



Prospectus and Invitation for Proposals to Conduct  
Commercial Big Game Guide Services within Areas of the  
Nowitna National Wildlife Refuge

Issued By: Refuge Manager  
Nowitna National Wildlife Refuge

Date: 11/26/2024

Location: Galena, Alaska

Alaska Game Unit: Units 21

Submittal Due Date: Sealed proposals must be mailed and postmarked to the address indicated on or before March 31, 2025.

U.S. Fish and Wildlife Service  
Attention: Regional Permits Coordinator  
National Wildlife Refuge System - Alaska  
1011 East Tudor Road, MS 235  
Anchorage, Alaska 99503

Contact: Acting Refuge Manager Doug Calvin, Nowitna National Wildlife Refuge by mail at P.O. Box 287, Galena, Alaska 99741; or by phone at (907) 656-1231 from 8:00 am to 4:30 pm on weekdays.

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## I. INTRODUCTION

The Nowitna National Wildlife Refuge (Refuge) is offering opportunities for big game guides to provide commercial services on Refuge lands, within Alaska State Game Management Unit 21. The Refuge will award special use permits for big game guiding services on the Refuge through a competitive selection process. Prospective applicants are advised to carefully read this prospectus and the Special Use Application and Permit (sample) (Appendix B) before responding.

Terms of permits awarded under this method are valid initially for five years. When permit holders have successfully met all permit terms and conditions and have a satisfactory record of performance, the Service will renew those permits for an additional five years without competition. After the renewed permits expire, the Service will not extend or renew them.

The objective of allowing commercial big game guiding is to make available a variety of quality services to the public for recreational hunting on the Refuges, when such activities are compatible with the Refuge's purposes, and resources and management objectives. In order to remain compatible, recreational hunting must reflect well on the refuge and on the tradition of hunting. It must promote positive hunting values and hunter ethics such as fair chase, and provide participants with reasonable harvest opportunities, less crowding, less competition, fewer conflicts between hunters, relatively undisturbed wildlife, greater hunter safety, less than average crippling loss, and less interference from or dependence on mechanization. Commercial guiding activities authorized on refuge lands should contribute to these values and objectives.

Permit holders cannot sublet any part of an area and are prohibited from subcontracting clients with any other hunting guide.

All applicants are responsible for making their own investigations as to the economic feasibility of any proposal, facts about the area, and estimates of potential business opportunity.

It will be the responsibility of all permit holders selected under this prospectus to adhere to all permit conditions and work diligently to minimize conflicts with other users.

For additional information contact the Refuge Manager, Nowitna National Wildlife Refuges, by mail at Nowitna National Wildlife Refuge, PO Box 287, Galena, Alaska, 99714; or by phone at (907) 656-1231 weekdays between the hours of 8:00 AM and 5:00 PM.

## II. REFUGE DESCRIPTION

Nowitna National Wildlife Refuge  
P.O. Box 287, Galena, Alaska 99741  
(907) 656-1231  
Alaska Game Unit(s): Units 21

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On December 2, 1980, Congress passed the Alaska National Interest Lands Conservation Act (ANILCA). This law designated about 2.0 million acres of public lands as the **Nowitna National Wildlife Refuge** and designated the entire 223 river miles of the Nowitna River within the Refuge boundary as a “Wild River” under the Wild and Scenic River Act. The Refuge is about 150 air miles west of Fairbanks. There are no villages within the boundary of the Refuge. Ruby lies just outside the westernmost point of the Refuge on the south bank of the Yukon River. Tanana lies approximately 30 river miles upstream of the northeastern boundary of the Refuge.

### **Refuge Resources**

The Nowitna Refuge is drained by the Nowitna River. The northern part of the Refuge encompasses the Nowitna lowland, a broad wetland plain of lakes, marshes, and meandering streams, which is highly productive for waterfowl. On the south end of the Refuge, the Nowitna River flows through higher country - the foothills of the Kuskokwim Mountains. Principal species include trumpeter swans, tundra swans, Canada geese, white-fronted geese, numerous species of ducks, moose, black bear, marten and other furbearers, northern pike, chum salmon and sheefish.

There are two large blocks of private lands inside the Refuge boundary, which have been conveyed to Native corporations. Both are located primarily along the Yukon River. Native allotments are scattered throughout the Refuge, mostly along the south bank of the Yukon River and along the Nowitna River.

### **Refuge Specific Purposes**

Many laws, regulations, policies, and congressional mandates influence management of this refuge. However, Section 302(6)(B) of ANILCA sets forth the following major purposes for which the Nowitna Refuge was established and shall be managed. All uses permitted on the Refuge must be compatible with these purposes.

- (i) to conserve fish and wildlife populations and habitats in their natural diversity including, but not limited to, trumpeter swans, white-fronted geese, canvasbacks and other waterfowl and migratory birds, moose, caribou, martens, wolverines and other furbearers, salmon, sheefish and northern pike;
- (ii) to fulfill the international treaty obligations of the United States with respect to fish and wildlife and their habitats;
- (iii) to provide, in a manner consistent with purposes set forth in subparagraphs (i) and (ii), the opportunity for continued subsistence uses by local residents; and
- (iv) to ensure, to the maximum extent practicable and in a manner consistent with the purposes set forth in subparagraph (i), water quality and necessary water quantity within the refuge.

The majority of recreational and guided moose hunting on the Refuge occurs within the Nowitna River corridor, a designated “Wild River.” In the Wild and Scenic Rivers Act, Congress mandated that “Wild Rivers” shall be managed for primitive watershed or shorelines, unpolluted waters, representing images of primitive America.

For more information on the Nowitna Refuge, visit the Refuge internet site at <http://nowitna.fws.gov>.

### **III. OFFERINGS**

Each individual can submit only one application per guide use area offered. An individual may apply for up to ten offerings for guide use areas on Alaska refuges but is limited to three permits for guide use areas on Service lands at any one time. This limitation includes any partnership or ownership interest that you may have in big game guide businesses permitted to other individuals. For example, you may not hold three refuge big game guide permits and have a partner/owner interest in other big game guide businesses permitted on Service lands.

Some refuge guide use areas contain private lands (i.e., land that has been conveyed to Alaska Native corporations, Native allotments, or other private inholdings). Refuge permits do not authorize activities on private or State lands within any guide use area. Maps of the guide use areas are available by request to the refuge (see cover sheet) or online:

The following guide use area descriptions are approximate and are not legally defined and binding. The original area map, located in the Refuge headquarters office, is the single, ruling instrument defining areas and will be used to decide boundary questions. Prospective applicants are responsible for knowing the boundaries that are pertinent to areas of interest.

Most guide use area boundaries are located on watershed divides, stream courses, and occasionally, other well-defined topographic features. Guide use areas do not extend beyond the outer boundary of the Refuge. Copies of the Refuge and/or wilderness boundary descriptions are available from the Refuge office upon request. The selected guide will have exclusive commercial big game guiding use of the permitted area (except for shared areas, as noted). However, transporters, air taxis, non-hunting commercial guides, and other hunters also have access to this guide use area.

## **OFFERING NUMBER 1**

**Use area number and location:** NOW-01, Lower East Nowitna River Drainage

**Permit term:** January 1, 2026 through December 31, 2030.

**Offering type:** Sole Use

**Species available:** All big game species available under State of Alaska hunting regulations, primarily moose, wolves, black and brown bear.

**General description:** Guide use area NOW-01 encompasses the lower 43 river miles of the Nowitna River, and the northeastern portion of the Refuge which includes over 52 river miles of the south bank of the Yukon River. The northern half of the use area is primarily composed of wetland/forested habitats while the southern half contains more upland/forested habitat.

The village of Tanana is approximately 30 river miles upstream of the eastern boundary of the use area while the village of Ruby is approximately 31 river miles downstream of the western boundary of the use area. Residents from Tanana and Ruby regularly use the lower portion of the Nowitna River for subsistence activities including moose hunting. Residents from Tanana also use the Mason Slough area. The successful applicant will need to plan guide operations that will minimize conflicts with subsistence hunters and local residents who also use portions of the unit extensively.

A majority of the use area provides good moose habitat with moose densities up to three moose per square mile in the best habitat, and it generally supports healthy populations of black bears and wolves. Limited brown bear habitat is found along the south bank of the Yukon River. The majority of the moose hunting in the use area occurs within the Nowitna River corridor, with some hunting along the Yukon River. In general, guided use of the area has been limited to a few and sometimes no clients each year.

**Private lands:** Private and corporate owned lands do occur within the boundary of the NOW-01. Permit holders need to know the land status of areas they intend to hunt. The special use permit for operating within NOW-01 is for Refuge lands only and does not allow for use of private or corporate owned lands.

**Special land categories:** The Nowitna River is a designated Wild River under the Wild and Scenic Rivers Act. Any activity conducted within the designated Wild River corridor of the Nowitna River will be conducted in such a manner so as to preserve the essential primitive character of the area with minimal evidence of human activity.

**Operating conditions and standards:** NOW-01 is in an extremely remote area of the State. The nearest villages for operations are Tanana and Ruby. Meat preservation can be problematic as well as access to the permitted area. Applicants must consider these operational challenges.

**Historic guide/client use levels:** NOW-01 has seen relatively low guide use due to its remote location. Draw permits are required for nonresident use and trophy hunting. See Alaska Hunting Regulations for additional information.

## **OFFERING NUMBER 2**

**Use area number and location:** NOW-02, Lower West Nowitna River Drainage

**Permit term:** January 1, 2026 through December 31, 2030.

**Offering type:** Sole Use

**Species available:** All big game species available under State of Alaska hunting regulations, primarily moose, wolves, black and brown bears.

**General description:** Guide use area NOW-02 encompasses the western portion of the Refuge including the middle portion of the Nowitna River. It borders up to over 31 river miles of the south bank of the Yukon River. Two significant rivers flow into the Nowitna River in this use area, the Sulatna and Little Mud rivers. This use area is relatively flat and primarily composed of wetland/forested habitats.

Residents from Ruby and Tanana regularly use the lower portion of the Nowitna River for moose hunting and other subsistence activities. Also, residents of Ruby use the Big Creek and Deep Creek areas. The successful applicant will need to plan operations that will minimize conflicts with subsistence hunters and local residents who also use portions of the use area extensively.

A majority of the use area provides good moose habitat with moose densities up to three moose per square mile in the best habitat, and it generally supports healthy populations of black bears and wolves. Limited brown bear habitat is found along the south bank of the Yukon River. In general, guided use of the area has been limited to a few and sometimes no clients each year.

**Private lands:** Private and corporate owned lands do occur within the boundary of the NOW-02. Permit holders need to know the land status of areas they intend to hunt. The special use permit for operating within NOW-02 is for Refuge lands only and does not allow for use of private or corporate owned lands.

**Special land categories:** The Nowitna River is a designated Wild River under the Wild and Scenic Rivers Act. Any activity conducted within the designated Wild River corridor of the Nowitna River will be conducted in such a manner so as to preserve the essential primitive character of the area with minimal evidence of human activity.

**Operating conditions and standards:** NOW-02 is located in an extremely remote area of the State. The nearest villages for operations are Tanana and Ruby. Meat preservation can be problematic as well as access to the permitted area. Applicants must consider these operational challenges.

**Historic guide/client use levels:** NOW-02 has seen relatively low guide use due to its remote location. Draw permits are required for nonresident use and trophy hunting. See Alaska Hunting Regulations for additional information.

## IV. DEFINITIONS

**Fish and Wildlife Service (Service).** U.S. Department of Interior, Fish and Wildlife Service.

**Guide.** For purposes of this prospectus, the Service adopts the definition of “guide” from Alaska Statute, Section 8.54.790. "Guide" means to provide, for compensation or with the intent or with an agreement to receive compensation, services, equipment, or facilities to a big game hunter in the field by a person who accompanies or is present with the big game hunter in the field either personally or through an assistant; in this paragraph, “services” include:

- (A) contracting to guide or outfit big game guide hunts;
- (B) stalking, pursuing, tracking, killing, or attempting to kill big game;
- (C) packing, preparing, salvaging, or caring for meat, except that which is required to properly and safely load the meat on the mode of transportation being used by a transporter;
- (D) field preparation of trophies, including skinning and caping;
- (E) selling, leasing, or renting goods when the transaction occurs in the field;
- (F) using guiding or outfitting equipment, including spotting scopes and firearms, for the benefit of a hunter; and
- (G) providing camping or hunting equipment or supplies which are already located in the field.

**Operations Plan.** A narrative description of the proposed commercial hunting operation which contains all information required in Form A of this prospectus.

**Party Size.** The number of people (including guides, clients, pilots, and any other employees of the holder) who are authorized to be in a use area, by the terms of a special use permit.

**Permit Holder or Permittee.** An individual who is selected through this prospectus and who is issued a special use permit.

**Special Use Permit (Permit).** A U. S. Fish and Wildlife Service authorization required for all commercial uses of refuge lands and waters.

**Guide Use Area.** An area designated by the Service and offered to a commercial operator to provide guided big game hunting services for the public.

**Client Use Day.** One calendar day (24 hours), or portion thereof, for each person using the refuge. Used as a measure of human use. Also called a visitor day. Includes use of the refuge



by guides, clients, and any other individuals associated with the permit holder for any part of one day (24-hour period from midnight to midnight).

*Example:* One guide, one assistant guide, and four clients fly into the refuge at 8:00 a.m. on September 1, spend three nights and leave at 2:00 p.m. on September 4. That equals 24 use days (6 people x 4 days = 24 use days); and 16 client use days (4 clients x 4 days = 16 client use days).

**Base Camp.** Base camps are seasonal camps used as a primary base of guide operations in the field for the entire, or most of the hunting season, and used by most or all of the clients during some portion of their hunt.

**Spike Camp.** Spike camps are smaller, sub-camps used only for a short duration (e.g., portion of a client trip) while hunting outside the range of the base camp. Spike camps are disassembled and moved or removed upon the completion of each client's hunt.

## V. SPECIAL REQUIREMENTS AND CONSIDERATIONS

Minimum Requirements (An applicant must submit copies of all documents with their application in order to be evaluated, unless otherwise indicated).

- \* Applicant must possess a current State:
  - business license
  - registered guide-outfitter license
  - certification for appropriate game management unit (GMU)

*Note:* These licenses and certificates must remain current throughout the permitting period. Suspension or revocation of the permittee's State-issued guide-outfitter license will result in the non-issuance or automatic revocation of the permit to operate in the Refuge. If a big game guide permit is revoked by the Refuge Manager for any reason, and this revocation is not overturned on appeal to the Regional Director, the permittee will be ineligible to apply for any Alaska Refuge big game guide unit offering for three years. This three-year period commences on the date the permittee was notified in writing of the Refuge Manager's revocation (i.e., the postmarked date of the revocation letter), or the date the Regional Director upheld the revocation (i.e., the postmarked date of the Regional Director's decision), whichever is later.

- \* Applicants shall provide proof of liability insurance (minimum \$300,000 each occurrence, \$500,000 aggregate), with the Fish and Wildlife Service named as coinsured prior to issuance of the refuge special use permit. Insurance does not have to be purchased prior to applying. The Service may, during the life of this permit, conduct a review of insurance requirements to assess adequacy of our current minimum requirements. Applicants should be aware that if a determination is made to increase minimum insurance requirements, permittees holding the current minimum coverage will be required to increase their insurance coverage to comply with the new requirements.
- \* Applicant shall submit an affidavit signed by the applicant that affirms the applicant's financial ability to perform according to the operations plan.
- \* Permit holder and assistant guides must possess a current first aid and CPR card prior to issuance of the permit and maintain currency through the authorized use period.

### Use Records

The permit holder will be required to submit to the Refuge Manager an annual guide use report showing client names and addresses (a percentage of these clients will receive guide evaluation forms), client use days for each species harvested, numbers of each species harvested, applicable dates, and other data required by special conditions of the permit. The permit holder must provide a copy of the State's hunt record for each client. This report must be provided by December 31st for all uses during that calendar year unless the permit requires otherwise. This report shall be certified by the permit holder as being complete and accurate.

## Performance Evaluations

Permit holders will be checked periodically to determine compliance with the permit conditions and operations plan, including compliance with state and federal regulations. Evaluations will be based upon compliance inspections, discussions with clients, etc. The permit holder will be advised of deficiencies and any required remedial actions.

## Fees

Fees are required for commercial use of refuge lands. Holders of special use permits awarded under this prospectus will be required to pay a \$100 administrative fee for each permit, annual fees for use and occupancy of Refuge lands (i.e., cabins, tent platforms, campsite structures, caches, etc.), and client use day fees in accordance with Service regional policy.

## Total Allowable Use

The Service anticipates the use allowed under the refuge permit will remain the same throughout the permit term, however it is not guaranteed. Use may be adjusted at any time by the Service, if necessary due to changes in State or Federal regulations, subsistence needs, environmental or resource concerns, or other management needs which may warrant adjustment.

## Fuel Storage

Permit holders will be required to follow guidelines established in the Service's Regional Fuel Storage Policy (R7-4), which addresses fuel spill prevention/containment at fuel storage locations on Service lands and follow additional conditions or restrictions required in the refuge specific conditions detailed in the Special Use Permit.

## General Terms

1. The government reserves the right to not award portions or all of some use areas being offered; extend the date for receiving the proposals; and to reject any or all proposals.
2. Applications containing false or incomplete information may be rejected by the Service. If a permit has been issued based on false or incomplete information, it may be terminated at any time.
3. The Service will use the information submitted with the original applications to rank applicants and award permits. However, the Service also reserves the right to contact all applicants for any offering for additional information, or to evaluate other sources of information prior to award.
4. Soliciting business or conducting a commercial enterprise on a national wildlife refuge is prohibited except as authorized by a special use permit (50 CFR 27.97). Successful applicants will be issued special use permits authorizing and governing use and occupancy of refuge lands under the National Refuge System Administration Act (16 U.S.C. 668dd-668ee) and the Refuge Recreation Act (16 U.S.C. 460k-3). Such uses are subject to fees established by the Service. Permits issued in response to this prospectus will only authorize commercial big game guiding activities allowed under a big game guide license by Alaska statutes and regulations and specified in the permit holder's

approved plan of operations. Other commercial activities (e.g., incidental sport fish guiding or guiding for small game/waterfowl) will be prohibited without the prior written approval of the refuge manager.

5. The permit does not authorize use of lands conveyed to Alaska Native corporations, or other private or state lands.
6. Any oral statement by any representative of the Government, modifying or changing any conditions of this prospectus is an expression of opinion only and confers no right upon any applicant.
7. In the event that a contradiction exists between conditions in this prospectus and the conditions in the permit holder's special use permit, the conditions in the special use permit will govern.
8. The permit holder's operation plan, as amended and accepted by the Service, will be incorporated as a special condition of the permit. By accepting the permit, the holder must conduct his/her commercial guiding operations in adherence with the plan of operations, as well as other permit conditions. Any deviation from the permit conditions or approved operations plan requires prior written approval from the Refuge Manager.
9. All costs incurred by the applicants for items submitted for this prospectus shall be the sole responsibility of the applicant.

#### Freedom of Information Act

Applications (proposals) received by the Service are subject to the Freedom of Information Act at 5 U.S.C. § 552 (FOIA). The U.S. Department of Interior FOIA office is responsible for processing the public's request for information pursuant to FOIA. If an applicant believes they must include confidential commercial or financial information in their application/proposal and that information is exempt from disclosure under FOIA, we recommend that the applicant include an attachment with the following statement at the beginning of every section they wish to have withheld from disclosure:

"The information specifically identified on pages \_\_, \_\_, \_\_, etc., of this proposal constitutes confidential commercial and financial information which the applicant believes to be exempt from disclosure under the Freedom of Information Act. The applicant requests that this information not be disclosed to the public, except as may be required by law."

Information included in the proposals relating to personal privacy such as social security numbers, home telephone numbers, dates of birth, and some types of information within an official law enforcement reports are protected from disclosure under the Privacy Act [5 U.S.C. § 552(a)] and FOIA and will be withheld.

Examples of other types of information generally exempted from release under FOIA include names of Service ranking panel members, client addresses and phone numbers official background reports documenting history of violations or convictions for applicant, applicant's employees, and/or current and proposed business partners associated with the guide operations (e.g. "Any Persons Report" from the Alaska Department of Public Safety).

Requests for information not pertaining to the applicant must be submitted to the FOIA office directly. FOIA information can be located at <https://www.foiaonline.gov> or the government-wide portal at <https://www.foia.gov>.

## VI. SELECTION OF SUCCESSFUL APPLICANTS

A panel comprised of Service employees will evaluate all properly completed applications or proposals for a refuge guide use area, using scoring factors and guidance developed by the Service for each of the criteria listed below. The average score assigned by panel members will determine the applicant's final score for each of the criteria. The sum of scores for all criteria will determine the applicant's total score. After scoring and ranking all applications for a guide use area, the ranking panel will recommend a list of the "best qualified applicants" to be considered for final selection for that area. The refuge manager will make the final selections for the guide use areas within the refuge that he/she manages. The refuge manager may either limit his/her selection to the list of best qualified applicants recommended by the ranking panel or consider all applicants for the area that meet the minimum scores and qualifications. The refuge manager will base his/her final selection on the results of the ranking panel evaluations, the manager's own examination of the applications, interviews of the applicants, client references, and other records or sources of information (e.g., permit files) that can document the applicant's performance and qualifications.

Applicants must attain the minimum scores indicated below in all of the criteria to be eligible for consideration by the refuge manager. In the last criterion (history of compliance), any applicant whose point deductions for history of violations/convictions reach or exceed 90 points will be ineligible for a permit.

1) **(Form A)** Operation Plan

Maximum 155 points; minimum points required 75, or 100 for wilderness areas.

2) **(Form B)** Ability to provide a high-quality guiding service to the public.

Maximum 75 points; minimum points required 25.

3) **(Form C)** Demonstrated experience and knowledge of the guide use area, and the terrain, climate, and species to be hunted.

Maximum 110 points; minimum points required 20.

4) **(Form D)** Safety Plan, safety training and safety equipment

Maximum 60 points; minimum points required 25.

5) **(Form E)** History of compliance with state and federal hunting, fishing, and guiding laws, regulations, and permit requirements

Points deducted for each offense; point deductions may not reach or exceed 90 points.

**Note:** Any applicant who has a felony conviction, or is otherwise, prohibited from possessing, receiving or being near any firearm and ammunition in accordance with state and federal law, is ineligible for a permit. No applicant can employ a convicted felon to possess, receive, or be near any firearm and ammunition in accordance with state and federal law. In addition, any applicant or employee who individually or cumulatively has 5 or more misdemeanor convictions within the last 10 years, is ineligible for a permit.

## VII. INSTRUCTIONS: HOW TO SUBMIT PROPOSALS

All proposals must be submitted in writing to:

U.S. Fish and Wildlife Service  
Attention: Regional Permits Coordinator  
National Wildlife Refuge System - Alaska  
1011 East Tudor Road, MS 235  
Anchorage, Alaska  
99503

**Mailed and postmarked by:** March 31, 2025

**Note: Consider mailing certified or registered mail, return receipt requested, to track the delivery of the application. Proposals received after the above deadline will not be accepted and returned to the sender without evaluation.**

An original and two copies of the complete application package must be submitted for each guide use area applied for. Proposals must:

- 1) Be presented in three ring binders, with numbered pages and tabbed in sections that correspond to the prospectus.
- 2) Proposals must be signed by the individual or individuals applying for the area. Each mail in package should be clearly marked Alaska Maritime National Wildlife Refuge Guiding Proposal and contain the name, address, and telephone number of the applicant.
- 3) An incomplete proposal will not be returned to the applicant for more information.

You may apply as a partnership; however, each partner must be individually qualified to receive the permit, and partnership applications will be ranked using the lowest scoring partner. Each partner must sign the permit and be responsible for complying with permit conditions.

The following instructions are provided to guide the applicant in completing the enclosed forms in Section VIII. **The Service will not accept any form of proposal except as specified in the format under Section VIII.** Elements of the proposal may be incorporated as conditions of the special use permit.

**An applicant who knowingly provides false information will be disqualified. Incomplete proposals may be disqualified and/or not considered.**

Proposals must include

Cover Sheet.

By signing this form, the applicant attests that all information provided with the application is true and complete and authorizes the Service to verify any information provided.

Form A - Proposed Operations Plan.

Information on this form should describe the full services you will offer to the public. The information you provide in your proposed operations plan will be used in evaluating impacts to refuge resources, and other refuge users. It will also be considered in evaluating your ability to provide a quality hunt and guiding service to the public, and your knowledge of the area applied for. Instructions on the form indicate the information required.

Form B - Ability to Provide a High-Quality Hunt and Guiding Service to the Public.

Use this form to describe your ability to provide a high-quality hunt and big game guiding service.

Form C - Demonstrated Experience and Knowledge of the Terrain, Climate, and Species to be Hunted.

Use this form to describe your experience and knowledge of the guide use area being applied for, and for similar terrain, climate, and species to be hunted.

Form D - Safety plan, safety training and safety equipment.

Information on this form will be used to evaluate your ability to provide a safe, guided hunt.

Form E - History of Violations.

You must report any felony conviction, or misdemeanor convictions (including forfeiture of collateral and no contest pleas) for violations committed during the last ten years by you, or any of your business partners, or employees, and any pending charges pursuant to the instructions on the form. You must also report convictions and pending charges for any violations committed by individuals who were being guided or accompanied by you or persons associated with your guiding business at the time of the violation. If a pending charge results in a conviction, the conviction could be cause to revoke a permit, depending on the nature and severity of such conviction. You must also provide copies of official law enforcement records or background reports of criminal history for you and your business partners, as explained on the form.

Form F - Evaluation of Client References.

Applicants should supply a complete list of all clients and their contact information including email addresses, for the past ten years. The clients may be contacted by the Service for references to evaluate the quality of your past services.

## VIII. INFORMATION REQUIRED

Please read the following forms carefully. Additional information relative to the questions found in these forms can be found in Section V (Special Requirements and Considerations). Be sure to provide in written form the information requested under each element in the format specified.

**Additional pages should be used if extra space is needed (use copies of or the same format as the continuation sheet form provided in Appendix A).** Information beyond the minimum requested will be evaluated. All information is subject to verification by the Service and additional supporting data may be required. **Be sure to retain a copy of the application for your records.** The Service is under no obligation to return applications.



**GUIDING PROSPECTUS APPLICATION COVER SHEET (2 pages)**

REFUGE: \_\_\_\_\_

GUIDE USE AREA: \_\_\_\_\_

I certify that the information furnished herewith is true and complete to the best of my knowledge and belief. I authorize the Fish and Wildlife Service to verify the information furnished herewith.

By: \_\_\_\_\_

(Sign in ink as typed or printed below)

\_\_\_\_\_  
(Type or print full name)

\_\_\_\_\_  
(Doing business as)

CONTACT INFORMATION:

Permanent Mailing Address: \_\_\_\_\_

Address During Application  
Review Period (If Different): \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Other: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

DATE: \_\_\_\_\_

**The information identifying your priorities for selection of guide areas, and Forms A thru F must be submitted for your proposal to be evaluated.**

### Refuge Guide Use Area Priorities

List all the guide use areas for which you are applying in the order in which you would like to receive them. You may apply for up to ten guide use areas, but you are limited to a maximum of three big game guide permits on Service lands at any one time. This limitation includes any partnership or ownership interest that you may have in other big game guide businesses (i.e., you may not hold three refuge big game guide permits and have a partner/owner interest in other guide businesses permitted on Service lands).

#### Guide Use Area Priority List

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Note: The following instructions apply only if you currently hold valid permits for other refuge guide use areas not offered at this time.**

If you already hold permits for other refuge areas not being offered at this time, you may still apply for any of the use areas currently being offered. However, you must list below any of the guide area(s) that you are currently permitted to use but would relinquish to be awarded the area you are applying for in this application, in order to avoid exceeding the three-area limitation.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## FORM A - Proposed Operations Plan

Provide in narrative form a description of the services you propose to offer. Be sure to explain the services for each offering for which you are applying. This narrative should address the type and extent of services, including the following:

- 1) Dates of operations:
- 2) Species to be hunted and type of hunts provided for each (i.e., guided or drop-off hunts):
- 3) Maximum number of clients for each species, and each type of hunt:
- 4) Number, type, and location of existing or new camps (i.e., tent, tent frame, cabin, boat):
  - Base and spike camps
  - Camp locations (mark on USGS 1:63,360 scale topographical maps; if no map is provided explain why), if located off-refuge include a legal description of the property or mark on a USGS 1:63,360 scale topographical map (use this website <https://ngmdb.usgs.gov/topoview/viewer/> to obtain USGS 1:63,360 scale topographical maps and print them on 8.5" x 11" paper)
  - Habitat type in which each camp is located
  - Structures, facilities, and equipment used or needed at camps (e.g., weather ports, caches, latrines, stoves, chainsaws, etc.)
  - Water supplies
- 5) Methods and facilities for management and disposal of garbage/trash:
- 6) Methods and facilities for management and disposal of human waste:
- 7) Methods and facilities for care and storage of food, gear, and meat:
- 8) Access points and mode(s) of transportation proposed within the area:
  - Access points and routes of access to be used (mark on USGS 1:63,360 topographical maps; if no map is provided explain why)
  - Use of aircraft for transportation to and from, and within field
    - Number and type of aircraft used, include tail numbers of aircraft owned by the operator. **Note:** Operators using air taxi services will be required to report tail numbers used by air taxi services prior to the operating season.)
    - Maximum and average number of flights and hours of daily use for each aircraft used.
    - Location and type of landing sites
    - Methods or strategies to reduce impacts of aircraft use on resources

- Other modes of transportation (e.g., boats, snowmobiles, pack animals, etc.) used to and from, and within field; that is, provide the following if applicable:
  - Number and type vehicles used. If using a licensed vehicle include the registration number or license plate number as appropriate.
  - Number and type of pack animals used.
  - If using pack animals, provide the methods and facilities for management of pack animal(s) including control of the animal(s) while in the field, management of animal feed, and disposal of the animal's waste.
  - Maximum and average frequency of use and hours daily use, for each mode of transportation.

9) On site fuel storage and re-fueling needs:

- Mark locations on USGS 1:63,360 topographical maps (see previous instructions to obtain USGS maps)
- Type of fuel and fuel containers, and number of gallons at each location
- Describe on site re-fueling operations needed
- Describe plans, methods, materials and other provisions for prevention, response, and cleanup of fuel spills

10) Methods for avoiding and responding to bear problems (if applicable).

11) Services provided by others (contracts for transportation, food services, etc.). Give specific details.

12) Methods or strategies (not already described) to reduce impacts on Refuge resources (refer to offering language under *Special land categories*, under Section III – Offerings). If none are listed, disregard responding to this number.

## **FORM B – Ability to Provide a High-Quality Guiding Service to the Public**

1. Describe your business practices including - proposed client rates; payment options; hunter contract forms, promotional strategies, or efforts; reservation, cancellation and refund policies; and acknowledgement of risk forms.
2. Describe provisions provided for any clients with disabilities.
3. Tell us how you educate your clients about the refuge and its resources.
4. Describe your knowledge, abilities, and experience in caring for meat, capes, and hides from big game.
5. List the number of years and estimated number of animals of each species that you and/or your employees have taken care of (e.g., field dressed, skinned, caped, boned, butchered, etc.).
6. Document any training that you or your employees have received in care of meat or trophies (e.g., taxidermy, meat cutting, etc.).
7. Describe your plan, methods, provisions, and facilities to salvage, care for, and provide opportunity for utilization of meat from harvested animals.
8. Describe your methods and strategies to reduce conflict with other Refuge users, including subsistence users.

**FORM C – Demonstrated Experience and Knowledge of the Terrain, Climate, and Species to be Hunted**

**This table is required to be filled out.** You may provide a narrative if you wish, but it is not required.

A. Experience

- Guiding on the refuge Guide Use Area being offered.** In the following table, list your guiding and outfitting experience in the refuge guide use area applied for during each of the last 20 years, starting with March 31<sup>st</sup>, 2005. Please fill out the table as completely as possible. Insert additional rows if necessary. (\*Guiding refers to Big Game Guiding)

<b>Year</b>	<b># of Clients</b>	<b># of Days in the Field</b>	<b>Total Client Use Days</b>	<b>Species Hunted</b>	<b>Animals Taken</b>	<b>Your Role (Assistant, Registered, or Contracting Guide)</b>	<b>Did you personally lead this hunt? Yes/No</b>
<i>(Example) 1982</i>	<i>4</i>	<i>34</i>	<i>20</i>	<i>Wolf, brown bear, caribou</i>	<i>2 wolves, 4 brown bears</i>	<i>Both</i>	<i>Yes</i>

**FORM C (continued)**

2. **Other activities on the refuge Guide Use Area being applied for.** In the following table, list other relevant personal or non-guide experiences you have had in the refuge guide use area applied for during each of the last 20 years, starting with March 31<sup>st</sup>, 2005. This may include personal sport or subsistence hunting and fishing, conducting air taxi or transporting services, resource management activities or any other experiences you feel would be relevant. Please fill out the table as completely as possible. Insert additional rows as needed.

Year	# of Days in the Field	Description of Activities
<i>(Example)</i> 1995	56	<i>Took family fishing at Galbraith Lake for 4 days. Floated the Sheenjek River with friends for 15 days in June. Spent time in both areas alone learning about them in preparation for the two trips, 37 days.</i>

**FORM C (continued)**

3. **Guiding elsewhere.** Describe your guiding/outfitting experience **in other areas** during each of the last **10 years**, starting with March 31<sup>st</sup>, 2015. For each year, list the number of clients, noting the number of days you spent in the field, identify the species hunted, number of each species taken, specific locations and type of terrain and climate where you guided or outfitted. Indicate the specific periods, if any, for which you were not serving as a registered big game guide. You should also indicate if you were the contracting guide. If you guided for activities other than big game guiding, describe the type of activities you guided, and the specific services you provided. *More weight will be given in this category for guiding experience in Alaska.*

\*GMU = Game Management Unit

\*\*GUA = Guide Use Area

Year	# of Clients	# of Days in the Field	Total Client Use Days	Species Hunted	Animals Taken	State	If AK, State GMU	If AK, Refuge Unit or other Federal GUA**	Description of Terrain & Climate	Your Role (Assistant, Registered, or Contracting Guide)	Did you personally lead this hunt? Yes/No
<i>(Example) 2004</i>	<i>34</i>	<i>22</i>	<i>26</i>	<i>Wolf, Sheep</i>	<i>4 Wolves 2 Sheep</i>	<i>Montana</i>	<i>N/A</i>	<i>N/A</i>	<i>Mountains, alluvial fans</i>	<i>Both</i>	<i>Yes</i>



**FORM C (continued)**

4. **Other relevant activities not on the Guide Use Area you are applying for.** In the following table, list other relevant experiences you have had during each of the last 10 years, starting with March 31<sup>st</sup>, 2015. This may include personal sport or subsistence hunting and fishing, conducting air taxi or transporting services, resource management activities or any other experiences you feel would be relevant. Please fill out the table as completely as possible. Insert additional rows as needed. Include explanations and other information after the table.

\*GMU = Game Management Unit

\*\*GUA = Guide Use Area

<b>Year</b>	<b># of Days in the Field</b>	<b>Description of Activities and General Location</b>	<b>State</b>	<b>If AK, State GMU*</b>	<b>If AK, Refuge Unit or other Federal GUA**</b>	<b>Description of Terrain &amp; Climate</b>
<i>(Example) 2001</i>	<i>70</i>	<i>Walked from Bettles to Anaktuvik Pass and back.</i>	<i>AK</i>	<i>13 B, 14 C</i>	<i>ARC-06</i>	<i>Marsh, river valleys, mountains</i>

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**FORM C (Continued)**

- 5. Relevant education/training.** Describe any education and/or training you believe is relevant to the terrain, climate, and species to be hunted (do not include safety-related training here).

## FORM D – Safety Plan, Safety Training, and Safety Equipment

**An ‘excellent’ safety plan is well thought out and addresses the ‘what ifs’ that may occur in the field and also assesses environment and land weather-related risks in the guide use area you are applying for. The Safety Plan is a critical element of the permit application. The scoring range is a minimum of 25 points to a maximum of 60.**

At a minimum, a safety plan addresses the following:

- Provide an emergency preparedness plan. Examine and assess the types of activities and potential risks involved in the specific guide use area applied for and state the safety equipment and resources necessary to mitigate those risks.
- Provide a list of emergency first-aid supplies and equipment.
- Provide a communication plan. List your communication equipment and explain your communication protocol (example: who is monitoring the communication system, the number of check-ins, and the procedures in place should a check-in be missed). What is your Primary, Alternate and Contingent, and Emergency communication plan (PACE Plan)?
- Provide a list all safety related training that you, your partners and your employees have taken (example: wilderness first aide, advanced first aid, ETT, EMT, arctic survival, cold water survival, hunter related safety courses, etc.) and also include all other related education courses you and your employees have completed. Give approximate dates of training and/or participation and indicate if certification is current (if applicable).

***Note:* the successful applicant and assistant guides are required to submit current first aid and CPR certification prior to permit issuance.**

## FORM E – History of Violations, Accidents, and Incidents

1) Since March 31<sup>st</sup>, 2015, have **you or any of your former, current, or proposed business partners that were, are, or will be associated with your guiding business:**

- Been convicted, forfeited collateral, or pled nolo contendere to any guiding, outfitting or transporting offense;
- Issued a Warning for guiding, outfitting or transporting offense and the outcome of the Warning;
- Had a guiding license or privilege suspended or revoked;
- Been administratively penalized for violation of any federal regulations or special use permit condition while operating or being associated with a business holding a special use permit from the U.S. Fish and Wildlife Service or any other Federal agency;
- Been convicted of violating any state or local laws related to hunting or fishing (including commercial fishing)?
- Have pending warnings, violations, or criminal misdemeanor or felony charges?
- 

If the answer **to any of these questions is yes**, list each incident and give the name of the person, place of occurrence and name/address of the law enforcement agency and/or court involved (you may provide an explanation).

2) Since March 31<sup>st</sup>, 2015, have any of your **employees** while in your employment or **employees of contractors while performing a service for you** under a permit from the U.S. Fish and Wildlife Service or any other federal agency:

- Been convicted, forfeited collateral, pled nolo contendere;
- Issued Warning for guiding, outfitting or transporting offense and state the outcome of the Warning.
- Had a guiding license or privilege suspended or revoked;
- Been administratively penalized for violation of any federal regulations, or special use permit conditions while operating under a special use permit with the U.S. Fish and Wildlife Service or any Federal agency;
- Been convicted of for violating any state or local laws related to hunting, fishing (including commercial fishing), outfitting, transporting, or guiding?

If the answer to **any of these questions is yes**, list each incident and give the name of the person, place of occurrence and name/address of the law enforcement agency and/or court involved (you may provide an explanation, including how you handled the situation).

3) Since March 31<sup>st</sup>, 2015, has any **client** or been convicted, forfeited collateral, pled nolo contendere, or is now under pending charges for any violation that occurred while being guided or accompanied by you or individuals associated with your guiding business?

**If yes**, list each incident and give the name of the person, place of occurrence and name/address of the law enforcement agency and/or court involved (and provide explanation, if you desire).

## FORM E (continued)

- 4) Attach copies of official background reports documenting history of violations or convictions for yourself, and all current and proposed business partners associated with your guide operations. You and each of your business partners must obtain a copy of an “Any Persons Report” from the Alaska Department of Public Safety (i.e., Alaska State Troopers) **as well as any State or U.S. possession where you have guided over the last 10 years** (Since March 31<sup>st</sup>, 2015) and specify that hunting, fishing and guiding related records (i.e., “**Fish and Wildlife Report**”) be included.

Information on **Alaska** “walk-in” locations can be found on-line at:

<http://www.dps.state.ak.us/Statewide/background/walkin.aspx>.

You must provide a copy of these background reports for yourself, and all partners identified in your application to be considered for a refuge permit and you are responsible for any required report cost. If desired, you may provide an explanation of any item that appears on your “Any Persons Report.”

- 5) List accidents, incidents, and safety related violations that were required to be reported to any federal, state, or local government [e.g. The Federal Aviation Administration (FAA), the U.S. Coast Guard (USCG), The National Transportation Safety Board (NTSB)] for all safety violations, accidents and/or incidents involving you or your guiding, outfitting or transporting operation that have occurred since March 31<sup>st</sup>, 2015. If other services are available to clients whose actions may reflect on your business (e.g. contracted air transporters, acquaintances providing services to your clients even without being contracted), provide a summary and explanation of reported safety violations, accidents or investigations related to these activities.

If any investigations were conducted by any federal, state, or local government for any safety violations, accidents and/or incidents involving you or your guiding, outfitting, or transporting operation that have occurred since March 31<sup>st</sup>, 2015, and a report was made of the investigation, you must submit a copy of the report. Please request this information early to ensure your proposal will be complete. If records cannot be obtained from the agency involved, describe the accident, incident or violation in detail and provide the name and telephone number of the person you contacted who informed you that the record could not be provided. Agencies typically do not provide reports unless there are records of such accidents, incidents, violations or enforcement actions.

## FORM E (continued)

*Example:*

a) FAA reports may be obtained by writing a letter to FAA, P.O. Box 25082, Oklahoma City, Oklahoma 73125, Attention: AVN 124. The letter must include the full name of the person the records are being requested for, certificate numbers, return address, stipulate that you request records for accidents, incidents and enforcement actions occurring since March 31<sup>st</sup>, 2015, and be signed. A minimum of ten working days is required to receive this information. For more information on obtaining FAA records, you may call FAA at (405) 954-3261.

b) Information on how to obtain USCG reports may be received by calling their 17th Coast Guard District legal office at (907) 463-2050. Their address is: Commander (dl), 17th Coast Guard District, P.O. Box 25517, Juneau, Alaska 99802-5517.

**Note:** Any applicant (or applicant who employs individuals) who has a felony conviction, are otherwise prohibited from possessing a firearm, or who have **5** or more misdemeanor convictions related to hunting, fishing, guiding, or transporting within the last 10 years (applicant and employee convictions will be added together to determine number of misdemeanor convictions) is ineligible for a permit.

## FORM F – Evaluation of Client References

Provide a list of big game hunting clients that you have contracted and/or personally guided since March 31<sup>st</sup>, 2015. If you need to go back prior to this date in order to have a minimum of ten clients, you may do so. Include full names, email addresses and mailing addresses; species hunted; year of hunt; whether you were the contracting guide; whether it was a guided or drop off client; and whether the client was guided by you personally or by an assistant. **Do not submit copies of Alaska State hunt records.**

If you are a recently registered guide and are unable to provide the requested list for a minimum of ten clients, simply indicate that on this form.



**APPENDIX A – Continuation Sheet**

**APPENDIX B – Special Use Application**

**SAMPLE – Do NOT Fill**

(Application in Next Page)



# Commercial Activities Special Use Permit Application

**Refuge Name:**

**Address:**

**Attn: (Refuge Official)**

**E-Mail:**

**Phone #:**

**For Official Use Only:**

**Approved Permit #:**

**Station #:**

**Permit Term: from**  **to**

**Note:** We do not require all information for each use. See instructions at the end of the notice and contact the refuge to determine applicability of a particular item.

- 1a) Identify the type of Permit you are applying for: **New**  **Renewal**  **Modification**  **Other**
- 1b) Have you applied, or do you intend to apply, to any other refuges for this same activity?  **Yes**  **No**
- 1c) If yes, which refuges?

## Applicant Information

2) Full Name:  3) Title:

4) Business Name:

5) Physical Address:

City/State/Zip:

6) Mailing Address: (if different than above)

City/State/Zip:

7) Business Phone #:  8) Business Fax #:

9) E-mail:  10) Business Tax ID #:

11a) Within the past 5 years, has the company (entity), its owners, or any employees who have or will be expected to operate on the refuge, been convicted, pled nolo contendere, forfeited collateral, or are currently under charges for any violations of any State, Federal, or local law, or regulations related to fish and wildlife or permit activities?  **Yes**  **No**

11b) If you answered "YES" to question #11a, provide the individual's name, date of charge, charge(s), location of incident, court, and action taken for each violation.

12) List **known** assistants/subcontractors/sub-permittees: (Only required if the assistants/subcontractors/sub-permittees will be operating on the refuge without the permittee being present. If unknown at time of application we may require this under "special conditions" to permit before approval.)

Name/Business	Address	Phone #

**Activity Information:**

13a) Choose a Commercial Activity: **Guided Recreation**  **Audio/Visual Recording**  **Recreation Events**  **Cabins**   
**Transportation Services**  **Agricultural Use**  **Marine Salvage/Storage**  **Mineral Lease**  **Other**

13b) Specify Type of Activity if 'Other' was chosen:

**Note: Depending on the activity for which you are requesting a permit, we may ask you for the following activity information. Please contact the refuge where the activity is being conducted to determine what information is required.**

14) Describe activity by specifically identifying timing (occupancy timeline), frequency, and how the activity is expected to proceed:

15) Specifically identify location(s) and/or attach a map: (GPS location(s) preferred)

16) If drones are necessary, describe why the drone is needed and provide specifics on how it will be used:

17) For Guided Operations estimate number of clients if applicable: Per Day  Per Season

18) Inquire with refuge if Plan of Operation is required. Is a Plan of Operation attached? Yes  No  N/A

19) Inquire with refuge if a trip schedule is required. Is a trip schedule attached? Yes  No  N/A

### License/Insurance Coverage/Certification/Permit

**Note: Contact the refuge where the activity is going to be conducted to determine if we will require any type of license(s), insurance(s), certification(s), or permit(s). We may process this Special Use Permit while the applicant obtains them.**

20) List and attach a copy of any **licenses** you have for equipment operation (i.e., aviation or commercial boats), pesticide application(s), transporters, or others, if required:

License Type	Number	Expiration Date

21) List and attach any **insurance coverage(s)** you have such as general liability, aviation, grounding liability, contaminants applicator, medical evacuation, or others, if required:

Insurance Type	Carrier	Expiration Date

22) List and attach any **certifications** you have such as rat free, hull inspections, CPR/First Aid, or others, if required:

Certificate Type	Expiration Date

23) List and attach other Federal, State, or Tribal **permits**, if required:

Permit Type	Permit Number	Expiration Date

# Logistics and Transportation

**Note: We do not require all information for each use. See instructions at the end of the notice and contact the refuge to determine applicability of a particular item.**

24a) Does the activity require personnel to stay overnight on the refuge?      Yes     No     N/ A

24b) If yes, list names of personnel involved:

List Names	List Names	List Names	List Names

25) Identify and describe all major equipment/gear and materials needed for activity, if required:

26a) Provide detailed information on the logistics for onsite, intersite, and/or ship-to-shore transportation to or on the refuge, if required:

26b) Provide descriptions, license plate and/or identification numbers of vehicles used for onsite transportation, if required:

Vehicle Type	Plate/I.D./Registration #	Vehicle Type	Plate/I.D./Registration #

26c) Provide descriptions, license plate and/or identification numbers of vehicles used for intersite transportation, if required:

Vehicle Type	Plate/I.D./Registration #	Vehicle Type	Plate/I.D./Registration #

26d) Provide descriptions, license plate and/or identification numbers of vehicles used for ship to shore transportation, if required:

Vehicle Type	Plate/I.D./Registration #	Vehicle Type	Plate/I.D./Registration #

27a) Is fuel cache needed? Yes  No  N/A

27b) Specific location(s) of fuel caches: (GPS Coordinates preferred)

28) Is a Safety Plan attached?  
Yes  No  N/A

## Work and Living Accommodations

29) Specifically describe onsite work and/or living accommodations, including spikecamps:

30) Specifically describe on or offsite hazardous material storage or other on or offsite material storage space: (Including on and offsite fuel caches.)

**Sign, date, and print this form and return it to the refuge for processing. By signing this application, I agree my operations will conform to the information I have provided in this application, and I understand that any deviations or changes to this information must receive prior written approval.**

31) Signature of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

## NOTICES

No Members of Congress or Resident Commissioner shall participate in any part of this contract or to any benefit that may arise from it, but this provision shall not pertain to this contract if made with a corporation for its general benefit.

The Permittee agrees to be bound by the equal opportunity "nondiscrimination in employment" clause of Executive Order 11246.

## PRIVACY ACT STATEMENT

**Authority:** The information requested is authorized by the National Wildlife Refuge System Administration Act (16 U.S.C. 668dd-ee) and the Refuge Recreation Act (16 U.S.C. 460k-460k-4).

**Purpose:** To collect the applicant's information to process permits allowing for commercial activities such as: guiding hunters, anglers or other outdoor users; commercial filming; agriculture; rental of cabins and trapping while on the National Wildlife Refuge System.

**Routine Uses:** The information will be used by the refuge's administrative office for processing Commercial Activity Special Use permits. More information about the routine uses may be found in the Systems of Records Notice, FWS-5 National Wildlife Refuge Special Use Permits.

**Disclosure:** Providing the information is voluntary. However, submission of information is required to process and approve commercial activity usage on the National Wildlife Refuge System.

## PAPERWORK REDUCTION ACT STATEMENT

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to evaluate the qualifications, determine eligibility, and document permit applicants and to respond to requests made under the Freedom of Information Act and the Privacy Act of 1974. The information that you provide is required to obtain or retain a benefit; however, failure to provide all required information is sufficient cause for the U.S. Fish and Wildlife Service to deny a permit. False, fictitious, or fraudulent statements or representations made in the application may be grounds for revocation of the Special Use Permit and may be punishable by fine or imprisonment (18 U.S.C. 1001). According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this information collection and assigned control number 1018-0102.

## ESTIMATED BURDEN STATEMENT

The public reporting burden for this information collection varies based on the requested specific refuge use. We estimate the relevant public reporting burden for the Commercial Activity Special Use Permit Application form to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Service Information Collection Clearance Officer, Division of Policy, Performance, and Management Programs, Fish and Wildlife Service, Mail Stop BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803. Please do not send your completed form to this address.

## GENERAL CONDITIONS AND REQUIREMENTS

- 1) Responsibility of Permittee:** The permittee, by operating on the premises, shall be considered to have accepted these premises with all facilities, fixtures, or improvements in their existing condition as of the date of this permit. At the end of the period specified or upon earlier termination, the permittee shall give up the premises in as good order and condition as when received except for reasonable wear, tear, or damage occurring without fault or negligence. The permittee will fully repay the Service for any and all damage directly or indirectly resulting from negligence or failure on his/her part, and/or the part of anyone of his/her associates, to use reasonable care.
- 2) Operating Rules and Laws:** The permittee shall keep the premises in a neat and orderly condition at all times, and shall comply with all municipal, county, and State laws applicable to the operations under the permit as well as all Federal laws, rules, and regulations governing national wildlife refuges and the area described in this permit. The permittee shall comply with all instructions applicable to this permit issued by the refuge official in charge. The permittee shall take all reasonable precautions to prevent the escape of fires and to suppress fires and shall render all reasonable assistance in the suppression of refuge fires.
- 3) Use Limitations:** The permittee's use of the described premises is limited to the purposes herein specified and does not, unless provided for in this permit, allow him/her to restrict other authorized entry onto his/her area; and allows the U.S. Fish and Wildlife Service to carry on whatever activities are necessary for: (1) protection and maintenance of the premises and adjacent lands administered by the U.S. Fish and Wildlife Service; and (2) the management of wildlife and fish using the premises and other U.S. Fish and Wildlife Service lands.



- 4) Transfer of Privileges: This permit is not transferable, and no privileges herein mentioned may be sublet or made available to any person or interest not mentioned in this permit. No interest hereunder may accrue through lien or be transferred to a third party without the approval of the Regional Director of the U.S. Fish and Wildlife Service and the permit shall not be used for speculative purposes.
- 5) Compliance: The U.S. Fish and Wildlife Service's failure to require strict compliance with any of this permit's terms, conditions, and requirements shall not constitute a waiver or be considered as a giving up of the U.S. Fish and Wildlife Service's right to thereafter enforce any of the permit's terms or conditions.
- 6) Conditions of Permit not Fulfilled: If the permittee fails to fulfill any of the conditions and requirements set forth herein, the U.S. Fish and Wildlife Service shall retain all money paid under this permit to be used to satisfy as much of the permittee's obligation as possible.
- 7) Payments: All payment shall be made on or before the due date to the local representative of the U.S. Fish and Wildlife Service by a postal money order or check made payable to the U.S. Fish and Wildlife Service.
- 8) Termination Policy: At the termination of this permit the permittee shall immediately give up possession to the U.S. Fish and Wildlife Service representative, reserving, however, the rights specified in paragraph 11 below. If he/she fails to do so, he/she will pay the U.S. Fish and Wildlife Service, as liquidated damages, an amount double the rate specified in this permit for the entire time possession is withheld. Upon yielding possession, the permittee will still be allowed to reenter as needed to remove his/her property as stated in paragraph 11 below. The acceptance of any fee for the liquidated damages or any other act of administration relating to the continued tenancy is not to be considered as an affirmation of the permittee's action nor shall it operate as a waiver of the U.S. Fish and Wildlife Service's right to terminate or cancel the permit for the breach of any specified condition or requirement.
- 9) Revocation Policy: The Regional Director of the U.S. Fish and Wildlife Service may revoke this permit without notice for noncompliance with the terms hereof, or for violation of general and/or specific laws or regulations governing national wildlife refuges, or for nonuse. It is at all times subject to discretionary revocation by the Director of the Service. Upon such revocation the U.S. Fish and Wildlife Service, by and through any authorized representative, may take possession of said premises for its own and sole use, and/or may enter and possess the premises as the agent of the permittee and for his/her account.
- 10) Damages: The U.S. Fish and Wildlife Service shall not be responsible for: any loss or damage to property including but not limited to crops, animals, and machinery; injury to the permittee or his/her relatives or to the officers, agents, employees, or any other(s) who are on the premises from instructions; the sufferance from wildlife or employees or representatives of the U.S. Fish and Wildlife Service carrying out their official responsibilities. The permittee agrees to hold the U.S. Fish and Wildlife Service harmless from any and all claims for damages or losses that may arise to be incident to the flooding of the premises resulting from any associated government river and harbor, flood control, reclamation, or Tennessee Valley Authority activity.
- 11) Removal of Permittee's Property: Upon the expiration or termination of this permit, if all rental charges and/or damage claims due to the U.S. Fish and Wildlife Service have been paid, the permittee may, within a reasonable period as stated in the permit or as determined by the U.S. Fish and Wildlife Service official in charge, but not to exceed 60 days, remove all structures, machinery, and/or equipment, etc., from the premises for which he/she is responsible. Within this period the permittee also must remove any other of his/her property including his/her acknowledged share of products or crops grown, cut, harvested, stored, or stacked on the premises. Upon failure to remove any of the above items within the aforesaid period, they shall become the property of the U.S. Fish and Wildlife Service.

### INSTRUCTIONS FOR COMPLETING APPLICATION

You may complete the application portion verbally, in person, or electronically and submit to the refuge for review. Note: Please read instructions carefully as not all information is required for each activity. Contact the specific refuge headquarters office where the activity is going to be conducted to determine applicability of a particular item. We may add special conditions or permit stipulations to permit prior to approval.

1a-c) Identify if permit application is for new, renewal, or modification of an existing permit, whether or not you have or will be applying to another refuge for the same activity, and for which refuge(s). Permit renewals may not need all information requested. Contact the specific refuge headquarters office where the activity is going to be conducted to determine applicability of this requirement.

2-9) Provide applicant and/or business full name, organization or business name (if applicable), physical and mailing address, phone, fax, and e-mail.

10) Provide tax identification number of business or individual.

11a-11b) Check box answering the question regarding any violations of State, Federal, or local law, or regulations related to fish and wildlife or permit activities, if required. If **you answered yes to question 11a**, supply the detailed information requested in question 11b. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if we require information on violations of State, Federal, or local law, or regulations related to fish and wildlife or permit activities.

12) Provide the names and addresses of known assistants, subcontractors, or sub-permittees. We may require names and address if the assistants, subcontractors, or sub-permittees will be operating on the refuge without the permittee being present. Volunteers, assistants, subcontractors, or

- 13) Activity type: identify commercial activity type (such as, guided recreation, audio/visual recording, recreational events, agriculture activities such as haying, grazing, crop planting, logging, beekeeping, and other agricultural products, building or occupying cabins, or other commercial uses). Describe other commercial uses if not one of the listed categories. Applicants in Alaska should contact the specific refuge headquarters office where the activity is going to be conducted if you have questions regarding commercial or subsistence activities.
- 14) Describe Activity: provide detailed information on the activity, including timing and occupancy timeline, frequency, how the activity is expected to proceed, etc. Permit renewals may not need activity descriptions if the activity is unchanged from previous permit. Most repetitive activities do not require an activity description for each visit. Contact the specific refuge headquarters office where the activity is going to be conducted to determine applicability of this requirement.
- 15) Location: identify specific location (GPS coordinates preferred) if not at a named facility, and/or attach a map with location. Most repetitive activities may not require identification of a location. In addition, permit renewals may not require a location if the activity is essentially unchanged from the previous permit. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if a location is required.
- 16) If a drone will be used for this activity, describe in detail why the drone is necessary to complete the activity and provide specifics on how the drone will be used.
- 17) Estimate number of clients per day or per season.
- 18) Attach a Plan of Operation, if required. Most repetitive activities do not require a Plan of Operations for each visit. In addition, permit renewals may not require a Plan of Operations if the activity is essentially unchanged from the previous permit. Contact the specific refuge headquarters office listed where the activity is going to be conducted to determine if a Plan of Operations is required.
- 19) Attach trip schedule, if required. Most repetitive activities will require trip schedules for each visit. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if trip schedules are required.
- 20) Specifically identify types and numbers of licenses and attach a copy, as required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine the types of licenses required, and to coordinate the simultaneous application for multiple types of licenses. We may process this Special Use Permit while licenses are being sought, but we may or may not issue the Special Use Permit until appropriate licenses are obtained.
- 21) Specifically identify names, types, carriers of insurance, and attach copies if required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine the types of insurance required, and to coordinate obtaining several types of insurance simultaneously with this permit. We may or may not issue this Special Use Permit while other types of insurance are being obtained.
- 22) Specifically identify types and numbers of other certifications and attach copies if required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine the types of certifications required, and to coordinate the simultaneous application of multiple certifications. We may or may not issue this Special Use Permit while other certifications are being obtained.
- 23) Specifically identify types and numbers of other State, Federal or tribal permits and attach copies, if required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine the types of permits required, and to coordinate the simultaneous application of multiple State, Federal or tribal permits. We may process this Special Use Permit while other State, Federal or tribal permits are being sought, but we may or may not issue the Special Use Permit until other appropriate State, Federal or tribal permits are obtained.
- 24a-24b) Provide name(s) of any personnel required to stay overnight, if applicable.
- 25) Identify all equipment and materials that will be used, if required. Most repetitive activities do not require a list of equipment. In addition, permit renewals may not require a list of equipment if the event is essentially unchanged from the previous permit. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if a list of equipment is required.
- 26a-26d) Describe and provide vehicle descriptions and license plate or identification numbers of all vehicles, including boats and airplanes, if required. Motor vehicle descriptions are only required for permittee vehicle, and/or if the vehicle will be operated on the refuge without the permittee being present. Motor vehicles that are accompanied by the permittee as part of a group (convoy) activity need not be identified if cleared in advance by refuge supervisor. Specifically describe ship-to-shore, intersite (between islands, camps, or other sites) and onsite transportation mechanisms, and license plate or identification numbers, if required.
- 27a-27b) Identify specific location(s) of fuel cache(s) (GPS coordinates preferred), if required.
- 28a-28b) Attach safety plan if required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if we require a safety plan.
- 29) Specifically describe onsite work and/or living accommodations, if required. Include descriptions and locations (GPS coordinates preferred) of spike camps or other remote work and/or living accommodations that are not part of the base of operations. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if we require descriptions of on-site work and/or living

accommodations.

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30) Specifically describe onsite or offsite hazardous material storage, or other material storage space (including on and offsite fuel caches), if required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if we require descriptions of hazardous material storage or other on-site material storage.

31) Print the application (if using the fillable version). Date and sign the application and return to refuge for processing. By signing this application, you agree your operations will conform to the information you have provided in this application, and understand that any deviations or changes to this information must receive prior written approval. The refuge official will review and, if approved, fill out a Special Use Permit, sign, and return a copy to you for signature and acceptance.

**SUPPLEMENTAL INSTRUCTIONS FOR USE OF FORM 3-1383-C FOR  
APPLICATIONS FOR COOPERATIVE AGRICULTURE OPPORTUNITIES ON THE NWRS**

14) Describe how your proposed activity, based on your background, knowledge and experience, meets the objective criteria by which the Service will evaluate your application as outlined in the Service's Notice of Cooperative Agricultural Opportunity (Notice). In addition, if applicable, please identify how your proposed activity is different from the description of the cooperative agricultural opportunity outlined in the Notice.

18) Does not need to be filled out at time of application. However, this section must be filled out, in coordination with the Service, after the opportunity is awarded and before applicant begins any cooperative agricultural on the NWRS.

Logistics and Transportation

24a-30) Do not need to be filled out at time of application. However, these sections must be filled out, in coordination with the Service, after the opportunity is awarded and before applicant begins any cooperative agricultural on the NWRS.

**THIS APPLICATION FORM IS NOT VALID AS A PERMIT  
BUT MAY BE USED AS A REFERENCE DOCUMENT ATTACHED TO THE OFFICIAL PERMIT.  
ONLY OFFICIAL REFUGE PERSONNEL MAY ASSIGN A VALID PERMIT NUMBER AND PERMIT TERM  
TO THIS APPLICATION FORM AFTER THE PERMIT HAS BEEN APPROVED.**

## Standard Conditions, Region 7, Alaska

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### Regional Standard Conditions – all permittees

1. Failure to abide by any part of this special use permit; violation of any refuge related provision in Titles 43 (Part 36) or 50 (Subchapters B and C) Code of Federal Regulations; or violation of any pertinent state regulation (e.g., fish or game violation) will, with due process, be considered grounds for immediate revocation of this permit and could result in denial of future permit requests for lands administered by the U.S. Fish and Wildlife Service. This provision applies to all persons working under the authority of this permit (e.g., assistants). Appeals of decisions relative to permits are handled in accordance with 50 Code of Federal Regulations 36.41.
2. The permittee is responsible for ensuring that all employees, party members, aircraft pilots, and any other persons working for the permittee and conducting activities allowed by this permit are familiar with and adhere to the conditions of this permit.
3. Any problems with wildlife and/or animals taken in defense of life or property must be reported immediately to the refuge manager and Alaska Department of Fish and Game, and be salvaged in accordance with State regulations.
4. The permittee and permittee's clients do not have the exclusive use of the site(s) or lands covered by this permit, except for the authorized camp facilities.
5. This permit may be cancelled or revised at any time by the refuge manager in case of emergency (e.g., high fire danger, flooding, unusual resource problems, etc.).
6. The permittee shall notify the refuge manager during refuge working hours in person or by telephone before beginning and upon completion of annual activities allowed by this permit.
7. The permittee shall maintain comprehensive general liability insurance (\$300,000 each occurrence, \$500,000 annual aggregate) throughout the use period specified on the permit, with the Fish and Wildlife Service named as coinsured.
8. Annually, prior to beginning any activities allowed by this permit, the permittee must provide the refuge manager with: 1) list of all aircraft and other vehicles or vessels to be used, with identification information; 2) names of assistant guides and other employees, or any person providing services to clients on refuge lands; and 3) any other changes in information provided in the original permit/proposed operations plan.
9. This permit authorizes use on State selected lands. If any of these lands are conveyed during the term of this permit, the permittee will no longer be authorized to use those State lands, and must seek authorization from the Alaska Department of Natural

Resources. For permits issued for multiple years, it is the responsibility of the permit holder to re-check land status with the permitting office to ensure selected lands authorized for use under this permit continue to remain under the jurisdiction of the U.S. Fish and Wildlife Service.

10. This permit authorizes use of the Native selected lands. If any of these selected lands are conveyed during the term of this permit, the permittee will no longer be authorized to use those lands. For permits issued for multiple years, it is the responsibility of the permit holder to re-check land status with the permitting office to ensure selected lands authorized for use under this permit continue to remain under the jurisdiction of the U.S. Fish and Wildlife Service.
11. In accordance with the Archaeological Resources Protection Act (16 U.S.C. 470aa), the removal or disturbance of archeological or historic artifacts is prohibited. The excavation, disturbance, collection, or purchase of historical or archaeological specimens or artifacts on refuge lands is prohibited.
12. Permittees shall maintain their use areas in a neat and sanitary condition. Latrines must be located at least 150 feet from springs, lakes, and streams to avoid contamination of water resources. All property (except cabins and/or tent frames) and garbage associated with the permitted activity must be removed from refuge lands upon departing for the season.
13. The construction or clearing of landing strips or pads is prohibited. Incidental hand removal of rocks and other minor obstructions may be permitted.
14. The use of off-highway vehicles is prohibited unless specifically authorized in writing in this permit.
15. The operation of aircraft at altitudes and in flight paths resulting in the herding, harassment, hazing, or driving of wildlife is prohibited. It is recommended that all aircraft, except for take-off and landing, maintain a minimum altitude of 2,000 feet above ground level (AGL).
16. Aircraft use must be conducted in accordance with the authorized plan of operation, and in compliance with FAA regulations. All aircraft being used in a commercial guiding operation must have 12 inch identification numbers in easily visible contrasting colors.
17. Construction of cabins or other permanent structures is prohibited.
18. The permittee's operation plan, as amended and accepted by the U.S. Fish and Wildlife Service, is hereby incorporated in its entirety as a special condition. All deviations from the operations plan must receive prior written approval by the Refuge Manager or his designee.

19. Fuel storage sites must be approved in advance by the Refuge Manager. Preparations to prevent and respond to a fuel spill must be fully adequate at all sites for the amount of fuel stored on site.
20. All food and garbage will be secured in a manner that minimizes attraction to wildlife and must be removed from the field before vacating the site for the season.
21. As soon as practicable, but in no case to exceed 30 days, the permittee shall notify the refuge manager of any accidents or other safety related incidents associated with permitted activities on the refuge. Reportable incidents include those that result in a death or physical injury requiring immediate medical attention beyond basic first aid, or that involve significant property damage or loss.

#### Commercial operations

22. The permittee may not sublet any part of the authorized use area and is prohibited from subcontracting clients with any other guide. The permittee must also be personally present with each client in the refuge designated use area at least once during each contracted hunt.
23. The permittee is responsible for accurate record keeping. By December 31 each year, the permittee must provide the refuge manager with a client use report showing the number of clients; the dates each client was on the Refuge; the species each client hunted; and the number of each species harvested. The permittee must also provide a legible copy of the State's "Hunt Record" for each client. This report shall be certified by the permittee as being complete and accurate.
24. The Permittee will remit all required annual fees (e.g., client use day, reserved land site) within 30 days after receiving a bill for collection.
25. Any action by a permittee or the permittee's employees which unduly interferes with or harasses other refuge visitors or impedes access to any site is strictly prohibited. Examples of prohibited acts include, but are not limited to, low flights over camps or persons at less than 500 feet (unless landing), parking aircraft or placing other objects (rocks, tents, etc.) on any area so as to restrict landing use by other aircraft or persons, and the placement of ghost camps (i.e., unoccupied tents) to falsely indicate the use of an area.
26. As soon as practicable, but in no case to exceed 30 days, the permittee shall notify the refuge manager of any state or federal fish or wildlife related violations by the permittee or persons employed by the permittee as a guide or assistant guide (if known to the permittee), who have been convicted, pled nolo contendere, forfeited collateral, or had a guiding license suspended or revoked. Notification is required for violations without regard to where they occurred.