



**FOREST SERVICE HANDBOOK  
SUPERIOR NF (REGION 9)  
DULUTH, MN**

**FSH 2709.14 – SPECIAL USES HANDBOOK**

**CHAPTER 50 – OUTFITTING AND GUIDING AND OTHER CONCESSION SERVICES**

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**Approved:** CONSTANCE CUMMINS  
Forest Supervisor

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<b>New Document</b>	R9 Superior 2709.14_50-2018-1	7 Pages
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**Digest:**

53.1e – Defines livery service, towboat service, tow and guide card.

53.1i – Established submittal dates for new proposals.

53.1j – Provides specific guidance for operating plans, establishes guide card requirements, and adds Superior National Forest regulations.

53.2 – Provides specific guidance for Superior National Forest outfitter guide fees and establishes livery service fee.

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## **53 – OUTFITTING AND GUIDING SERVICES**

### **53.1 – Outfitting and Guiding**

#### **53.1e – Definitions**

Livery Service. An outfitter/guide who provides a service of dropping off or picking up supplies, equipment, or clients on National Forest System lands.

Towboat Service. An outfitter/guide who provides a tow service using a motor-propelled watercraft designed to transport, on the boat itself or by towing behind, additional canoes, boats, camping supplies and associated equipment and persons.

Tow. The act of using a motor-propelled watercraft by an outfitter/guide to complete a round-trip commercial towboat service.

Guide Card. An identification card the permit holder is required to supply to all employed guides working on the National Forest.

#### **53.1i – Applications for Outfitting and Guiding Permits**

##### Deadline Dates

Deadlines for submitting proposals for outfitter and guide requests are as follows:

- January 31st for summer season (May 1st-September 30th) and year-round permits
- June 30th for winter season (October 1st-April 30th) permits.

#### **53.1j – Requirements for Temporary and Priority Use Permits**

7. Require an approved operating plan for the term of the permit, and if appropriate, an annual itinerary. Specify authorized use of assigned sites in the operating plan and annual itinerary.

##### **Specific Outfitter and Guiding Regulations**

##### Summer Guide Service

Including, but not limited to, guided canoeing, camping, fishing, photography, rock climbing, naturalist, wildlife viewing, horseback riding, and hiking.

- a. The permittee will annually prepare and submit for approval an operating plan by April 15th, that includes the following information:

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- (1) Approximate dates that the service will be provided.
- (2) Names of guides employed for guiding.
- (3) Cost of the guiding packages.
- (4) An updated safety plan, current certificate of insurance, and a copy of the current promotional brochure.
- (5) Actual Use Report – Summer Guides – Permit holder will submit gross income report for summer guiding to the Forest Service no later than October 31st. The information will include the dates, number of clients, days on the forest, permit number or type, location, guide names, and total guide revenue.

Winter Guide Service

Including, but not limited to, guided camping, fishing, snowshoeing, photography, rock climbing, naturalist, wildlife viewing, horseback riding, and dog sledding.

- a. The permittee will annually prepare and submit for approval an operating plan by October 31<sup>st</sup>, that includes the following information:
  - (1) Approximate dates that the service will be provided.
  - (2) Names of guides employed for guiding.
  - (3) Cost of the guiding packages.
  - (4) An updated safety plan, current certificate of insurance, and a copy of the current promotional brochure.
  - (5) Actual Use Report – Winter Guides – Permit holder will submit gross income report for winter guiding to the Forest Service no later than April 15th. The information will include the dates, number of clients, days on the forest, permit number or type, location, guide names, and total guide revenue.

Towboat Service

Including towboat service provided on the Superior National Forest (SNF) and within the Boundary Waters Canoe Area Wilderness (BWCAW). Within the BWCAW this service is limited by permit holder; each approved permit holder is limited by lake and total number of towboats.

- a. The permittee will annually prepare and submit for approval an operating plan by April 15th, that includes the following information:
  - (1) Approximate dates that the service will be provided.

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- (2) Cost of the towboat services.
- (3) An updated safety plan, current certificate of insurance, and a copy of the current promotional brochure.
- (4) Actual Use Report – Towboat Service – Permit holder will submit gross income report for all towboat services to the Forest Service no later than October 31st. The information will include each tow date, towboat sticker number, tow drop-off and/or pick-up location, number of clients dropped-off and/or picked-up by location, visitor use permit type, US or Canadian destination, whether the visitor is being guided and total tow charge.

Bear Hunting Guide Service

The annual bear hunting season and regulations are established by the MN DNR and will be included as an attachment to the Special Use Outfitter Guide permit once issued for the season.

- a. The permittee will annually prepare and submit for approval a bear hunt operating plan by August 1st, that includes the following information:
  - (1) A map showing the bait station locations on SNF land. Approximate dates that the bait stations will be occupied. (See MN DNR Regulations for annual restrictions on baiting.)
  - (2) Names of guides employed for bear hunting and a copy of their MN DNR Guide License.
  - (3) Cost of the bear hunting package.
  - (4) An updated safety plan, current certificate of insurance, and a copy of the current promotional brochure.
  - (5) A copy of the MN DNR bear guide license to the Forest Service prior to guiding on SNF land. If available, submit a copy with the annual operating plan.
  - (6) A copy of the MN DNR bear bait station registration forms to the Forest Service for those sites located on National Forest System (NFS) land. These must be mailed to the Forest Service no later than the next postal service day after establishing the bait station to your permit Administrator or nearest National Forest Ranger District office.
  - (7) Actual Use Report - Bear Hunt Guides - Permit holder will submit gross income report for bear guiding to the Forest Service no later than October 31. The information will include the trip dates, bait station location, number of clients, days on the forest, service days, client name, cost of hunt and total revenue, total

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number of bait stations utilized (whether or not the hunt is successful) on NFS land, total number of bears taken on NFS land, and gross revenue generated from guided bear hunts on NFS land (cost of bear hunting package).

- b. Permit holder and hunters will comply with the State of Minnesota Department of Natural Resources (MN DNR) hunting regulations. Permit holder and hunters will also comply with all Boundary Waters Canoe Area Wilderness rules and regulations.

Grouse Hunting Guide Service

The annual grouse hunting season and regulations are established by the MN DNR and will be included as an attachment to the Special Use Outfitter Guide permit once issued for the season.

- a. The permittee will annually prepare and submit for approval a grouse hunting operating plan by August 1st, that includes the following information:
- (1) Approximate dates that the service will be provided.
  - (2) Names of guides employed for grouse hunting.
  - (3) Cost of the grouse hunting package.
  - (4) An updated safety plan, current certificate of insurance, and a copy of the current promotional brochure.
  - (5) A map indicating the hunt areas located on NFS land.
  - (6) Actual Use Report – Grouse Hunt Guides – Permit holder will submit gross income report for grouse guiding to the Forest Service no later than December 31st. The information will include the trip dates, bait station location, number of clients, days on the forest, service days, client name, number of grouse harvested, cost of hunt and total revenue (cost of grouse hunting package.)
- b. Permit Holder and hunters will comply with the State of Minnesota Department of Natural Resources (MN DNR) hunting regulations. Permit holder and hunters will also comply with all Boundary Waters Canoe Area Wilderness rules and regulations.

Deer Hunting Guide Service

The annual deer hunting season and regulations are established by the MN DNR and will be included as an attachment to the Special Use Outfitter Guide permit once issued for the season.

- a. The permittee will annually prepare and submit for approval a deer hunting operating that by August 1st, that includes the following information:

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- (1) Approximate dates that the service will be provided.
  - (2) Names of guides employed for deer hunting.
  - (3) Cost of the deer hunting package.
  - (4) An updated safety plan, current certificate of insurance, and a copy of the current promotional brochure.
  - (5) A map indicating the hunt areas located on NFS land.
  - (6) Actual Use Report – Deer Hunt Guides – Permit holder will submit gross income report for deer guiding to the Forest Service no later than December 31st. The information will include the trip dates, bait station location, number of clients, days on the forest, service days, client name, number of deer harvested, cost of hunt, and total revenue (cost of deer hunting package).
- b. Permit holder and hunters will comply with the State of Minnesota Department of Natural Resources (MN DNR) hunting regulations. Permit holder and hunters will also comply with all Boundary Waters Canoe Area Wilderness rules and regulations.

Waterfowl Hunting Guide Service

The annual waterfowl hunting season and regulations are established by the MN DNR and will be included as an attachment to the Special Use Outfitter Guide permit once issued for the season.

- a. The permittee will annually prepare and submit for approval a waterfowl hunting operating plan by August 1st, that includes the following information:
  - (1) Approximate dates that the service will be provided.
  - (2) Names of guides employed for waterfowl hunting.
  - (3) Cost of the waterfowl hunting package.
  - (4) An updated safety plan, current certificate of insurance, and a copy of the current promotional brochure.
  - (5) A map indicating the hunt areas located on NFS land.
  - (6) Actual Use Report – Waterfowl Hunt Guides – Permit holder will submit gross income report for waterfowl guiding to the Forest Service no later than December 31st. The information will include the trip dates, bait station location, number of clients, days on the forest, service days, client name, number and species of waterfowl harvested, cost of hunt, and total revenue (cost of waterfowl hunting package.)

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- b. Permit Holder and hunters will comply with the State of Minnesota Department of Natural Resources (MN DNR) hunting regulations. Permit holder and hunters will also comply with all Boundary Waters Canoe Area Wilderness rules and regulations.
8. Permit holder is required to supply to all employed or contracted guides working on the Superior National Forest with a guide card which must be created using legibly typed font no smaller than 12 point size and be created on a business card style document. The guide card must include the full name of the guide, permit holders name, permit Authorization ID, must state “Superior National Forest Guide” and have the permit holder signature. Guide cards must be carried by guides at all times and be presented upon request.
9. Additional Superior National Forest Regulations
  - a. Permit Holder issued Guide Cards must be in the possession of the guide while operating on National Forest System (NFS) lands and anywhere in the Boundary Waters Canoe Area Wilderness (BWCAW). Your permit administrator must be notified of any guides hired or contracted after the required Operations Plan update submission and prior to issuing a Guide Card.
  - b. Compliance with all laws and regulations pertaining to the Boundary Waters Canoe Area Wilderness and the Superior National Forest (SNF) is required.
  - c. BWCAW permit reservations will not be made in the guides name for guided trips. Reservations must be made in a client name if it's a guided trip and will be indicated as a guided trip on the reservation application.
  - d. Permit holder is required to use equipment that is appropriate to wilderness and to practice minimum impact camping techniques.
  - e. Permit holder is responsible for repair of any damage to the portage/trails or NFS land in conjunction with the holder's use.
  - f. Campsites must be cleaned up immediately after use. Sites will be inspected for compliance.
  - g. Permanent campsites/caches are not permitted.
  - h. Winter camping is not allowed on the summer use sites.
  - i. For winter authorizations: scatter dog feces in the woods at least 200’ from the water’s edge. Bury human waste in snow 200’ from the shoreline, campsites, summer trails and portages. Pack out or bury toilet paper in the snow with human waste. Keep entry points clean by picking up feces and bedding dropped from dog boxes before and after trips.

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- j. The use of straw or hay is prohibited.
- k. Sled dogs must be staked or tethered on the ice or away from the shoreline in a manner that will not cause damage to the vegetation.
- l. No camping for a period longer than 14 consecutive days at a single location, or longer than 30 consecutive days anywhere on the National Forest lands. 36CFR 261.58(a). The term “location” means the occupied undeveloped or developed campsite and the lands within a one-mile radius. After leaving the location, a minimum of five days is required before any group or person from that group, including their shelters, may reoccupy the original location.
- m. The holder shall pack out or otherwise remove from NFS lands and waters all refuse resulting from operations under this permit.
- n. Rental equipment shall not be placed on NFS land prior to actual use or be allowed to remain on NFS land subsequent to actual use, but shall be stored on or removed to private land.
- o. The use of Federal boat landings and associated facilities is on a first come first serve basis. This permit does not authorize the permit holder privileges that the general public does not receive for use of these sites.

### **53.2 – Fees for Outfitting and Guiding**

1. Outfitter/guides who provide a livery service (drop-off and/or pick-up of supplies, equipment, clients etc.) will be charged annually the national minimum special use fee for outfitting and guiding. This fee would be in addition to any other fees, and is non-refundable and non-waivable.
2. Outfitter/guides will be charged the minimum special use fee which is due prior to the start of the season of use. After the operating season a reconciliation will be made based on actual use. Guide fees are based on the total gross income reported on the actual use reports. A description of the daily guide rate determination/calculation must be included in the five year operations plan, which is updated annually.
3. The towboat authorization fee is three percent of the adjusted gross revenue for the towboat services involving NFS lands and/or the BWCAW.
4. Assigned site fees apply only to specific authorizations outside the BWCAW; fees are assessed annually on a per site basis in addition to three percent of the annual adjusted gross revenue for the service being provided.