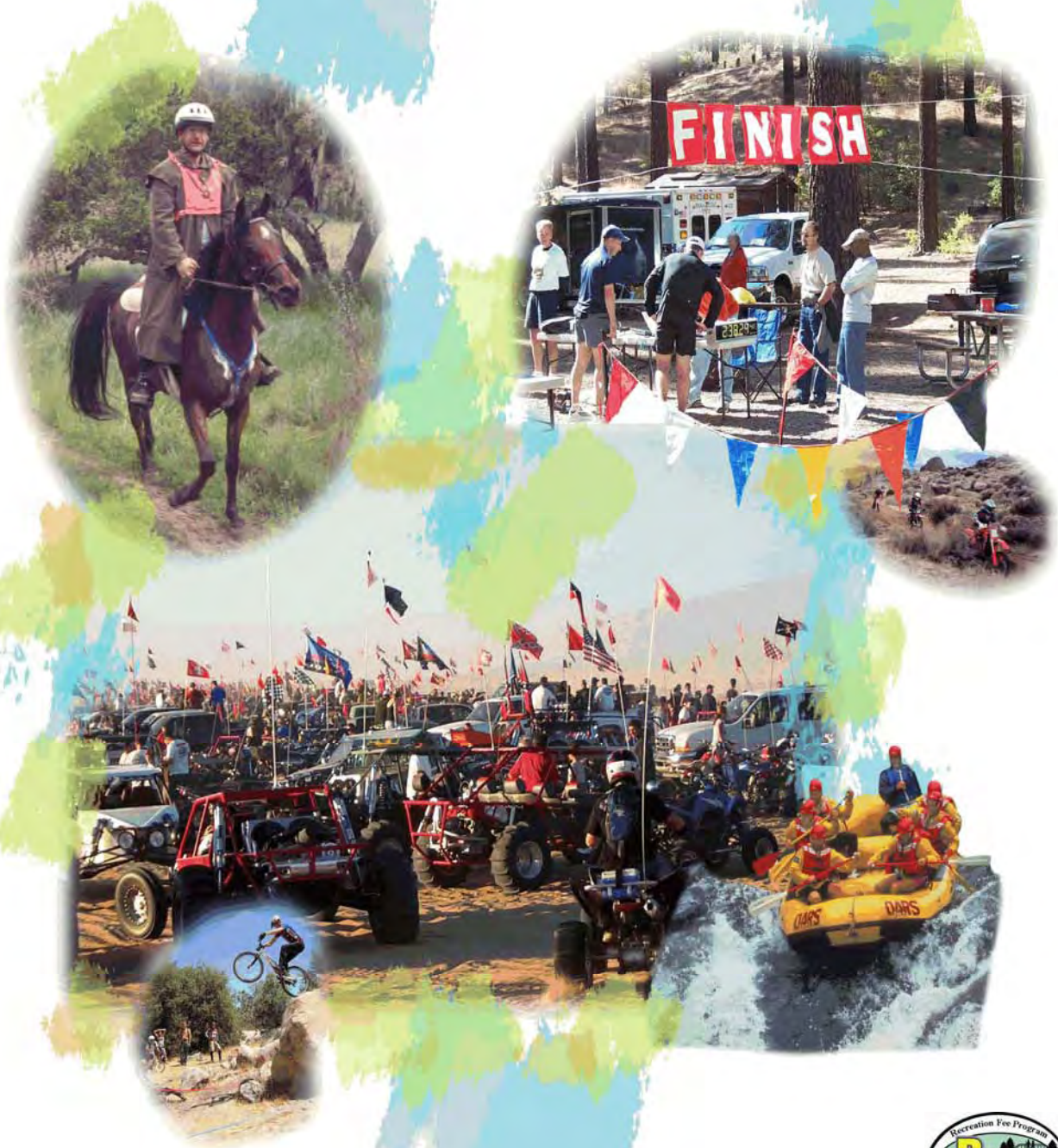


SPECIAL RECREATION PERMIT INFORMATION BOOKLET August 2007

BLM

CALIFORNIA





United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way
Sacramento, California 95825
<http://www.blm.gov>

October 1, 2007

In Reply Refer To:
2932 (CA930)P

EMS TRANSMISSION: 10/1/07
Instruction Memorandum No. CA-2008-001
Expires: 9/30/09

To: All California Field Offices and California Field Managers
Attention: Outdoor Recreation Planners

From: California State Director

Subject: Special Recreation Permit (SRP) Policy

Program Area: Permits for Recreation on Public Lands

Purpose: To establish state-wide policy and procedures for consistent management of Special Recreation Permits and cost recovery requirements in accordance with section 304 of the Federal Land Policy and Management Act (43 U.S.C. 1734), 43 CFR Part 2930 BLM Manual and Handbook H-2930-1 (Recreation Permit Administration) and Office of Management and Budget Circular A-25 (revised 7/8/93).

Background: A final rule updating the regulations governing the issuance of permits for recreation on public lands administered by the Bureau of Land Management (BLM) was published in the Federal Register (Volume 172, pp 7832-7837) February 21, 2007. The final rule addresses three main areas. First, it emphasizes and highlights the cost recovery requirements for issuing recreation permits. Second, it updates BLM regulations to reflect changes in recreational activities and large-scale events that have taken place over the last 15 years. Third, it provides guidance and standards for use of developed recreation sites.

On August 7, 2007, the BLM published its Manual and Handbook, H-2930-1 (Recreation Permit Administration). The Manual and Handbook consolidates the most current recreation permit regulations, policy, and associated reference materials in order to provide consistent and clear direction for issuance of recreation permits and the requirement for cost recovery. The following policy articulates specific direction in accordance with Office of Management and Budget Circular No. A-25 (revised 7/8/93) and the BLM Manual and Handbook H-2930-1.

Policy/Action: The attached *Special Recreation Permit Information Booklet* will serve as a basic guide for consistent management of BLM recreation permits in California. It is based on the work done by the California Desert District and is intended to provide a condensation and

simplification of information found in BLM Manual Handbook H-2930-1, 43 CFR 2932, the Federal Land Policy and Management Act, and the Federal Lands Recreation Enhancement Act.

As reflected in the attached Information Booklet, key California policy points include:

Cost Recovery (Appendix A-6)

- Cost recovery is a charge based upon the actual personnel, vehicle, travel, and materials costs required to issue, administer, and monitor a SRP.
- All applications exceeding 50 hours of staff time for processing will require cost recovery. Cost recovery will not be used for permits requiring less than 50 hours.
- Indirect costs for cost recovery will be based on the annual prevailing cost rate.
- The information contained in Appendix 6 will be used for consistent calculation of cost.

Permits

- BLM co-sponsorship of an event must have concurrence by the State Office.
- The standard lead time for a permit application will be 180 days.
- Fees cannot be waived in exchange for volunteer work.
- There is only a permit fee and not an application fee, unless related to a lottery.
- The information contained in Appendix 6 will be used for consistent processing of permit applications.

The permit system for vending in the El Centro Field Office is not addressed in the booklet. Information regarding that system may be obtained at the El Centro Field Office.

The OMB Circular A-25 can be accessed at:

<http://www.whitehouse.gov/omb/circulars/a025/a025.html>

The Recreation Permit Administration Handbook H-2930-1 can be accessed at:

<http://www.blm.gov/nhp/efoia/wo/handbook/h2930-1.pdf>

Time Frame: This policy is in effect as of August 20, 2007.

Contact: If you have questions concerning this memorandum and policy, please contact Michael Ayers, Outdoor Recreation Program Lead at (916) 978-4644, or Jo Ann Schiffer-Burdett, Outdoor Recreation Planner, California Desert District Office, at (951) 697-5369.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

Attachment:
SRP Information Booklet (54 pp)

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United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way
Sacramento, California 95825
<http://www.blm.gov>

In Reply Refer to:
2930 (CA-930)

Dear Interested Party,

Thank you for your interest in a Special Recreation Permit (SRP) for public lands managed by the Bureau of Land Management (BLM), California. This booklet contains the necessary information and guidance for obtaining a SRP as well as the information for maintaining a permit with the BLM.

SRPs may be required for commercial use, organized group activities or events, competitive use, and for use of special areas. Your cooperation in following the guidelines for issuing permits for these uses is appreciated. Detailed information about vending at Imperial Sand Dunes Recreation Area may be obtained from the El Centro Field Office.

It is the goal of BLM Field Offices to present the signed Special Recreation Permit no later than 30 days before the date(s) of intended use. To ensure we meet our goal, please submit a complete and thorough application package. Incomplete or missing information may result in unnecessary delays and/or denial of a Special Recreation Permit.

If you have any questions with the permitting process or the information provided in this booklet is unclear, please do not hesitate to contact the appropriate Field Office or:

Michael Ayers, Outdoor Recreation Program Lead
Bureau of Land Management
2800 Cottage Way, W-1928
Sacramento, CA 95825
916-978-4644, email at: mayers@blm.gov

Sincerely,

Mike Pool
State Director, BLM California

INTRODUCTION

Objectives of the Bureau of Land Management (BLM) Special Recreation Permit (SRP) system are to satisfy recreational demand within allowable use levels in an equitable, safe, and enjoyable manner while minimizing adverse impacts and user conflicts. In issuing SRPs to recreational users of public lands, the BLM authorizes permittees use of the lands and/or related waters, subject to the terms and conditions of the permits.

This booklet specifies the general SRP requirements for specific activities on BLM managed public lands administered by BLM Field Offices within California and certain parts of Nevada. It was developed to serve as a reference for people seeking a permit and for BLM staff who administer those permits. The SRP policy is consistent with Title 43, Code of Federal Regulations (43 CFR) and the BLM Manual and Handbook H-2930-1 for Recreation Permit Administration. This SRP policy is for public lands contained within the jurisdiction of California State Office, Bureau of Land Management. Permittees with Special Recreation Permits proposed for multiple jurisdictions and/or multiple agencies, must contact the appropriate agency/landowner for their current SRP policy. A listing of the types of permits (commercial, competitive, vending, special area use, and organized group), along with a more detailed description of the permitting process may be found at:

<http://www.blm.gov/ca/st/en/prog/recreation/recpermit.html>.

SPECIAL RECREATION PERMIT (SRP) REQUIREMENTS

When is a Special Recreation Permit required?

A SRP must be obtained for commercial use including vending associated with recreational use, competitive use, and if the BLM determines that it is necessary, based on planning decisions, resources concerns, potential users conflicts, or public health and safety. The BLM may also require a SRP for recreational use of special areas, noncommercial, noncompetitive, and organized group activities or events. Academic, educational, scientific, or research uses that involve means of access or activities normally associated with recreation, or use of areas where recreation use is allocated or use of special areas will also require a SRP. In the case of a Special Area, the BLM may require an Individual SRP where the visitor is charged a weekly or annual fee for use of that specific area. Issuance of this type of permit requires only a minimal amount of information from the permittee. Examples of areas where an Individual SRP fee is charged include Imperial Sand Dunes and Dumont Dunes.

Vending on BLM lands may require a number of special considerations depending on the permitting field office. For example, the Imperial Sand Dunes Recreation Area has an extensive vending program where a packet of information is available to potential vendors. Anyone seeking a vending permit for this area should contact the El Centro Field Office for specific requirements.

SRP Preplanning. There are no state-wide Special Recreation Permits. All applications for permit must be arranged through the Field Office that has jurisdiction over the lands where the event or activity is proposed. First time SRP applicants and off highway vehicle (OHV) event applicants are

required to meet with a Field Office Outdoor Recreation Planner prior to submitting an application. This coordination meeting will ensure that a complete SRP application is submitted and will avoid unnecessary time delays and costs. The coordination meeting should occur not less than 30 days before the application is due for submission. Individual field offices may have other time requirements on the application process so the applicant should check with the authorizing office. In general, a SRP may be needed from the BLM if any one of the following items is true:

- * A fee is going to be charged.
- * The permittee will make money on the event.
- * There will be competition.
- * There will be advertising.
- * There will be a marked course.
- * There will be vehicles at the event.
- * The event will involve public lands.

When should application be made for a Special Recreation Permit?

SRP applications will not be accepted earlier than one year nor later than 180 days prior to the proposed use, unless waived by the Authorized Officer. The 180 day requirement may be waived if the proposed activity has current environmental analysis and clearances and if sufficient staff is available to process the application and monitor the proposed activity. The Field Office Outdoor Recreation Planner should be contacted by the applicant if there is a question about the SRP application meeting this requirement.

The BLM will continue to seek methods for increasing efficiency and reducing consumptive impacts to the government and the permittee. As technology progresses, the BLM will consider adopting methods to expedite the SRP process, while maintaining conformance with laws and regulations. It is not proposed to short-cut any process steps

nor circumvent any required review time for SRP proposals.

Where is an application made?

The local BLM office with jurisdiction over the land to be used must be contacted. A listing of BLM Field Offices is included in this booklet.

What information must be submitted with the application?

Specific information must be included at the time a SRP is submitted. At the discretion of a BLM Authorized Officer (AO) some action items may be accepted later than the application filing date. All SRP applications must include the following: a) the current Special Recreation Permit application typed or printed in ink and completely filled out, b) a map produced using Global Positioning Systems with transferable compatible data to the BLM computer systems, c) operating/business plan or other information the BLM requests, d) advance payment of estimated fees (if cost recovery is required), and e) copies of other licenses and permits from state, local, and/or federal agencies (if applicable).

SRP applicants are required to submit supplemental information related to the proposed activity. This information is a written explanation of the proposed activity and how the permittee will manage the activity. The plan will include Health, Safety, First Aid, and Medical information. Commercial use permittees must submit a business plan along with the application. This information will aid the BLM in making a decision regarding the SRP application. A well thought operating or business plan can reduce permit processing time and costs.

The SRP applicant is required to provide copies of all related licenses and/or permits obtained for the proposed activity. This action includes, but is not limited to: county permits, health permits, business license,

applicable right-of-way permits, other agency permits/approvals as requested. The BLM will not authorize the permit until all such related information is received no later than two weeks prior to the proposed activity.

There is no application fee. However, if cost recovery (note the definition under fees) is determined to be necessary to process the application, the applicant must pay the estimated fees up front before the application will be processed by the BLM. If the permit fee is paid and the event has to be cancelled, BLM will give the option to either receive a refund or credit the amount to a future permit, less processing costs.

Any incomplete SRP application will be rejected upon receipt, unless requirements are waived by an Authorized Officer.

What are the map requirements?

All SRP applications must include a map of the proposed event/activity site. All maps must show: start/finish, spectator areas, pit areas, parking areas, check points, course monitor locations, road crossings that will be monitored, staging areas, campsites, fuel stops, scenic photo stops, lunch stops, hiking trails, turn around/parking locations, and road closures. Submit SRP map(s) produced using Global Positioning Systems with transferable compatible data to the BLM computer systems. The data must be collected in UTM Zone 11 North NAD Conus 1983. This is the format of the shapefile when using the GPS. The BLM computer systems may be able to accept other datum such as NAD 27 or waypoints; however, this may delay processing your application. Non GPS maps are accepted if agreed to by an Authorized Officer.

How will the BLM decide whether to issue a Special Recreation Permit?

BLM has discretion over whether to issue a SRP. The decision is based on the following factors to the extent that they are relevant: (a) conformance with laws and land use plans, (b) public safety, (c) conflicts with other users, (d) resource protection, (e) the public interest served, (f) whether in the past the applicant complied with the terms of a permit or other authorization from BLM and other agencies, and (g) such other information that the BLM finds appropriate. SRP applicants are invited and encouraged to attend the National Environmental Policy Act (NEPA) environmental review meeting to discuss proposed activities directly with the BLM interdisciplinary team of resource specialists and learn first hand how to design the proposal for success. The Outdoor Recreation Planner in the appropriate Field Office should be contacted to make arrangements for the NEPA meeting.

FILING AN APPLICATION DOES NOT GUARANTEE THAT A PERMIT WILL BE ISSUED.

How may a decision be appealed?

This decision to deny a permit or to require cost recovery may be appealed to the Interior Board of Land Appeals, Office of the Secretary, in accordance with the regulations contained in 43 CFR, Part 4 and Form 1842-1. If an appeal is taken, a notice of appeal must be filed in the managing Field Office within 30 days of receipt of the BLM decision. The appellant has the burden of showing that the decision being appealed is in error.

If the applicant wishes to file a petition pursuant to regulations at 43 CFR 2801.10 or 43 CFR 2881.10 for a stay of the effectiveness of the decision during the time that the appeal is being reviewed by the

Board, the petition for a stay must accompany the notice of appeal. A petition for a stay is required to show sufficient justification based on the standards listed below. Copies of the notice of appeal and petition for a stay must also be submitted to each party named in the decision and to the Interior Board of Land Appeals and to the appropriate Office of the Solicitor (see 43 CFR 4.413) at the same time the original documents are filed in the Field Office. If the applicant requests a stay, he/she has the burden of proof to demonstrate that a stay should be granted.

STANDARDS FOR OBTAINING A STAY

Except as otherwise provided by law or other pertinent regulation, a petition for a stay of a Decision pending appeal shall show sufficient justification based on the following standards:

- (1) The relative harm to the parties if the stay is granted or denied.
- (2) The likelihood of the appellant's success on the merits.
- (3) The likelihood of immediate and irreparable harm if the stay is not granted.
- (4) Whether the public interest favors granting the stay.

How does the BLM establish fees for Special Recreation Permits?

The BLM Director establishes fees, including minimum annual fees, for SRPs for commercial activities, organized group activities or events, and competitive events. Currently, the minimum fee for a Special Recreation Permit is \$90.

The fees set by the BLM Director depend on the type of use. The fees for commercial use are 3% of the gross receipts collected. Competitive use or organized group/event use fees are \$4 per participant per day, 3% of gross receipts, or the minimum annual fee, whichever is greater. When use is both commercial and

competitive, the higher fee is charged. Site reservation fee for organized groups or event use is \$180. The overall permit fee is determined by the appropriate Field Office and must be collected before the permit is issued, unless another arrangement is made by the issuing office. An application fee is not charged, unless it is in relation to a lottery program for a high use area. Such a fee is non-refundable.

Under the *Federal Lands Recreation Enhancement Act*, a proposed new fee or a change in an existing fee for an Individual SRP is reviewed by a Recreation Resource Advisory Committee (RRAC) and a recommendation is made to the BLM. The RRAC does not review fees for commercial (including vending), competitive, or group SRPs.

BLM policy makes cost recovery (see Appendix A-6) mandatory for all administrative work that involves 50 or more staff hours to complete, beginning with the first hour. Specific cost recovery is explained as:

Commercial use: BLM may charge a fee for recovery of the processing costs in addition to the permit fee.

Competitive or organized group/ event use: BLM may charge a fee for recovery of costs to the agency of analyses and permit processing instead of the SRP fee if the BLM determines that the permit fees from the fee schedule for the competitive or organized group/ event use (in any one year) are anticipated to be less than the costs of processing the permit. If an event is both competitive and commercial, then the cost recovery rule for a commercial event will apply.

Limitations on cost recovery. Cost recovery charges will be limited to BLM's costs of issuing the permit, including necessary environmental documentation, on-site monitoring, and permit enforcement.

When must fees be paid?

The minimum permit fee is \$90.00 (as stipulated on the National Recreation Fee Schedule). Generally, there is no fee for a SRP application unless it is a specific charge, such as a permit lottery. However, the applicant may be required (as in the case of cost recovery) to pay certain fees before the application process can be completed. If cost recovery is used, BLM will not process or continue processing an application until the applicant has paid at least 80% of the estimated costs.

Required fees must be paid before BLM will authorize use and by the deadline or deadlines that BLM will establish in each case. Periodic payments for commercial use may be made.

When are fees refundable?

For multi-year commercial permits, if actual fees due are less than the estimated fees paid in advance, BLM will credit overpayments to the following year or season. For other permits, BLM will give the option to either receive refunds or credit overpayments to future permits, less processing costs.

When may BLM waive Special Recreation Permit fees?

BLM may waive SRP fees on a case-by-case basis for accredited academic, scientific, and research institutions, therapeutic, or administrative uses. Permit fees are waived if the BLM is a co-sponsor of the event or activity. Co-sponsorship is considered only if the event or activity directly benefits BLM lands or the BLM mission. Field Office managers (with concurrence by the State Office) decide if that benefit justifies a co-sponsorship by the BLM. Fees are not waived in exchange for volunteer work.

How does BLM expend fee revenue?

The expenditure of all recreation fee revenue, including SRP fees, is governed by the *Federal Lands Recreation Enhancement Act* (REA). Revenue generated by recreation fees may be used for a variety of purposes that support the recreation fee program. The revenues, however, may not be used for biological monitoring and not more than 15% of fee revenues may be used for administration, overhead, and indirect costs related to the recreation fee program. BLM defines indirect costs as budget development and program planning, administrative support (procurement, contracting, offices services, property management, preparation, and distribution of reports, and document control), and public notification and information.

What insurance requirements pertain to Special Recreation Permits?

All commercial and competitive applicants for SRPs, except vendors, must obtain a property damage, personal injury, and public liability insurance policy that BLM judges sufficient to protect the public and United States. The policy must name the U.S. Government as additionally insured and stipulate that the permittee or the insurer will notify BLM 30 days in advance of termination or modification of the policy.

BLM may also require vendors, and other applicants, such as organized groups, to obtain and submit such a policy. BLM may waive the insurance requirement if the agency finds that the vending or group activity will not cause appreciable environmental degradation or risk to human health or safety. The decision to require insurance for vendors and organized groups resides with the appropriate Field Office.

The following statement must be included on the insurance policy: ***“The United States Government, its Agencies, Representatives, and Authorized Right-of-***

Way Grantees are additionally insured.” If this information is not on the insurance certificate, the application or permit may be suspended, or cancelled. The permittee is responsible for insuring that the BLM has the most recent copy of insurance for the permitted activity. Failing to maintain current and/or adequate insurance is grounds for immediate suspension or termination of the permit.

What are the minimal liability requirements for insurance?

At a minimum, the permittee shall have in force public liability insurance covering: (1) damage to property in the amount of thirty thousand dollars (\$30,000), (2) damage per occurrence (persons, bodily injury or death) in the amount of (minimum) three hundred thousand (\$300,000); and (3) a minimum annual aggregate limit of six hundred thousand (\$600,000). The Authorized Officer may increase the coverage amounts if needed. The coverage shall extend to property damage, bodily injury, or death arising out of the permittee’s operations under the permit, including, but not limited to, the occupancy or use of the lands, structures, facilities, or equipment authorized by the permit. If deemed necessary by the Authorized Officer, additional coverage (above the minimum) may be required. Vehicle insurance is not acceptable as a substitute for general business liability insurance. The business name used on the original application must be the same name used for the liability insurance.

What bonds does BLM require for a SRP?

BLM may require the applicant to submit a payment bond, cash or surety deposit, or other financial guarantee in an amount sufficient to cover fees or defray the costs of restoration and rehabilitation of the lands affected by the permitted use. BLM

will return the bonds and financial guarantees when the permittee has complied with all permit stipulations. BLM may waive the bonding requirement if it is determined that the activity will not cause appreciable environmental degradation or risk to human health and safety.

Failure to provide adequate bonding as required is grounds for denying a SRP application. If, after sufficient notice and opportunity to comply, the holder of a SRP fails to provide adequate bonding as required, consideration to suspending or revoking the authorization will be given.

Types of bonds

Cash Bond – amount of money deposited with the Government, which can be drawn upon to defray costs of restoration and rehabilitation of the lands affected by a permitted use.

Payment Bond – amount of money deposited or a promissory arrangement entered into to guarantee payment of fees associated with an SRP.

Surety Bond – promissory note of a financial institution that guarantees payments of an amount of money to defray the costs of restoration of the lands affected by the permitted use.

Acceptable Securities for bonds

The following are acceptable forms of security for bonds:

- Cash deposits
- Corporate Security
- Irrevocable letters of credit
- U.S. Treasury Bills
- Notes, Bonds, or other negotiable securities
- Certificates of Deposits

What stipulations must be followed?

BLM may impose stipulations and conditions to meet management goals and

objectives and to protect lands and resources and the public interest. The stipulations will be issued following the interdisciplinary review of the proposed activity and the permittee is expected to comply with all stipulations. The first sixteen stipulations are on the back of the SRP application, and supplemental stipulations are issued depending on the type of activity. The permittee must follow all stipulations, including any special stipulations indicated by the permitting Field Office.

What is the term of the permit?

A permit may be for a single event or a specified time. However, the BLM will encourage multi-year permits for a previously approved permit if the following conditions are met: a) the purpose of the permit remains unchanged, b) the approved activity site or route does not change, c) the logistical support remains unchanged, d) environmental conditions do not change significantly, e) activity remains consistent with land use plans, federal, state, local laws and regulations, f) the previous years' permitted activity complied with the permit stipulations, g) the permittee is in good standing on all other permits, not just an individual Field Office, and h) other conditions the BLM determines appropriate (customer service reports, field checks, land disposal, congressional designations, etc.). The BLM will make determinations on a case-by-case basis. Approval of a multi-year permit remains at the sole discretion of the BLM, and will be utilized when appropriate.

When will BLM amend, suspend, or cancel a permit?

BLM may amend, suspend, or cancel a SRP if necessary to protect public health, public safety, or the environment. BLM may suspend or cancel a SRP if the permittee: violates permit stipulations, or is convicted of violating any Federal or State law or

regulation concerning the conservation or protection of natural resources, the environment, endangered species, or antiquities.

If BLM suspends the permit or a portion thereof, all of the permittee responsibilities under the permit will continue during the suspension.

When may BLM waive the requirement to obtain a permit?

BLM may waive the requirement to obtain a permit if: (a) the use or event begins and ends on non-public lands or related waters, traverses less than one mile of public lands or one shoreline mile, and poses no threat of appreciable damage to public land or water resources values; (b) BLM sponsors or co-sponsors the use, including any activity or event hosting, or sharing responsibility for, arranged through authorizing letters or written agreements [BLM co-sponsored events can only occur with State Office approval]; or (c) the use is a competitive event or organized group activity that (1) is not commercial; (2) does not award cash prizes; (3) is not publicly advertised; (4) poses no appreciable risk for damage to public land or related water resource values; and (5) requires no specific management or monitoring. If a permit is not issued, the Field Office may issue a Letter of Agreement so that everyone understands the above conditions are met.

Prohibited acts and penalties.

Prohibited acts – Anyone using public land must not: (1) fail to obtain a SRP and pay fees required by the 43 CFR 2932, (2) violate the stipulations or conditions of a permit, (3) knowingly participate in an event or activity subject to the permit requirements if BLM has not issued a permit, (4) fail to post a copy of any commercial or competitive permit where participants may read it, (5) fail to show a copy of the SRP

upon request by either a BLM employee or a participant in your activity, (6) obstruct or impede pedestrians or vehicles, harass visitors, or other persons with physical contact while engaged in activities covered under a permit or other authorization, or (7) refuse to leave or disperse, when directed to do so by a BLM law enforcement officer, State or local law enforcement officer, whether the person has a required SRP or not.

Penalties - Under the Federal Land Policy and Management Act of 1976 (43 U.S.C. 1733(a)), if a permittee is convicted of committing any prohibited act in the above paragraph in this section, or of violating any regulation (43 CFR 2932) or any condition or stipulation of a SRP, the permittee may be subject to fine under 18 U.S.C. 3571, pursuant to the Land and Water Conservation Fund Act, as amended. The permittee may also be subject to civil action for unauthorized use of the public lands or related waters and their resources, for violations of permit terms, conditions, or stipulations, or for uses beyond those allowed by the permit. If anyone is convicted of failing to obtain a permit or paying a fee required in 43 CFR 2932, that individual may be subject to a fine under 18 U.S.C. 3571, pursuant to the Land and Water Conservation Fund Act, as amended.

POST USE REPORT

Instructions for completing the Post Use Reports

The Post Use Report is used to determine visitor use and fees being charged for services on public lands. It is due to the AO no later than 15 days after the use. Commercial tour permits will submit the Post Use Report quarterly with the appropriate fees. Multi-year permits should submit the Post Use Report throughout the year. Falsifying information on the Post Use

Report is illegal and is subject to prosecution under 18 USC 1001.

SRP EVALUATION

Performance Evaluation

A performance evaluation is required of all commercial and competitive permittees and may be required for other types of permits. The purpose of a performance evaluation is to evaluate a permittee's performance and compliance with the stipulations and terms of the permit. At a minimum, an annual evaluation must be completed. Performance evaluations may also be conducted at the end of the permit term, when there are changes in operating plans or procedures, when violations of the permit occur, prior to the issuance of new authorization to an existing permittee, or prior to permit renewal.

The permittee will be given written notice of results of annual performance evaluations not later than 90 days after the conclusion of the permittees operating season, including the level of performance and the status of corrections that may be required to retain the multi-year permit.

Three different performance levels are recognized: acceptable, probationary, and unacceptable. An opportunity to address probationary or unacceptable performance items may be given to the permittee consistent with other stipulations in the permit, and prior to any decision regarding cancellation or other disciplinary measures. Ratings are confidential between the BLM and the permittee, to the extent allowable by law or regulation. If a permittee receives a probationary or unacceptable summary rating, notification of such rating may be forwarded to the State outfitter licensing board, and/or related outfitter/guide associations. A copy of the completed evaluation, signed by the Authorizing

Officer, will be maintained in the permittee's file.

Three levels of SRP evaluation explained

Acceptable Performance Evaluation

Acceptable Performance means that the permittee has generally operated in accordance with the terms and conditions established for the permit. This may include some minor deficiencies that need correction. If deficiencies persist after a reasonable time period following notification, they may result in a probationary rating.

Probationary Performance Evaluation

Probationary Performance means that the permittee has not operated in full accordance with the terms and conditions of the permit. Performance does not pose an immediate threat to the safety of guests or others, is not in violation of law and does not pose a threat of significant resource damage. Corrective action by the permittee is mandatory and continued operation at this level of performance is unacceptable. Examples of items that could lead to a probationary rating include: required reports and fee payments are repeatedly delinquent, approved itineraries and/or schedules are not followed, changes to camp layout or operating plans are made without communicating with the authorized officer, or allocation limits are exceeded. The basis for the rating will be clearly documented on the rating form or attachments.

Note: A permittee given a probationary performance rating will only qualify for a permit not to exceed one year, and permits with remaining periods of more than one year will be amended. If the permittee receives a probationary level 2 years in a row, the AO may suspend or terminate the permit and/or deny future permit

applications. Permits in probationary status shall not be transferred.

Unacceptable Performance Evaluation

Unacceptable Performance means that the permittee has not operated in accordance with the terms and conditions of the permit and cannot be allowed to continue. The level of performance is a threat to the safety of guests or others or involves a serious violation of law, significant resource damage, or major violation of administrative or financial obligations. Examples include failure to obtain necessary licenses or registration; recurrent or serious violations of fish and game laws, outfitter-guide laws and regulations; failure to pay fees, failure to comply with insurance requirements, falsification of records, and public endangerment.

Note: An unacceptable performance rating will result in suspension, termination, or revocation of permit privileges as appropriate to the circumstances.

Inspection of records and audits

The authorized officer, or other duly authorized representative of the BLM, may examine any records or other documents related to the permit, of the permittee or the permittee's operator, employee, or agent for up to 3 years after expiration of the permit. The permittee must make permit records available upon BLM request. The BLM may examine any books, documents, papers, or records, pertaining to the SRP or transactions relating to it, whether in the permittee's possession, or that of employees, business affiliates, or agents.

Violations and Penalties

Violation of the operating plan requirements, permit terms and stipulations, or other Federal, State, or local regulations by a permittee or permittee's employees or

agents on any Federally administered lands or related waters can result in penalties issued against the permittee(s) by the authorized officer.

Alleged violations will be brought to the attention of the involved permittee(s) by the AO, either by telephone, personal contact, or in writing explaining the nature of the violation and any steps the permittee(s) must take to remedy the situation.

INTERAGENCY COORDINATION AND JOINT PERMITS

How is a SRP obtained for multiple field offices?

A state-wide SRP will not be issued. A permit applicant should contact the BLM field office containing the most mileage or usage of the proposed activity. Detailed maps will ensure this is done properly. Once the lead field office has been established, the applicant should remain in contact with that office. The AO of the permit will contact the other field office(s) affected for concurrence on the proposed activity. Should separate authorizations be necessary, the permittee is responsible for securing appropriate agency or private property owner clearances and/or permits, and provide proof on demand by BLM.

For an SRP crossing different agency boundaries, the permittee should contact each agency affected and make all necessary permitting arrangements. It will be necessary to pay separate fees, and processing and permit requirements may differ.

OTHER PERMITS

The BLM Special Recreation Permit is contingent upon the permittee complying with all other local, state and federal permitting and licensing requirements. Failure to provide copies of other permits

and licenses will delay the permit issuance. Listed below are some of the required permits or licenses required before a BLM SRP will be issued. This list is not complete; the applicant should research what it takes for their individual situation.

Business Licenses

All SRP applications must be compliant with city, county, and federal regulations. All permittees must provide a copy of the business license and any other correspondence required by the local agencies.

Health Permits

For vendors or permittees providing food, a food handler's license or permit is required. A copy of the health permit and license will be necessary to prevent the SRP permit form becoming probationary or unacceptable in status. If applicable, a septic hauler's permit may be required.

Seller's Permit

A vendor must have a valid Seller's Permit from the state in which business will be conducted.

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

FORM APPROVED
OMB NO. 1004-0119
Expires: August 31, 2010

SPECIAL RECREATION APPLICATION AND PERMIT
(43 U.S.C 1201; 43 U.S.C. 1701; 16 U.S.C. 460 L-6(a); and 43 CFR Group 2930)

Permit No. _____

Instructions: Complete Items 1 through 18, and return to appropriate Bureau of Land Management (BLM) Office.
(Use additional sheets, if necessary.)

Type or Print Plainly in Ink

WHEN SIGNED BY AUTHORIZED BLM OFFICIAL, THIS PERMIT AUTHORIZES

1. New Application Renewal of Existing Permit | 2. Name of Business or Organization

3. Your Name | 4. E-mail address (optional)

5. Social Security Number or Taxpayer Identification Number

6. Address (include zip code) | 7. Phone No. (include area code)

8. Fax No. (include area code)

9. Applicant is: Sole Proprietor Partnership Corporation Individual
(If corporation, attach copy of Articles of Incorporation and Certificate unless already on file.)

10. Name(s) and phone number(s) (include area code(s)) of person(s) authorized to conduct business with BLM concerning the permit.

11. Application is for (check all that apply): Commercial Competitive Event Organized Groups Vending Individual

12. To use the following public lands/related waters (provide name, legal description and/or attach map).

13. For the following purpose (provide full description of activity or event including number of anticipated participants and spectators).

14. Dates of proposed use: Beginning Date: _____ Ending Date: _____
OR Leave the above dates blank if applying for renewal of multi-year permit.

15. Describe facilities including water and sanitation facilities you intend to provide, attach operations plans, location maps, and insurance certificate prepayment. (Include your name on each document.)

16. Attach the following documents: Operations Plan, Maps, Certificate of Insurance, Prepayment of Fees, and other documents requested by BLM.
(Include your name on each document):

17. Do you have a permit with BLM/USFS? Yes No If so, where?

17a. Have you had a permit previously? Yes No If so, where?

17b. Have you ever been denied or had a permit revoked? Yes No If so, where?

17c. Have you forfeited a bond or other security? Yes No If so, where?

17d. Are there any pending investigations against you? Yes No If so, where?

17e. Have you been convicted of violations regarding natural resources, cultural resources or any activity related to your proposed permit?
 Yes No If so, where?

APPLICATION REQUIREMENTS
*(The conditions and stipulations required by
the Bureau of Land Management (BLM) are checked below)*

The following must be submitted before an application is approved and a permit issued. This information must be submitted within _____ days after the date of application:

- a. A topographic map, showing area of proposed use with routes, parking, staging areas, proposed improvements, and other points of intensive use specifically identified. U.S. Geological Survey (USGS) topographic quadrangle maps are available from USGS offices and from numerous private concerns. *Planning unit maps* are also available at most BLM District Offices to help determine land ownership patterns.
- b. Applicant must inform other pertinent private landowners and/or public agencies (*law enforcement, highway, fish and game, etc.*). BLM will contact other authorized users of authorized users of public lands, etc.

- c. A certificate from an insurer that comprehensive insurance has been obtained for this use or event in the amount specified by the BLM. The certificate must name the U.S. Government as additional insured, and give the BLM 30 days notice of cancellation or modification of such insurance.
- d. An acceptable bond, surety, cash deposit, or other acceptable guarantee of payment in amount of \$ _____ to secure payment of the special recreation use fee and/or mitigation of damages.

PERMITS SUBJECT TO THE FOLLOWING CONDITIONS:
*(The conditions and stipulations required by
the BLM are checked below.)*

- 1. This permit is issued for the period specified. It is revocable for any breach of conditions or at the discretion of the BLM, at any time upon notice. This permit is subject to valid adverse claims heretofore or hereafter acquired.
- 2. This permit is subject to all applicable provisions of the regulations (43 CFR Group 2930).
- 3. This permit is subject to the provisions of Executive Order No. 11246 of September 24, 1965, as amended, which sets forth the Equal Opportunity clauses. A copy of this order may be obtained from the BLM.
- 4. This permit may not be reassigned or transferred by permittee.
- 5. Permittee must pay the sum of estimated user fees in advance of permit issuance. Adjustments to use fee charges will be based on actual use reported on the Post Use Report.
- 6. Permittee must observe all Federal, State, and local laws and regulations applicable to the premises; to erection or maintenance of signs or advertising displays including the regulations for the protection of game birds and animals, and must keep the premises in a neat, orderly manner, and sanitary condition.
- 7. Permittee must take all reasonable precautions to prevent and suppress forest, brush, and grass fires, and to prevent polluting of waters on or in vicinity of the public lands.
- 8. Permittee must not enclose roads or trails commonly in public use.

- 9. Permittee must pay the United States for any damage to its property resulting from this use.
- 10. Permittee must notify the BLM of address change immediately.
- 11. Permittee must not cut any timber on the public lands without prior written permission from the BLM.
- 12. Permittee must indemnify, defend, and hold harmless the United States and/or its agencies and representatives against and from any and all demands, claims, or liabilities of every nature whatsoever, including, but not limited to, damages to property, injuries to or death of persons, arising directly or indirectly from, or in any way connected with the permittee's use and occupancy of the public lands described in this permit or with the event authorized under this permit.
- 13. Representatives of the Department of the Interior, other Federal agencies, and game wardens must at all times, have the right to enter the premises on official business.
- 14. Permittee must abide by all special stipulations attached.
- 15. Permittee must not disturb archeological and historical values, including, but not limited to, petroglyphs, ruins, historic buildings, and artifacts.
- 16. Permittee must leave in place any hidden cultural values uncovered through authorized operations.

Certification of Information: I CERTIFY the information in this application is true, complete, and correct to the best of my knowledge and belief and is given in good faith. I acknowledge that I (we) am (are) required to comply with any conditions or stipulations that are required by the BLM when the permit is issued.

(Signature of Applicant)

(Date)

Title 18 U.S.C. Section 1001 and Title 43 U.S.C. Section 1212 make it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

Special Recreation Permit No. _____ is: Commercial Competitive Event Organized Groups Vending Individual
This application is hereby approved subject to the conditions and special stipulations on reverse and any attachments.

(Signature of BLM)

(Date)

PERMITTEE MUST HAVE THIS PERMIT (OR LEGIBLE COPY) IN POSSESSION DURING USE IN PERMITTED AREAS.

NOTICES

The Privacy Act of 1974 and the regulation in 43 CFR 2.48(d) provide that you be furnished the following information, in connection with information required by this application.

AUTHORITY: 43 U.S.C. 1201; 43 CFR Group 2930.

PRINCIPAL PURPOSE: BLM will use the information you provide to determine whether or not to issue you a Special Recreation Permit. BLM will use some of the information to determine your qualifications for the permit and the other information to determine the merits of your proposal.

ROUTINE USES: BLM will disclose the information according to the release information contained in the regulations at 43 CFR 2.56(d).

EFFECT OF NOT PROVIDING INFORMATION: Disclosing the information is necessary to receive a benefit. Not disclosing the information may result in the BLM's rejecting your application.

The Paperwork Reduction Act of 1995 requires us to inform you that:

BLM will use the information to determine whether or not to issue you a Special Recreation Permit.

Response to this request is required to obtain a benefit.

BLM would like you to know that you do not have to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number.

BURDEN HOURS STATEMENT: Public reporting burden for this form is estimated to average 8 hours per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to U.S. Department of the Interior, Bureau of Land Management (1004-0119), Bureau Information Collection Clearance Officer (WO-630), 1849 C Street, N.W., Mail Stop 401 LS, Washington, D.C. 20240.

POST USE REPORT

Permit No.

Permit holders **must** complete this Report and return to the issuing office within thirty (30) days after use date.

NUMBER			FEES CHARGED PER		GROSS
PARTICIPANTS	SPECTATORS	EMPLOYEES	PARTICIPANT	SPECTATOR	INCLUDE ALL RECEIPTS

Describe any problems such as crowd control, crimes, hazards, and accidents (*injuries, deaths, property damage*), etc.

(Name of person submitting information)	Address (<i>include zip code</i>)	Telephone No. (<i>include area code</i>)
		Business _____
	(Signature) (Date)	Residence _____

AUTHORITY AND DEFINITIONS

Authority

The statutory authorities underlying the regulations in this part are the Federal Land Policy and Management Act (FLPMA), 43U.S.C. 1701 *et seq.*, and the Federal Lands Recreation Enhancement Act (REA) of 2004.

FLPMA contains the Bureau of Land Management's (BLM's) general land use management authority over the public lands, and establishes outdoor recreation as one of the principal uses of those lands (43 U.S.C. 1701(a)(8)). Section 302(b) of FLPMA directs the Secretary of the Interior to regulate through permits or other instruments the use of public lands, which includes commercial recreation use. Section 303 of FLPMA contains BLM's authority to enforce the regulations and impose penalties.

REA was passed as part of the 2005 Omnibus Appropriations bill, and signed into law on December 8, 2004. The Act provides authority for 10 years for the Secretaries of the Interior and Agriculture to establish, modify, charge, and collect recreation fees for use of certain Federal recreation lands and waters. Section 13 of REA repealed certain admission and use fee authorities, including Section 4(a) through (i) of the [[Page 7833]] Land and Water Conservation Fund Act of 1965 (16 U.S.C. 4601-6a *et seq.*), and Section 315 of the Department of the Interior and Related Agencies Appropriations Act, 1996 (as contained in section 101(c) of Public Law 104-134; 16 U.S.C. 4601-6a). The latter provision authorized the Recreational Fee Demonstration Program, which the BLM has used to fund many of its recreation sites.

REA now governs all BLM recreation fee actions. Under REA, BLM is authorized to:

Reinvest a majority of fees back to the site of collection to enhance visitor services and reduce the backlog of maintenance needs for recreation facilities (including trail maintenance, toilet facilities, boat ramps, hunting blinds, interpretive signs and programs);

Participate in an interagency fee program that reduces the number of national passes from four to one, allowing visitors access to all Federal recreation lands and sites;

Provide more opportunities for public involvement in the BLM's determination of recreation fee sites and fees; and

Provide for cooperation with gateway communities through fee management agreements for visitor and recreation services, emergency medical services, and law enforcement services.

Provide for Special Recreation Permits for certain uses on BLM managed public lands.

The BLM does not and will not charge a fee for many recreation activities and sites on public lands. REA includes additional provisions that build on the BLM's past experiences in the recreation fee program and improve the fee program by clarifying the circumstances in which

fees may be charged. Under the Act, the BLM will not charge standard or expanded amenity recreation fees for--

General access to BLM areas;

Horseback riding, walking through, driving through, or boating through public lands where no facilities or services are used;

Access to overlooks or scenic pullouts;

Undesignated parking areas where no facilities are provided; or

Picnicking along roads or trails.

In addition, individuals under 16 will not be charged an entrance or standard amenity fee.

The Sentencing Reform Act (18 U.S.C. 3571) is the authority for the possible penalties for violations of these regulations.

The regulations at 43 CFR Subpart 2932 establishes the criteria for issuance of Special Recreation Permits.

Definitions

- ***Actual expenses*** means money spent directly on the permitted activity. These expenses may include costs of such items as food, rentals of group equipment, transportation, and permit or use fees. Actual expenses do not include the rental or purchase of personal equipment, amortization of equipment, salaries or other payments to participants, bonding costs, or profit.
- ***Commercial use*** means recreational use of public lands and related waters for business or financial gain. The activity, service, or use is commercial if: (i) Any person, group, or organization makes or attempts to make profit, receive money, amortize equipment, or obtain goods or services, as compensation from participants in recreational activities occurring on public lands led, sponsored, organized by that person, group, or organization, (ii) Anyone collects a fee or receives other compensation that is not strictly a sharing of actual expenses, or exceeds actual expenses, incurred for the purposes of the activity, service, or use, (iii) There is paid public advertising to seek participants, or (iv) Participants pay for a duty of care or an expectation of safety.

Profit-making organizations and organizations seeking to make profit are automatically classified as commercial, even if that part of their activity covered by the permit is not profit-making or the business as a whole is not profitable.

Use of public lands by scientific, educational, and therapeutic institutions or non-profit organizations is commercial and subject to a permit requirement when it meets any of the threshold criteria in paragraphs (1) and (2) of this definition. The non-profit status of any group or organization does not alone determine that an event or activity arranged by such a group or organization is noncommercial.

- **Competitive use** means any organized, sanctioned, or structured use, event, or activity on public land in which 2 or more contestants compete and either or both of the following elements apply: (i) Participants register, enter, or complete an application for the event, (ii) A predetermined course or area is designated, or (iii) One or more individuals contesting an established record such as for speed or endurance.
- **Organized group activity** means a structured, ordered, consolidated, or scheduled event on, or occupation of, recreational use that is not commercial or competitive.
- **Special area** means (i) An area officially designated by statute, or by President or Secretarial order, (ii) An area for which BLM determines that the resources require special management and control measures for their protection, or (iii) An area covered by joint agreement between BLM and State under Title II of the Sikes Act (16 U.S.C. 670a *et seq.*)
- **Vending** means the sale of goods or services, not from a permanent structure, associated with recreation on the public lands or related waters, such as food, beverage, clothing, firewood, souvenirs, photographs, or film (video or still), rentals, or equipment repairs.

SPECIAL RECREATION PERMIT APPLICATION PROCEDURES AND CHECKLIST

❑ Permit Qualifications 43 CFR § 2932.11

(a) Except as provided in § 2932.12, you must obtain a Special Recreation Permit for: (1) Commercial use, including vending associated with recreational use; or (2) Competitive use. (b) If BLM determines that it is necessary, based on planning decisions, resource concerns, potential user conflicts, or public health and safety, we may require you to obtain a Special Recreation Permit for – (1) Recreation use of special areas; (2) Noncommercial, noncompetitive, organized group activities or events; or (3) Academic, educational, scientific, or research uses involving: (i) Means of access or activities normally associated with recreation; (ii) Use of areas where recreation use is allocated; or (iii) Use of special areas.

❑ Application

Application forms may be obtained from the internet at <http://www.blm.gov/ca/st/en/prog/recreation/recpermit.html> or by mail from the appropriate Field Office of the Bureau of Land Management (BLM). Applications must include: a) the current Special Recreation Permit application (Form 2930-1) typed or printed in ink and completely filled out, b) an acceptable map (see map requirements below), c) operating/business plan or other information the BLM requests, d) appropriate advance payment of estimated fees (if required), due at the time the application is submitted, and e) copies of other licenses and permits from state, local, and/or federal agencies (if applicable).

❑ Permit Processing

SRP applications will not be accepted earlier than one year nor later than 180 days prior to the proposed use, unless waived by the Authorized Officer. The 180 day requirement may be waived if the proposed activity has current environmental analysis and clearances and if sufficient staff is available to process the application and monitor the proposed activity. The Field Office Outdoor Recreation Planner should be contacted by the applicant if there is a question about the SRP application meeting this requirement.

❑ Insurance

The applicant must obtain liability insurance naming the United States Government as **additionally insured** (not co-insured) for the proposed activity. The certificate of insurance must state the following: *“The United States Government, its’ Agencies, Representatives, and Authorized Right-of-Way Grantees are additionally insured.”* At a minimum, the permittee shall have in force public liability insurance covering: (1) Damage to property in the amount of \$30,000; (2) Damage per occurrence (persons, bodily injury, or death) in the amount of (minimum) \$300,000; and (3) A minimum annual aggregate limit of \$600,000. The coverage shall extend to property damage, bodily injury, or death arising out of the permittee’s operations under the permit, including, but not limited to, the occupancy or use of the lands, structures, facilities, or equipment authorized by the permit. The policy shall also contain a specific provision or rider to the effect that the policy will not be cancelled or its provisions changed or deleted

before thirty (30) days written notice by the insurance company to the BLM. The certificate of insurance must be received no later than two weeks before the proposed use date, or the permit will be terminated.

TABLE 2 – GENERAL GUIDELINES FOR <u>MINIMUM</u> INSURANCE REQUIREMENTS		
SRP Event or Activity	Per Occurrence	Per Annual Aggregate
Low Risk: general non-competitive and non-commercial activities such as group camping, group activities, mounted orienteering, backpacking, or dog trials.	\$300,000	\$600,000
Moderate Risk: whitewater boating, horse endurance rides, OHV events, mountain bike races, rock climbing (with ropes), ultra-light outings, rodeos	\$500,000	\$1,000,000
High Risk: bungee jumping, speed record events, unaided rock climbing, heli-skiing, or aviation assisted activities	\$1,000,000	\$2,000,000 - \$10,000,000

❑ Map Requirements

All SRP applications must include a map of the proposed event/activity site. All maps must show: start/finish, spectator areas, pit areas, parking areas, check points, course monitor locations, road crossings that will be monitored, staging areas, campsites, fuel stops, scenic photo stops, lunch stops, hiking trails, turn around/parking locations, and road closures. Submit SRP map(s) produced using Global Positioning Systems with transferable compatible data to the BLM computer systems. The data must be collected in UTM Zone 11 North NAD Conus 1983. This is the format of the shapefile when using the GPS. The BLM computer systems may be able to accept other datum such as NAD 27 or waypoints; however, this may delay processing your permit and will most likely require cost recovery. Non GPS maps are acceptable if the authorizing Field Office agrees to such maps.

❑ Special Recreation Permit Fees 43 CFR § 2932.31(1) (e) (1) (2) (i, ii)

Fees are \$90 per SRP, or 3% of gross receipts, or \$4 per participant, whichever is the greater amount. The permit will not be issued unless the fee is paid, unless the Field Office agrees to some other arrangement. If cost recovery is required to process the application, at least 80% of the estimated fees must be paid before further consideration of the application can be done. Assigned/ reserved site fee is currently \$180. The fee schedule for Vendor Permits in the El Centro Field Office is based on a daily basis and may be obtained from the El Centro Field Office.

❑ **Operating Plan 43 CFR § 2932.24(3)**

All events or activities shall complete the operating plan as directed. Incomplete operating plans will delay processing the SRP. For speed-based SRP events or activities, include a medical operating plan which conforms to the SRP stipulations.

❑ **Permit Issuance 43 CFR § 2932.26 (a)-(g).**

BLM has discretion over whether to issue a Special Recreation Permit. The decision will be based on: (a) Conformance with laws and land use plans; (b) Public safety; (c) Conflicts with other uses; (d) Resource protection; (e) The public interest served; (f) Whether in the past the applicant complied with the terms of a permit or other authorization from BLM and other agencies; and (g) Such other information that BLM finds appropriate. **FILING AN APPLICATION DOES NOT GUARANTEE A PERMIT WILL BE ISSUED.**

❑ **Bonding 43 CFR § 2932.44**

BLM may require a payment bond, cash or surety deposit, or other financial guarantee in an amount sufficient to cover fees or defray the costs of restoration and rehabilitation of the lands affected by permitted use. The bonds and financial guarantees will be returned when all permit stipulations have been fulfilled. BLM may waive the bonding requirement if the activity will not cause appreciable environmental degradation or risk to human health and safety.

❑ **Other Licenses**

The applicant must comply with laws and regulations of other federal, state, and local agencies that apply specifically to the area of use. Copies of any other licenses must be supplied to the BLM no later than two weeks before the intended use.

❑ **Written Permission from Landowners & Agencies**

The applicant must submit written permission to cross private land or other agency land, rights-of-way, state highways, and county roads affected by the proposed activity. Copies of the permission, permits, or other approvals must be provided to the BLM no later than two weeks before the intended use.

❑ **Permit Stipulations 43 CFR § 2932.41**

The permittee must follow all stipulations in the approved Special Recreation Permit. BLM may impose stipulations and conditions to meet management goals and objectives and to protect lands and resources and the public interest. The permittee must review the stipulations in advance of the permitted event. An Outdoor Recreation Planner should be contacted for clarification on the expectations for the stipulations if needed. Compliance with the stipulations will weight heavily on the permit evaluation.

OPERATING PLAN FOR SPECIAL RECREATION PERMIT APPLICATIONS

(Addendum to Bureau Form 2390-1)

BLM SRP # _____
(Agency Use Only)

Check all items that apply and fill in the blanks with details. If additional space is needed, attach supplemental pages. If a section does not apply, indicate with N/A. Applicants for a vending permit in the El Centro Field Office should contact that office for specific requirements.

1. Applicant Information:

a. Owner/Partner(s)

Name(s): _____

b. Phone numbers: (____) _____ (____) _____ (____) _____

c. Other contact if you are unavailable (emergencies only):

Name: _____ Phone: (____) _____

d. Do you use radio communications for your operation or emergencies? Yes No

e. If Yes, what frequencies do you use? _____

f. Persons that are authorized to represent your business (list the name and position):

Attach additional sheets if necessary.

Name(s):	Position

List must be updated within two weeks of hiring or firing employees.

2. Permit Information:

a. List the legal descriptions (township, range, and section), which apply to the proposed permit. Attach additional sheets if necessary.

Township(s)	Range(s)	Section(s)	Township(s)	Range(s)	Section(s)

b. Proposed new disturbance for this permit? Yes No

If Yes, explain the type of disturbance and the reason (ex. new pits/spectator areas, racecourse segment, etc.). Please include specific legal description(s) for each proposed new disturbance. Attach additional sheets is necessary.

- c. Are you proposing to erect any temporary structures or engage in any activity that will require you to dig or bury objects in the ground? Yes No
If Yes, please explain what you propose to erect on public lands. Attach additional sheets if necessary.

NOTE* The following questions pertain to competitive events. Commercial tour permits skip to #7

- d. Will you be conducting a pre-event recognizance ride? Yes No
Date/Time_____
- e. List the date the area(s) and/or route(s) will be flagged:
• for BLM review_____
- f. Are you requesting authorization for high speed testing? Yes No
- g. Will there be a mini-event? Yes No Date/Time_____

- h. Indicate how many of each will be included in the proposed event.
- | | |
|--|-------|
| <input type="checkbox"/> Pits/Fuel Stops | _____ |
| <input type="checkbox"/> Spectator Areas | _____ |
| <input type="checkbox"/> Road Crossings | _____ |
| <input type="checkbox"/> Check Points | _____ |

- i. Will you be holding pre-event meetings or driver's meetings? Driver's meetings are required for all OHV events.
 Yes No Date:_____ Time:_____ am / pm.

- j. Will there be Vendors onsite during the event? Yes No
If Yes, will all of the Vendors proceeds go to you? Yes No
If NO, then the Vendors must obtain a separate permit to operate on pubic lands. Please provide them with the BLM contact information so we can issue them a permit for this event.

- k. Did you make arrangements for media personnel to be present during your event?
 Yes No
If Yes, then an additional fee(s) will be applied in accordance with 43 CFR 2920.
If NO, then media personnel will not be allowed onsite except for certified public news media.

3. Facilities Management

- a. List the facilities you will be providing for your event. Indicate how many of each you will be providing.

Remember, you are required to provide adequate restroom and trash facilities for your event. Failure to provide the correct amounts of facilities could result in non-compliance with your permit.

- b. Will you be providing the event participants with Fuel and Fluids Containment?
 Yes No
This is a critical stipulation. You are responsible for the participant's fuel and fluids even if they are to provide their own containment.

4. First Aid/Medical Plan

- a. Do you have a First Aid/Medical Plan in place for your event? Yes No
If Yes, make sure the Outdoor Recreation Planner has a copy of the plan before the event.
If NO, then describe the First Aid/Medical response you will have in place. Remember to check your plan against the stipulations for the type of event you are proposing.

5. Pit and Spectator Management

- a. Is the proposed Pit(s) and/or Spectator Area(s) an existing disturbed area?
 Yes No
If NO, then fill out 2(c) of this form.
- b. Will you have the personnel to manage the Pit(s) and/or Spectator Area(s)?
 Yes No
If NO, then the BLM can manage the area(s) and bill the permittee for the cost.
- c. Are you proposing to allow Spectators into the Pit Area(s)? Yes No
- d. Will you be roping and signing the Pit(s) and/or Spectator Area(s)?
 Yes No
If NO, then the BLM will do so and bill the permittee for the cost.

6. Helicopter Management

a. Will you be allowing helicopters at your event?

Yes No

b. If Yes, check the box next to the proposed use of the helicopter(s).

Event Operations Medical (not Flight-For-Life) Media

Race Team / Pit Support Other, please indicate _____

Note: Media helicopters other than certified public news media are subject to the additional fees in accordance with 43 CFR 2920.

c. Are you proposing to allow refueling operations on public lands?

Yes No

If Yes, then indicate the refueling location(s) in 2(c) of this form.

d. Are you proposing to allow the helicopters to land on public lands during your event?

Yes No

If Yes, then indicate the landing zones on 2(c) of this form.

NOTE* End competitive event section

7. Commercial Tours

a. Are you proposing stops (photo, lunch, etc) during the tour? Yes No

If Yes, then fill out 2(c) of this form.

b. Are you providing printed interpretation materials about public lands? Yes No

If Yes, then the BLM will need to review the materials prior to distribution.

c. Are you proposing to stop at cultural sites or other known sites of interest or value?

Yes No

If Yes, then fill out 2(c) of this form.

I certify that the information given to me in this application is true, accurate, and complete to the best of my knowledge. I acknowledge that I (we) am (are) required to comply with the requirements and stipulations on Form 2930-1 and any additional stipulations that are required by the authorized officer when the permit is issued. I further understand that the provision of false information, or the failure to keep this Operating Plan or other permit information updated, are grounds for probation, suspension, or revocation of the permit.

Permittee

Date

SPECIAL RECREATION PERMIT STIPULATIONS

The following is a listing of suggested permit stipulations. Any one permit may contain some of these stipulations or other requirements deemed necessary by the issuing office.

- 1. This permit is issued for the period specified herein. It is revocable for any breach of conditions hereof or at the discretion of authorized officer of the Bureau of Land Management, at any time upon notice. This permit is subject to valid adverse claims heretofore or hereafter acquired.
- 2. This permit is subject to all applicable provisions of the regulations (43 CFR Part 2930) which are made a part hereof.
- 3. This permit is subject to the provisions of Executive Order no.11246 of September 24, 1965, as amended, which sets forth the Equal Opportunity clauses. A copy of this order may be obtained from the signing officer.
- 4. This permit may not be reassigned or transferred by permittee.
- 5. Permittee shall pay the sum of estimated user fees in advance of permit issuance. Adjustments to use fee charges will based on actual use reported on the Post Use Report.
- 6. Permittee shall observe all Federal, State, and local laws and regulations applicable to the premises; to erection or maintenance of signs or advertising displays including the regulations for the protection of game birds and animals, and shall keep the premises in a neat, orderly manner, and sanitary condition.
- 7. Permittee shall take all reasonable precautions to prevent and suppress forest, brush, and grass fires, and to prevent polluting of waters on or in vicinity of the public lands.
- 8. Permittee shall not enclose roads or trails commonly in public use.
- 9. Permittee shall pay the United States for any damage to its property resulting from this use.
- 10. Permittee shall notify the authorized officer of address change immediately.
- 11. Permittee shall not cut any timber o the public lands without prior written permission from the authorized officer.
- 12. Permittee shall indemnify, defend, and hold harmless the United States and / or its agencies and representatives against and from any and all demands, claims, or liabilities of every nature whatsoever, including, but not limited to, damages to property, injuries to or death of persons, arising directly or indirectly from, or in any way connected with the permittee's use and occupancy of the public lands described in this permit or with the event authorized under this permit.

- 13. Authorized representatives of the Department of the Interior, other Federal agencies, and game wardens must at all times, have the right to enter the premises on official business.
- 14. Permittee shall abide by all special stipulations attached hereto.
- 15. Permittee shall not disturb archeological and historical values, including, but not limited to, petroglyphs, ruins, historic buildings, and artifacts.
- 16. Permittee shall leave in place any hidden cultural values uncovered through authorized operations.

Issuance of Permit

- 17. The permittee shall comply with all Federal, State, and local laws; ordinances; regulations; orders, postings; or written requirements applicable to the area or operations covered by the *Special Recreation Permit* (SRP). The permittee shall ensure that all persons operating under the authorization have obtained all required Federal, State, and local licenses or registrations. The permittee shall make every reasonable effort to ensure compliance with these requirements by all agents of the permittee and by all clients, customers, participants, or spectators under the permittee's supervision.
- 18. An SRP authorizes special uses of the public lands and related waters and, should circumstances warrant, the permit may be modified by the BLM at any time, including modification of the amount of use. The authorized officer may suspend or terminate a SRP if necessary to protect public resources, health, safety, the environment, or because of noncompliance with permit stipulations. Actions by the BLM to suspend or terminate a SRP are appealable.
- 19. No value shall be assigned to or claimed for the permit, or for the occupancy or use of Federal lands or related waters granted thereupon. The permit privileges are not to be considered property on which the permittee shall be entitled to earn or receive any return, income, price or compensation. The use of a permit as collateral is not recognized by the BLM.
- 20. Unless expressly stated, the SRP does not create an exclusive right of use of an area by the permittee. The permittee shall not interfere with other valid uses of the Federal land by other users. The United States reserves the right to use any part of the area for any purpose.
- 21. The permittee may not assign, contract, or sublease any portion of the permit authorization or interest therein, directly or indirectly, voluntarily or involuntarily. However, contracting of equipment or services may be approved by the authorized officer in advance, if necessary, to supplement a permittee's operations. Such contracting should not constitute more than half the required equipment or services for any one trip and the permittee must retain operational control of the permitted activity. If equipment

or services are contracted, the permittee shall continue to be responsible for compliance with all stipulations and conditions of the permit.

- 22. All advertising and representations made to the public and to the authorized officer must be accurate. Although the addresses and telephone numbers of the BLM may be included in advertising materials, official agency symbols may not be used. The permittee shall not use advertising that attempts to portray or represent the activities as being conducted by the BLM. **The permittee may not portray or represent the permit fee as a special Federal user's tax.** The permittee must furnish the authorized officer with any current brochure and price list if requested by the authorized officer.
- 23. The permittee must assume responsibility for inspecting the permitted area for any existing or new hazardous conditions, e.g., trail and route conditions, land slides, avalanches, rocks, changing water or weather conditions, falling limbs or trees, submerged objects, hazardous wildlife, or other hazards that present risks for which the permittee assumes responsibility.
- 24. In the event of default on any mortgage or other indebtedness, such as bankruptcy, creditors, shall not succeed to the operating rights or privileges of the permittee's SRP.
- 25. Unless specifically authorized, an SRP does not authorize the permittee to erect, construct, or place any building, structure, or other fixture on the public lands. Upon leaving, the lands must be restored as nearly as possible to pre-existing conditions.
- 26. The permittee must present or display a copy of the SRP an authorized officer's representative, or law enforcement personnel upon request. If required, the permittee must display a copy of the permit or other identification tag on equipment used during the period of authorized use.
- 27. The authorized officer, or other duly authorized representative of the BLM, may examine any of the records or other documents related to the permit, the permittee or permittee's operator, employee, or agent for up to 3 years after expiration of the permit.
- 28. The permittee must submit a Post Use Report to the authorized officer for every year the permit is in effect. If the post use report is not received by the established deadline, the permit will be suspended and/or fines assessed.

Permit Fees

- 29. Payment due to the government shall be in conformance with existing regulations. The current minimum Special Recreation Permit fee is \$90.00. If Cost Recovery is used, it shall be actual costs to the government for processing the permit and monitoring all pre, actual and post permitted activities as reflected by charges, including salaries (direct and indirect costs), vehicle mileage, per diem, and administrative costs, made to a special account established to track event processing costs. Estimated fees or costs shall be provided to the applicant prior to permit approval and must be paid in advance.

Post Use

- ❑ 30. The permittee shall complete a post-event report and submit it to the Field Office issuing the permit within 15 calendar days of the completion of the event. In addition, the permittee will immediately notify the Field Manager, or his Authorized Officer of any serious injuries or fatalities, which occur in connection with the event. A written incident report will be submitted with the completed post-event portion of the permit. The *Authorized Officer* will provide permittee BLM's incident report form (DI-134) which details all necessary information to be furnished for any serious injuries or accidents.

Safety and Hazard Mitigation

- ❑ 31. The permittee will be responsible for public safety in the event area. The permittee is required to post warning signs, at all known mine shafts and other hazardous areas which occur within 100 feet of the race course or pit/spectator area and will verbally inform race participants of all hazards at the pre-race meeting.
- ❑ 32. The permittee shall prepare a written operations plan for BLM review and approval detailing permittees' plans for providing emergency services including aid to injured participants, evacuation of injured participants and the types and location of rescue equipment to be provided. This plan shall comply with the applicable medical stipulations and shall ensure that emergency aid personnel can access the scene of any accident or injury, at any location within the approved event area or on the course route, within 30 minutes of notification of an incident to evaluate the situation and begin to render aid.

Medical Attention

- ❑ 33. Permittee shall insure the provision of Emergency Medical Services, capable of locating, rendering aid to and evacuating any accident victims.
- ❑ **For NON-MOTORIZED, NON-COMPETITIVE** events with a small use area and attendance, the permittee shall insure that first aid services provided at the event have the capability to insure that any accident victim may be located, treated, and evacuated as needed. A reliable communication system shall be provided sufficient to provide immediate contact for the first aid provider (EMT) to local emergency dispatch centers.
- ❑ **For NON-MOTORIZED COMPETITIONS under 150 participants (entrants and spectators), and MOTORIZED NON-COMPETITIVE** events, (Dual Sport Ride & Drives, Mountain bikes, Horse events, etc.), the permittee shall insure the provision of first aid services capable of locating, rendering aid to, and evacuating any accident victim. First aid services shall include a person currently certified as an Emergency Medical Technician Basic (or higher) equipped with sufficient supplies for emergencies, including locally approved equipment for the immobilization of the cervical spine. A dedicated and reliable communication system shall be provided sufficient to provide immediate contact for the first aid provider (EMT) to local emergency dispatch centers.

For NON-MOTORIZED events with over 150 participants, a minimum of one additional (EMT) per 150 participants (entrants and spectators) is required.

- ❑ **For OPEN CANOPY COMPETITIVE MOTORIZED** events (motorcycle and ATV races), permittee shall insure the provision of first aid services capable of locating, dedicated to the event and has no public call response responsibility, and is permitted by the local authority having jurisdiction. Use of a public entity is permitted where no suitable private services capable of being “event dedicated” are available or located within 100 miles of the main event site. This unit shall only be acceptable if staffed and equipped to the local standards as prescribed by the authority having jurisdiction. A dedicated and reliable means for the first aid provider to immediately contact emergency dispatch centers shall be required. Dedicated 4X4 (The 4X4 units may be any 4 Wheel Drive vehicle i.e. Truck’s, and Jeep’s,) units minimum 1 for every 25 track miles (races only) equipped for rendering aid to, and evacuating any accident victim, staffed by an Emergency Medical Technician Basic (or higher) equipped with sufficient supplies for emergencies, including locally approved equipment for the immobilization of the cervical spine. (ATV’s may be used in place of the 4X4 units on Motorcycle, and ATV races provided they are staffed, by and equipped to the same standards as the 4X4 units.)

- ❑ **For COMPETITIVE MOTORIZED** events involving enclosed canopy motor vehicles (Truck and buggy races, movie stunts), permittee shall insure the provision of first aid services capable of locating, rendering aid to, and evacuating any accident victim. First aid service shall include a minimum of one ambulance unit, which is dedicated to the event and has no public call response responsibility, and is permitted by the local authority having jurisdiction. Use of a public entity is permitted where no suitable private services capable of being “event dedicated” are available or located within 100 miles of the main event site. This unit shall only be acceptable if staffed and equipped to the local standards as prescribed by the authority having jurisdiction. Dedicated 4X4 units minimum 1 for every 25 track miles equipped for rendering aid to, and evacuating any accident victim, staffed by an Emergency Medical Technician Basic (or higher) equipped with sufficient supplies for emergencies, including locally approved equipment for the immobilization of the cervical spine. A means of suppression of a fire in the incipient stage, and for the extrication of victims from within a motor vehicle must be provided, and remain dedicated to the event. This includes the provision of a hydraulically operated gas or electric powered tool system for the cutting and spreading operations related to victim extrication from vehicles. A dedicated and reliable means for the first aid provider to immediately contact emergency dispatch centers shall be required.

- ❑ **For LONG DISTANCE COMPETITIONS, AND EVENTS COVERING MORE THAN ONE JURISTITION** where the provision of a single dedicated system would not be possible: (i.e. point to point or single lap races where the distance is greater than 150 miles), Permittee shall insure the provision of first aid services capable of locating, rendering aid to, and evacuating any accident victim. First aid service shall include a minimum of one ambulance unit, which is dedicated to the event and has no public call response responsibility, and is permitted by the local authority having jurisdiction. Use of a public entity is permitted where no suitable private services capable of being “event

dedicated” are available or located within 100 miles of the main event site. This unit shall only be acceptable if staffed and equipped to the local standards as prescribed by the authority having jurisdiction. Dedicated 4X4 units minimum 1 for every 25 track miles equipped for rendering aid to, and evacuating any accident victim, staffed by an Emergency Medical Technician Basic (or higher) equipped with sufficient supplies for emergencies, including locally approved equipment for the immobilization of the cervical spine. A means of suppression of a fire in the incipient stage, and for the extrication of victims from within a motor vehicle must be provided, and remain dedicated to the event. This includes the provision of a hydraulically operated gas or electric powered tool system for the cutting and spreading operations related to victim extrication from vehicles. A dedicated and reliable means for the first aid provider to immediately contact emergency dispatch centers shall be required.

Fuel and Fluids Management

- 34. The permittee is required to inform all persons associated with the SRP directly or indirectly of this stipulation requirement:
 - ALL VEHICLES - A method of controlling and capturing fuel spilled during fueling must be placed under all dump cans and under each vehicle during fueling operations. Commercially available absorbent products are available but a piece of scrap carpet is acceptable as long as the carpet absorbs the fuels and doesn't simply allow the fuels to run off or drain through.
 - ALL PITS WITH 50 OR MORE GALLONS OF FUEL - All pits that have 50 or more gallons of fuel available, whether in drums or dump cans, must provide for fuel containment. At a minimum this requires - 1) an impermeable membrane with raised edges capable of containing all fuels on site should the containment vessel fail and 2) absorbent materials (commercially produced spill pads, diapers) available to soak up spilled fuels. This does not apply to fuels located within fuel trucks or fuel drums not in use stored in trucks or trailers.
 - FLUIDS (oil, transmission, etc.) - During vehicle maintenance and repairs all fluids must be contained in spill proof containers. Drop cloths and absorbent pads shall be used under vehicles when changing fluids or repairing engines and transmissions where fluids may be released.
 - Known product suppliers that could be contacted for information (no requirement to use these companies, information only):
Fuel containment New Pig Corporation 1-800-468-4647
Product suppliers Lab Safety Supply 1-800-356-0783

Environmental Stipulations

- 35. The permittee shall inform the participants to yield to any horses or burros on or near the racecourse. The permittee shall clear the course before each run to ensure that no horses or burros have wandered onto the racecourse.

- ❑ 36. The permittee shall do everything possible to insure that event participants and spectators do not harass or collect wildlife, plants, livestock or archaeological features or artifacts. The event will avoid stock watering tanks, springs, wells, wildlife improvements, corrals, etc., by no less than one-quarter mile unless otherwise approved by the BLM authorizing officer. The event may not utilize, other than on designated roads passing through, for any activities, any burned area(s) which is/are recovering from the impacts of wildfire.

Racecourse Stipulations

- ❑ 37. Permittee shall monitor the race events to prevent damage from course cutting and participants traveling off course. The permittee shall establish racecourse checkpoints to prevent short coursing. Any participant caught short coursing or passing in no passing areas will be disqualified by race officials. The permittee will be responsible for keeping contestants on the designated route/course. Participants who violate any of the mitigation measures or stipulations shall be disqualified from the race. Additionally, any support personnel found in violation of the stipulations, associated with a participant shall result in the disqualification of that participant.
- ❑ 38. The event shall be confined entirely to a clearly defined and plainly marked area/route as shown on the authorized use area maps. Racecourses shall consist of existing roads, washes, old courses and trails. For lineal events, passing shall be limited to the disturbed areas of these roads, washes, old courses and trails. Passing is not permitted in vegetated areas adjacent to the course. The maximum allowable width of courses shall be no greater than the existing disturbance (road, old course or trails).
- ❑ 39. Permittee is responsible for stationing monitors and/or post signs at road intersections, prohibiting public access, where the general public is likely to access the race course.
- ❑ 40. No less than 15 days prior to use (or earlier if required by the Authorized Officer), the requested use area, course route and/or spectator/pit area(s) shall be marked sufficiently to allow BLM personnel to easily determine the location, size and extent of the requested use area. The use area(s), race course(s) and spectator/pit area(s) shall be confined entirely to the designated areas as approved by BLM. Spectator area/pit boundaries shall be clearly marked and monitored to the extent necessary to restrict spectators, pit crews and others to the confines of the designated areas. All event staff must stay in areas assigned. The permittee will be responsible for marking the use area, racecourse and boundaries of spectator parking and pit areas to the satisfaction of the authorized officer. The permittee will not mark the course by painting rocks or plants or other land features.
- ❑ 41. The permittee will allow the public to utilize the roads when it is safe to do so.

Post Activity Stipulations

- ❑ 42. The permittee will be responsible for the prompt repair of any event-related damages to utility rights-of-way and related improvements within 72 hours after the event. If they are

not returned to a condition that is satisfactory to the Authorizing Official and the Utility Company, the permittee will be assessed a fine to cover the cost of a contractor to get the work completed.

- ❑ 43. Staking, flagging materials, equipment, temporary facilities, litter and all other event related materials will be completely removed to an approved landfill by the permittee within 15 days following the event. If BLM post-race field checks reveal event related materials that have not been removed, BLM shall notify permittee and allow an additional 7 days for removal. Permittee shall be required to reimburse BLM for costs of subsequent field checks. If event materials remain after the second field check, BLM shall effect their removal by both contract or BLM personnel, and bill the permittee for any associated costs.

Spectator Areas

- ❑ 44. The permittee shall contain and monitor the spectator areas to ensure the safety of the spectators and the race participants. The permittee shall keep spectators from leaving the boundaries of the spectator areas.

Sanitation

- ❑ 46. Permittee shall provide a minimum of two (2) restrooms at every start/finish (S/F) area, pit location and/or spectator area on public lands which will be occupied for more than four (4) hours; and additional units if; 1) the S/F, pit, or spectator areas are split by the course route or a physical barrier, two restrooms shall be provided on either side; or if 2) the S/F, pit or spectator area is in excess of 1/4 mile (1,320 feet) in length, restrooms (2) shall be provided at both ends. Restrooms may be provided through rental of units, use of self-contained trailers or motor homes or any other means providing access to the general public in S/F and spectator areas and all crews in pit areas. If restrooms other than rental units are used, adequate signage must be provided to make their presence known. All refuse must be removed from the event area and deposited in an approved treatment facility or landfill. Exceptions to this stipulation include; 1) check points manned by only a few personnel; 2) S/F, pit or spectator areas adjacent to hotel or casino properties offering restroom facilities; 3) events where there are no specified S/F, pit or spectator areas (i.e. Tour and Trail rides); and 4) pit areas for point-to-point events where pit crews stay only long enough to service their vehicle then move on to the next point (S/F and spectator areas for these type events still require restrooms if used in excess of four (4) hours). **All restroom facilities must be removed from area within 24 hours after the event.**
- ❑ 47. At the discretion of the Authorized Officer, BLM Law Enforcement, or local law enforcement may cancel the event due to improper procedures for road crossings, actions placing the public in harms way, or race related conditions (dust over the roads and highways).

Activity Site Rehabilitation

- 48. The Authorized Officer will complete a Post Event/Race Evaluation. Upon inspection, a determination will be made on which portions of the event area or racecourse, if any, need additional rehabilitation. The permittee may be required to grade, drag, disc or seed; soil and vegetation areas within the course and pit areas that were significantly changed or impacted as a result of the event. Main access roads used by support or rescue vehicles where significant road damage occurs must be graded to pre-event status. Site-specific stipulations requiring rehabilitation of areas must be accomplished within 15 days following the event unless a shorter time frame is required for public safety. The permittee shall be responsible for all costs associated with rehabilitation required.

Media

- 49. All media personnel are to strictly adhere to the applicable Special Recreation Permit Stipulations issued to the permittee for the duration of the permit.
- 50. Pre-event use of event site or Media Pre-running of racecourses will not be allowed without written permission from the BLM Authorized Officer.
- 51. Media personnel must stay on existing roads and are not permitted to travel cross-country at any time, except in “open” OHV areas. Media personnel driving on portions of the racetrack will be escorted off the racecourse and cited.
- 52. Media personnel must wear the appropriate safety vests, and displayed the proper credentials at all times. This includes have the vehicle pass properly affixed to the windshield of the media vehicle.
- 53. Stay off the track. Media personnel are allowed to stand near the track but please stay off. Media personnel seen on the track will be escorted off the race site and not be allowed back to the event.
- 54. **Media interfering with law enforcement or emergency personnel will be prosecuted under Federal and/or local laws.**
- 55. Any aircraft must use the designated helicopter pad for staging, refueling, and long term stationing. The designated helicopter pad must be on lands other than public unless authorized by the Special Recreation Permit.
- 56. Aircraft refueling operations occurring on public lands must conform to the “Fuel and Fluids Management” stipulations listed above.

Wildland Fire Precautions

- 57. The permittee or any participant may be held accountable for suppression of a wildland fire determined to be directly caused by those associated with the event.

Compliance and Monitoring Standards

Non-compliance with any above permit stipulations will be grounds for denial of future permits, and/or race cancellation.

Performance evaluation, violations, and penalties:

Performance will be based upon:

Stipulation and Operating Plan Compliance;

Protection of Resource Values; and

Quality and safety of services provided to the public.

Performance levels are:

A= Acceptable: Permittee is in compliance with permit stipulations; has taken prompt steps to rectify any performance issues and complaints; does not repeatedly violate conditions, or show a disregard for stipulations.

P= Probationary: Where there have been repeated violations or disregards for permit stipulations.

U= Unacceptable: Permittee willfully and/or repeatedly violated permit conditions to provide substandard service to the public. Conduct is lacking in reasonableness or responsibility to the point that it becomes reckless or negligent.

Response to Violations and Penalties:

A= Complaints/issues may be discussed over the phone or in writing. When due dates or completion dates are established, the permittee will be afforded a 15-day grace period, unless otherwise specified.

P= A Notice of Noncompliance (Notice) will be issued by the Authorized Officer specifying in what respects the permittee has failed to comply, the terms of the probationary status, and the consequences of further noncompliance.

U= Permit privileges would be revoked for one to three years. The permittee would be allowed the opportunity to appeal the decision under Title 43 CFR, Part 4.

Critical Standards - a breach of critical standards can lead directly to administrative penalties, suspension or revocation of a permit. Critical standards are stipulations and requirements necessary for the health and welfare of the public and protection of resources. The permit shall be suspended or revoked if required State or local licenses pertaining to public health and safety are revoked. Violation of mandatory Federal or State safety requirements will result in probationary status or loss of permit privileges.

The conviction of a violation of any Federal or State law or regulation pertaining to the conservation or protection of natural resources, the environment, endangered species or antiquities that is related to permit operations will result in probationary status or loss of permit privileges.

I declare I have read and understand all of the stipulations associated with this Special Recreation Permit. I acknowledge that as signee of the permit and these stipulations that I am

fully responsible for all of the mitigation measures and compliance with stated permit stipulations and that non-compliance with any permit stipulations will be grounds for denial of future permits, and/or race cancellation, and/or prosecution of applicable Federal, State and/or Local laws.

Applicant's Name (Print)

Signature

Date

Authorized Officer (Print)

Signature

Date



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way
Sacramento, California 95825
<http://www.blm.gov>

BLM California Field Offices

Central California

Bakersfield FO
3801 Pegasus Drive
Bakersfield, CA 93308
661-391-6000

Folsom FO
63 Natoma Street
Folsom, CA 95630
916-985-4474

Bishop FO
351 Pacu Lane, Suite 100
Bishop, CA 93514
760-872-5000

Hollister FO
20 Hamilton Court
Hollister, CA 95023
831-630-5000

Northern California

Alturas FO
708 West 12th Street
Alturas, CA 96101
530-233-4666

Eagle Lake FO
2950 Riverside Drive
Susanville, CA 96130
530-257-0456

Arcata FO
1695 Heindon Road
Arcata, CA 95521
707-825-2300

Redding FO
355 Hemsted Drive
Redding, CA 96002
530-224-2100

Ukiah FO
2550 North State Street
Ukiah, CA 95482
707-468-4000

Surprise FO
602 Cressler St./ P.O. Box 460
Cedarville, CA 96104
530-279-6101

California Desert District

CDD District Office
22835 Calle San Juan De Los Lagos
Moreno Valley, CA 92553
951-697-5200

Ridgecrest FO
300 South Richmond Road
Ridgecrest, CA 93555
760-384-5400

Palm Springs FO
690 West Garnet Ave./P.O. Box 581260
North Palm Springs, CA 92258
760-251-4800

El Centro FO
1661 South 4th Street
El Centro, CA 92243
760-337-4400

Barstow FO
2601 Barstow Road
Barstow, CA 92311
760-252-6000

Needles FO
1303 South Highway 99
Needles, CA 92363
760-326-7000

SPECIAL RECREATION PERMIT COST RECOVERY POLICY

The guidance outlined in this booklet establishes a state-wide policy of cost recovery requirements in connection with the issuance of special recreation permits in accordance with section 304 of the Federal Land Policy and Management Act (43 U.S.C. 1734), 43 CFR Part 2930 BLM Manual and Handbook H-2930-1 (Recreation Permit Administration) and Office of Management and Budget Circular A-25 (revised 7/8/93).

BACKGROUND

A final rule updating the regulations governing the issuance of permits for recreation on public lands administered by the Bureau of Land Management (BLM) was published in the Federal Register (Volume 172, pp 7832-7837) February 21, 2007. Criteria for issuing Special Recreation Permits may be found in 43 CFR, Subpart 2932.

On August 7, 2007, BLM published its Manual and Handbook, H-2930-1 (Recreation Permit Administration). The Manual and Handbook consolidates the most current recreation permit regulations, policy, and associated reference materials in order to provide consistent and clear direction for issuance of recreation permits and the requirement for cost recovery. The following policy articulates specific direction in accordance with Office of Management and Budget Circular No. A-25 (revised 7/8/93) and the BLM Manual and Handbook H-2930-1.

POLICY

Cost Recovery is a charge based upon the actual personnel, vehicle, travel, and materials costs required to issue, administer, and monitor a Special Recreation Permit (SRP). BLM policy makes Cost Recovery mandatory if more than 50 hours of staff time are required for processing a recreation permit. If the 50-hour cost recovery threshold is anticipated to be exceeded, then recovery of costs begins with the first hour spent processing the permit application. The governing language concerning cost recovery can be found in Office of Management and Budget Circular No. A-25 (revised 7/8/1993), which states in part, "The provisions of this Circular cover all Federal activities that convey benefits to recipients beyond those accruing to the general public. When a service (or privilege) provides special benefits to an identifiable recipient, beyond those that accrue to the general public, a charge will be imposed (to recover the full cost to the Federal Government for providing this specific benefit, or the market price)."

This policy is reiterated in the updated BLM Manual and Handbook H-2930-1, Chapter III, Section G, Fees (page 25): Cost recovery charges will generally be associated with new or substantially different activities or events and shall be levied to compensate the Government for the costs of authorizing and administering the new use. Cost recovery fees are most likely to be applicable to large, short-term uses that require extensive environmental analysis and monitoring. Cost recovery charges should not be assessed for conducting routine business with permittees or for long-term monitoring.

BLM Manual and Handbook H-2930-1 also provide guidance on the kinds of BLM tasks that are subject to cost recovery (page 21): For commercial users, cost recovery charges are in addition to

the fees in the national recreation fee schedule. For competitive or organized group permits, cost recovery may be charged instead of the national recreation fee schedule. If an event is both competitive and commercial, then the higher fee will apply. When cost recovery is necessary, the authorized officer shall notify the applicant of potential charges in writing within 30 days of receipt of the application. Further work on the project, e.g., starting an environmental assessment, should not take place until the cost recovery fees are received by the BLM.

The cost recovery procedures listed below can be found in BLM Manual and Handbook H-2930-1 starting on page 25:

COST RECOVERY PROCEDURES

The recreation program uses the same cost recovery procedures as the Lands and Realty Program. The billing and collections procedures, as well as other direction can be found in BLM Manual 1323. It is important to remember the correct term is "cost recovery," not "cost reimbursable." We should not be processing a cost recovery project unless and until sufficient funds are on deposit in the cost recovery account. In the event a balance remains in the account at the end of the project, that amount will be returned to the applicant.

Factors to consider in estimating costs. Guides to estimating direct and indirect costs are found in BLM Manual 1323. In considering costs, you have considerable discretion to allow the applicant to provide products rather than having the agency provide them. For example, on a cost recovery OHV event, the applicant could choose to provide global positioning system (GPS) or graphic information system (GIS) product rather than the agency gathering the information. Cultural resources surveys could be conducted by qualified contractors hired by the applicant rather than by BLM archaeologists.

Direct costs. Examples of direct costs may include personnel costs (including law enforcement support directly related to the event) in the form of wages paid to BLM personnel working on the project, with allowances provided for fringe benefits and BLM's leave surcharge rate and any overtime associated with processing the application; travel expenses; purchased services if necessary, such as printing, automated data products (ADP) services, copies; and any miscellaneous supplies and equipment of a specialized nature, the use of which is directly applicable to processing the application (see examples).

Indirect costs. California shall apply the annual prevailing cost rate to each SRP cost recovery project. Contact either your Regional/District budget analyst or the California State Office budget staff to obtain the annual indirect cost rate. Indirect costs are those costs that cannot be specifically identified with the application. These represent those administrative and program costs which can be attributed to processing the application. Indirect costs include a portion of the costs of equipment, space rental, telephone services, postage, personnel transfer costs, administrative and clerical support, training, safety, public information, cartography and basic series mapping, aviation management, telecommunications, equipment maintenance, and systems design and implementation. Excluded

from indirect costs are management overhead, managerial work, evaluations of office activities, program coordination, technical program direction, environmental education and interpretation, interagency planning, studies and research, preparation of NEPA documents relating to general program planning, law enforcement (not directly related to the event) and firefighting.

Establishing the cost recovery account. Once you have determined a proposal will take more than 50 hours of staff time, and you prepared an estimate of direct and indirect costs, it is time to contact the applicant, in writing, and advise the applicant of estimated cost recovery. See Attachment: Actual Cost - Agreement Letter and SRP Cost Estimate. At this point, the applicant may choose to abandon the project or participate in cost recovery. If the applicant wishes to proceed, you will draft a Cost Recovery Agreement outlining the terms and conditions, estimated costs and any revenue sharing with other agencies. See Attachment: Cost Recovery Agreement. Next, to establish a cost recovery account in the BLM financial system, you must request and obtain a project code from the California State Office budget staff by submitting via email the following information: Organization Code; Point of Contact (POC); POC Duration; Applicant; Applicant Address; Applicant POC; Applicant POC telephone number. Once a project number has been assigned by the State Office budget staff, send or FAX a completed Form 1310-20 to the National Business Center (Mike Reilly, BC-612) and retain a copy for the project account file. Form 1310-20 must identify the lead office plus all other offices that can/will charge to the project; only those offices can charge to the project. Use subactivity 5105 for recreation fee revenues and expenditures associated with cost recovery; do not use subactivity 1232. Use the project code for all obligations charged to the project, e.g., CA650-5105-EA-SB01. The applicant must deposit at least 80% of the estimated amount into the project account before work may begin.

Monitoring the Cost Recovery. The applicant is entitled to a thorough accounting of the use of cost recovery funds. Staff charging time to the project must maintain a log of the time spent on the project and a description of what they were doing during that time. FO's will use the Individual Employee Charge to Proffer to track staff time (attached). Time logs, copies of receipts, vehicle reports, and any other documentation that reflects charges to the project must be maintained by the project manager.

An illustration of a cost recovery scenario and the calculations for a competitive event can be found on page 32 of Manual H-2930-1. The OMB Circular A-25 can be accessed at:

<http://www.whitehouse.gov/omb/circulars/a025/a025.html>.

The Recreation Permit Administration Handbook H-2930-1 can be accessed at:

<http://www.blm.gov/nhp/efoia/wo/handbook/h2930-1.pdf>.

Attachments:

Cost Agreement Letter

Excel spreadsheet CDD SRP Cost Estimate (Example)

Excel spreadsheet CDD SRP Final Cost info (Example)

Individual Employee Charge to Proffer



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way
Sacramento, California 95825
<http://www.blm.gov>

In Reply Refer to:
2930 (CA-XXX)

Memorandum

To: SRP Applicant

From: Outdoor Recreation Planner

Subject: Agreement to pay Actual Costs for the issuance and monitoring of Special Recreation Permit CA-xx-xxx

The BLM Director establishes fees, including minimum annual fees, for Special Recreation Permit for commercial activities, organized group activities or events, and competitive events. If the BLM needs more than 50 hours of staff time to process a Special Recreation Permit in any one year, we may charge a fee for the recovery of all costs. Cost recovery charges will be limited to BLM's costs of issuing the permit, including necessary environmental documentation, on-site monitoring, and permit enforcement.

The estimated cost recovery for your Special Recreation Permit is \$_____.

You must pay the required fees before BLM will authorize your use and before the deadline or deadlines that BLM will establish in each case. We will not continue to process or continue processing your application until you have paid the required fees or installments.

Please indicate below if you agree and want the BLM to continue to process or begin processing your permit application, or if you wish to withdraw the permit application.

Yes, I agree to deposit the full estimated costs with the BLM and the check for the total estimated amount is enclosed.

_____ Date _____

Yes, I agree to make payments towards the estimated costs with the BLM and the check for 1st of ___ payments is enclosed.

_____ Date _____

No, Please withdraw my Application for Permit.

_____ Date _____

BLM, SPECIAL RECREATION PERMIT **ESTIMATE** (VEHICLE AND OTHER) **EXAMPLE**

Permit Name

Permit #

Date of Event

Vehicle	Empty			Total	Avg	Gallons	Gas	Total Gas	Use Rate	Total	Daily	Total	Grand
Vehicle	Name			Miles	MPG	Used	Rate	Charge	Per Mile	Use Rate	FOR	FOR	Total
Vehicle	Staff			1200	12.9	93.02326	\$ 2.30	\$ 213.95	\$0.200	\$240.00	\$0.230	\$276.00	\$ 729.95
Vehicle	LE			1100	12.9	85.27132	\$ 2.30	\$ 196.12	\$0.260	\$286.00	\$0.240	\$264.00	\$ 746.12
Estimated Subtotal for Interior Vehicle Expenses													\$1,476.08
# Copies	Cost per	Perdiem	Lodging	MIE	MIE	3/4 day	3/4 MIE	Other	Other expenditures: CLOSURE/RJ				
	Copy	Rate (lodgi	# of Days	Rate	Days	MIE	Days Used						
0	\$0.13	\$122	\$0	\$43	0	\$32.25	0	\$400.00					
Estimated Subtotal for Copies, Travel, Perdiem, Other													\$400.00
Estimated Total of Vehicle, Travel, Perdiem, copies and other expenses													\$1,876.08

BLM, SPECIAL RECREATION PERMIT ESTIMATE (LABOR,VEHICLE, AND OTHER) EXAMPLE

Comments

Permit Name												
Permit Number												
Date of Event												
LE & Staff	Hrs.	Rate	Reg.	*OT	OT	*ND	ND	*HW	HW	*SP	SP	Total
	Worked	Benefits	Hrs.	Rate	Hrs.	Rate	Hrs.	Rate	Hrs.	Rate	Hrs.	
LE Ranger	0	\$35.00	0	\$46.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Rec.Staff	0	\$30.00	0	\$45.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
GIS Staff	0	\$22.00	0	\$45.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
NEPA Staf	0	\$46.00	0	\$45.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Subtotal	0											\$0.00
LE Ranger/BLM Staff Cost.												\$0.00
Total Vehicle, Travel,Perdiem, copies and other expenses (estimated)												
Summation of expenses												
Administration Charges from National Business Center 18.4%												0.184
Subtotal												19.7%
Total in Proffer Account (prepayment or rollover)												
Total Cost Estimate due to BLM												

This is a good faith estimate. Actual costs exceeding this figure will be required 15 days after the event.

Should the amount be less than the estimate any amount paid over will be refunded or applied to future permits.

Staff and ranger time includes application refinement, environmental assessment development and analysis as well as route delineation, day of event monitoring, post event analysis and mitigation

*OT-Over time (time and 1/2).

*SP-Sunday premium (time and 1/4).

*HW- Holiday worked (double time).

*ND-Night differential (6pm - 6am) 10% of employee basic rate of pay.

BLM, SPECIAL RECREATION PERMIT FINAL BILLING (VEHICLE AND OTHER) EXAMPLE

Permit Name

Permit #

Date of Event

Vehicle Number	Staff	Date (FY08)	Total Days Used	Total Miles	Avg MPG	Gallons Used	Gas Rate	Total Gas Charge	Use Rate Per Mile	Total Use Rate	Daily FOR	Total FOR	Grand Total	
G6205201	Rec.		0	0	12.4	0	\$ 2.20	\$ -	\$0.200	\$0.00	0.190	\$0.00	\$ -	
G6313013	Rec.		0	0	11.6	0	\$ 2.20	\$ -	\$0.200	\$0.00	0.240	\$0.00	\$ -	
G6315664	Rec.		0	0	11.5	0	\$ 2.20	\$ -	\$0.200	\$0.00	0.190	\$0.00	\$ -	
G6306806	Rec.		0	0	13.6	0	\$ 2.20	\$ -	\$0.200	\$0.00	0.190	\$0.00	\$ -	
G6312005	Rec.		0	0	14	0	\$ 2.20	\$ -	\$0.200	\$0.00	0.240	\$0.00	\$ -	
Subtotal for GSA Vehicle Expenses													\$ -	
Vehicle Number	Emply Name	Date (FY08)	Total Days Used	Total Miles	Avg MPG	Gallons Used	Gas Rate	Total Gas Charge	Use Rate Per Mile	Total Use Rate	FOR Rate Per mile	Total FOR	Grand Total	
I266740	Rec.		0	0	14.9	0	\$2.20	\$ -	\$0.200	\$0.00	\$0.190	\$0.00	\$ -	
I420425	Rec.		0	0	15.3	0	\$ 2.20	\$ -	\$0.200	\$0.00	\$0.190	\$0.00	\$ -	
I421293	LE		0	0	15.4	0	\$ 2.20	\$ -	\$0.260	\$0.00	\$0.240	\$0.00	\$ -	
I272768	LE		0	0	13.2	0	\$ 2.20	\$ -	\$0.260	\$0.00	\$0.240	\$0.00	\$ -	
I277250	LE		0	0	16	0	\$ 2.20	\$ -	\$0.260	\$0.00	\$0.240	\$0.00	\$ -	
I420400	LE		0	0	11.9	0	\$ 2.20	\$ -	\$0.260	\$0.00	\$0.240	\$0.00	\$ -	
I420519	LE		0	0	12.9	0	\$ 2.20	\$ -	\$0.260	\$0.00	\$0.240	\$0.00	\$ -	
I420542	LE		0	0	9.3	0	\$ 2.20	\$ -	\$0.260	\$0.00	\$0.240	\$0.00	\$ -	
I420546	LE		0	0	13.5	0	\$ 2.20	\$ -	\$0.260	\$0.00	\$0.240	\$0.00	\$ -	
I420552	LE		0	0	9.5	0	\$ 2.20	\$ -	\$0.260	\$0.00	\$0.240	\$0.00	\$ -	
I421295	LE		0	0	10.5	0	\$ 2.20	\$ -	\$0.260	\$0.00	\$0.240	\$0.00	\$ -	
I421296	LE		0	0	11.8	0	\$ 2.20	\$ -	\$0.260	\$0.00	\$0.240	\$0.00	\$ -	
I420399	LE		0	0	12.8	0	\$ 2.20	\$ -	\$0.300	\$0.00	\$0.230	\$0.00	\$ -	
I272790	LE		0	0	14.6	0	\$ 2.20	\$ -	\$0.260	\$0.00	\$0.240	\$0.00	\$ -	
Subtotal for Interior Vehicle Expenses													\$0.00	
# Copies	Cost per Copy	Perdiem Rate (lodging)	Perdiem Use	MIE Rate	MIE Used	3/4 day MIE	3/4 MIE Used	Other	Other expenditures: signs, rope, chain, etc.					
	\$0.10	\$122.00		\$43		\$32.25								
Estimated Subtotal for Copies, Travel, Perdiem, Other													\$0.00	
Total of Vehicle, Travel, Perdiem, copies and other expenses													\$ -	

BLM, SPECIAL RECREATION PERMIT ESTIMATE INFORMATION EXAMPLE

Name of Event:
Permit Number:
Date of Event

LAW ENFORCEMENT

	Cumulative	Cumulative	Cumulative	Cumulative	Other:	Travel Lodging # Days	MIE Days	3/4 Day MIE
Est. # of Rangers	Est. Reg. Hrs	Est. OT Hrs.	Est.# of Veh.	Est. Miles Used	Est. Dollar Amount			

RECREATION STAFF

	Cumulative	Cumulative	Cumulative	Cumulative	Other:	Travel Lodging # Days	MIE Days	3/4 Day MIE
Est. # of Rec. Staff	Est. Reg. Hrs	Est. OT Hrs.	Est.# of Veh.	Est. Miles Used	Est. Dollar Amount			

GIS STAFF

	Cumulative	Cumulative	Cumulative	Cumulative	Other:	Travel Lodging # Days	MIE Days	3/4 Day MIE
Est. # of GIS Staff	Est. Reg. Hrs	Est. OT Hrs.	Est.# of Veh.	Est. Miles Used	Est. Dollar Amount			

NEPA STAFF

	Cumulative	Cumulative	Cumulative	Cumulative	Other:	Travel Lodging # Days	MIE Days	3/4 Day MIE
Est. # of NEPA Staff	Est. Reg. Hrs	Est. OT Hrs.	Est.# of Veh.	Est. Miles Used	Est. Dollar Amount			

REMARKS

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Submitted by:

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Date Submitted

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**DOCUMENTATION OF INDIVIDUAL CHARGES TO PROFFER
CA-XXX -7122 – (PE Code) -**

Event Name:

Permit #: CA-XXX-2005 -

Date(s):

Name:

Position:

Law Enforcement _____ Regular Employee _____

Hours Worked:

Date: _____ Regular: _____ OT: _____ Night: _____

Date: _____ Regular: _____ OT: _____ Night: _____

Date: _____ Regular: _____ OT: _____ Night: _____

Date: _____ Regular: _____ OT: _____ Night: _____

Date: _____ Regular: _____ OT: _____ Night: _____

Date: _____ Regular: _____ OT: _____ Night: _____

Date: _____ Regular: _____ OT: _____ Sun/Night: _____

Vehicle Information: License Plate: _____ LE Vehicle Rate \$0.30 mile

Odometer reading:

Date: _____ Start: _____ Finish: _____

Date: _____ Start: _____ Finish: _____

Date: _____ Start: _____ Finish: _____

Date: _____ Start: _____ Finish: _____

Date: _____ Start: _____ Finish: _____

Date: _____ Start: _____ Finish: _____

Date: _____ Start: _____ Finish: _____

***NOTE* The proffer account is to be used for the Exception Cost Code portion of the vehicle log for mileage on this event ONLY. DO NOT use the proffer account to pay the vehicle fuel credit card charges. This is double dipping since fuel is already covered in the FOR charge of \$0.30 per mile. The FOR includes items like oil, gas, other vehicle fluids, tires, and other minor vehicle repairs.**

Per Diem rate for the area is \$XXX.00. The lodging is \$XXX.00, MIE is \$XX.00 (3/4 day is \$XX.00). Enter amount of Per Diem and other travel expenses being recovered: _____

Please list any other incidentals purchased specifically for this event (ie. Staples, zip-ties, rope, signs, etc). Please include the name of the item and the cost. For these items the proffer account may be used for the credit card statement. _____

*** PLEASE SUBMIT THIS FORM TO THE OUTDOOR RECREATION PLANNER OR LEAD RANGER***