

PROSPECTUS
Idaho Outfitter and Guides Licensing Board (IOGLB)
Salmon-Challis National Forest, North Fork Ranger District (USFS)
Outfitter and Guide Opportunity
Idaho County, Idaho
February 2026

PROSPECTUS OVERVIEW

This prospectus is issued to solicit applications from anyone interested in providing outfitted and guided hunting trips and services on lands administered by the USFS within Idaho County, Idaho; specifically in Idaho Department of Fish and Game Unit 20A (see Operating Area Description below and attached Map). Currently there are no USFS permits or IOGLB licensed outfitters authorized for this operating area. As a result of this prospectus, one or more Special Use Permits by the USFS, along with one or more state licenses issued by IOGLB, may be authorized. Both the license and the permit are required to operate.

Prospective applicants are advised to read this package in its entirety. Applicants are responsible for conducting their own in-depth investigations into the economic feasibility of any proposal, gathering information about the area, and determining their potential to attract clients for any proposed area/activity.

Neither the IOGLB nor the USFS guarantee a profitable operation to any prospective applicant. Applicants are further advised that the IOGLB and the USFS Authorized Officer will be making determinations based on various selective factors outlined later in this document.

The information requested herein provides a consistent format for evaluating applicants, and provided information required by a USFS Special Use Permit Application and for a State of Idaho outfitter license. Information on personal or financial capabilities will be kept in strict confidence and is not available to others under the Federal Freedom of Information Act or Idaho State laws or rules.

These opportunities are open to existing and potential new outfitters.

BACKGROUND

A need exists to fill a vacated State of Idaho designated outfitter operating area, historically referred to as the *Stan Potts Area* (see attached Map). While most visitors may choose to go hunting privately, there are visitors who prefer the outfitter and guide experience. Outfitters and guides provide visitors with the opportunity to hunt in areas that are difficult to access and for game that may be complicated to hunt.

Providing commercially guided wilderness hunts would ensure a quality and productive experience for those hunters who are not familiar with the wilderness, or those who may lack

necessary skills and equipment. A guided hunting trip also provides an opportunity for knowledgeable professionals to educate hunters about the wilderness and about the need for low-impact camping and hunting practices.

DESCRIPTION OF OPERATING AREA AND ACTIVITIES:

Outfitter and guide activities would be permitted **ONLY** on those public lands (USFS) identified in the following operating area description.

**OPERATING AREA FOR ELK, DEER, GOAT, SHEEP, BEAR, COUGAR AND
INCIDENTAL BOBCAT, PREDATORS, AND FOREST GROUSE HUNTING, AND
FISHING, TRAIL RIDES, AND BACKPACKING**

Beginning on the Salmon River at the Kitchen/Anita Creek watershed divide (Sec. 19, T23N, R15E, BM); then westerly up said watershed divide to and along the Kitchen Creek/Middle Fork Salmon River (MFSR) watershed divide around the head of Bay Creek and South Fork Kitchen Creek via Twin Peak to the Peak/ Kitchen Creek/MFSR watershed divide approximately one mile due south of Cottonwood Butte, and continuing west and south on said watershed divide to the vicinity of Coyote Springs (Sec. 15, T22N, R14E, BM); then due east approximately ½ mile to Papoose Lake and continuing southeasterly downstream on Papoose Creek to the confluence with the MFSR (Sec. 10, T21N, R15E, BM); then northeasterly downstream on the MFSR to the MFSR/Salmon River confluence (Sec. 33, T23N, R15E, BM); then northwesterly downstream on the Salmon River to Kitchen/Anita Creek watershed divide, the point of beginning. (Frank Church River of No Return Wilderness Map, North Half, dated 2003) (IDF&G Unit 20A)

OFFERING: This offer is made to solicit interested parties.

At this time, a total of **158 service days** are being made available for these activities for each operating season/year. Historically, this area was operated by a single outfitter; however, the USFS is open to dividing the area and service days between multiple outfitters. A “service day” is defined as the entry of any person onto public lands or related waters for one day or any fraction of a day. **In addition, the USFS will permit one assigned camp (Cradle).**

An IOGLB license will be issued for one or two year(s) once the application process has been completed. The license will be reissued annually or biennially thereafter based upon satisfactory compliance and performance.

A temporary USFS permit will be issued for a term of up to two (2) years once the selection process has been completed, including issuance of both a state license and a federal permit. Reissuance of USFS permit for an additional eight (8) years will be based on satisfactory permit compliance, performance, and review of the first two (2) years of operation. During this review the number of service days will be evaluated via the priority review process and may be adjusted accordingly on how well the services are meeting demand.

Monitoring ongoing effects of the guided activities on natural and human resources may result in the need to modify visitor use patterns and/or reduce levels of permitted use. **The USFS may**

amend, suspend, or cancel Recreation Special Use Permits if necessary, to protect public health, public safety, or the environment (see Code of Federal Regulations, 43 CFR 2932.56).

PROVISIONS FOR LAND USE APPLICABLE TO ALL USE AREAS:

While there is no predetermined limit to the numbers of outfitters and guides that will be awarded authorizations under this prospectus, there are design features and constraints that all operators will have to adhere to in order to minimize impacts from permitted activities. Salmon National Forest Plan standards and guidelines, Frank Church – River of No Return Management Plan standards and guidelines, and Best Management Practices (BMPs), and project design features will apply to all those operating on the Salmon-Challis National Forest and are incorporated into a standardized Operating Plan (see attached) that is reviewed as needed and attached to the USFS Permit. Please note, the USFS Operating Plan attached to a permit is a different document than the Operating Plan required by the IOGLB. All entities issued permits will also need to adhere to current Forest Orders and any future Forest Orders including orders issued subsequent to receiving a special use permit.

In accordance with USFS policy, a primary goal of providing for outfitting and guiding services on NFS lands is that these services be available at a reasonable price.

IOGLB AND USFS COLLABORATIVE PROCESS OVERVIEW

This prospectus is a collaborative effort by the IOGLB and the USFS guided by the terms of a Memorandum of Understanding (2016) between the two organizations. Under the terms of this prospectus, licenses may be issued to qualified applicants by the IOGLB and special use permits may be issued by the USFS allowing these entities to operate on the Salmon-Challis National Forest lands. Furthermore, entities that are awarded licenses by the IOGLB and permits by the USFS through this prospectus must also employ Designated Agents and Guides. These individuals must then be licensed by the IOGLB before they can provide services on behalf of their employing entity. Proof of this licensing must also be shared with the USFS.

The term *license* and *licensing* are used interchangeably and refer to the formal instrument to authorize commercial guiding by the IOGLB.

In this document and attachments, the terms *special use authorization* and *special use permit* are used interchangeably and both terms refer to the formal instrument used to authorize commercial outfitting and guiding on NFS lands.

While the IOGLB and the USFS are collaborating to award successful business entities with licenses and permits, prospective applicants must recognize that each organization operates under their own separate laws, rules, and policies. Applicants are advised to review the web links listed throughout this document to further their knowledge regarding these matters.

IOGLB LICENSING, USFS PERMITTING, & OPERATIONS REQUIREMENTS

IOGLB LICENSING REQUIREMENTS: All selected applicants will be required to obtain and maintain an IOGLB license. Once issued, state outfitter and designated agent (DA) licenses must be renewed annually or biennially with the IOGLB. Guides employed by an Idaho licensed outfitter must renew annually or biennially for a license.

- Individuals or businesses conducting outfitted operations covered by federal permits and an IOGLB license will be required to comply with stipulations, applicable laws, and regulations from Federal, State, and County governments. A state license and/or federal permit does not convey rights or privileges to use State or private land or to cross State, private, or public land where formal authorization is not first obtained.
- Outfitters are required to provide public liability insurance and carry a performance bond as required by State and Federal policy, for the respective type of operation, and may be required to provide proof of vehicle liability insurance in some cases.
- IOGLB outfitters are required to submit annual activity use reports to each organization.
- An Operating Plan, must be prepared and kept on file by the outfitter prior to issuance of the USFS permit or a state license. This Operating Plan will specifically address all outfitting and guiding services to be provided and must be acceptable to the IOGLB. Please note that the Operating Plan for the IOGLB is different than the Operating Plan that is part of the permit issued by the USFS.
- Application information may be made part of both the state license and USFS special use permit and incorporated with modification into the applicant's operating plan(s). Selection under this prospectus does not constitute approval or finalization of any operating plan or proposal.
- The final operating plans will be subject to modification by the USFS and the applicant with final approval by the USFS and IOGLB.
- An outfitter licensed in this area will not be allowed to sell a business operating in this licensed area for the first three years following licensure, and then only after establishing documented use acceptable to the USFS and IOGLB. Special Use Permits issued by the USFS and licenses issued by the IOGLB are not transferrable and are not accountable property to be used in any sale.

USFS PERMIT REQUIREMENTS: Applicants that are approved a license by the IOGLB will need to submit additional information for review by the Authorized Officer before a permit is issued. This will include additional financial documentation, as well as business plans. Other information may also be requested by the USFS before final determinations are made on issuing permits.

Special Use Permit(s) will be administered according to the terms and conditions outlined in any authorization that is issued to an operator, in accordance with Forest Service policy. Permit holders and their employees are expected to understand the terms and conditions under which they operate, as well as the attachments that are part of the permit.

OPERATIONS REQUIREMENTS:

- The selected applicant will be required to obtain and maintain an IOGLB license and USFS recreation special use permit for the offered activity. The State licensing process will occur concurrently with the USFS permit process described in this prospectus.
- Individuals or businesses conducting outfitter and guide operations covered by federal permits and a state license will be required to comply with stipulations, applicable laws and regulations from Federal, State, and County Governments. A license and/or permit does not convey rights or privileges to use private land or to cross private lands.
- Outfitters and guides are required to provide public liability insurance and performance bond as required by State and Federal policy for the respective type of operation.
- USFS permit holders are required to submit annual activity use reports.
- An Operating Plan will be prepared by the outfitter prior to issuance of the State license and USFS permit. This Operating Plan will specifically address the land-based outfitting services to be provided and must be acceptable to USFS, IOGLB, and Idaho Fish and Game.
- Application information may be made part of both the State License and USFS permit and incorporated with modification into the applicants operating plan.
- Selection under this prospectus does not constitute approval of any operating plan or proposal.
- The final operating plan will be subject to modification by the USFS and the applicant with final approval by the USFS and IOGLB.
- The USFS must approve any change in the operating plan that occurs during the permit season.

HOW TO APPLY

All applicants must complete and submit the appropriate forms from the IOGLB. Existing licensed outfitters must complete and properly submit the appropriate forms available from the IOGLB on their [website](#). Further information may be requested following the initial application.

The following IOGLB forms are required:

1. Outfitter Sole Proprietor Application or Outfitter Business Entity Application for new license applications. Existing licensed outfitters will need to complete the Outfitters Amendment Request.
2. Operating Plan.
3. For a new applicant, please submit a statement from an issuing authority showing that you are eligible and would be granted a performance bond and liability insurance, which would be required if selected for licensure.

4. Applicants are expected to prepare an additional narrative responding to each of the evaluation criteria listed in this prospectus.

SUBMITTING APPLICATIONS TO IOGLB:

For questions about the application process please contact IOGLB at (208) 334-3233 or by emailing oglb-licensing@dopl.idaho.gov.

The required forms can be downloaded from the IOGLB Web Site at:

[Outfitters and Guides Licensing Board | Division of Occupational and Professional Licenses \(idaho.gov\)](http://outfittersandguides.licensing.idaho.gov)

These forms are in .pdf format. Most of the forms are interactive and can be completed online and printed. Apart from signatures please type everything to ensure that your application is legible.

After the prospectus process is complete, selected applicants will pay the corresponding fee based on the type of application once a decision has been made.

Incomplete or illegible applications will NOT be processed.

Applications must be received by **4:30 pm, March 30, 2026** to be eligible.

SELECTION AND AWARDS: Summary of the selection and award process is as follows:

- Further information may be requested following the initial application. The IOGLB and USFS will evaluate the applications based on information submitted by the applicants.
- The IOGLB will review applications for minimum qualifications and refer those that meet the requirements for licensure to the Forest Service Evaluation panel for final selection. The IOGLB and USFS will evaluate the applications based on information submitted by the applicants. The IOGLB will issue a final license with approval and the USFS will issue a Recreation Special Use Outfitter and Guide Permit.
- The goal of the application process is to select (an) applicant(s) whose proposal and experience best meets the public need. The selected applicant(s) will be, in the judgment of the IOGLB and USFS, that/those individual(s) or business(es) best qualified to operate and provide these public services, based on, but not limited to, evidence submitted in the application.

EVALUATION CRITERIA: The Forest Service evaluation panel will use a non-fixed weighted value evaluation process to evaluate each application package using the selection criteria, rather than a mathematical scoring system, to determine whether the proposal meets, exceeds, or does not meet the criteria; and professional judgement. They will review proposals independently and collectively. The following evaluation criteria are listed in descending order of importance:

1. **Experience, Ability to Operate, and References.** Experience and qualifications in operating the outfitting services specific to this offering and/or experience in other related fields. Necessary equipment and personnel to operate. Ability to offer designated outfitter big game tags to clients. This will also include the business experience, references, and evaluation of past performance information.
2. **Business Plan.** Outline the stages of starting or expanding and managing your business. Development of business goals and how you intend to reach them. Marketing methods and strategies. Demonstrate that fees charged to the public will be reasonable and fair.
3. **Operating Plan.** Kind and quality of service proposed in terms of meeting public need as identified in the proposal.
4. **Financial Information.** Financial capability and/or backing of the applicant to perform the required services. The applicant should demonstrate the ability to operate an additional business if already licensed for an existing business.

The Forest Service may conduct a Financial Ability Determination (FAD) on the selected applicant(s) as a prerequisite to issuing a special use permit, unless the Forest Service has conducted a FAD on the applicant within the past year. The selected applicant may be responsible for the cost of preparing and issuing the permit and conducting a FAD.

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.

CONTACT INFORMATION: For questions or additional information regarding licensing and or permitting, or any part of this prospectus, please contact the IOGLB and the USFS at the numbers listed below. We will be happy to assist you in any way that we can.

IOGLB: Idaho Outfitters and Guides Licensing Board
P.O. Box 83720
Boise, ID 83720-0074
Email: oglb-licensing@dopl.idaho.gov
Phone: (208) 334-3233
Business Hours: 8:00 a.m. to 5:00 p.m., Monday – Friday

USFS – Salmon-Challis National Forest:
Jennifer Smith
Recreation Special Uses Permit Administrator
1206 S. Challis Street
Salmon, ID 83467

Email: jennifer.smith6@usda.gov
Phone: (208) 756-5158
Business Hours: 8:00 a.m. to 4:30 p.m., Monday - Friday



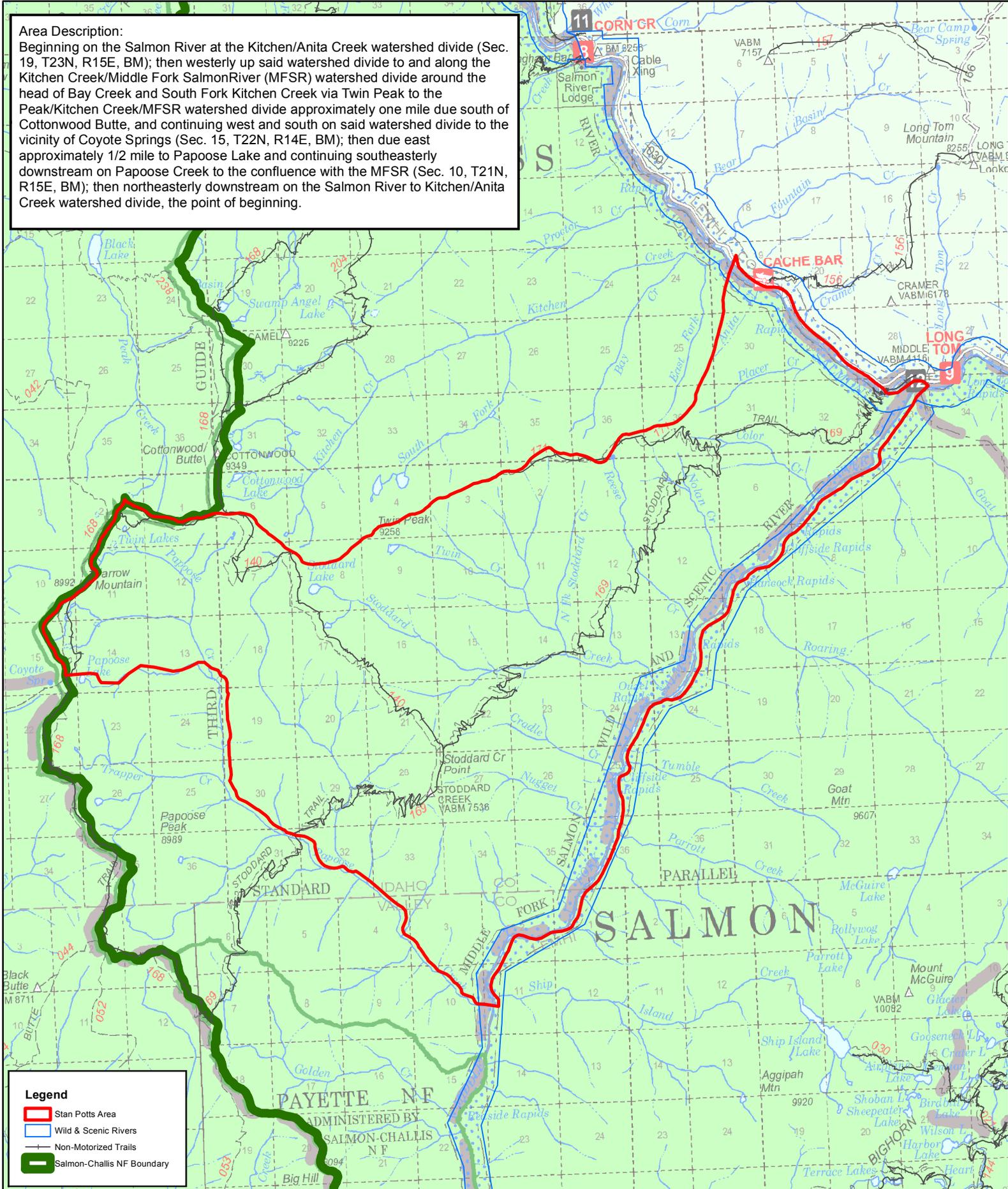
Salmon-Challis National Forest



Exhibit A: Map and Description of the Stan Potts Area

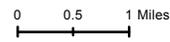
North Fork Ranger District

Area Description:
 Beginning on the Salmon River at the Kitchen/Anita Creek watershed divide (Sec. 19, T23N, R15E, BM); then westerly up said watershed divide to and along the Kitchen Creek/Middle Fork Salmon River (MFSR) watershed divide around the head of Bay Creek and South Fork Kitchen Creek via Twin Peak to the Peak/Kitchen Creek/MFSR watershed divide approximately one mile due south of Cottonwood Butte, and continuing west and south on said watershed divide to the vicinity of Coyote Springs (Sec. 15, T22N, R14E, BM); then due east approximately 1/2 mile to Papoose Lake and continuing southeasterly downstream on Papoose Creek to the confluence with the MFSR (Sec. 10, T21N, R15E, BM); then northeasterly downstream on the Salmon River to Kitchen/Anita Creek watershed divide, the point of beginning.



Legend

- Stan Potts Area
- Wild & Scenic Rivers
- Non-Motorized Trails
- Salmon-Challis NF Boundary



**APPENDIX B
SALMON-CHALLIS NATIONAL FOREST
1206 SOUTH CHALLIS STREET
SALMON, IDAHO 83467**

WILDERNESS LAND BASED OUTFITTER & GUIDE OPERATING PLAN

**Salmon-Challis National Forest
XX Ranger District**

NAME OF PERMIT HOLDER:

BUSINESS NAME:

DESIGNATED REPRESENTATIVE:

ADDRESS:

TELEPHONE NUMBER:

EMAIL CONTACT:

WEBSITE:

When signed by both the Permit Holder and the Authorized Officer, this Operating Plan will be made a part of the Special Use Permit. Forest Service approval is required before changes may be made in the operations described herein. Changes may be required in order for the holder to improve public service or for the Forest Service to meet resource management objectives. This plan will be reviewed annually and updated or revised as needed.

Approved by: _____ **Date:** _____
(Designated Representative)

Reviewed by: _____ **Date:** _____
(Permit Administrator)

Approved by: _____ **Date:** _____
(Authorized Officer)

INTRODUCTION

This operating plan has been developed by the Salmon-Challis National Forest with cooperation and consultation with permit holders. The goal of this process was to develop a consistent and standardized operating plan that becomes a part of the permit and is for the tenure of the permit. It is revised and amended jointly by the permit holder and the Authorized Officer.

The complexity of the plan is commensurate with complexity of operating on the Salmon-Challis National Forest and the Frank Church – River of No Return Wilderness. It is the document which specifies the program of action designed to achieve objectives and to ensure protection of the environment. It prescribes the extent operations will be conducted to meet the needs and objectives of the land being occupied. The plan is the means by which the holder and authorized officer formally agree on what is expected and specify procedures, practices, and other requirements for day-to-day operations.

1 GENERAL OPERATION REQUIREMENTS, PURPOSE, AND OBJECTIVES

Outfitter and guide special use permits are required for all commercial activities associated with outfitting and guiding on the Salmon-Challis National Forest (FSH 2709.14 Chapter 50). This outfitter and guide designation covers all commercial outfitting and guiding operations involving services for accommodating guests, guiding or transporting persons, providing equipment, supplies, and materials or delivering equipment and supplies on National Forest lands.

“Outfitting” is defined as renting on or delivering to National Forest System (NFS) lands for pecuniary remuneration or other gain any saddle or pack animal, vehicle, boat, camping gear, or similar supplies or equipment. The term “outfitter” includes the holder’s employees and agents. “Guiding” is defined as providing services or assistance (such as supervision, protection, education, training, packing, touring, subsistence, transporting people, or interpretation) for pecuniary remuneration or other gain to individuals or groups on NFS lands. The term “guide” includes the holder’s employees and agents.

The operations described herein will be conducted in accordance with the terms and conditions of the Forest Service permit, Federal, State and local county laws or policies, and the Frank – Church River of No Return Wilderness Management Plan (2003) and accepted appeals, unless those provisions are waived, altered, or amended in writing by the Forest Service.

The objective of this Operating Plan is to supplement the Special Use Permit for which commercial use is authorized and managed on the Salmon-Challis National Forest. This Plan requires specific performance by commercial companies and their employees to operate according to the rules and regulations as established by the various agencies charged with managing these natural resources and facilities.

Primary responsibilities of each permitted outfitter, guide, staff, and employees:

1. Provide for public safety.
2. Protect the resource.
3. Provide high quality public service.
4. Minimize conflicts with other users.
5. Conform to applicable Forest Service, State, and Federal regulations and policies.
6. Follow the Frank Church River of No Return Wilderness Management Plan (2003) and accepted appeals.

Outfitters and guides are professionals with a high profile and shall set a positive example to their clients and other users by demonstrating proper land stewardship such as compliance with rules and

regulations, minimum impact camping, backcountry and/or river ethics, and courtesy towards other forest users.

2 ADMINISTRATIVE REQUIREMENTS

- 2.1 Permit Representative(s)** - In order to achieve an effective and efficient working relationship between the holder and the Forest Service, the holder may designate someone as a designated representative(s) to have full authority in all administrative and operational matters pertaining to the permitted operation within the Salmon-Challis National Forest. The Forest Service must be notified in writing if the permit representative changes.
- 2.2 State Licensing** - The holder must have a current State of Idaho Outfitters license while operating under authority of this permit and all guides must be licensed in the State of Idaho as set forth in Idaho Code and the rules of the Idaho Outfitters and Guides Licensing Board (IOGLB). The holder is responsible for compliance with all Federal, State, and local county laws, rules, and regulations applicable to the permitted activities. A copy of the outfitter license and designated agent license will be provided to the Forest Service on an annual basis prior to conducting permitted activities.
- 2.3 Documentation, Payment of Fees, Due Dates, etc.**
- 2.3.1 Commercial Land Use Fee** - As a commercial business operator holding a Special Use Permit, a land use fee is assessed. This land use fee is a cost to the holder for operating a commercial business on public land. When reporting revenue for actual use, the total revenue must also include any commercial land use fees that have been passed onto clients.
- 2.3.1.1 Gross Revenue** – Please reference your permit for a complete definition which includes gross revenue additions and exclusions.
- 2.3.1.2 Market Value** - a valuation equal to 70% of the retail, published price of a similar space on a specific trip.
- 2.3.1.3 Use Reporting Guidelines** – See **Exhibit B** of Operating Plan for more information on use reporting guidelines, revenue additions and exclusions.
- 2.3.1.4 Deposits** – Any forfeited deposits received are considered revenue in the year they are forfeited. Revenue received by the holder or the holder’s employees or agents for scheduling or booking the outfitted or guided trip is considered reportable gross revenue (FSH 2709.11 37.05 Gross Revenue (b)). The annual actual use report is used to report financial information for that year.
- 2.3.1.5 Duration of Outfitter or Guided Trip** – The period that begins when the client first comes under the care and supervision of the outfitter or guide, including arrival at the holder’s headquarters or local community and ends when the client is released from the outfitter or guide’s care and supervision. Duration of the outfitted or guided trip is used to calculate client days, which in turn are used to determine the average client-day charge and the adjustment for use off the National Forest System lands. This is used only for calculating fees.
- 2.3.1.6 Adjustment for Use off NFS Lands** - To request an adjustment for use off NFS lands, the holder shall provide documentation of the duration of trips, such

as the itineraries for outfitted or guided trips, to support a request for a fee reduction based on use off NFS lands.

A fee may be reduced if the outfitter or guide's clients occupy National Forest System lands for 60 percent or less of the duration of the outfitted or guided trip. When days are the unit of measure, at least one entire day must be off National Forest System lands to qualify for the adjustment.

When use off NFS lands occurs on lands administered by another federal agency, and the holder is authorized by that agency, coordinate the fee calculations with both agencies so that overcharges do not occur.

2.3.1.7 Assigned Site - A location that is authorized for use and occupancy by an outfitting and guiding permit and for which a fee is paid. Assigned sites are listed on the face of the permit and billed annually regardless of if they are used.

2.3.1.8 Fee Calculation – Calculate fees in accordance with FSH 2709.11 Chapter 30, section 37 – Outfitter and Guide Fees.

2.3.8 Estimated Use (Annual Itinerary) Report Forms - Before operating on NFS lands, the holder must submit an Estimated Use Report (**Appendix C & D** of the Permit) indicating projected use for the upcoming operating season. The Estimated Use Report will be due to the Salmon-Challis National Forest Supervisor's Office, Attn: Recreation Special Uses, by **March 1st for Spring, May 1st for Summer, August 1st for Fall, and December 15th for Winter Operations**. It is then approved by the Authorized Officer. Upon receipt of Estimated Use Reports, the Forest Service will mail the holder a Bill for Collection, with instructions for payment.

2.3.9 Actual Use Report Forms - Actual Use Report (**Appendix E** of the Permit) for the year's activities will be submitted no later than **January 15th**. Actual Use Reports can be submitted seasonally if preferred, but all actual use must be reported in full and signed by the holder or permit representative no later than January 15th for the previous calendar year's activities. Upon receipt of the Actual Use Report, the Forest Service will verify the annual fees, mail a Bill for Collection, with instructions for payment or reconcile overpayment with a credit.

2.4 Operating Plan - Any changes to the current approved five-year Operating Plan will be done in concurrence and consultation with the Permit Administrator and the Authorized Officer prior to the season of operation. Any other requests and any changes, exceptions, or additions to the permit or operating plan conditions must be in writing and approved by the Authorized Officer. The mechanism for tracking changes will be done on the revision record found on page 2 of this document.

The annual itinerary is the mechanism by which the holder will request, and the Authorized Officer may approve, trip schedules and routes, horse use, general vicinity of non-assigned camps, location, and layout of "assigned" camps, and any changes, exceptions, or additions to the operating plan.

2.5 Insurance - In accordance with the special use permit, the holder shall furnish proof of insurance prior to operating on the Salmon-Challis National Forest with minimum amounts of coverage (see FSM 2713.1 – Exhibit 01).

2.6 Advertising & Filming - A copy of current brochures and advertised rates must be submitted annually. All advertising media (brochures, radio, television, Internet, etc.) will state that the “permit area is located on the Salmon-Challis National Forest.” See **Exhibit C** for advertising guidelines and **Exhibit D** for commercial filming guidelines.

2.7 Scheduled Meetings - The holder and the Forest Service will jointly set a suitable date for meetings to administer the permit or discuss matters associated with the special use permit.

The holder will bring any supporting information or documentation to the meeting such as photos, maps, permits, operating plans, use sheets, bills, and other written records. Topics for discussion may include, but are not limited to: assigned sites, temporary structures, historic use of structures and improvements at assigned sites, presence of game, predation, Idaho Fish and Game season structure, seasons of use and duration, camp proximity to potable water for human and livestock use, description of clientele served, fire and fire history, road and trail access, and previous campsite inspections.

Decisions made specific to on the ground operations of an assigned camp will be documented in **Exhibit A** of this plan. Other unique circumstances not already covered in this operating plan will be documented in additional sections at the end of the Plan.

2.8 Administrative Action - No operations can commence until all the above referenced documentation, payment of fees, etc. have been received by the Forest Service and approved by the Authorized Officer. Failure to submit documentation can result in administrative action including probation, suspension, or revocation of the Permit.

2.9 Priority Use Review – (FSH 2709.14, section 53.1n)

2.9.1 Permit holders will be managed by the type of use identified on the face of their permit.

2.9.2 When renewing priority use permits, the allocation of use may be maintained, increased, or decreased provided that the allocation is consistent with FSH 2709.14, section 53.1n, paragraph 1.

2.9.3 At the end of each 5-year period of use, review actual use, and adjust the allocation of use to match the highest amount of actual use in one calendar year during that period.

2.9.4 To ensure that five years of use are available for review as a basis for making the allocation adjustment, the authorized officer may consider extraordinary circumstances that prevent a season of operation and adjust the review period to include a previous or an additional year of use. For example, when an administrative closure order prevents public access for the majority of an operating season, the Authorized Officer may review five years of use that excludes use during the year of the extraordinary circumstance. The Authorized Officer may consider current predator or allocated tag issues when considering extraordinary circumstances.

2.9.5 For holders with 1,000 service days or less, add an additional 25 percent of that amount, and for holders with more than 1,000 service days, add an additional 15 percent of that amount in consideration of market fluctuations, availability of State hunting licenses, and natural phenomena that may have adversely affected the holder’s ability to utilize the authorized use fully, provided that the combination of the highest amount of actual use in one calendar year and the additional 25 or 15 percent of use does not exceed the amount of use allocated when the permit was issued.

2.9.6 Amend the permit to reflect the adjusted allocation of use.

- 2.9.7** When a priority use permit is about to terminate and the holder has applied for renewal of the permit, review actual use during the last five years of the permit, and adjust the allocation of use to match the highest amount of actual use in one calendar year during that period.

3 GENERAL WILDERNESS LAND BASED OPERATING REQUIREMENTS

- 3.1** General backcountry visitation is allowed with a maximum party size of 20 people, 20 head of pack stock per trip, and length stay of 14 days per campsite. Prior approval from the Authorized Officer is required for use of more than 20 head of pack stock per trip and more than 20 people.
- 3.2** Pack out all non-burnable litter and refuse material. By packing out non-burnable material, especially plastics, cans, bottles, aluminum, and packaging w/ aluminum lining, it reduces the release of toxins into the air and they are not left on the ground.
- 3.3** All pack and saddle stock facilities will be located at least 200 feet from lakes and streams, where terrain permits.
- 3.4** Pack and saddle stock must be ridden or led, and not permitted to run loose on trails or travel routes (except in situations where it is required for safety).
- 3.5** Only pack and saddle stock needed for each trip will be permitted. No colts, unbroken, or crippled stock are permitted, except for short periods if the animal becomes crippled during the trip.
- 3.6** Only Certified Weed-Free hay may be utilized on the Salmon-Challis National Forest with current evidence of certification.
- 3.7** Possessing or using mechanized transport, a motor vehicle, motorboat or motorized equipment except as authorized by Federal Law or regulation is prohibited.

4 CAMP MANAGEMENT STANDARDS AND GUIDELINES

The purposes of this portion of the plan are to (1) agree on authorized camp facilities, (2) document exceptions to standards/guidelines which are justified and approved by the Authorized Officer based on analysis of the individual situation, (3) document a schedule for removal or correction of deficiencies which are not exempted and which cannot be reasonably corrected in the short-term, and (4) document requirements and practices to minimize the environmental impacts of camp operations.

Where camp improvements do not presently conform with these guidelines, and they are not exempted in this plan based upon analysis relative to protection of resources, agreement will be reached (and documented in this plan) between the holder and the Authorized Officer on a schedule for reaching compliance.

Holders will use minimum impact techniques and will inform clients about regulation and minimum-impact camping practices including campsite selection, fire prevention, personal sanitation, garbage, and wastewater disposal; not to use soap or bathing in lakes, streams, and hot springs; and minimum stock camping techniques. Information on minimum impact camping techniques and equipment is available at the Forest Service offices.

The Frank Church – River of No Return Management Plan guidelines for operations at assigned campsites (base or transfer) will be used in identifying what permitted or required campsite facilities are

necessary. If a camp is authorized in the wild and scenic river corridor all special requirements and regulations specific to the corridor apply.

- 4.1 Assigned Sites** - Base camps, transfer camps, and end-of-the-road camps are camps located on sites designated and authorized for occupancy and use by a permit holder during the authorized period of occupancy and listed on the face of the permit. Use of assigned sites will be approved and documented in the Estimated Use Report (Annual Itinerary). Where practical the permit holder will notify the authorized officer of any deviations from the approved itinerary. Signs will be posted on site and/or at Wilderness trailheads during period of authorized occupancy. No sites will be approved in Research Natural Areas.

Exhibit A: Assigned Site Descriptions, will be used to identify approved temporary facilities for each assigned site and any site-specific guidelines, if applicable.

- 4.1.1** Temporary structures and improvements will be designed to be removed or dismantled. Fastening materials, such as wire and nails, shall not be used to secure improvements to standing live or dead trees. Rope is acceptable. Using tree-saver straps of webbing or similar material is preferred.
- 4.1.2** Temporary facilities may be erected up to 15 days before regular occupancy and must be removed no later than 10 days after season ending occupancy. Temporary structures and improvements must be dismantled when not in use during the authorized season. Re-useable poles may be stored vertically and inconspicuously against trees outside the camp perimeter or on the ground.
- 4.1.3** The holder is expected to maintain all temporary improvements and premises to standards of repair, orderliness, sanitation, and safety. It is expected that camp areas will be policed regularly, and that no garbage, trash, or litter will be permitted to accumulate. Periodic maintenance or replacement is expected to occur as needed.
- 4.1.4** All camp facilities and improvements should be at least 200 feet from trails, streams, and lakes, where terrain permits. Consider relocating, if possible, to where terrain permits.
- 4.1.5** No permanent corrals, hitch racks, base logs, in-camp plumbing fixtures connected to water systems, underground piping, and/or permanent water delivery systems, including spring boxes, are authorized unless determined by the Authorized Officer to be necessary to meet minimum requirements for the administration of the area for the purposes of the Wilderness Act and must be specifically listed on **Exhibit A: Assigned Site Descriptions**.
- 4.1.6** No caching of non-native materials or supplies is authorized. Non-native material means all metal, plastic, rubber, cement, processed or dimensional lumber (including plywood), salt, lime, horse feed, or other manufactured materials.
- 4.1.7** **Transfer camps** are generally located near roads, road and trail junctions, or airfields. They should be located inconspicuously and allow adequate space for non-outfitted facilities and use. They are used primarily for holding pack stock and equipment and serve as jump-off points to trails, but hunting, fishing, or other activities may be permitted from these camps. The site may provide for parking space, toilets, corral, hitch racks, and tent space when located outside of the wilderness. Standards for base camps will also apply to transfer camps located within the wilderness. Transfer camps will comply with the assigned site fee assessment.

- 4.1.8 Camper or storage trailers are permitted at end of road base camps during the period of use, and at transfer facilities if conditions warrant. This must be approved in advance by the Authorized Officer and specifically listed on **Exhibit A** or on the Operating Plan revision record.
 - 4.1.9 Attach a diagram of any assigned site(s) showing the location of each structure, both temporary and permanent, including tents, corrals, hitch rails, latrines, no stock areas, etc.
 - 4.1.10 Holders have no authority to prohibit occupancy of any site. All assigned sites will be posted on site and at the wilderness trailheads during periods of authorized occupancy and use. Signing will identify outfitter name, assigned area description, and authorized season of occupancy and use. Signs will state that the site is assigned to an outfitter and guide who is providing a public service under a special use permit, for which they pay a fee. In addition, signing will indicate that the Forest Service reserves the right to use and allow others to use any part of the permit area.
 - 4.1.11 Hazard trees in the camp area are the highest priority for removal. The removal of green trees, when they become a hazard, will be allowed as approved by the Authorized Officer. Other hazard trees may be felled and left on the ground. Occasional snags should be left for cavity-dependent wildlife species where they do not create a hazard. Only standing-dead or dead-down trees may be used for firewood. The amount of firewood to be cut is limited to that amount which is needed to maintain the camp through the season. Stumps from trees cut down are to be cut six inches or less in height unless used as a part of the approved facilities.
 - 4.1.12 **Outhouse (Latrine) Structures** - Must be located 200' from water and trails, dismantled after use season, and the pit must be covered with soil and naturalized. When outhouses are filled to within 12" of ground level, the pit must be filled in, naturalized, and a new suitable site chosen. The holder has the option of using portable, self-contained toilets on a temporary basis.
 - 4.1.13 **Campfire Rings** – No rock fire rings permitted in Wilderness. Where allowed, one per camp may be left between seasons if approved for resource protection. Leave-No-Trace fires without rocks are encouraged. Where rock fire rings are allowed, they need to be cleaned at the end of the operating season and kept at a minimum size. Use of an above ground type firepan is a preferred option.
- 4.2 **Spike camps** are unassigned campsites approved for use by the Authorized Officer and generally located in a more remote location, with bare necessities and fewer occupants than other types of camps. Spike camps are generally supplied from a base camp. Spike camps are not reserved and are available for use on a first-come, first-served basis for either outfitted or non-outfitted camping purposes. Spike camps will meet the same standards as base camps except that:
- 4.2.1 Unless otherwise approved by the authorized officer, spike camps cannot be set up more than three days in advance of use and are to be removed within three days after use. Occupancy shall not exceed 14 consecutive days, beginning with camp setup and ending with camp removal.
 - 4.2.2 All facilities must be permitted with case-by-case approval of the authorized officer.

- 4.2.3** Spike camps must be requested in writing, including location and GPS coordinates, on the Estimated Use Report (Annual Itinerary) and approved by the Authorized Officer. The holder is responsible for site clean-up.
- 4.2.4** Periodic inspections will be conducted of spike camp locations that are used frequently to determine if they are becoming high-impact sites from repeated use.
- 4.3** **Drop camps** are undesignated campsites used by parties whose camp equipment and supplies are packed in and/or out by an outfitter. The drop camp location is generally chosen by the client and must be requested in writing, including location and GPS coordinates, on the Estimated Use Report (Annual Itinerary) and approved by the Authorized Officer. Approved assigned sites may be used as a drop camp. The outfitter may or may not furnish camp equipment and supplies. Equipment shall be left in place only during the period it is actually in use. The holder is responsible for site cleanup and naturalization of the drop campsite used by their clients. The holder will explain area regulations and Leave-No-Trace practices to clients when providing a drop camp service. GPS coordinates should be provided with the request for this activity on the estimated use (annual itinerary) and approved by the Authorized Officer.
- 4.3.1** Only holders with drop camp authorization may provide drop camp services.
- 4.3.2** When livery, rental, supply, or drop-off service to customers is provided, count only the day on which the outfitter or guide provides services or goods. Report this type of use as a drop camp.
- 4.3.3** When the outfitter or guide provides drop-off and pick-up service on two separate days, count one service day for drop-off and one service day for pick-up.
- 4.3.4** When the outfitter or guide provides drop-off and pick-up service and the clients occupy an outfitter's assigned site and/or the outfitter or guide furnishes equipment and supplies, count one service day for drop-off, one service day for pick-up, and one service day for each day in between. Report this type of use as an outfitted drop camp.
- 4.4** **Pack Trips and Itinerant or Progressive Travel** trips are trips of parties that travel progressively through the wilderness for extended periods of time. Camps are normally used only one night. Sites may be reserved if they are scheduled or assigned for larger groups or in areas or seasons of relatively heavy use to assure availability of camping space.
- 4.4.1** **Campsites** will be located a minimum of 200 feet from lakes and system trails and 100 feet from springs, streams, and creeks. Preferably campsites should be located out of sight of system trails to increase the feeling of solitude for clients and other visitors to the area. Camps should also be located outside of any identified high lake zones. Campsites must be completely naturalized at the end of occupancy.
- 4.4.2** **Campfires** - When allowed, campfires are to be kept within the campsite perimeter. The holder will carry a shovel and a bucket or a device for carrying water. After each use period, campfire pits are expected to be cleaned and the ashes screened of all foreign material, if necessary; and the remaining charcoal/ash will be scattered, not dumped in a pile. Pack out all non-burnable litter and refuse material. The use of a fire pan or fire blanket to minimize disturbance to soil and vegetation is the preferred best management practice.
- 4.4.3** **Sanitation** – The "cat method" of sanitation (hole 6-8" deep) is to be used on an individual basis. Cat holes must be located at least 100 feet from water. If group size

dictates use of a latrine, follow 4.1.12 guidelines. The holder has the option of using portable, self-contained toilets on a temporary basis.

- 4.5 Placement of hunting camps** – The holder shall not place a camp, nor cause one to be placed, in an area for which they are not licensed by the State of Idaho. Whenever possible, camps used for big game hunting shall be placed well within the operating area and not near the boundary line.
- 4.6 Day Use** outfitting allows the holder to operate on National Forest on a daily basis. No overnight use, occupancy, or camping is permitted. Use of transfer facilities for a base of operations for day-use activities will generally not be permitted, nor may livestock be left overnight at transfer corrals to support day-use activities.
- 4.7 Wilderness Use** – Trips occurring in the Frank Church – River of No Return Wilderness will be operated according to Federal Wilderness Regulations (35 CFR 293) and any Special Orders specific to this area. A copy of the current regulations is posted at primary trailheads and is available at Forest offices and on the Salmon-Challis National Forest website.
- 4.8 Stock Use** - Forest wide livestock users are expected to fully appreciate that stock use can be an impacting activity on the resource. As such, all livestock users are expected to help develop, practice, and advocate no-trace livestock techniques to both manage impacts to the resource as well as to ensure the long-term continued use of livestock in the backcountry.

Free-grazing is the preferred method of grazing stock. Free-grazing stock must be closely supervised to prevent stock from entering other visitors' camps, to prevent impacts to riparian areas, to prevent overgrazing of the range, to prevent multiple stock use trails, and to ensure that stock do not impact water quality of lakes, streams, springs, and creeks.

Using hobbles, pickets, or temporary electric enclosures are also acceptable methods for controlling grazing. When picketing, move pickets frequently to prevent overgrazing and trampling and remove picket pins after use. Likewise, electric enclosures are to be moved as frequent as necessary.

- 4.8.1 Grazing Operating Season** – Grazing of pack and saddle stock will be approved and authorized on a case-by-case basis considering season, forage availability, and needs of wildlife and other wilderness users. The number of livestock permitted and the period of use may be adjusted annually if necessary for resource protection. Any livestock grazing is temporary and must be used only in conjunction with the outfitting and guiding services. Livestock are to be grazed only during the permitted dates as authorized in the annual itinerary. Grazing of livestock between use periods is a non-authorized use.
- 4.8.2 Forage utilization** – by pack and saddle stock will not exceed 30 percent.
- 4.8.3 Livestock in the camping area** – Livestock use in the camp area will be held to an absolute minimum. The camp area is defined as that area 100 feet from the center of the campfire. It is expected that livestock will be brought into this area only during the period of packing and unpacking. All livestock restraint, restraint facilities (hitch rails, high lines, pickets, etc.) and tack storage are expected to be located outside the core area.
- 4.8.4 Salt** – Livestock salt will be in block form and must be contained off the soil surface to prevent leaching into the soil.

- 4.8.5 Hay** – Only Certified Weed-Free hay will be utilized on the Salmon-Challis National Forest with current evidence of certification (Special Order # 04-00-097). Accepted weed prevention best management practices (**Appendix F** of permit) recommend that stock users confine their stock to a weed free area (corral, clean pasture, etc.) for 3 days, feed only weed-free feed for 3 days, and to clean trucks, trailers, tack, and animals (ex. coat, mane, tail, hooves) prior to arriving on FS lands. See Appendix F, Noxious Weed – Exotic Plant Prevention and Control, of the special use permit.
- 4.8.6 Corrals** located at assigned sites will be cleaned and properly maintained on an annual basis, or more frequently if necessary and/or directed by the Authorized Officer. See 4.8.7 for guidance about manure. Temporary electric fence or lightweight nylon snow fence in darker colors is encouraged.
- 4.8.7 Horse Manure** – Manure from assigned sites (including corrals and other stock holding areas) with road access will be hauled off Forest. Manure from assigned sites, backcountry camps, and grazing areas without road access will be raked and spread into surrounding vegetation after each use, not piled. Scattering manure speeds up the decomposition process, attracts fewer flies, harbors fewer parasites that infest horses, is less impacting on vegetation, minimizes visual impacts, and reduces conflicts with other visitors who may wish to visit the site.
- 4.8.8 Dead Livestock** – Dead livestock will be disposed of (hauled to an approved site) or moved approximately 1/2 mile from any camp area, 1/4 mile from any regular forest trail, and/or 100 yards from lakes or streams when physically possible. The holder is expected to notify the Authorized Officer and Permit Administrator within 48 hours of the death of any livestock if such animal cannot be properly disposed of, or at the first reasonable opportunity if proper disposal has occurred.
- 4.8.9 Treatment/Condition of Livestock** – Livestock shall be properly treated and cared for by state statute under the authority of the Idaho Department of Agriculture.
- 4.8.10 Noxious Weeds** – The holder will be responsible for minimizing invasive weeds relative to their authorized activity on the Forest. If any control or treatment is required it will occur, after coordination with the Forest Service.
- 4.8.11 Trees** – Secure stock in a manner that does not cause resource damage. Rope high lines with tree savers or electric fences are preferred methods of retaining stock for extended periods of time.
- 4.8.12 Loose Trailing** – Loose trailing of stock is not allowed except at times and locations where it would be hazardous to have the stock tied in a string. This restriction will help avoid safety problems, conflict with other visitors, and minimize impacts to System Trails. Travel is expected to be in single file on the trail. Willfully cutting across switchbacks is prohibited.
- 4.8.13 Watering Stock** – When watering stock, strive to reduce erosion and impacts to riparian vegetation. Use existing routes to water. When electric enclosures are used for stock, funnel sections should be considered to direct stock to smaller access points; gate these access points to prevent further resource damage. Water systems at camps will be coordinated and approved by the Authorized Officer.

4.9 Trail Maintenance

4.9.1 System Trails - Only non-motorized tools (cross-cut saws, hand saws, axes, etc.) may be used to clear trails within Wilderness. The holder shall not blaze, construct, or maintain non-Forest Service System Trails as defined in the FC-RONW Management Plan, Appendix H maps. Construction or upgrading non-system trails without specific written permission of the Authorized Officer is prohibited (36 CFR 261.10a).

4.9.3 Annual Trail Maintenance by outfitters and guides is encouraged to share stewardship of our National Forest System Trails. The holder shall consult with the Permit Administrator and/or Trail Program Managers and review trail standards prior to conducting trail maintenance work and all maintenance shall be performed to these standards. An annual trail maintenance itinerary shall be submitted with the holder's spring/summer Estimated Use Report (DUE March 1st) or **no later than May 15th annually**.

4.12.3.1 Outfitter & Guide Trail Stewardship Program – Section 7 of the National Forest System Trails Stewardship Act, 16 U.S.C. 583-5 and the special use permit (Section V.D. of the Permit) for outfitting and guiding offers voluntary participation whereby outfitters can perform agreed-upon trail maintenance which supports public use in lieu of paying annual land use fees. Proposed trails must be submitted and approved by the Authorized Officer prior to commencement of trail stewardship and no later than **May 15th**. All trail stewardship work must be completed by **September 30th** and reporting forms submitted no later than **October 15th**. Contact your Permit Administrator to obtain information and enroll in the program.

4.9.4 Public Trailhead Facilities – The permit holder will have adequate portable livestock restraint facilities of their own when staging trips from a trailhead. The permit holder may use public trailhead corrals as a part of their operation but may not exclude the public. If there is inadequate capacity at public facilities, the non-outfitted public has first priority for public facilities and the outfitter shall move their stock to portable facilities, referenced above.

5 HUNTING REQUIREMENTS – Outfitter operations shall be conducted in accordance with current Idaho Fish and Game rules and regulations.

5.1 Bear Bait Permits – As of the permit issue date, **HOLDER** is allocated **X** bear bait permits. Requests for increases in bait permits, above the maximum number authorized above, will be reviewed on a case-by-case basis. The permit holder will make their request to Idaho Fish and Game and notify the Forest Service. Approval of the request by Idaho Fish and Game will need to be submitted to the Forest prior to establishing additional bear bait locations. This will then be noted in the Plan revision record.

6 HIKING AND BACKPACKING

6.1 Campsites – will be located a minimum of 200 feet from lakes and system trails and 100 feet from springs, streams, and creeks. Preferably campsites should be located out of sight of system trails in order to increase the feeling of solitude for clients and other visitors to the area. Camps should also be located outside of any identified high lake zones. Campsites must be completely naturalized at the end of occupancy.

- 6.2 Campfires** – When allowed, campfires are to be kept within the campsite perimeter. The holder will carry a shovel and a bucket or a device for carrying water. After each use period, campfire pits are expected to be cleaned and the ashes screened of all foreign material if necessary; and the remaining charcoal/ash will be scattered, not dumped in a pile. Pack out all non-burnable litter and refuse material. The use of a fire pan and/or fire blanket to minimize disturbance to soil and vegetation is the preferred best management practice.
- 6.3 Sanitation** – The "cat method" of sanitation (hole 6-8" deep) is to be used on an individual basis. Cat holes must be located at least 100 feet from water. If group size dictates use of a latrine, follow 4.1.12 guidelines. The holder has the option of using portable, self-contained toilets on a temporary basis.
- 6.4** To minimize erosion stay on the trail and do not cut switchbacks.
- 6.5** Following leave no trace or minimum impact techniques are recommended.

7 SAFETY AND EMERGENCY SITUATIONS

Human health and safety are the most important aspects of the permitted operation and will always have priority over all other considerations and responsibilities.

- 7.1 Search and Rescue** – Search and rescue activities will be handled through the appropriate County Sheriff's Office. Emergency rescue using helicopters or other motorized equipment (otherwise prohibited in wilderness) requires prior approval of the Forest Authorized Officer. Using helicopters for search and rescue activities will be approved only in life threatening situations. Normally, the appropriate Sheriff's Department will notify the Forest Service to request allowance for helicopter or motorized assistance for search and rescue missions. The Forest Service shall not accept liability for costs of emergency rescue.
- 7.2 Reporting Requirements** – In the case of human death, the County Sheriff and Forest Service will be notified as soon as possible.
- 7.3 Incident Notification** – The holder shall be required to contact the Authorized Officer as soon as practicable after the following incidents that occur on NFS lands within the authorized area:
- 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.
- 8 ANCILLARY SERVICES** are services and equipment contracted by the permit holder that supports use authorized by an outfitting and guiding permit, is in compliance with this plan, and that is provided by a party other than the holder or the holder's employees or agent. Ancillary services may be contracted only with prior written approval from the Authorized Officer. Ancillary services are not to be utilized on the Forest outside of permitted operations unless the service provider holds a Forest Service authorization to operate on the Forest separate from the ancillary contract.

8.1 Required paperwork for ancillary services:

- a. A copy of the Contract for ancillary services submitted for approval at the beginning of each operating season – the contract must state that the holder remains responsible for compliance with all the terms and conditions of the permit, including the operating plan. Contact your Permit Administrator for an example contract.
- b. Contracted services must be covered by the contracting holder's insurance policy, **INCLUDING** the holder having an endorsement on the permittee's insurance policy that covers contracted services and equipment **OR** alternatively the holder's contractors shall procure a separate policy that covers their services and equipment and that names the Salmon-Challis National Forest and US Government as additionally insured.

8.2 Guide Contracting – A permit holder may contract with a guide, but only with the prior written approval of the Authorized Officer and an executed and approved contract. No contract, no operations. Services of the contracted guide must be authorized in the permit and covered under the contracting holder's operating plan. The contracting guide must have all required State licenses. The contract for the guiding service must state that the holder remains responsible for compliance with all the terms and conditions of the permit, including the operating plan. The contracting holder will exercise management authority over all day-to-day field operations of the business, including the guiding services covered by the contract. Contracted guide services must be covered by the contracting holder's insurance policy as stated above in Section 8.1b.

9 COMPLIANCE MONITORING, PERFORMANCE EVALUATIONS, INSPECTIONS

9.1 Administrative Action – All authorized outfitter/guide operations will be conducted in accordance with the terms and conditions of the Special Use Permit and this Operating Plan. Failure to comply with such terms and conditions may be grounds for administrative action including probation, suspension, revocation, or non-renewal of the Permit.

9.2 Performance Evaluation – Holder's compliance with the terms and conditions of the Special Use Permit and the 5-year or Annual (Estimated Itinerary) Operating Plan is subject to performance review and evaluation by the Authorized Officer. The performance rating is generally completed annually for each outfitter. It is supported with documentation of performance during the use period, such as camp inspections, letters, or reports. The holder's performance will be documented using the Outfitter and Guide Performance Evaluation Criteria (**Appendix F** of the Special Use Permit) which meets the requirements of the Memorandum of Understanding between the Forest Service and the Idaho Outfitters and Guides Licensing Board.

9.3 Inspections – Forest Service employees may conduct periodic inspections of an outfitter's operations, assigned sites, equipment, and use of permitted public facilities to document compliance with the Special Use Permit and Operating Plan.

10 THREATENED AND ENDANGERED SPECIES

National Forest System lands, including many wilderness areas, provide important habitat for federally listed sensitive, threatened and endangered species (flora, fauna, fisheries, etc.). Actions necessary to protect and recover sensitive, threatened, and endangered species, including habitat

manipulation and special protection measures, may be implemented. See FC-RONRW Management Plan, Appendix I, for specific conditions in the Frank Church Wilderness.

Outfitters and Guides, and their clients, should be aware of the potential occurrence of bull trout redds (nests) in permit area streams during fall months at stream locations where accumulations of small gravels, moderate stream velocities and shallow stream depths may indicate suitable bull trout spawning habitat.

Outfitters and guides should inform clients of the potential for bull trout spawning and subsequent bull trout redd presence within streams of their permit areas beginning as early as mid-August of each year. Outfitter and guides (when accompanying clients) and clients (when separated from the guides) should take measures to avoid crossing streams, whether on horseback or on foot, in areas either displaying evidence of spawning activity or redd construction, or displaying the identified depth, velocity, and substrate conditions which would indicate the existence of these suitable/potential spawning habitats.

Photo examples of typical pool tailout spawning habitats, displaying suitable conditions of water depth, water velocity and substrate size are included in **Exhibit D - Threatened and Endangered Species**.

Outfitters and guides are additionally requested to report, in their Actual Use Report, any observations of bull trout spawning activity, bull trout redds, or the presence of suitable bull trout spawning habitat at established system trail stream crossings used during ingress and egress activities to assigned sites.

11 ADDENDUM TO OPERATING PLAN

This five-year operating plan and your annual itinerary (Estimated Use Report) serves to fulfill your requirements of an annual operating plan.

Individual outfitters may submit addendums to the operating plan to identify any unique requests that are not already covered in this operating plan. These addendums are specific to their individual operations as long as such activities are in compliance with the permit, forest plan, and applicable regulations. Such addendum requests are subject to Authorized Officer approval.

13 ANNUAL ITEMS NEEDED FOR COMPLIANCE

- Current Outfitter and Designated Agent License(s)
- Current price/rate list that includes all provided services
- Liability Insurance Certificate (COI)
- Annual Itinerary (Estimated Use Report)
- Annual Actual Use Report
- Trail Stewardship Act Documents (if applicable)
 - Proposed Trail Work Form
 - Annual Fee Offset Agreement
 - Fee Offset Claim

EXHIBIT A - AUTHORIZED ASSIGNED SITE DESCRIPTIONS

ASSIGNED SITE:

Salmon-Challis National Forest – XX Ranger District

LOCATION:

GPS COORDINATES: LAT: LONG:

OPERATING SEASON:

FACILITY	HOW MANY	SIZE	MATERIAL USED	DURATION
Corral				
Hitch Rail				
Toilet Facility				
Tents				
Base Logs				
Campfire Rings				
Water System for Stock Use				
Water System for Human Use				
Meat Pole				

EXHIBIT B – OUTFITTER & GUIDE USE REPORTING GUIDELINES

The commercial land use fee to conduct outfitting and guiding operations on the Salmon-Challis National Forest (SCNF) is 3% of Adjusted Gross Revenue as defined in the (FSH 2709.11 Chapter 30; 36.21c (2)) special use permit. Adjustments to gross revenue (revenue additions or revenue exclusions) are made when the price offered to a client is reduced, bartered, or donated. This document clarifies the application of revenue additions, discounts, and revenue exclusions for outfitters and guides reporting use on the SCNF.

The term “**Market Value**” in the context of applying revenue additions (FSH 2709.11 Chapter 30; 36.05) on the SCNF is defined as: **a valuation equal to 70% of the retail, published price of a similar space on a specific trip.** The 70% valuation for market value is referenced in the Outfitter and Guide Administration Guidebook (USDA Forest Service, Northern Region 1997), has been applied on other national forests, and is a consistent, and fair method to apply on the SCNF.

Reduced fare or free trips will be valued at not less than Market Value (70% of retail). The application of “Market Value” is referred to as a “Revenue Addition” and indicated as such on the use report.

Discounted Trips: If a discount is available to the general public, the discounted fare is the basis for calculating fees unless *the discount offered is below 70% of retail. If the discount is below the 70% of retail threshold it is considered a revenue addition and market value reported as the revenue.* Discounts must be documented by printed materials, website, social media postings, newsletters, other communications, or in a letter to the Forest Service accompanying the outfitter’s pre-season Estimated Use Report and made available to the general public.

Report Market Value (70% of retail) in these cases:

- **Donated, Charitable, Free, Bartered, and Promotional Trips:** Market Value must be reported for a person receiving a free trip, as a group discount, in exchange for a service, (i.e. a band member, yoga or photography instructor, etc.) or to someone expected to promote the business (i.e. someone from a tourism board, newspaper, travel club, etc.).
- **Vacationing Employee/Staff and Staff Discounts:** Revenue must be reported based on market value for staff members going as vacationing participants or staff members' friends and family (Revenue Addition). However, revenue should not be reported for staff members participating in trips for informative or support purposes (see Employee/Staff below).

Special situations:

- **Discounts Necessitated by Business Conditions:** If trips are discounted at point of sale below 70% of retail price then market value will be applied.
- **Group Charters:** Apply the same direction as an individual trip. Report revenue for the trip, documenting any discounts offered. Revenue must correspond to published prices and discounts. If discounts are publicized as a percentage of the trip price (i.e. 10% discount), fees will be based on the actual trip price. Report free spaces at market value if they are publicized as the discount for a charter.
- **River Training Trips:** Guide trainees who are employees or potential employees will be listed as a trainee on the manifest with no revenue reported unless the training is part of a program that generates revenue. The trip will be reported at the actual revenue amount if revenue is generated. List the trainee rate with your Estimated Use Reports. Trainees must fit IOGLB criteria.

- **All-Inclusive Package Trips, Lodge-to-Lodge, or Combination Trips:** Some outfitters offer trips that include many items provided by other parties such as: air charters, special shuttles, lodging, meals, etc. Two scenarios may apply: 1) if the trip is publicized for a single all-inclusive retail price with no breakdown of separate costs, that retail price is the revenue to report. 2) If the trip is publicized with itemized fees for all extra services and itemized on the customer's invoice; the retail value of the outfitted trip is reported; the value of services that are specifically excluded are not reported. Please consult your Permit Administrator to ensure this is done correctly.

Direction for miscellaneous fees:

- **Cancellations:** If a guest cancels and does not receive a refund or future trip credit then the outfitter reports the revenue retained that year. If a guest cancels and the outfitter grants a partial credit for a future trip, the balance (future credit) is reported in the year of use. If a cancellation fee is charged report it as revenue in the year of cancellation.
- **Booking or Travel Agent Fees:** When revenue is received through a travel or booking agent and a commission is paid report the entire amount as gross revenue. The fee cannot be excluded from the total price. The total revenue is reported including the booking fee.
- **Recreation Enhancement Act (REA) River Fees:** REA fees (\$4/person/day) collected through recreation.gov should be a separate additional charge to the total trip cost and not reported as revenue on the use report. If an outfitter includes the REA fee within the trip price, the REA fee is included in the land use fee calculation, unless a deduction is requested. REA fees are a valid revenue exclusion and a deduction of those fees can be requested (Revenue Exclusion). Please work with the Permit Administrator to request this deduction.
- **State Sales Tax:** Please treat sales tax as an itemized charge separate from the trip price so that it is not considered reportable revenue. State sales tax is not considered a valid revenue exclusion when part of an all-inclusive trip price. If included in an all-inclusive trip price report it on the use sheet.

Do not report revenue in these cases:

- **Employee/Staff:** An employee is a person employed for wages or salary in conjunction with a specific trip. Revenue should not be reported for employees/staff members participating in trips for informative or support purposes (see Vacationing Staff above).
- **Children of Permit Holder:** Revenue shall not be reported for the child of a permit holder under the age of 16 if they are brought along on their company's commercial trip. However, the REA fee (river use, \$4/person/day) will apply for the duration of the trip.

EXHIBIT C – SALMON-CHALLIS NATIONAL FOREST ADVERTISING GUIDELINES

The following guidelines are to be used when a permit holder chooses to use a booking agent or utilizes another permitted Outfitter and Guide to book trips that they are permitted and licensed for.

Using these guidelines avoids the potential violation of 36 CFR 261.10 (c) Selling or offering for sale any merchandise or conducting any kind of work activity or service unless authorized by Federal law, regulation, or permit.

In plain language: selling or offering to sell a service that requires a permit.

1. Advertising should clearly identify who holds the permit and who is offering the actual service.
2. Clients booking through a booking agent or another entity other than the permit holder should clearly understand who the company offering the service is. Not necessarily the one doing the advertising.
3. Identify in any such advertising that the permit holder is authorized under a Recreation Special Use Permit on that Forest: *Our trip operating partner (Business name), is licensed and authorized to operate on the Salmon-Challis National Forest under a special use permit.*
4. Report all gross revenue paid by the client to the booking agent. This includes any fees associated with booking the trip that is being conducted on NFS lands.
5. Accurately state fees as required in your own advertising. Please remove all references to the land use fee unless this statement is used: *3% of the company's adjusted gross revenues are paid for a land use fee for operating commercially on National Forest System Lands.* The land use fee is not a tax or fee that should be added to the client's trip cost. The land use fee is the outfitter's rent for operating commercially on National Forest System Lands or Waters.
6. Only employees and licensed guides of the permit holder can provide the service.

If there is any question, please contact your Permit Administrator for assistance.

EXHIBIT D

A Guide to Commercial Filming on the Salmon-Challis National Forest

This guide is intended to help those interested in filming on the Salmon–Challis National Forest (SCNF) understand applicable regulations and management direction for that activity. Please review this information to help you decide if a permit is required. In many cases, you may need to apply for and obtain a special use permit.

Forest Service Guidance Documents

The following documents have to be taken into consideration when determining if a proposed filming project is allowed and if it requires a permit. Advanced timing and approval is required to obtain a commercial filming permit, and must be planned accordingly.

- Code of Federal Regulations (36 CFR 251.50)
- Public Law 106–206
- Forest Service Manual – Special Uses Administration 2725.5
- Forest Service Handbook – FSH 2709.11, Chapter 40, Sections 45.5 through 45.52c
-Including Interim directives for filming in wilderness (FSH 2709.11-2013-1, Section 45.51b)
- USDA Guidebook Commercial Filming and Still Photography National Forest System lands (2019)
- Central Idaho Wilderness Act
- Frank Church – River of No Return (FC-RONR) Wilderness Management Plan
- Salmon Wild and Scenic River Management Plan

Definitions (FSH 2709.11, Chapter 45.5, 2)

Actor. An individual who either: (1) Portrays a character or himself/herself in the reenactment of an event or incident, or (2) Narrates a storyline for commercial filming purposes.

Breaking news. An event or incident that arises suddenly, evolves quickly, and rapidly ceases to be newsworthy.

Commercial filming. Use of motion picture, videotaping, sound-recording, or any other type of moving image or audio recording equipment on NFS lands that involves the advertisement of a product or service, the creation of a product for sale, or the use of actors, models, sets, or props, but not including activities associated with broadcasting breaking news. For purposes of this definition, creation of a product for sale includes a film, videotape, television broadcast, or documentary of historic events, wildlife, natural events, features, subjects or participants in a sporting or recreation event, and so forth, when created for the purpose of generating income.

Model. An individual who poses for the commercial filming or still photography of a product or service for the purpose of promoting its sale or use. A model may also include inanimate objects, such as vehicles, boats, off-highway vehicles, articles of clothing, food and beverage products, and so forth, placed on NFS lands so that they may be filmed, photographed, or recorded to promote their sale or use.

Remuneration. Is the pay or other financial compensation provided in exchange for services performed. Including, but not limited to, financial compensation, barter, trade, gifts, sponsorship, gratuities, etc.

Sets and Props. Items constructed or placed on NFS lands to accommodate commercial filming or still photography, such as backdrops, generators, microphones, stages, lighting banks, camera tracks, vehicles specifically designed to accommodate camera or recording equipment, rope and pulley

systems, rigging for climbers, and structures. Sets and props also include trained animals and inanimate objects, such as camping equipment, campfires, wagons, and so forth, when used to stage a specific scene. A set or prop does not include any of the preceding items when they are used to report breaking news, nor does a prop include a hand-held camera or a camera mounted on a tripod.

Still photography. The use of photographic equipment to capture still images on film, digital format, and other similar technologies on NFS lands that: (1) Takes place at a location where members of the public are generally not allowed to or where additional administrative costs are likely, or (2) Uses models, sets, or props that are not a part of the site's natural or cultural resources or administrative facilities.

Questions and Answers

Who needs a permit to film on the SCNF?

A special use authorization is required for commercial filming (and in some circumstances for still photography). Commercial filming is not allowed in the Frank Church – River of No Return Wilderness per the Management Plan.

Can I use video to record my vacation on the national forest for the purpose of sharing experiences with friends and family?

Yes. Recreational filming for personal use that is not intended to generate a profit or advertise a product or service is allowed on national forest lands.

Which activities on the national forest are considered commercial?

Any use or activity on national forest lands where:

- an entry or participation fee is charged
- involves the advertisement of a product or service and/or the creation of a product for sale
- the primary purpose is the sale of a good or service regardless of intent to produce a profit

36 CFR 251.51

Is commercial filming allowed on National Forest System lands?

Commercial filming can be authorized on National Forest System lands with a special use permit.

- A detailed proposal must be submitted
- The Forest Service must consider, among other things:
 - if the proposed use is consistent with the mission of the Forest Service and other applicable laws that direct management of the SCNF.
 - if the use can reasonably be accommodated on non-Forest lands
 - what the effects of the proposal would be on Forest lands, resources, or programs

36 CFR 251.51

Is commercial filming allowed in areas designated as Wilderness?

Each wilderness area in the National Wilderness Preservation System is subject to its own guidance and directives, however, a special use permit may be issued if the proposed activity:

- Has a primary objective of dissemination of information about the use and enjoyment of wilderness or its ecological, geological, or other features of scientific, educational, scenic, or historical value (16 U.S.C. 1131(a) and (b)).
- Would preserve the wilderness character of the area proposed for use, i.e., would leave it untrammelled, natural, and undeveloped and would preserve opportunities for solitude or a primitive and unconfined type of recreation (16 U.S.C. 1131(a)).
- Is wilderness-dependent, i.e., a location within a wilderness area is identified for the proposed activity and there are no suitable locations outside of a wilderness area (16 U.S.C. 1133(d)(6)).
- Would not involve the use of a motor vehicle, motorboat, or motorized equipment, including landing of aircraft, unless authorized by the enabling legislation for the wilderness area (16 U.S.C. 1131(a) and (c)).

- Would not involve the use of mechanical transport, such as a hang glider or bicycle, unless authorized by the enable legislation for the wilderness area (36 CFR 261.18(b))
- Would not violate any applicable order (36 CFR 261.57)
- Would not advertise any product or service (16 U.S.C. 1133(c)).

Is commercial filming allowed in the Frank Church – River of No Return Wilderness?

The FC–RONR Wilderness Management Plan (Chapter 2, pages 36-37. *Land Uses-Withdrawals and Special Uses*) states clearly that the Forest Service is to *issue no new special use permits for... commercial filming* in the FC-RONR.

Filming Specific to Outfitter and Guide Operations

Outfitters and Guides are authorized under special use permit to operate commercially on National Forest System lands and are the only commercial activity allowed to conduct business in the Frank Church – River of No Return Wilderness. Many companies have asked whether they need a special use permit to use video as a media to support their business operations.

Filming is **commercial** if it is being produced for the purposes of advertising the business and money has changed hands to produce the video. This is not allowed without a special use permit and is strictly prohibited in the FC–RONR Wilderness by the Wilderness Management Plan.

Non-commercial filming is allowed in both Wilderness and Non-Wilderness areas of the SCNF. The content cannot have been produced for a fee and must provide free information that is intended to support business operations, inform potential clients, uphold wilderness ethics, and prevent unnecessary or undue degradation of wilderness character.

Below are questions to ask and points to consider for Outfitters and Guides hoping to use filming to support their business and to know when a filming permit is required:

- *Who is doing the filming?*
 - Employee, guest, outfitter, guide (not being paid specifically or only to film) = **non-commercial**
 - Professional company, photographer, advertising agency, or anyone who sells their film product for a profit or is paid to make it = **commercial**.
 - Example: Outfitter A hires a filmmaker to create an advertising video – even if they are trading a trip or a service for this, it is **commercial** because money or goods and services change hands in exchange for the film product and **a permit is required**.
- *What is the intent of the filming?*
 - Sharing information on social media, webpages, YouTube, etc. about an already permitted activity (such as outfitting) = **non-commercial**
 - Advertising a product, service, or any other commodity = **commercial**
- *Who can the video be marketed, provided, and/or sold to?*
 - Potential clients for informational purposes = **non-commercial**
 - Third party interests (ex: Maravia rafts, film festivals, media, etc.) = **commercial**
 - Any person or entity that will use the film for profit = **commercial**
 - Essentially the video can only be used by the outfitter for the purposes of providing information about their business or the filming will be considered commercial and need a separate permit.
- *Where is the commercial filming taking place?*
 - Wilderness
 - Frank Church – River of No Return Wilderness = **not allowed**
 - Jim Maclure – Jerry Peak Wilderness = **potentially allowed, permit required**
 - Non-Wilderness Forest System lands = **allowed, permit required**

Main Salmon River – falls under the direction of the Salmon Wild and Scenic River Management Plan

- Follow same logic as above to avoid commercial. However, if you need to pursue a commercial filming project or are unsure as to whether something that is being proposed is commercial, reach out – we will work through it together!

EXAMPLE SCENARIOS

These examples not intended to cover every possible scenario but are intended to help interpret the policies and management direction explained above.

A commercial filming permit is **NOT REQUIRED** for:

- Video footage that is intended for the **personal use of a client** and was filmed while the client was participating in activities authorized by the outfitter's Special Use Permit, e.g. hunting, fishing, day rides, backpacking, skiing, climbing, and etc.
- Video footage that is produced with **no intent to sell to a third party** (e.g. The Outdoor Channel, ESPN, Hunting Across America, etc.) **or for sale to the general public.**
- Video footage for the sole purpose of **providing free information** to potential clients about the Outfitter's business, the river experience, how to prepare, etc.

A commercial filming permit **IS REQUIRED** for:

- Video footage **produced for commercial marketing or remuneration including barter, sponsorship, or gratuity.** This includes commercial businesses supported by advertisement remuneration, e.g. The Outdoor Life Channel, ESPN, Hunting Across America, Nikon, Brunton, Cabela's, etc.
- Video footage **produced by a commercial company receiving remuneration** for an advertisement or feature film footage. For example, **a commercial filming company is hired by an outfitter to produce a video advertisement.** In this case **the commercial filming company would be required to obtain a permit.** However, it is the responsibility of the outfitter to inform the commercial filming company that the client needs to obtain a commercial filming permit.
- Video footage produced by an outfitter's client **who intends to commercially market the video footage.** For example, a client hires an outfitter to take him/her on an elk hunt with the **intent of filming and marketing video footage** of the elk hunt. Again, in this case the client would be required to obtain the commercial filming permit. It is the responsibility of the outfitter to inform the client that they need to obtain a commercial filming permit.
- Video footage produced by the outfitter, guides, or clients **who intend to submit video to a film festival or produce a documentary** which could result in a prize or other compensation, regardless of if they actually win.
- Video footage produced by the outfitter, guides, employees, or clients **that includes props** (i.e., outdoor gear, rafts, clothing, food, etc.) gifted, bartered, and/or traded to the entity **specifically with the intention of producing videos to market that product**, including on social media platforms (i.e., Instagram, Facebook, YouTube, etc.).

- Video footage produced by the outfitter, outfitter's employees, commercial company, or private client and **sold** for instructional purposes, e.g. mule packing, game field dressing, fishing techniques, or camping technique videos
- Video footage produced by the outfitter, guides, employees, or clients that is **shared on social media platform (i.e., YouTube) for which payment is received** via subscribers, advertisements, etc.

Reach out with any questions and to apply for a permit:

Salmon–Challis National Forest Supervisor's Office
1206 South Challis Street
Salmon, ID 83467
(208) 756-5100

EXHIBIT E – THREATENED AND ENDANGERED SPECIES

Examples of typical fish spawning habitat for Bull Trout and Chinook Salmon.
Avoid disturbing fish redds when wading streams.



Chinook salmon in typical spawning habitat. Note shallow water depth, low-to-moderate water velocity, and stream substrate composed predominantly of large gravels to small cobble.



Low gradient riffle supporting suitable spawning habitat. Note shallow water depth, low-to-moderate water velocity, and stream substrate composed predominantly of large gravels to small cobble.



Completed fish “redd” (nest). Note “bright” appearance of stream substrate where female has disturbed and overturned gravels constructing redd, compared to undisturbed surrounding substrate displaying established periphyton covering.