act

(1) EPCRA reporting. As part of managing toxic and hazardous chemicals as required by sections 2(e)(i) and 3(a)(vi) of the E.O. and meeting the reporting requirements of section 3(g) of the E.O., each agency shall continue to comply with the provisions set forth in sections 301 through 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA), section 6607 of the Pollution Prevention Act (PPA), all implementing regulations, and future amendments to these authorities, in light of applicable EPA guidance and without regard to the Standard Industrial Classification (SIC) or North American Industrial Classification System (NAICS) delineations. Each agency reporting under EPCRA section 313 shall do so using Internet reporting as provided in EPA's EPCRA section 313 guidance.

(2) Contractor reporting. In addition, as required in section 3(e) of the E.O., in contracts providing for contractor performance at Federal facilities, each agency shall include a requirement that the contractor provide the information needed by the Federal facility to comply with EPCRA, PPA, and the E.O.

IX. Solid Waste Diversion and Recycling

E.O. 13423, Sec. 2(e): In implementing the policy set forth in section 1 of this order, the head of each agency shall:
(e) ensure that the agency…(ii) increases diversion of solid waste as appropriate, and (iii) maintains cost-effective waste prevention and recycling programs in its facilities.

Sec. 3(a), excerpted, (e), and (f): In implementing the policy set forth in section 1 of this order, the head of each agency shall:
(a) implement within the agency sustainable practices for…(v) pollution and waste prevention and recycling…
(e) ensure that contracts entered into after the date of this order for contractor operation of government-owned facilities or vehicles require the contractor to comply with the provisions of this order with respect to such facilities or vehicles to the same extent as the agency would be required to comply if the agency operated the facilities or vehicles;
(f) ensure that agreements, permits, leases, licenses, or other legally-binding obligations between the agency and a tenant or concessionaire entered into after the date of this order require, to the extent the head of the agency determines appropriate, that the tenant or concessionaire take actions relating to matters within the scope of the contract that facilitate the agency's compliance with this order.

Technical Leads: OFEE, EPA, and GSA
Working Group: Federal Sustainable Acquisition and Materials Management Practices Workgroup

A. Waste Diversion Goals

By April 24, 2007, each agency shall establish and submit to the FEE solid waste diversion goals to be achieved by December 31, 2010. Where an agency has already established a goal and reported it to the FEE, it shall re-affirm to the FEE that the previous goal is still in effect. Agencies establishing a goal for the first time shall use FY 2000 as the base year.

B. Recycling Programs

(1) Establishment and maintenance of programs. Each agency shall maintain waste prevention and recycling programs in all of its facilities in the most cost-effective manner possible, and where appropriate, leased facilities and facilities managed by the General Services Administration (GSA). In GSA-managed facilities, GSA shall manage the recycling program, but agencies shall work with GSA to ensure that there is a recycling program that meets the agencies' needs.

(2) Recycling goals. At a minimum, each agency shall strive to meet the national 35 percent recycling goal established by EPA. Those agencies that have a 35 percent or higher recycling rate shall strive for annual continuous improvement. Each agency shall recycle materials to the maximum extent practicable, considering cost, cost avoidance, return on investment, and availability of markets.

(3) Compliance with applicable requirements. Recycling programs shall comply with applicable Federal, State, and local recycling requirements and can include cooperative programs with other Federal facilities, State or local agencies, or non-profit organizations.

(4) Facility recycling coordinators. Each agency also shall continue to designate recycling coordinators for each facility or installation that has a recycling program.

C. Retention of Recycling Revenue

The GSA Administrator shall continue the program that returns to agencies the proceeds from the sale of recycled materials.

(1) Uses of recycling revenue. Public Law 103-329, section 608, stipulates recycling revenues may be used for:

- Acquisition, waste prevention, and recycling programs, including any programs using the proceeds already in place prior to October 20, 1993.
- Other Federal agency environmental management programs including, but not limited to, those for developing and implementing hazardous waste management and pollution prevention.
- Other employee programs as authorized by law or as deemed appropriate by the head of the Federal agency (e.g., Federal building/agency day-care programs).

It should be noted that this public law does not change the way revenues from precious metals or excessed property are handled.

(2) Other uses of recycling revenue. An agency shall not use recycling revenues for uses other than those enumerated in section 608 of P.L. 103-329 without a written authorization, submitted to the FEE by the agency senior official, that there is a compelling need for such other use. The FEE shall consult with OMB on resolution of the authorization for the other uses.

(3) Programs in non-GSA managed facilities. Each agency in non-GSA managed facilities, to the extent permitted by law, shall continue to implement plans to incorporate incentives for recycling based on retention of the proceeds from the sale of recovered materials, including items requiring demilitarization prior to recycling.

X. Sustainable Design/High Performance Buildings

E.O. 13423, sec. 2(f): In implementing the policy set forth in section 1 of this order, the head of each agency shall:
(f) ensure that (i) new construction and major renovation of agency buildings comply with the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings set forth in the Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding (2006), and (ii) 15 percent of the existing Federal capital asset building inventory of the agency as of the end of fiscal year 2015 incorporates the sustainable practices in the Guiding Principles.

Sec. 3(a), excerpted, (e), and (f): In implementing the policy set forth in section 1 of this order, the head of each agency shall:
(a) implement within the agency sustainable practices for… (vii) high performance construction, lease, operation, and maintenance of buildings ….
(e) ensure that contracts entered into after the date of this order for contractor operation of government-owned facilities or vehicles require the contractor to comply with the provisions of this order with respect to such facilities or vehicles to the same extent as the agency would be required to comply if the agency operated the facilities or vehicles;
(f) ensure that agreements, permits, leases, licenses, or other legally-binding obligations between the agency and a tenant or concessionaire entered into after the date of this order require, to the extent the head of the agency determines appropriate, that the tenant or concessionaire take actions relating to matters within the scope of the contract that facilitate the agency's compliance with this order.

Technical Leads: DOE, GSA, EPA, and OFEE
Workgroup: Interagency Sustainability Working Group

A. Objectives

Each agency shall pursue the following objectives regarding high performance buildings:

- Reduction in life-cycle cost of facilities' environmental and energy attributes.
- Improvement in energy efficiency, water conservation, and utilization of renewable energy.
- Provision of safe, healthy, and productive built environments.
- Promotion of sustainable environmental stewardship.

To accomplish these objectives, each agency shall locate, design, construct, maintain, and operate its buildings and facilities in a resource-efficient, sustainable, and economically viable manner, consistent with its mission.

B. Requirements

(1) New construction and renovation. Beginning with the FY 2007 funding cycle, when planning the funding and design for construction of buildings that meet the agency-defined capital asset threshold, each agency shall meet or exceed statutory goals and address each of the five *Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings (Guiding Principles)*[5]. Written justification must be provided to OFEE and OMB if an agency proposes not to comply.

In order to apply the *Guiding Principles* to building projects, all business cases for new building construction or major renovations, developed per OMB A-11, Part 7, Section 300, shall incorporate the *Guiding Principles* to the greatest extent practicable. These requirements apply to construction of new Federal buildings; new, renegotiation, or extension of leases for Federal occupancy, or major renovation projects.[6]

(2) Existing buildings. In addition, by the end of 2015, agencies shall meet the 15 percent goal in E.O. 13423 section 2(f)(ii) for incorporating the sustainable practices in the *Guiding Principles* into their Federal capital asset building inventory. The 15 percent goal for existing buildings applies to an agency's full building inventory as it exists in FY 2015, including any new buildings brought on line and excluding any unneeded buildings disposed of or sold prior to 2015. Therefore, agencies should strongly consider incorporating sustainable practices into projects underway and selling or disposing of unneeded assets.

(3) High performance building plans. By August 15, 2007, and annually thereafter, each agency shall submit a plan to OMB and OFEE that addresses how the agency will ensure that (1) all new facilities and renovation projects implement design, construction, and maintenance and operation practices in support of the sustainable design/high-performance buildings goals of the E.O. and statutory requirements and (2) existing facilities' maintenance and operation practices in support of the goals of the E.O.

Within 45 days of the issuance of the implementing instructions, OMB will issue guidance identifying required components to be addressed in the agency plans. At a minimum, the plans shall address the following:

- Employment of integrated design principles, optimization of energy efficiency and use of renewable energy, protection and conservation of water, enhancement of indoor environmental quality, and reduction of environmental impacts of materials in accordance with the *Guiding Principles* and the other building and construction-related E.O. 13423 goals and instructions.
- An assessment of policy, criteria, contracts, and other areas, identifying gaps in the agency's sustainable building program.
- Key action items, including major milestones and responsible parties.

[5] The *Guiding Principles* are set forth in the 2006 *Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding.*
[6] The agency determines the threshold for major renovation projects.

In addition, all government-owned military housing shall incorporate the sustainable design/high performance building goals/principles described in section 2(f) of the E.O.

C. High Performance Federal Buildings Database

Each agency shall report its success stories and lessons learned for at least one major building project per year into the High Performance Federal Buildings Database, www.eere.energy.gov/femp/highperformance/index.cfm, unless the agency does not have an applicable project to report. The Energy Star® rating of each facility's energy performance shall be included in each success story.

D. Leased Facilities

To the greatest extent practicable, each agency shall include a preference for buildings that meet the goals of the *Guiding Principles* in the selection criteria for acquiring leased buildings. When entering into leases for Federal occupancy, including the renegotiation or extension of existing leases, agencies shall include criteria encouraging lease provisions that support the *Guiding Principles*. Build-to-suit lease solicitations shall incorporate criteria for sustainable design and development, energy efficiency, and verification of building performance in accordance with the *Guiding Principles*.

E. Technical Guidance

Technical Guidance for implementing the *Guiding Principles* and other best practices developed by the Interagency Sustainability Working Group (ISWG) can be found in the Whole Building Design Guide, www.wbdg.org. Contents of the WBDG include clarification of requirements; related mandates; additional recommendations and considerations; and resources for implementation, including model contract and specification language per the *Federal Green Construction Guide for Specifiers*.

The ISWG shall review the *Guiding Principles* and Technical Guidance periodically for updates and to consider adopting additional principles or goals addressing issues such as conservation plantings, integrated pest management, deconstruction, and siting.

XI. Vehicle Fleet Management

E.O. 13423, sec. 2(g): In implementing the policy set forth in section 1 of this order, the head of each agency shall:
(g) ensure that, if the agency operates a fleet of at least 20 motor vehicles, the agency, relative to agency baselines for fiscal year 2005, (i) reduces the fleet's total consumption of petroleum products by 2 percent annually through the end of fiscal year 2015, (ii) increases the total fuel consumption that is non-petroleum-based by 10 percent annually, and (iii) uses plug-in hybrid (PIH) vehicles when PIH vehicles are commercially available at a cost reasonably comparable, on the basis of life-cycle cost, to non-PIH vehicles.

Sec. 3(a), excerpted, and (e): In implementing the policy set forth in section 1 of this order, the head of each agency shall:
(a) implement within the agency sustainable practices for… (viii) vehicle fleet management ….
(e) ensure that contracts entered into after the date of this order for contractor operation of government-owned facilities or vehicles require the contractor to comply with the provisions of this order with respect to such facilities or vehicles to the same extent as the agency would be required to comply if the agency operated the facilities or vehicles.

Lead Agencies: DOE and GSA
Workgroup: INTERFUEL

A. Applicability and Exemptions

All agencies that operate 20 or more motor vehicles within the U.S. must comply with these instructions. Each such agency shall, when calculating the replacement or reduction levels required in section 2(g) of the E.O., include fuel use from all vehicles, including light-duty, medium-duty, and heavy-duty vehicles unless such vehicles meet the following exemptions or the agency applies for exemptions in accordance with Section 8 of the E.O. (DOE will determine if vehicles have been properly exempted by auditing the data agencies provide in the Federal Automotive Statistical Tool (FAST)):

- Motor vehicles used for motor vehicle manufacturer product evaluations or tests.
- Law enforcement and emergency vehicles, including those vehicles that are used in an emergency capacity, by the agency, greater than 75 percent of the year. Agencies with vehicles meeting this definition (as approved by DOE) will have a baseline (and related record-keeping) adjustment to reflect this change.
- Military tactical vehicles, defined as motor vehicles (excluding general-purpose motor vehicles) designed to military specification or a commercially designed motor vehicle modified to military specification to meet direct transportation support of combat or tactical operations and protection of nuclear weapons. These vehicles are inherently mission-critical and are used for no other purpose.
- Vehicles owned and operated by the Central Intelligence Agency.

- Vehicles that are not licensed for use on all roads and highways.
- Federally owned vehicles operated solely by Indian nations or state-run Fish and Wildlife services, as applicable.
- Vehicles operated outside of the U.S.

B. Alternative Fuel Usage

The requirement to annually increase the use of alternative fuels by 10 percent is measured relative to the prior year's alternative fuel usage levels. If an agency fails to attain the 10 percent increase in any year, in the following year it shall attain both the percentage missed and the 10 percent increase due for that following year.

C. Petroleum Reduction

The requirement to reduce covered petroleum use by 2 percent annually is measured relative to the baseline year 2005 petroleum usage levels. In planning for petroleum use reductions, agencies shall assess their petroleum needs across their sub-organizations, taking into account mission needs, and make adjustments where necessary to attain the 2 percent goal on average for the entire agency. If an agency fails to meet the 2 percent petroleum reduction goal in any year, in the following year it shall reduce both the percentage it missed and the 2 percent reduction due for that following year.

D. Strategies and Tools

To achieve the petroleum reduction goal of Section 2(g) of the E.O., each agency shall strive to:

- Reduce vehicle miles traveled through such methods as trip consolidation practices, increased use of videoconferencing and web conferencing, and the use of mass transportation/agency shuttles.
- Increase overall fleet fuel economy through acquisition of higher fuel economy vehicles (e.g., smaller sized vehicles, hybrid-electric vehicles, and other advanced technology vehicles).
- "Right-size" its fleet, employing the most fuel-efficient vehicle for the required task and having the appropriate number of vehicles relative to need.
- Employ efficiency strategies such as low rolling resistant tire, synthetic oil, and other technologies.

E. Plug-In Hybrid Electric Vehicles (PHEVs)

GSA shall issue a fleet order for PHEVs in all vehicle categories when PHEVs become commercially available at a cost reasonably comparable, on the basis of life-cycle cost, to non-PHEVs. Agencies shall consider the use of PHEVs as a strategy to help meet the goals of the E.O. To be considered eligible for dual-fuel vehicle status, PHEVS must meet the alternative fuel definitions of EPAct 1992, as amended by EPAct 2005; to do so, PHEVs will have to meet the minimum driving range as specified by the U.S. Department of Transportation and use electricity generated from a non-petroleum source or from the grid.

F. Data and Tracking

(1) Agency annual reports. Each covered agency is required to provide compliance data to DOE no later than December 31 of each year, starting with the FY 2007 data and each year thereafter. Each agency shall implement internal policies that will ensure accurate tracking of the vehicle acquisitions and inventory, mileage, fuel consumption by fuel type, and other relevant data. DOE shall specify the reporting format and collection methods for data to be submitted. DOE and GSA shall continue to work together on updating and maintaining FAST to reflect the goals of the E.O. and these instructions.

(2) GSA monthly reports. GSA shall supply to each agency on a monthly basis, by vehicle tag number, fuel use data (by fuel type for all petroleum and alternative fuels) for covered GSA-leased vehicles. Each agency shall track these data to ensure its accuracy and also track comparable data for all covered agency-owned and commercially leased vehicles.

(3) Credits. Federal alternative fuel vehicle (AFV) acquisition requirements are provided in section 303 of EPAct 1992. Vehicles acquired under section 303 means (i) new purchase, (ii) a newly leased vehicle, or (iii) a leased vehicle that replaces an existing leased vehicle. In calculating agency AFV acquisition compliance, each agency shall receive the following credits:

- One credit for each dual-fuel AFV (flexible fuel or bi-fuel), regardless of vehicle size class as long as the vehicle meets the AFV definition of EPAct 1992, as amended by EPAct 2005.
- Two credits for each dedicated light-duty AFV.
- Three credits for each dedicated medium-duty AFV.
- Four credits for each dedicated heavy-duty AFV.

No credit is provided for AFVs that are not licensed for use on all roads and highways.

G. Requirements for Agencies with Exempt Vehicles and Other Mobility Assets

Within 180 days of the issuance of these instructions, in recognition of the national importance of reducing petroleum use, each agency operating any exempt vehicle listed above or any other petroleum mobility asset such as aircraft, ships and other ground vehicles shall submit recommendations to DOE addressing:

- Potential goals, incentives, and methods to attain measurable reductions in petroleum in non-covered mobility assets.
- Identification of older, inefficient engines and related systems that can be cost effectively replaced or upgraded to reduce oil use.

H. Guidance

DOE shall issue further guidance from time to time to provide more detailed instructions toward compliance with these measures.

XII. Electronics Stewardship

E.O. 13423, sec. 2(h): In implementing the policy set forth in section 1 of this order, the head of each agency shall:
(h) ensure that the agency (i) when acquiring an electronic product to meet its requirements, meets at least 95 percent of those requirements with an Electronic Product Environmental Assessment Tool (EPEAT)-registered electronic product, unless there is no EPEAT standard for such product, (ii) enables the Energy Star® feature on agency computers and monitors, (iii) establishes and implements policies to extend the useful life of agency electronic equipment, and (iv) uses environmentally sound practices with respect to disposition of agency electronic equipment that has reached the end of its useful life.

Sec. 3(a), excerpted, and (f): In implementing the policy set forth in section 1 of this order, the head of each agency shall:
(a) implement within the agency sustainable practices for… (ix) electronic equipment management ….
(e) ensure that contracts entered into after the date of this order for contractor operation of government-owned facilities or vehicles require the contractor to comply with the provisions of this order with respect to such facilities or vehicles to the same extent as the agency would be required to comply if the agency operated the facilities or vehicles.

Lead Agencies: OFEE and EPA
Workgroup: Federal Electronics Stewardship Workgroup

A. Life-Cycle Activities

Each agency shall seek to reduce the environmental and energy impacts of its electronic equipment purchase, use, and disposal through continual improvements to the acquisition, design, specifications, material choices, distribution, and use of new electronic equipment, and the reuse, de-manufacturing, and recycling of surplus electronic equipment.

In meeting the electronics stewardship goal of section 2(h) of the E.O., each agency shall:

- Acquire more energy efficient and environmentally sustainable electronic equipment that is cost effective, while maintaining or improving equipment quality and performance.
- Identify and implement best life-cycle management business practices for electronic equipment.
- Reduce the economic and environmental life-cycle costs of Federal electronic equipment.
- Promote growth of the market and infrastructure for the reuse, donation, transfer, sale, de-manufacturing, and recycling of obsolete electronic equipment.

- Coordinate and cooperate with other public and private sector efforts aimed at achieving similar goals.

B. Electronics Stewardship Plan

By May 1, 2007, each agency shall develop and submit to OFEE a plan to implement electronics stewardship practices for all eligible owned or leased electronic equipment in support of the goals in section 2(h) of the E.O.[7]

The plan shall:

(1) Address the three life-cycle phases for electronics assets: acquisition, operations and maintenance, and end-of life.

(2) Be developed and implemented in coordination with the energy, environmental, information technology, acquisition, financial and property officers, and facility managers and maintenance personnel, within each agency.

(3) Address how the agency will:

(i) Acquire 95 percent of its electronic products as Electronic Product Environmental Assessment Tool (EPEAT)-registered (for products for which there are EPEAT standards).[8]

a. Agencies will ensure applicable IT contracts incorporate appropriate language for the procurement of EPEAT-registered equipment, and address any future FAR clauses related to EPEAT.

b. Agencies will strive to purchase to EPEAT Silver rated electronic products or higher if available.

(ii) Ensure that Energy Star® features are enabled on 100 percent of computers and monitors or to the maximum degree based on mission needs.[9]

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[7] Federal agencies could determine that some electronic equipment may not be eligible to comply with some or all the goals in section 2(h) of the E.O. because of security, emergency support or other sensitive/mission critical considerations.

[8] The Electronic Product Environmental Assessment Tool (EPEAT) is an easy-to-use tool to help purchasers rank electronics products based on their environmental attributes. For information, assistance and other support on the EPEAT tool, go to: http://www.epeat.net.

[9] For information, assistance and technical support on purchasing Energy Star Compliant Electronics and implementing power management features in PCs, laptops and monitors, go to http://www.energystar.gov/index.cfm?c=ofc_equip.pr_office_equipment.

(iii) Have policies and programs to extend the useful lifetime of electronic equipment. As part of the policies and programs, agencies will:

a. Strive to extend the useful lifetime of electronic equipment to four (4) or more years.

b. Use EPA's guidance to improve the operation and maintenance of electronics products provided at www.federalelectronicschallenge.net/resources/docs/oandm.pdf.

c. Implement procedures to ensure the timely reuse and donation of equipment.

(iv) Ensure that all non-usable electronic products are reused, donated, sold, or recycled using environmentally sound management practices at end of life.

a. Agencies shall comply with GSA procedures for the transfer, donation, sale and recycling of electronic equipment, provided at www.federalelectronicschallenge.net/resources/docs/gsa_eolfact.pdf, as well as any applicable Federal, State an local laws and regulations.

b. Agencies shall use national standards, best management practices, or a national certification program for recyclers. In the absence of national standards, best management practices, or a national certification program for recyclers, agencies shall use EPA's Guidelines for Materials Management for Plug-In To eCycling partners found at www.epa.gov/epaoswer/osw/conserve/plugin/guide.htm.

c. Agencies shall comply with GSA's Computers for Learning Program (CFL) under E.O. 12999 when transferring their computers and other eligible equipment and shall use GSA's CFL website, www.computers.fed.gov, to affect the transfer.

d. Agencies shall ensure applicable IT contracts for leased equipment incorporate adequate language to require that, at the end of the lease period, the equipment is reused, donated, sold, or recycled using environmentally sound management practices.

(4) Address the reporting procedure to be used in measuring progress toward meeting the goals in section 2(h) of the E.O. The Federal Electronics Stewardship Workgroup may provide additional guidance on options for reporting.

C. Federal Electronics Challenge

Each agency and its facilities shall choose either to become a partner in the Federal Electronics Challenge (FEC), or to implement an equivalent electronics stewardship

program that addresses purchase, operation and maintenance, and end-of-life management strategies for electronic assets consistent with FEC's recommended practices and guidelines.

Information about the FEC, including instructions for how to become a partner, can be found on the FEC website, www.federalelectronicschallenge.net.

XIII. Definitions

The definitions in the following statutes apply to these instructions: the Resource Conservation and Recovery Act, National Energy Conservation Policy Act, Energy Policy Act of 1992 (EPAct 1992), Energy Policy Act of 2005 (EPAct 2005), Farm Security and Rural Investment Act of 2002, Emergency Planning and Community Right-to-Know Act, and the Pollution Prevention Act.

"Acquisition" means the acquiring of supplies and services as defined in Part 2 the Federal Acquisition Regulation.

"Alternative fuel" is defined by Section 301 of the Energy Policy Act of 1992, as modified from time to time by the Secretary of Energy by rule. See 10 CFR 490.2.

"Alternative fuel vehicle" means a dedicated, flexible-fuel, bi-fuel, or dual-fuel vehicle powered by alternative fuel as defined in section 301 of EPAct 1992.

"Agency" means an executive agency as defined in section 105 of title 5, United States Code, excluding the Government Accountability Office. For the purpose of the E.O., military departments, as defined in 5 U.S.C. 102, are covered under the auspices of DoD.

"Appropriate facility or organization" means any Federal facility or organization that is subject to compliance with environmental regulation or conducts activities that can have a significant impact on the environment, either directly or indirectly, individually or cumulatively, due to the operations of that facility's or organization's mission, processes, or functions.

"Chairman" means the Chairman of CEQ, including in the Chairman's capacity as Director of the Office of Environmental Quality.

"Energy efficiency" means measures, practices, or programs that reduce the energy used by specific devices and systems, typically without adversely affecting the services provided. Such savings are generally achieved by substituting technically more advanced equipment or by improving operating procedures (e.g., operations and maintenance procedures) to produce the same level of end-use services (e.g., lighting, heating, motor drive) with less energy input.

"Energy Intensity" means energy consumption per gross square foot of building space, including industrial and laboratory facilities.

"Energy Savings Performance Contract (ESPC)" means a contract (such as a task ordered by DOE and awarded to an energy service company) that provides for the performance of services for the design, acquisition, financing, installation, testing, operation, and maintenance and repair, of an identified energy, water conservation or renewable energy measure or series of measures at one or more locations. Such contracts shall provide that the contractor must incur costs of implementing energy savings measures, including at

least the cost (if any) incurred in making energy audits, acquiring and installing equipment, and training personnel in exchange for a predetermined share of the value of the energy savings directly resulting from implementation of such measures during the term of the contract. Payment to the contractor is contingent upon realizing a guaranteed stream of future energy and cost savings, with any savings in excess of that guaranteed by the contractor accruing to the Federal government.

"Environmental Management System" means a set of processes and practices that enable an organization to increase its operating efficiency, continually improve overall environmental performance and better manage and reduce its environmental impacts, including those environmental aspects related to energy and transportation functions. EMS implementation reflects accepted quality management principles based on the "Plan, Do, Check, Act," model found in the ISO 14001:2004(E) International Standard and using a standard process to identify and prioritize current activities, establish goals, implement plans to meet the goals, evaluate progress, and make improvements to ensure continual improvement.

"Environmentally preferable" means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, product, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

"EPA-designated item" means an item designated by EPA in a Comprehensive Procurement Guideline and for which EPA recommended procurement practices, including recovered materials content levels, in a Recovered Materials Advisory Notice (RMAN).

"Facility" means any building, installation, structure, land, and other property owned or operated by, or constructed or manufactured and leased to, the Federal Government, as well as any fixture. This term includes a group of facilities at a single or multiple location(s) managed as an integrated operation, as well as government-owned contractor-operated facilities. For purposes of energy reporting, "facility" excludes land and sites where the utilities are not paid by the reporting agency (i.e., in cases where no separate periodic invoice for utilities is required to be paid).

"Greenhouse gases" carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride.

"Life cycle cost" means the sum of the present values of capital costs, installation costs, operating costs, maintenance costs, and disposal costs over the lifetime of the project, product, or measure.

"Life-cycle cost-effective" means that the life-cycle costs of a product, project, or measure are estimated to be equal to or less than the base case (i.e., current or standard practice or product).

"New renewable energy" means renewable sources placed in service after January 1, 1999.

"Non-petroleum based fuels," as used in E.O. 13423, means alternative fuels consistent with the definition presented in section 301 of the EPAct 1992.

"Ozone-depleting substances" means any substance designated as a Class I or Class II substance by the EPA in 40 CFR Part 82.

"Pollution prevention" means "source reduction" as defined in the Pollution Prevention Act of 1990 (42 U.S.C. 13102), and other practices that reduce or eliminate the creation of pollutants through (a) increased efficiency in the use of raw materials, energy, water, or other resources, or (b) the protection of natural resources by conservation.

"Recycling" means the series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion.

"Renewable energy" means energy produced by solar, wind, biomass, landfill gas, ocean (including tidal, wave, current, and thermal), hydrokinetic, geothermal, municipal solid waste, or new hydroelectric generation capacity achieved from increased efficiency or additions of new capacity at an existing hydroelectric project.

"Solid waste diversion" means non-hazardous solid waste diverted from entering a disposal facility. Waste prevention, reuse, composting, mulching, recycling, and donation are generally accepted waste diversion methods.

"Steering Committee" means the Steering Committee on Strengthening Federal Environmental, Energy, and Transportation Management established under subsection 4(b) of E.O. 13423.

"Sustainable" means of or pertaining to creating and maintaining conditions under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic, and other requirements of present and future generations of Americans.

"United States" when used in a geographical sense, means the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, and the Northern Mariana Islands, and associated territorial waters and airspace.

"Utility Energy Service Contract (UESC)" is a contract between a Federal agency and a local utility providing energy, water, or sewage services, as well as provision of technical services and/or upfront project financing for energy efficiency, water conservation, and renewable energy investments, allowing Federal agencies to pay for the services over time, either on their utility bill, or through a separate agreement.

"Waste prevention" means any change in the design, manufacturing, purchase, or use of materials or products, including packaging, to reduce their amount or toxicity before they are discarded. Waste prevention also refers to the reuse of products or materials.

"Water consumption intensity" means water consumption measured in gallons per gross square foot of building space, including industrial and laboratory facilities, and surrounding land.

APPENDIX – E.O. AND INSTRUCTIONS REQUIREMENTS

Requirement	Responsible Agency	Time Frame	Deliverable	Other/Comments
Prepare and Issue E.O. Implementing Instructions	Council on Environmental Quality		E.O. implementing instructions	Consultation with OMB and the Steering Committee
	Office of Management and Budget		Instructions for periodic evaluation of progress (scorecards)	Consultation with CEQ and the Steering Committee
	Office of Management and Budget		Instructions for budget and appropriations related to E.O. implementation	Consultation with CEQ and the Steering Committee
Designate Senior Official	Agencies	February 23, 2007	Report designee to CEQ and OMB; authorize designee to monitor agency implementation of the goals and requirements of the E.O	.
Establish Steering Committee	Council on Environmental Quality		Steering Committee chaired by the FEE	Membership is agency senior officials
Environmental Management Systems				
EMS Guidance	EPA	As needed	Additional EMS guidance	
Implement EMS at all appropriate organizational levels	Agencies	On-going	Identification of additional facilities or organizational levels at which EMS are to be implemented. Established EMSs.	Primary management approach for addressing environmental aspects of internal agency operations, including environmental aspects of energy

				and transportation functions.
Establish environmental management training	Agencies	On-going	Training for appropriate staff in actions needed to implement E.O. 13423	
Establish environmental compliance review and audit programs	Agencies	As agreed with OFEE		Can be part of EMSs where EMSs exist at the appropriate organizational level
Energy and Water Management				
Issue renewable energy-related guidance	DOE	Within 90 days of issuance of E.O. implementing instructions	Guidance on achieving the renewable energy goal, use of renewable energy credits, use of alternatively finance projects, use of and investment in renewable energy generation, and retention of funds	
Issue water conservation-related guidance	DOE	September 30, 2007	Guidance on FY 2007 baseline and meeting the water conservation goal.	
Implement energy efficiency goals: Reduce energy intensity by 3% annually OR 30% relative to FY 2003 baseline	Agencies	Beginning in FY 2007, 3% annually through FY 2015 OR 30% by FY 2015	Reduced energy intensity at Federal buildings; improved energy efficiency; and reduced greenhouse gas emissions	
Implement energy goals: Meet at least half of EPAct 2005 renewable energy	Agencies		Use of renewable energy from sources placed into service after January 1, 1999	

goals from new sources				
Implement energy goals: Implement on-site renewable energy projects	Agencies		Develop additional on-site renewable energy projects	Where feasible
Implement water reduction goals: Reduce water consumption intensity by 2% annually through end of FY 2015 OR 16% by end of FY 2015	Agencies	Beginning in FY 2008	Reduce water consumption intensity	FY 2007 baseline
Green Purchasing				
Prepare and issue E.O. implementing instructions	OMB/OFPP	Within 90 days of issuance of E.O. implementing instructions	Proposed OFPP Policy Letter for implementing the acquisition requirements of the E.O.	Consultation with CEQ and the Steering Committee
Prepare and issue E.O. implementing instructions	OMB/OFPP	As soon as possible	Federal Acquisition Regulation revisions, as necessary to implement the E.O.	Consultation with CEQ and the Steering Committee
Review CPG	EPA		Review recycled content product designations and delete ineffective or obsolete designations	
Program coordination	EPA, DOE, USDA	On-going	Coordinated product designations and guidance	
Model green purchasing programs	EPA, DOE, USDA	On-going	Model programs for implementing the green purchasing program components for	

			which each respective agency is the technical lead	
Purchase green products and services	Agencies	On-going	Acquisition of products and services requiring the supply or use of green products	Recycled content products, Energy efficient products, Renewable energy, Water efficient products, Biobased products, Environmentally preferable products and services, Non-ozone depleting substances, Products with low or no toxic or hazardous constituents
Purchase printing and writing paper containing 30% postconsumer fiber	Agencies	On-going		
Contracts for operation of government facilities or fleet require compliance with E.O. requirements	Agencies	Contracts entered into beginning January 24, 2007	Contracts requiring contractor to comply with the E.O. requirements to the same extent as the agency	
Agreements, permits, leases, licenses, or other legally-binding obligations require tenant or concessionaire to take actions	Agencies	Obligations entered into beginning January 24, 2007		Requirements are added to the extent the head of the agency determines appropriate

facilitating agency's compliance with E.O. requirements				
Management of Toxic and Hazardous Chemicals and Materials				
Develop toxics and hazardous chemicals and materials reduction plan	Agencies	By January 24, 2008	Written plan	Include goals and support actions to reduce the release and use of toxic and hazardous chemicals and materials
Reduce the quantity of toxic and hazardous chemicals and materials acquired, used, or disposed	Agencies	On-going	Purchase and use of no or low toxic or hazardous chemicals, including products containing toxic or hazardous constituents	
Ozone-depleting substances use, recovery, and recycling	Agencies using ODSs or products containing ODSs	On-going	Use of alternatives to ODSs as approved by the EPA SNAP program; revision of personal property management policies; and implementation of program to transfer ODSs to the DoD reserve	
TRI Reporting	Agencies	Annually, per schedule in EPA TRI guidance	Annual report on releases of toxic and hazardous materials	
Waste Diversion/Recycling				
Establish and report to FEE solid waste diversion goals	Agencies	April 24, 2007	Waste diversion goal to be achieved by December 31, 2010	Establish goal if one not previously established under E.O. 13101
Designate facility	Agencies	On-going	Facility recycling	

recycling coordinators			coordinators	
Increase diversion of solid waste	Agencies	On-going	Reduce solid waste sent to landfills or incineration	
Maintain waste prevention and recycling programs at agency facilities, including leased facilities, in cost-effective manner	Agencies	On-going	Reduce or eliminate product purchases (waste prevention) and increase recycling, donation, reuse, repair	
Justification for use of recycling revenue	Senior officials	On-going	Justification to OFEE, for resolution with OMB, of uses of recycling revenue other than those listed in statute	
Sustainable Design/High Performance Buildings				
Issue guidance for sustainable design/high performance buildings plans	OMB	Within 45 days of issuance of implementing instructions	Identification of required components of the plans	
Develop and implement sustainable design/high performance buildings implementation plan	Agencies	August 15, 2007 and annually thereafter	Sustainable design/high performance buildings plan	Submitted to OMB and OFEE
Review Guidance Principles and Technical Guidance	Interagency Sustainability Working Group	Periodically	Update, expand, and/or revise guiding principles and technical guidance	
Report projects to High Performance Federal Buildings Database	Agencies	Annually	Expanded and updated database	At least one major building project annually unless agency does not have an applicable project for a given

				year
Ensure that new construction and major renovation of buildings comply with *Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings*	Agencies	On-going	Sustainable design incorporated into new Federal building construction and renovation	Guiding Principles set forth in MOU on Federal Leadership in Higher Performance and Sustainable Buildings
Ensure that 15% of existing capital asset building inventory incorporates the sustainable practices in the *Guiding Principles*	Agencies	As of the end of FY 2015	Sustainable design principles incorporated into existing Federal buildings	
Fleet Management				
Submit fleet compliance data to DOE	Agencies	Starting with FY 2007 data, annually, by December 31		
Specify reporting format and collection methods	DOE		In consultation with OMB	
Provide fuel use data to agencies	GSA	Monthly	Data for covered GSA-leased vehicles	
Issue guidance	DOE	As needed	Guidance on compliance with fleet provisions of E.O. and instructions	
Reduce fleet vehicle petroleum consumption by	Agencies	Annually through end of FY 2015	Reduced petroleum consumption in Federal fleet	Applies to fleets of at least 20 vehicles

2% annually through end of FY 2015			vehicles	
Increase fleet vehicle alternative fuel use by 10% annually	Agencies	Annually		
Purchase and use plug-in hybrid electric vehicles	Agencies	When commercially available at a cost reasonably comparable on a life-cycle basis to non plug-in vehicles	Increased usage of plug-in hybrid electric vehicles	
Submit recommendations to DOE for reducing petroleum use in exempt mobility assets	Agencies operating exempt vehicles and other mobility assets	Within 180 days of issuance of E.O. implementing instructions	Recommendations for potential goals, incentives, and methods to reduce petroleum use, including replacement of engines	
Electronics Stewardship				
Develop and submit to OFEE an electronics stewardship plan	Agencies	May 1, 2007	Electronics stewardship plan to implement E.O. and implementing instructions	
Join FEC or implement equivalent program	Agencies		Improved electronics stewardship	
Purchase EPEAT-registered electronic products	Agencies	When EPEAT standards exist for electronic products being purchased	Increase purchase and use of environmentally preferable office electronic products	Meet 95% of electronics needs with EPEAT-registered products
Enable Energy Star® feature on	Agencies	On-going	Increased energy efficiency of	

computers and monitors			agency computers and monitors	
Establish and implement policies to extend the useful life of agency electronic equipment	Agencies	On-going	Extend equipment life and reduce quantity of equipment requiring end-of-life management	
Implement environmentally sound management of electronic equipment at end of useful life	Agencies	On-going	Increase donation, recycling, and other alternatives to landfilling of electronics	
Other Requirements				
Administer Presidential Leadership Awards	Council on Environmental Quality	Annually		Federal Environmental Executive provides advisory role
Prepare Biennial Report to the President	Federal Environmental Executive; agencies	Every 2 years	Report on the agencies' activities to implement the E.O.	Agencies provide implementation reports as required by CEQ
Maintain Office of the Federal Environmental Executive	Federal Environmental Executive	On-going	OFEE	Maintained in EPA for administrative and funding purposes
Implement awards program	Agencies	As per agency program schedule		
Provide information and assistance to OMB, CEQ, and FEE	Agencies	As requested		

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Appendix 24: Insurance Form

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
INSURANCE AGENT NAME AND ADDRESS	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : INSURANCE COMPANY NAME	
INSURED	INSURER B :	
INSURED NAME AND ADDRESS	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY						EACH OCCURRENCE	$
	[X] COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	[ ] CLAIMS-MADE [X] OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$
	[ ] POLICY [ ] PRO-JECT [ ] LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	[ ] ANY AUTO						BODILY INJURY (Per person)	$
	[ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[ ] HIRED AUTOS [ ] NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	[ ] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	[ ] DED [ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						[ ] WC STATU-TORY LIMITS [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? [ ]	N / A					E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

MUST LIST DESCRIPTION OF OPERATIONS.
MUST LIST FOREST SERVICE APPROVED INSURANCE #. IF NO APPROVED FOREST SERVICE #, PLEASE SUBMIT INSURANCE POLICY FOR REVIEW. MUST STATE US GOVERNMENT AS ADDITIONALLY INSURED.

CERTIFICATE HOLDER

US GOVERNMENT
USDA FOREST SERVICE
1019 N. 5TH STREET
CUSTER SD 57730

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/23/2010

PRODUCER

Insurance Agent Name and Address Here

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE | NAIC#

INSURED

Insured Name and address here

INSURER A:
INSURER B: **Insurance Company Name Here**
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMSMADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC		02/24/10	02/24/11	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 3,000,000 $ 2,000,000
		AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
		GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
		EXCESS/UMBRELLA LIABILITY [ ] OCCUR [ ] CLAIMSMADE [ ] DEDUCTIBLE [ ] RETENTION $				EACH OCCURRENCE AGGREGATE	$ $
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				[ ] WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
		OTHER					

Current date of coverage

Must be a minimum of $500,000 for each occurrence.

$ 500,000 minimum for General Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Must list description of operations. Must list the Forest Service approved insurance #.
If no approved Forest Service # please submit insurance policy for review.
Must state US Government as additionally insured.

CERTIFICATE HOLDER

US Government
USDA Forest Service
1019 N. 5th Street
Custer, SD 57730

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ~~XXXXXXXX~~ MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL ~~XXXXXXX

Appendix 25: National Quality Standards for Recreation Site Management and Best Management Practices

Available online at: http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5066031.pdf

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National Quality Standards for Recreation Site Management and Best Management Practices

(formerly known as Meaningful Measures Standards)

National Quality Standards for developed sites have been established for the Key Measures: Health and Cleanliness, Safety and Security, Condition of Facilities, Responsiveness, Resource Setting. Critical National Standards are identified with an asterisk (*). If not met, the resulting conditions pose a high probability of immediate or permanent loss to people or property.

Key Measure: HEALTH AND CLEANLINESS

1. *Visitors are not exposed to human waste.
2. *Water, wastewater, and sewage treatment systems meet federal, state and local water quality regulations.
3. Garbage does not exceed the capacity of garbage containers.
4. Individual units and common areas are free of litter including domestic animal waste.
5. Facilities are free of graffiti.
6. Restrooms and garbage locations are free of objectionable odor.
7. Constructed features are clean.

Key Measure: RESOURCE SETTING

8. *Effects from recreation use do not conflict with environmental laws (such as ESA, NHPA, Clean Water, TES, etc).
9. Recreation opportunities, site development, and site management are consistent with Recreation management system (ROS, SMS, BBM) objectives, development scale, and the Forest land management plan.
10. Landscape character at the developed recreation site is consistent with the Forest scenic integrity objectives.
11. Visitors and vehicles do not exceed site capacity.

Key Measure: SAFETY & SECURITY

12. *High-risk conditions do not exist in developed recreation sites.
13. *Utility inspections meet federal, state, and local requirements.
14. Laws, regulations and special orders are enforced
15. Visitors are provided a sense of security

Key Measure: RESPONSIVENESS

16. *When signed as accessible, constructed features meet current accessibility guidelines.
17. Visitors feel welcome.
18. Information boards are posted in a user-friendly and professional manner.
19. Visitors are provided opportunities to communicate satisfactions (needs, expectations).
20. Visitor information facilities are staffed appropriately during seasons of use and current information is available.
21. Recreation site information is accurate and available from a variety of sources and outlets.

Key Measure: CONDITION OF FACILITIES

22. Constructed features are serviceable and in good repair throughout the designed service life.
23. Constructed features in disrepair due to lack of scheduled maintenance, or in non-compliance with safety codes (e.g. life safety, OSHA, environmental, etc.) or other regulatory requirements (ABA/ADA, etc.), or beyond the designed service life, are repaired, rehabilitated, replaced, or decommissioned.
24. New, altered, or expanded constructed features meet FS design standards and are consistent with an approved site development plan, including an accessibility transition plan.

Public Service Maintenance Standards
The following standards should be met in sites offering services to the public. These standards are necessary to ensure a pleasant recreation experience for the visitor.

25. Toilets, showers, and dressing areas

    Toilet bowls, risers, seats, seat covers, and urinals free of deposits on surfaces
    Building interiors free of dirt, trash, graffiti, insects (dead and alive), and spider webs
    Floors free of standing water
    Chromeware clean and bright
    Toilet paper, towels, and seat covers (where provided), stocked to last until next day and/or cleaning
    Unpleasant odors (both sewage and chemical) minimized

26. Toilets and other buildings (exterior)

    Walkways and trails clean and clear of obstructions for public safety and accommodating people with disabilities
    Floor mats clean
    Exterior walls free of graffiti
    Roof generally free of leaves and branches
    Eaves free of wasp nests, bird nests, and spider webs

27. Toilet vaults

    Vaults not more than three-fourths full
    During pumping, the vaults should be cleaned as thoroughly as possible to help prevent the production of odors.

28. Tables and benches

    Tops and seats free of dirt, grease, and large carvings
    Under portion free of spider webs, etc.
    Tops, seats, and legs secure and functional

29. Fireplaces, char-grills, fire rings, and stoves

    No more than half-full of ashes
    All ashes and partially burned wood confined to fireplace or grill
    Grill surface free of grease and food particles at time of ash removal
    Pedestals and bases straight and secure, and components functional
    Leftover firewood stacked beside unit.

30. Garbage cans and depositories

    Plastic liner half-full or less
    Cans clean on the outside; all litter and debris picked up around cans or container

31. Hand-pumps, fountains, and hydrants

    All units free of grease or residue
    All units secure and drip-free
    Catch basins (drains) free of food particles, soaps, grease, debris, standing water, and functioning properly