

# WYOMING

Information about  
**Special  
Recreation  
Permits**  
on BLM Administered  
Public Lands





# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
Wyoming State Office  
P.O. Box 1828  
Cheyenne, Wyoming 82003-1828

In Reply Refer To:  
2930 (930)

Dear Visitor Service Partner:

This booklet contains information on obtaining Special Recreation Permits (SRPs) for your recreational uses on Bureau of Land Management (BLM) administered lands and related waters. SRPs are issued as a means to control visitor use, protect recreational and natural resources, and provide for the health and safety of visitors. Commercial SRPs are also issued as a means to provide a fair return for the commercial recreational use of public lands.

The professional services you provide enhance the public's ability to participate in recreation opportunities. We will work with you as a visitor service partner as you proceed with your activities. We welcome your comments on ways to improve this partnership.

Any questions you have regarding outfitter licensing requirements should be directed to the Wyoming State Board of Outfitters and Professional Guides, 1950 Bluegrass Circle, Suite 280, Cheyenne, Wyoming 82002, telephone: 307-635-1589 or 1-800-264-0981.

For information on hunting licensing, please contact the Wyoming Game and Fish Department, 5400 Bishop Blvd., Cheyenne, Wyoming 82006, telephone: (307) 777-4600.

For additional information on BLM's Special Recreation Permits, please contact any of the BLM Field Office locations identified in this handbook.

Sincerely,

Deputy State Director  
Resource Policy and Management

# BLM Office Directory

**Wyoming State Office**  
5353 Yellowstone Road  
P.O. Box 1828  
Cheyenne, WY 82003-1828  
(307) 775-6256

**Buffalo Field Office**  
1425 Fort Street  
Buffalo, WY 82834-2436  
(307) 684-1100

**Casper Field Office**  
2987 Prospector Drive  
Casper, WY 82604-2968  
(307) 261-7600

**Kemmerer Field Office**  
312 Highway 189 North  
Kemmerer, WY 83101-9711  
(307) 828-4500

**Cody Field Office**  
1002 Blackburn  
Cody, WY 82414  
(307) 578-5900

**Lander Field Office**  
1335 Main  
Lander, WY 82520  
(307) 332-8400

**Newcastle Field Office**  
1101 Washington Boulevard  
Newcastle, WY 82701-2968  
(307) 746-6600

**Pinedale Field Office**  
1625 West Pine Street  
P.O. Box 768  
Pinedale, WY 82941-0768  
(307) 367-5300

**Rawlins Field Office**  
1300 North Third  
P.O. Box 2407  
Rawlins, WY 82301-2407  
(307) 328-4200

**Rock Springs Field Office**  
280 Highway 191 North  
Rock Springs, WY 82901-3447  
(307) 352-0256

**Worland Field Office**  
101 South 23rd  
P.O. Box 119  
Worland, WY 82401-0119  
(307) 347-5100

# TABLE OF CONTENTS

Introduction.....	1
SRP Requirements .....	1
Length and Scope of permits .....	1
Use Fees.....	2
Late Fees .....	3
Insurance.....	3
Bonds .....	3
Requirements for Commercial Hunting Outfitter .....	4
Content of Permit Applications.....	4
Terms and Conditions .....	4
Wyoming BLM Stipulations.....	5
General Stipulations.....	6
Overnight Use.....	6
Livestock Use.....	7
Where to Apply .....	7
Post Use Reports and Fee Calculations .....	7
Instructions for Completing the Post Use Report .....	7
Trip Log .....	8
Annual Evaluation .....	8
Camp on Public Lands.....	8
Assigned Site Fees.....	9
Non-Use of Camps.....	9
Limited Areas.....	9
Cost Recovery.....	9

## Forms

Special Recreation Application and Permit (WO Form 2930-1).....	11
Special Recreation Application and Permit (WO Form 2930-1).....	15
Special Recreation Permit Interoffice Coordination Report (WY 2932-1).....	19
Special Recreation Permit Annual Evaluation (WY 2932-2) .....	21
Special Recreation Permit Post Use Report (WY 2932-3) .....	23
Trip Log for Hunting Outfitters (WY 2932-4).....	25
Trip Log for Hunting Outfitters (WY 2932-4).....	27
Floating and Fishing Daily Trip Log (WY 2932-5).....	29
Floating and Fishing Daily Trip Log (WY 2932-5).....	31
Trip Log for Recreation Outfitters (WY 2932-6).....	33
Trip Log for Recreation Outfitters (WY 2932-6).....	35
Operating Plan for Commercial Outfitters and Competitive Permittees (WY 2932-7).....	37
Recommended Wildland Ethical Behavior for Recreational Use of Public Lands .....	41

# Introduction

The objective of the Bureau of Land Management's (BLM) Special Recreation Permit (SRP) system is to accommodate the demand for certain categories of recreational uses of the public lands within allowable use levels in an equitable, safe and enjoyable manner while minimizing resource impacts and user conflicts. Fees for SRPs are intended to recover at least part of the cost of issuing and administering the permit, and may provide a fair return to the government for the opportunity to make a profit while using BLM administered public lands.

This booklet outlines the basic requirements for SRPs on BLM administered public lands in Wyoming. There are also instructions for prospective applicants to follow in applying for a SRP and for completing and submitting required post-season reports.

## SRP Requirements

### *When permits are required...*

SRPs are authorizations which allow specified and often time restricted recreational uses of the public lands and related waters. They are issued as a means to manage visitor use, protect natural and cultural resources, as a means to achieve the goals and objectives of the Field Office recreation program as outlined in land use plans. There are five types of special recreation permits: (1) commercial use; (2) competitive use; (3) vending; (4) special area use; and (5) organized group activity and event use. "*Commercial use*" is defined as the recreational use of the public lands for business or financial gain. When any permittee, employee, or agent of a permittee, operator or participant makes or attempts to make a profit, salary, increase his business or financial standing, or supports, in any part, other programs or activities from amounts received from or for services rendered to customers or participants in the permitted activity, as a result of having the SRP, the use will be considered commercial. "*Competitive use*" means any organized, sanctioned, structured use, event, or activity on public land in which two or more

contestants compete and either the participants register, enter, or complete an application for the event or a predetermined course or area is designated. "*Vending*" is temporary, short-term, non-exclusive, revocable authorizations to sell goods or services on public lands in conjunction with a recreation activity. "*Special area use*" permits may be required for individual (private, noncommercial) recreation use in Special Areas. "*Organized group activity and event use*" are intended for group recreation activities or events which are neither commercial nor competitive. The authorized officer determines when a permit is required based on planning decisions, resource concerns, potential user conflicts, or public health and safety issues. A group is loosely defined as more than one person participating in a recreation activity or event.

Fundraising for any purpose, including charity, is commercial use and requires a permit. If a person obtains any financial gain, including gifts, or bartering for goods or services, the use is commercial and requires a permit.

## Length and scope of permits

BLM permits authorize use only on public lands managed by BLM. BLM has no authority to permit or regulate recreation use of non-BLM lands (e.g., private, state, National Forest, etc.). For a hunting outfitter permit, the applicant must be able to obtain prior to the actual use period, an outfitters license from the Wyoming State Board of Outfitters and Professional Guides (WBOPG) as required by Wyoming State Law. Currently, only big game outfitters and guides are required to obtain a WBOPG license. If the outfitter does not obtain a WBOPG license, the BLM permit will not be issued or will be null and void if previously issued.

Commercial SRPs may be issued for periods of 1 to 10 years, depending on such things as the type of activity proposed, the area in which it is to occur, and the past record of the permittee. The first year of a multi-year permit is considered a trial period. For hunting outfitter permits, the permit authorizes use only in those

hunt areas in which the permittee also holds WBOPG area authorizations (see the section on *Requirements for Commercial Hunting Outfitters*). For fishing, river use, and other outfitting services, the permit authorizes use only on the particular river or public land area in which commercial activities are proposed.

However, only one permit is necessary to operate on the public lands managed by BLM in Wyoming. For example, an outfitter may have WBOPG area authorizations for antelope hunt areas 57 (within the Rawlins BLM Field Office), and 73 (Casper BLM Field Office), and the outfitter may live in Rawlins. He or she need only obtain one permit authorizing use on both hunt areas. The BLM office issuing the permit will contact the other affected offices to ensure that the permit may be issued for areas under their jurisdiction.

Special area permits may be issued for a single trip or other specified length of time up to 1 year as appropriate to achieve management objectives and public service.

Vending, competitive event, or organized group SRP's may be issued for the period of time required to complete the use or event (including set-up and break-down time). If an event recurs annually, with no changes in use, area, or participants, the authorized officer may issue a permit up to 5 years with annual validation.

## Use Fees

Fees for recreation use of public lands and related waters are charged to (1) commercial users, (2) competitive event participants and spectators, (3) vendors, and (4) participants in organized group activities and events which require a permit. Fees can also be charged for individual use of Special Areas, reservation/assignment of sites, and livestock grazing when associated with recreational use.

There is a minimum nonrefundable yearly fee for commercial permits. Overall, the use fee for a commercial permit is 3% of the gross income or the minimum fee, whichever is greater. The minimum yearly fee is adjusted periodically to reflect changes in fair market value. Check with your local BLM Field Office

for the current minimum fee.

The 3% figure may be further reduced due to discounts for time spent off public land and deductions for off-site transportation and lodging costs borne by the outfitter. Table 1 illustrates how time spent off public land would reduce the fees due BLM. A discount for time off public lands and related waters is appropriate for commercial, competitive, and organized group events.

**Table 1**

<b>Percent of Total Time on Public Lands or Related Waters</b>	<b>Fee Reduction</b>	<b>Multiplication Factor</b>
Less than 6%	80%	.20
6-60%	40%	.60
61-100%	None	None

Deductions may be allowed for certain costs borne by the permittee to transport or provide lodging to the client before arrival at the beginning of a trip, and after departure at the end of the trip from a permittee's headquarters or local community. These deductions **DO NOT** include costs incurred between the permittee's headquarters or local community and the public lands, or for costs incurred during the trip regardless of public or private land status. The permittee is required to provide a signed Trip Log, signed Operating Plan, lodging and transportation receipts, or other information specified by the authorized officer to support requests for deductions to the gross receipts. See *Post Use Reports and Fee Calculations* for more detail. The minimum yearly fee or the estimated SRP fee, whichever is greater, must be paid in advance of the use season and is nonrefundable. If the estimated SRP fee exceeds \$1,000, a payment schedule may be arranged, provided at least 25% of the estimated SRP fee is paid prior to any use of the permit. If a permittee's use results in more fees owed to the BLM, the fees will be assessed during the post-use reporting procedures.

For those outfitters who wish to reserve a campsite on public lands, a yearly assigned site fee will be required. This must be

paid in advance of the use season. See the section titled *Camps on Public Lands* for the requirements concerning camp location on public land.

Competitive use fees, including minimum fees, are set by the BLM Director. Fees are charged on a per user day basis for participants (currently \$4.00/person/day); as a percentage of gross receipts; or the minimum fee, whichever is greater. When the use is both commercial and competitive, the higher fee will be charged.

Organized group activity and event use are set by the BLM Director in the form of a minimum fee which is currently \$4.00/person/day.

## **Late Fees**

A bill for collection will be sent to all permittees with post use activity. If the bill is not paid by the due date, then a late fee will be added to the permittee's bill.

## **Insurance**

A property damage, personal injury, and comprehensive public liability insurance policy is required on all commercial permits and competitive permittees and may be required for vending or organized group activities and events (depending upon the kind of activity and risk to the Government). The policy will provide restitution for damage or injury to participants or spectators, to privately owned resources, and to protect the United States from litigation resulting from actions taken or caused by the permittee or participants.

At a minimum, the permittee shall have in force public liability insurance covering:

(1) damage to property in the amount of \$30,000 (may be included in annual aggregate); and (2) damage per occurrence (persons, bodily injury or death) in the amount (minimum) of \$300,000. The policy shall have a minimum 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 insurance shall name the United States as additional insured and provide for specific coverage for the permittee's contractually assumed obligation to indemnify the United States. The policy shall also contain a specific provision or rider to the effect that the policy shall not be canceled or its provisions changed or deleted before thirty (30) days written notice by the insurance company to the BLM. The permittee shall indemnify and hold harmless the United States against any liability for personal injury, loss of life, or property damage arising in any way from activities under the permit.

The permittee must submit a valid certificate of insurance covering the authorized activity prior to initiating operations. The authorized officer may require the permittee to furnish a copy of the insurance policy. The name on the insurance policy or certificate of insurance must be the same as the name on the permit. Those permittee's holding insurance policies which only insure the permittee and not the permittee's employees must ensure that their employees also have the required insurance in effect, and that a certificate of insurance is furnished to the authorized officer. For multi-year permits, the insurance need only be valid during periods of actual use.

## **Bonds**

The authorized officer may require the posting of a bond, or other guarantee in such amount as the authorized officer determines to be sufficient to defray the cost of restoration, reclamation, or rehabilitation of public lands affected by the permit. Bonds and guarantees will be returned to the permittee upon satisfactory compliance of permit stipulations, including any reclamation or rehabilitation requirements.

# Requirements for Commercial Hunting Outfitters

Hunting outfitters and guides are required to submit all current Wyoming Board of Outfitters and Professional Guides (WBOPG) hunt area authorizations to the issuing BLM Field Office by August 1 of each year of a multi-year permit. If supplemental WBOPG hunt area authorizations are obtained after August 1, a photocopy must be sent immediately to the Field Office issuing the permit.

## Content of Permit Applications

All permit applications must include:

- Two completed and signed *Special Recreation Application and Permit* forms (see form 2930-1 in the back of this booklet).
- Highlighted maps showing all proposed use areas on public land. For hunting outfitters, the Wyoming Game and Fish Department maps on their regulations are usually sufficient. For pack trips and wagon trips, the map should show routes, parking areas, and staging areas. For fishing or floating outfitters, show rivers, lakes, etc., and launch/take-out points, if applicable. The authorized officer may require detailed land status maps of use areas.
- Photocopies of all WBOPG area authorizations. If you do not have WBOPG area authorizations at the time of applying for an SRP, you must submit these as soon as possible.
- A certificate of insurance indemnifying the U.S. Government as the additional insured.
- Legal description and map showing proposed camp locations on public land.
- A signed *Operating Plan* (see form WY 2932-4 in the back of this booklet).

Please check your application to make sure it is completely and accurately filed. Any omissions or errors will delay processing.

## Terms and Conditions

1. General Terms - In addition to the terms included on SRP Form 2930-1, the following general terms are applicable to and made a part of all commercial special recreation permits.
  - A. 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. 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.
  - B. A Special Recreation Permit authorizes special uses of public lands and related waters and, should circumstances warrant, the permit may be modified by the BLM at any time, including the amount of use. The authorized officer may suspend a SRP if necessary to protect public resources, health, safety, the environment, or noncompliance with permit stipulations.
  - C. 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.
  - D. 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.
- E. The permittee or permittee's representative 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 of 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.
  - F. All advertising and representations made to the public and the authorized officer must be accurate. Although the address and phone numbers of the BLM may be included in the 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 fees as a special Federal user's tax. The permittee must furnish the authorized officer with any brochure and price list if requested by the authorized officer.
  - G. The permittee must assume responsibility for inspecting the permitted area for any existing 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.

- H. In the event of default on a mortgage or other indebtedness, such as bankruptcy, creditors shall not succeed to the operating rights or privileges of the permittee's SRP.
- I. The permittee cannot, unless specifically authorized, erect, construct, or place any building, structure, or other fixture on public lands. Upon leaving, the lands must be restored as nearly as possible to pre-existing conditions.
- J. The permittee must present or display a copy of the Special Recreation Permit to 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 the equipment used during the period of authorized use.
- K. The authorized officer, or 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.

## **Wyoming BLM Stipulations**

In addition to the General Terms and the conditions on the SRP Form 2930-1, the Wyoming BLM has established the following additional stipulations designed to protect the lands or resources involved, reduce user conflicts, or minimize health and safety hazards. These stipulations are a legal part of the permit and must be left attached to the permit. Additional stipulations may be developed by the authorizing Field Office to protect the land resources involved, reduce user conflicts, or minimize health and safety issues. The permittee must have the permit (or legible copy) in possession during use in permitted areas. Please make sure that these are fully understood because failure to comply may result in the loss of permit privileges.

## General Stipulations

- A *Post Use Report* must be returned to the authorized officer by December 31 for every year the permit is in effect (see form WY 2932-3 in back of booklet). If the post use report is not received by January 31 of the following year, the permit will be suspended and a late fee maybe charged.
- The applicant/permittee is required to contact private landowners whose property is affected by the use associated with this permit. Evidence that permission has been obtained to use private property must be available upon request.
- No alterations to the intended use area will occur without first contacting the authorized officer for permission to revise the permit.
- The permittee must notify the authorized officer immediately of any supplemental area authorizations obtained from the WBOPG.
- This permit shall not be construed in any way so as to prevent public use or access on any public land except as expressly allowed under this permit.
- If use exceeds the minimum yearly fee, an additional payment will be required. This permit will only remain valid if annual fees have been paid or a payment schedule has been set up.
- The applicant/permittee is required to provide the authorized officer with a copy of a valid insurance policy or proof thereof for as long as the permit remains in effect.
- All motor vehicles will remain on existing roads and trails or in accordance with existing off-road vehicle designations.
- If a permittee's performance is found to be unacceptable, the authorized officer can modify or revoke this permit at any time.
- Only signs authorized by the BLM in writing will be permitted on public lands.
- There will be no harassment of livestock, wildlife, wild horses, or destruction of private and public improvements such as fences and gates. Gates will be left open or closed, as they were found.

## Overnight Use

- The applicant/permittee will not establish a campsite for overnight use on public lands without first notifying and receiving approval from the authorized officer.
- No permanent structures or improvements will be allowed to remain after the permitted use. This includes such things as corrals, picnic tables, hanging poles, etc.
- All camps will be located at least 200 feet from live water. Camps will be out of sight of trails, roads, and other campers, where possible.
- Camps and use areas will be maintained in a neat and clean condition with no litter.
- All noncombustible refuse and all unburned combustible refuse must be carried out of the area and disposed of in a county approved disposal site. Burying garbage in garbage pits is prohibited.
- The use of small portable toilets is encouraged. When necessary, sanitation facilities will consist of a slit trench or pit toilet 8 to 10 inches in diameter and 6 to 18 inches deep. Facilities will be placed in porous soil in high ground at least 200 feet from all water sources. After use, fill the hole with loose soil and tamp in the top soil or sod on top. Nothing other than human waste may be deposited in a pit toilet. Use a single large latrine around camp rather than several small ones because of the composting effect.
- Cutting or removing any live plant material is prohibited.
- It is recommended that the use of campfires be kept to a minimum. Stoves are often the best option. Campfires should be small, never left unattended, and kept under control. Firewood should not be wasted on excessively large fires.
- Scatter fire rings, firewood, and otherwise attempt to restore the camp location to its apparent natural condition.

## Livestock Use

- When feed for livestock is provided by the permittee, it must be certified weed-seed free by the County Weed and Pest Control. It is recommended that weed-free oats or pelleted feeds be used rather than hay. Forage products subject to this weed-free rule includes oats, hay, cubes or other pelleted feeds, straw, and mulch.
- When the permittee is authorized to graze riding or pack stock on public lands, fees for that use will be based on rates prescribed for grazing under the regulations for range management.
- All animals will be under control enroute and in camp to protect wildlife, other livestock, and range forage.
- Do not tie livestock (saddle horses, pack stock, etc.) directly to trees.
- Do not tie, corral, or picket animals within 200 feet of any lake, stream, spring, main trail, or developed campground. If it is necessary to keep stock tied for any length of time, select a site where damage to vegetation is minimized.

## Where to Apply

Applications should be filed with the BLM Field Office administering the public lands where most of the proposed use would occur. However, applications may also be filed at the BLM Field Office nearest the outfitter's home address or headquarters. For BLM Field Office locations, please refer to the directory located in this booklet. General information may be obtained from the BLM Wyoming State Office listed in the directory or at:

[www.wy.blm.gov/recreation/srpermit.htm](http://www.wy.blm.gov/recreation/srpermit.htm).

## Post Use Reports and Fee Calculations

### *General*

*Post Use Reports* are used to determine if further fees are due BLM and to document the amount of visitor use on public land. Post Use Reports must be submitted to the office which issues the permit by December 31 for every year the permit is in effect (see form WY 2932-3 in back of booklet). Make sure that you sign and date the form.

## Instructions for Completing the Post Use Report

Use fee calculations:

**Item 1.** Total gross income:

This is the total of all receipts from your permitted activity.

**Item 2, 3, and 4.** Deductions:

**Note: The permittee is required to provide the appropriate signed Trip Log, signed Operating Plan, lodging receipts, or other information specified by the authorized officer to support deductions from the gross receipts or discount of the SRP fee for time spent off public lands.**

Transportation costs - enter either the actual amount paid to others or the current federal mileage reimbursement rate for vehicle or aircraft use, to provide transportation for clients to the local community or permittee's headquarters. The intent is to allow adjustments for costs paid or borne by commercial permittees in bringing their clients to local communities or permittee's headquarters prior to the trip, or returning them from such points after the trip. Please note that Federal travel regulations change frequently. Consult with the local BLM Field Office for the current mileage rates.

The intent is **NOT** to allow deductions for transportation costs between the local community or permittee's headquarters and the public lands.

The transportation cost adjustment is to be used for pre and post-trip transportation only. Adjustments for the percent of time spent off public lands discussed below does not apply to pre and post-trip transportation, as this would create a double adjustment. Allowable transportation adjustments apply to both single day and multi-day trips.

For calculating the percent of time off public lands use fee adjustment, a trip is defined as: The time the hunter, client, or participant spent with the outfitter that starts either after the first night's lodging or when the hunter begins participating in the advertised use. The trip is typically advertised by the outfitter as a five day hunt or a three day river trip. Each day of outfitted service is not considered a trip. A trip is usually the cumulation of several consecutive days. A trip ends when the client returns to the outfitter's headquarters or lodge for the last night's lodging.

Lodging costs - Enter the actual amount paid for lodging costs paid for or borne by commercial permittees which are incurred on non-public lands before or after the permitted activity.

Costs paid for or borne by commercial permittees for lodging on non-public land during the trip may not be deducted; however, the time spent at such lodging may be applied to the percent of time spent off public land.

**Items 5 and 6.** Self explanatory.

**Item 7.** Fee adjustment factor:

A discount of the SRP fee may be allowed for time spent off public (BLM) land from the time and date of entry to the time and date of exit. This adjustment will be based on the percent of total time spent on BLM administered public lands per 24 hour day. To determine the fee adjustment factor, first determine the percent of time spent on public lands for the permitted activity requiring Trip Log verification, then refer to Table 1 (page 2) to get the multiplication factor. Enter this figure in Item 7.

**Item 8.** Self explanatory.

**Item 9.** Use fee multiplier:

This figure will always be .03 (3%).

**Item 10, 11, 12, 13, 14, 15, and 16.** Self explanatory.

**Item 17.** Amount due BLM:

Subtract minimum fee already paid BLM from Line 11 and enter amount due BLM. If the minimum fee is greater than Line 11, enter 0

## Trip Log

A trip log must be completed and submitted to support requests for deductions for non-public land use. Choose the appropriate trip log for your activity. Use as many copies as needed. Please review each of your submissions carefully. This information will be used by the BLM to verify use fee deductions. Use dates and locations are very important. All trips involving public lands must be logged on this sheet when required by your permit.

## Annual Evaluation

The BLM will conduct an annual evaluation for all BLM Special Recreation Permits. The evaluation will assess adequacy of permittee performance including payment of use fees, liability insurance policy, performance bonds, operating plans, permit violations, public complaints, and other information as appropriate. Four different performance levels are recognized: superior, acceptable, probationary and unacceptable. An *Annual Evaluation* (form WY 2932-2) is included in the back of this booklet.

## Camps on Public Land

### *Need For Authorization*

Camps on public land must be authorized in advance by the office issuing the permit. Authorization is needed any time a permittee plans to camp on public land, whether it be base camps or "progressive camps." Authorization for a camp is given only for that season of use when it would be used for the permitted

activity, but the authorization is valid for the life of the permit. Check with the issuing office to see if outfitter camps may be authorized in the area in which you are interested.

An *Operating Plan* (see form WY 2932-4 located in the back of this booklet) will be required for overnight camps. The plan needs to specify the extent of facilities that will be provided and measures that will be implemented to protect resources and reduce safety hazards.

## **Assigned Site Fees**

The BLM may charge an assigned site fee for exclusive commercial use of a site. Assignment of a site for commercial use does not preclude public use. A yearly assigned site fee will be assessed when a specific area is reserved for a specified time for commercial activities. This fee must be paid advance of the intended use. Where no specified camps are used (e.g., "progressive camps") and there are no reservations of the site specifically for the permittee, no site reservation fee is necessary.

## **Non-Use of Camps**

The permittee with an assigned campsite may take one year of non-use under a multi-year permit without paying for the camp if the authorized officer concludes the non-use is beyond the permittee's control.

The permittee must reserve the camp (i.e., pay for the assigned site) and physically use the camp the following years of a multi-year permit or run the risk of losing the camp authorization as determined by the authorized officer.

If the authorized permittee takes a non-use year, the camp may be authorized to another permittee for that particular year; the new permittee will be required to pay the assigned site fee.

## **Limited Areas**

There are certain areas in which limits have been established on the number of allowable permittees and/or overnight camps. Check with the appropriate BLM Field Office for the up-to-date information regarding these areas.

## **Cost Recovery**

If more than 50 hours of BLM staff time is required for processing a permit, cost recovery will be charged in addition to the commercial use fee. Applicants should meet with the BLM to discuss cost recovery fees if more than 50 hours of BLM staff time are anticipated.

Cost recovery most frequently applies to large commercial and major competitive events. Cost recovery seldom applies for guiding and outfitter activities.