

2016 Annual SRP Requirements Checklist

Annual Pre-Season Items Needed:

___ 1. Submit a Completed and Signed **ANNUAL ITINERARY**.

- **SPRING** use are **due by March 15**
- **SUMMER** use are **due by April 15**
- **WINTER** use are **due by August 15**
- **HUNTING OUTFITTERS AND GUIDES**
 - Big Game Hunting: **due by July 15**
 - Mountain Lion Hunting Outfitters: **due by September 15**

Notification of changes or additions to Annual Itinerary – Changes should be received **10 days prior to going out** and require approval of permit administrator and/or Field Manager. We realize that many requests for outfitter services happen unexpectedly and much less than 10 days out.

___ 2. Submit a Completed and Signed **OPERATING PLAN VALIDATION**. Current Annual Operating Plans and Safety Plans need to be completed or validated each year before your permits or itineraries are approved. If you do NOT have a multi-year permit, please fill out the Operating Plan template and modify as needed. If you have a multi-year permit, please make sure there are no changes to your Operating Plan and complete the Operating Plan Validation Form. Once the correct form is complete, please sign and return. *An Operating Plan must be approved and signed by the Field Manager to be valid.* You are also required to furnish the permit administrator a copy of your **Safety Plan**.

___ 3. Submit a Signed **2016 COLORADO SRP HANDBOOK VALIDATION**. Signing validates that you have read, understood and received a copy of the 2015 Handbook/stipulations. Standard stipulations (pages 14-23 of Colorado SRP Handbook) for all permits, and (pages 24-25 of Colorado SRP Handbook) for competitive & OHV events, if applicable.

___ 4. Submit a copy of all **STATE OUTFITTERS LICENSES and/or REGISTRATIONS** required by the Colorado Parks and Wildlife and/or the Office of Outfitter Registration (Department of Regulatory Agencies) and/or a **COLORADO STATE CHILD CARE LICENSE** if you work with minors.

___ 5. Submit a valid **INSURANCE POLICY** identifying the “Department of the Interior, Bureau of Land Management” as additionally insured (Not applicable for Colorado schools or other State of Colorado entities). See page 10 of Colorado SRP Handbook for minimum acceptable liability insurance coverage. Current Proof of Insurance must be provided prior to permit issuance or before the Annual Operating Authorization is issued. We are required to maintain a copy of the actual policy on file. Please send it to us or make arrangements with your insurance provider to send it to us directly.

___ 6. A copy of your current **BROCHURE** and **PRICE LIST**.

___ 7. A copy of your blank **CLIENT CONTRACT/WAIVER**.

Note: * Multi-year permittees need only submit if the use areas or operation for the current year differ from the map or operating plan which you included with your original permit application. At their discretion, Field Managers may also require that you submit additional information to supplement the above.

Pre-Season Items To Receive From BLM SRP Administrator:

(You will receive the pre-season items listed below AFTER BLM receives the pre-season items listed above from YOU)

___ 1. **Pre-Season SRP Bill** Pre-Season Bill requires you to pay at least the Minimum SRP Fee (\$105) or an annual revenue estimate agreed to by both the permittee and the authorized officer before any use occurs.

___ 2. **Annual Operating Authorization (AOA)** You must receive this letter/authorization **ANNUALLY**. **Permits will not be valid without a valid ANNUAL Letter of Authorization (Annual Operating Authorization – AOA).**

___ 3. **Permit Wallet Cards** All guides/employees are required to carry with them verification of Special Recreation Permit and a map. The wallet cards are designed to make this an easier carry during operation. Please see that all guides/employees receive a permit wallet card and carry with them at ALL times. (Guide/owner maybe ask for this verification) **NOTE:** Wallet Cards should be held as property by the owner of the business, therefore any guide or employee must return wallet card to business/permit owner upon termination or end of season use.

___ 4. **Parking Passes** Parking passes are wallet sized cards are to be placed in the driver side windshield of permittee's vehicle(s) while parked on Public Land. All vehicles used for business operation under the permit shall be listed on the Operating Plan Validation Form.

Annual POST-Season Item Needed:

___ 1. Submit a Completed and Signed **ACTUAL/POST USE ITINERARY**, which includes the spreadsheet, and client contact information (unless participants are minors), and is **DUE NO LATER THAN 30 DAYS AFTER YOUR LAST AUTHORIZED TRIP**.

POST-Season Items To Receive From BLM SRP Administrator:

(You will receive the post-season items listed below AFTER BLM receives your Actual/Post Use Itinerary)

___ 1. **Post-Season Bill** Post-Season Bill (if applicable), requires you to pay based on your Actual/Post Use minus your pre-season fees.

Commercial Use Fee Payments are calculated at 3% of total projected client charges or a \$100 annual minimum, whichever is greater.

Competitive Use Fee Payments are calculated at \$5.00 per user day or 3% of gross receipts, whichever is greater.

Individual or Organized Group Fee Payments are calculated at \$5.00 per user day.

___ **2. Post-Use Summary Report** – *Calculates total service days and post-use permit fee based on reported Actual/Post Use Itinerary.*

___ **3. Performance Evaluation** - *The BLM shall conduct periodic inspections and performance evaluations of the permittee's operations and compliance with the terms, conditions and stipulations of the Permit*

Please feel free to set up a face-to-face meeting with me at any time. Heather Salaz, Special Recreation Permit Administrator, contact 719-655-6116 or hsalaz@blm.gov