



# United States Department of the Interior



## FISH AND WILDLIFE SERVICE

Washita National Wildlife Refuge

20834 E 940 Rd

Butler, OK 73625

Phone: (580) 664-2205

[www.fws.gov/refuge/washita/](http://www.fws.gov/refuge/washita/)

The U.S. Fish and Wildlife Service is seeking three agricultural producers for a Cooperative Agriculture Program at Washita National Wildlife Refuge near Butler, Oklahoma. The producers will have use of non-irrigated land on the refuge for a period of up to five years (2023-2028), with an annual work plan review. Three blocks of agricultural fields are available, with one cooperator per block of fields. The North Fields include 1,096 acres, Central Fields 380 acres, and the South Fields 453 acres.

To be considered, applicants must read and accept the Special Conditions, fill out the attached selection criteria information and Commercial Activities Special Use Permit Application and return the application packet.

If selected, the successful cooperator will be issued a Special Use Permit (SUP) for the 2023-2028 farming seasons.

### Instructions for applying:

- Review the farming information sheet.
- Complete and sign the *Selection Criteria* sheet.
- Review the *Special Conditions* and sign at the bottom certifying you have read and accept them.
- Complete numbers **1b-12, 21 and sign 31** on the Commercial Activities Special Use Permit.

Submit all information/documents by **May 17, 2023** via email at [washita@fws.gov](mailto:washita@fws.gov) or by mail to:

Washita National Wildlife Refuge  
Attn: Farming Bid  
20834 E 940 Rd  
Butler, OK 73625

Both successful and unsuccessful applicants will be contacted by **May 31, 2023**.

For more information or questions, please contact:  
Carla Weinkauff (Project leader) or Levi Feltman (Wildlife Biologist) at (580) 664-2205.

## Washita National Wildlife Refuge Farming Information Sheet

### **The Proposed Cooperative Agriculture Agreement**

The selected producers will operate under a Cooperative Agriculture Agreement as a “cooperator” with the Service. Under this Agreement, the Service is proposing that the cooperators will be responsible for producing 80% cereal grains and 20% grain sorghum as specified by refuge needs. The refuge’s share of crops shall be that portion, which is consumed by waterfowl and resident wildlife, comprising approximately 34% of the total browse production.

The farmland available at the refuge is considered dryland and irrigation is not available. U.S. Fish and Wildlife Service policy prohibits the use of Genetically Modified Organisms (GMOs) and neonicotinoid insecticides on refuge lands. All pesticides must be pre-approved under a Pesticide Use Permit (PUP) for the refuge. The wheat crop, or other cereal grain (rye, triticale, oats etc.) as approved by the Refuge Manager, shall be planted prior to October 1 unless arrangements are made with the refuge in advance. The minimum planting rate is 1 bushel per acre. Other crops, including but not limited to legumes (mungbeans, peas, etc.), milo, or haygrazer, may be planted in rotation with prior approval of the Refuge Manager. The cooperator will keep the refuge clean and will remove all equipment, materials, and trash upon completion of their use.

The producer(s) will be selected through an open, transparent, and competitive process where applications will be scored and ranked by the following objective criteria:

- Experience in cultivating the crops listed above, especially personal experience on National Wildlife Refuge System lands or comparable land, including intimate knowledge of soil composition, chemistry, moisture, and fertility, water needs, pest problems, and erosion problems.
- Demonstrated ability to successfully cultivate crops under the crop and chemical restrictions listed above (e.g., non-GMO crops, non-neonicotinoid pesticides, restricted timing of planting).
- Ownership or access to the proper equipment, materials, labor, or other resources to participate in the cooperative agriculture agreement.
- In-kind services to assist the refuge in carrying out a successful cooperative agriculture program (e.g., maintaining vegetative buffers surrounding farm fields).
- Other objective criteria necessary to ensure the cooperative agriculture meets the resource management objectives of the NWRS lands.

**WASHITA NATIONAL WILDLIFE REFUGE**

**2023 Cooperative Agriculture Fields**

**North Fields**

Farm Unit	Field	Crop	Acres	Cooperator's Share (% or acres)	Government's Share (% or acres)	
					Harvested	Unharvested
33	II-1N	Wheat	25.45	66%		34%
34	II-1S	Wheat	22.98	66%		34%
32A	II-2	Wheat	70.09	66%		34%
31	II-3	Wheat	33.68	66%		34%
39	II-4	Wheat	67.21	66%		34%
9	III-1	Wheat	64.06	66%		34%
6	III-2	Wheat	202.44	66%		34%
16	III-4	Wheat	99.62	66%		34%
17	III-5	Wheat	26.21	66%		34%
18	III-6	Wheat	72.37	66%		34%
19	III-7	Wheat	103.10	66%		34%
20	III-8	Wheat	35.68	66%		34%
11	III-9N	Wheat	25.89	66%		34%
12	III-9S	Wheat	25.00	66%		34%
21B	III-10	Wheat	78.62	66%		34%
35	III-11	Wheat	121.75	66%		34%
23	R	Wheat	22.20	66%		34%
		<b>TOTAL</b>	<b>1,096.35</b>			

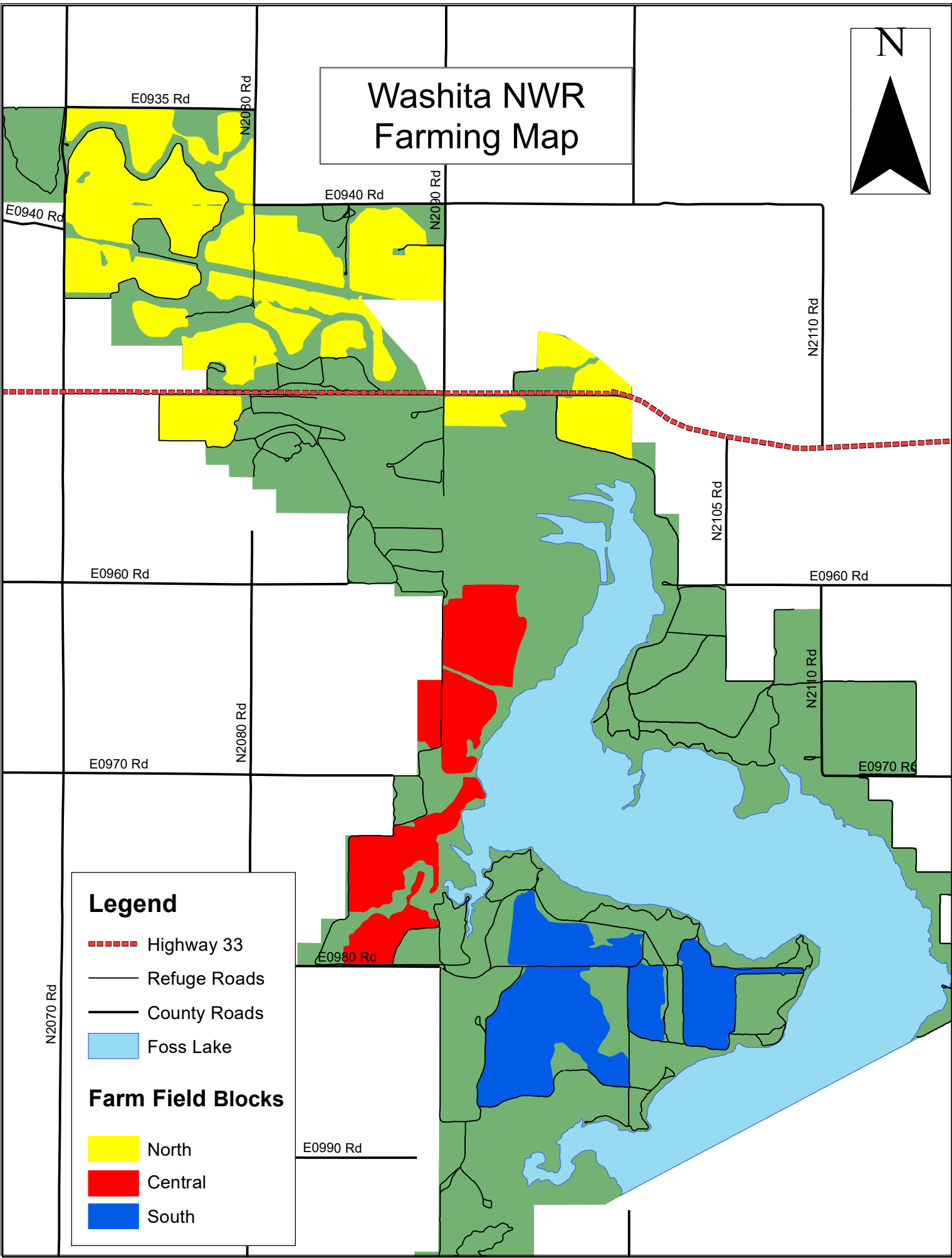
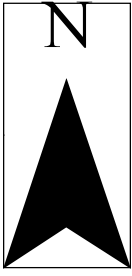
**Central Fields**

Farm Unit	Field	Crop	Acres	Cooperator's Share (% or acres)	Government's Share (% or acres)	
					Harvested	Unharvested
36	II-5N	Wheat	118.9	66%		34%
37	II-5S	Wheat	69.08	66%		34%
3	II-6	Wheat	114.17	66%		34%
4	II-7	Wheat	51.58	66%		34%
38	II-8	Wheat	26.45	66%		34%
		<b>TOTAL</b>	<b>380.18</b>			

**South Fields**

Farm Unit	Field	Crop	Acres	Cooperator's Share (% or acres)	Government's Share (% or acres)	
					Harvested	Unharvested
2	1A/2A	Wheat	226.0	66%		34%
1	1B/2B	Wheat	96.5	66%		34%
14	3B	Wheat	43.7	66%		34%
13	4B	Wheat	85.5	66%		34%
		<b>TOTAL</b>	<b>452.70</b>			

# Washita NWR Farming Map



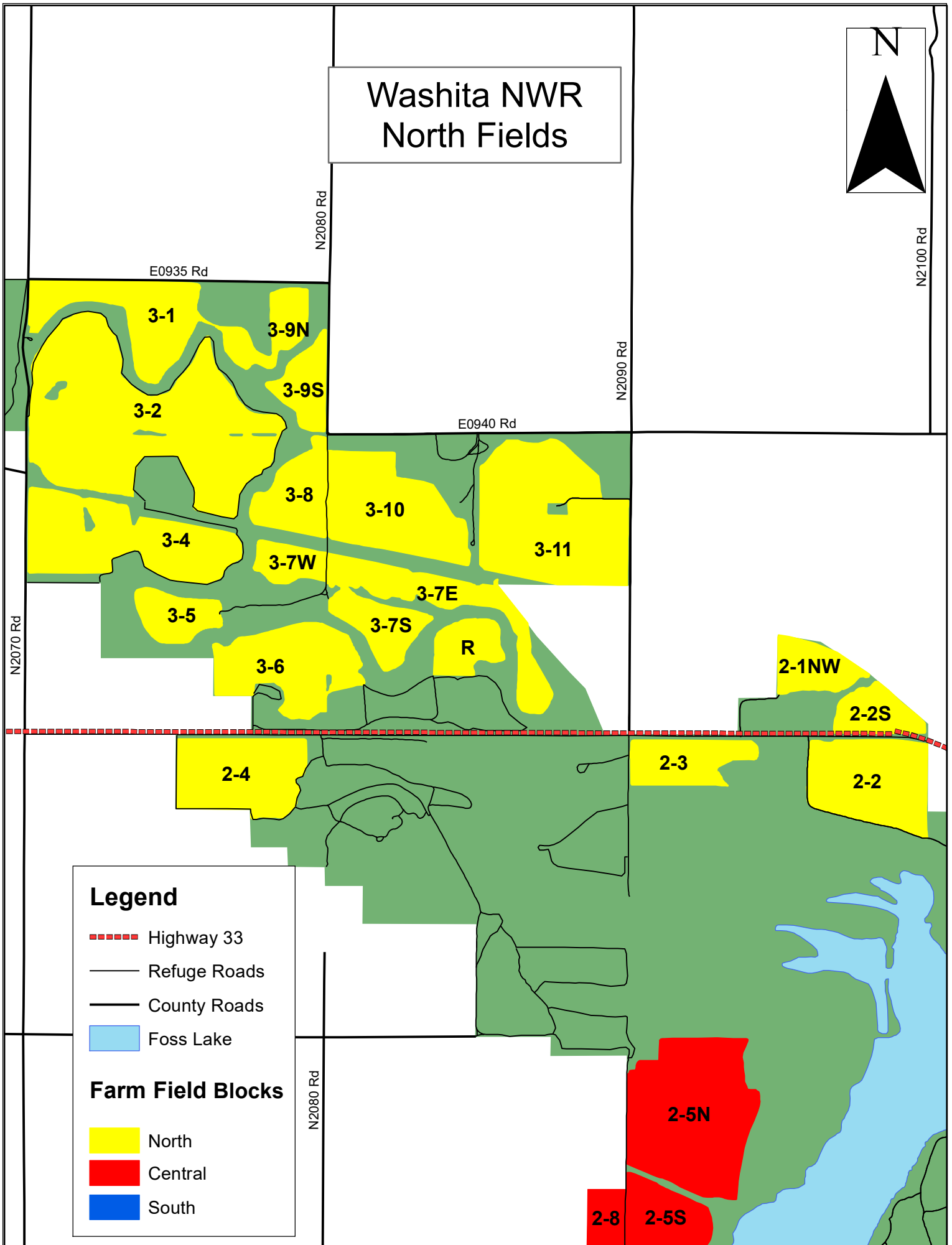
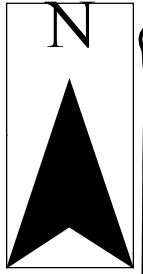
**Legend**

- Highway 33
- Refuge Roads
- County Roads
- Foss Lake

**Farm Field Blocks**

- North
- Central
- South

# Washita NWR North Fields



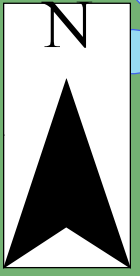
## Legend

- Highway 33
- Refuge Roads
- County Roads
- Foss Lake

## Farm Field Blocks

- North
- Central
- South

# Washita NWR Central Fields



E0960 Rd

2-5N

2-8

2-5S

E0970 Rd





2-6

2-7

1B/2B

1A/2A

## Legend

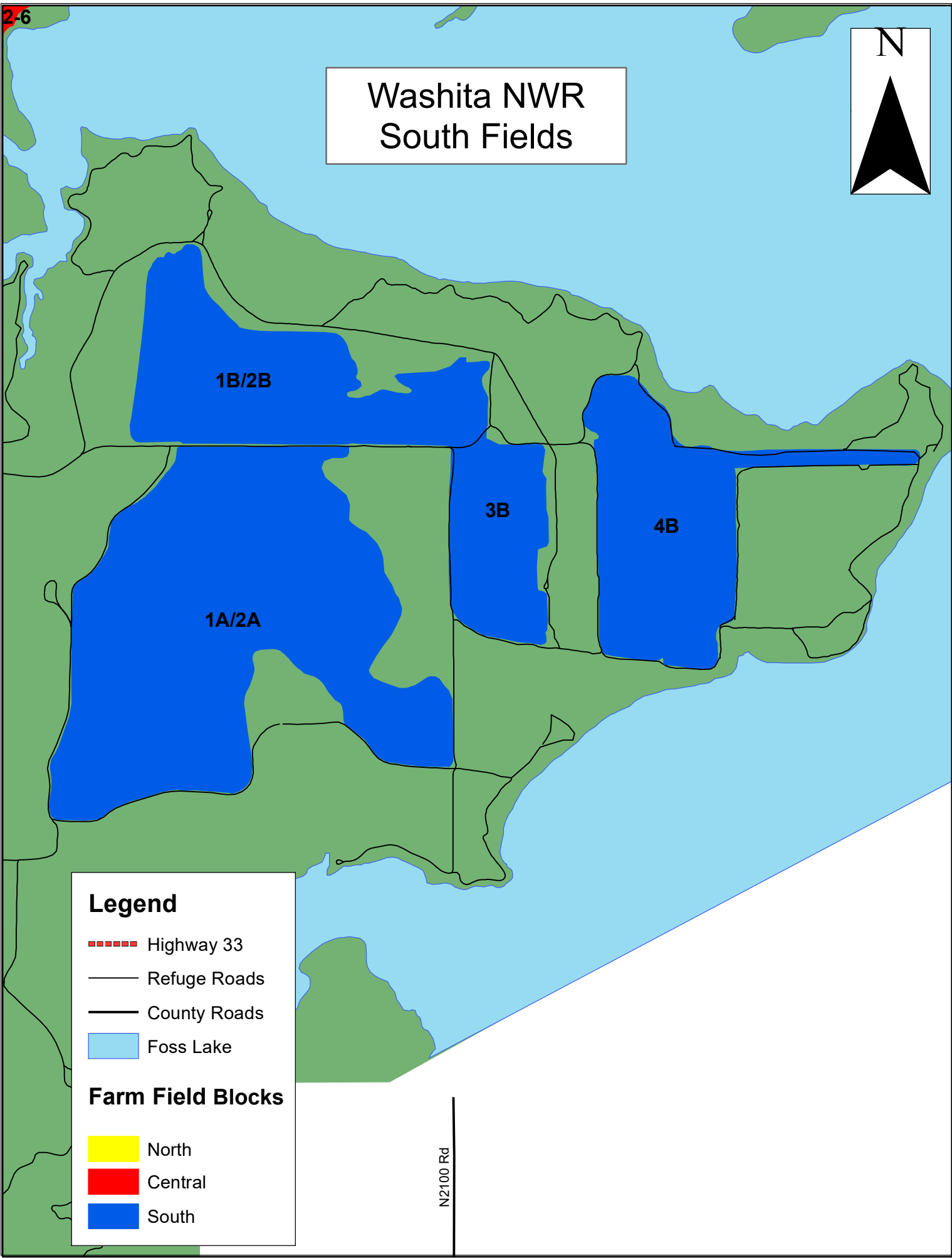
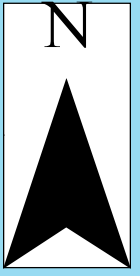
-  Highway 33
-  Refuge Roads
-  County Roads
-  Foss Lake

## Farm Field Blocks

-  North
-  Central
-  South

E0980 Rd

# Washita NWR South Fields



**Legend**

- Highway 33
- Refuge Roads
- County Roads
- Foss Lake

**Farm Field Blocks**

- North
- Central
- South

N2100 Rd



**Washita NWR Selection Criteria Sheet  
National Wildlife Refuge System**

**Washita National Wildlife Refuge**  
20834 E 940 Rd, Butler, OK 73625



**APPLICANT INFORMATION:**

Name (Proposal Submitter): \_\_\_\_\_

Partner Name (if applicable): \_\_\_\_\_

Name of Business or Farm: \_\_\_\_\_

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

Tax ID #: \_\_\_\_\_ Phone Number \_\_\_\_\_ Work  Cell

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

**Field selection:**

Circle the unit for which you are applying:

North Unit

Central Unit

South Unit

**ADDITIONAL INFORMATION**

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 the opportunity (Notice). In addition, please identify how your proposed activity is different from the description of the opportunity outlined in the Notice.

Farming Selection Criteria: Please describe your ability to fulfill the criteria listed below. Attach additional pages if necessary.

1. Experience in cultivating needed crops:
  - Number of years cultivating high-energy grains (sorghum)
  - Number of years cultivating green winter browse (wheat and/or triticale)
  - Number of years cultivating crops within western Oklahoma
  - Number of years cooperatively farming on public lands (e.g., ODWC, USFWS, Etc.)
  - Number of years cooperatively farming on USFWS Refuge Lands

2. *Demonstrated ability to successfully cultivate crops under current crop and pesticide restrictions:*
  - *Number of years of experience cultivating non-GMO/non-transgenic crops?*
  
  - *Number of years of experience cultivating crops without the use of neonicotinoid insecticides?*
  
  - *Please describe your experience and history of reporting pesticide use (including # of years).*
  
3. *Ownership or access to the proper equipment:*
  - *Does applicant own or have access to the equipment and resources necessary to fulfill the needs of the cooperative agriculture program? Please explain.*
  
  
  - *Is applicant able to successfully cultivate the acreage that you have requested? Please give details of experience, resources, etc.*
  
4. *Ability to Provide In-kind Services to Assist the Refuge in Conducting a Successful Cooperative Ag Program:*
  - *Does applicant have adequate equipment and expertise to conduct management activities such as: mowing, disking, erosion mitigation, and vegetative buffer strips? Please give details of experience, resources, etc.*

Send application packet to:  
U.S. Fish and Wildlife Service  
Washita National Wildlife Refuge  
20834 E 940 Rd  
Butler, OK 73625  
Or email to: [washita@fws.gov](mailto:washita@fws.gov)

*The U.S. Fish and Wildlife Service reserves the right to reject any or all applications.*

**I have read and, if selected, agree to the permit conditions listed in the application package.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## NOTICES

All information you provide will be considered in reviewing this application. False, fictitious, or fraudulent statements or representations made in the application may be grounds for revocation of the permit and may be punishable by fine or imprisonment (18 U.S.C. 1001).

### 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 maybe 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 1 hour 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 Clearance Officer, U.S. Fish and Wildlife Service, 5275 Leesburg Pike, MS: AMAD-ARM-PPM, Falls Church, VA 22041-3803, or via email to [Info\\_Coll@fws.gov](mailto:Info_Coll@fws.gov). Please do not send your completed form to this address.



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### Washita National Wildlife Refuge Farming Special Conditions

1. The wheat crop, or other cereal grain (rye, triticale, oats, etc.) as approved by the Refuge, shall be planted at a minimum planting rate of 1 bushel per acre and by October 1 unless arrangements are made with the Refuge in advance. Twenty percent (20%) of cooperators' acreage must be planted in grain sorghum annually. If grain sorghum is swathed for hay, 5% must be left as standing crop.
2. Other crops, including but not limited to legumes (mungbeans, peas, etc.), or haygrazer, may be planted in rotation with prior approval of the Refuge.
3. The farmland available at the refuge is considered dryland and irrigation is not available.
4. Genetically Modified Organisms (GMOs) and neonicotinoid insecticides are prohibited on refuge lands. It is the farmer's responsibility to find non-GM crop varieties, and farmers should approve seed varieties with Refuge prior to purchase. During planting seed varieties may be subject to inspection. Violations of any rules included in this paragraph may result in immediate termination from the farming program.
5. The Cooperator will be responsible for the application of approved herbicides, as mutually agreed with the Refuge and will assume the costs. No pesticides (e.g., herbicides, fungicides, or insecticides) may be applied without prior approval of the Refuge. All pesticides are subject to the Pesticide Use Proposal (PUP) process, and pesticides, specific tank-mixes, and specific application methods (e.g., tractor boom, aerial, spot spraying) may not be used until a PUP is approved. Cooperators are required to notify the refuge prior to pesticide application, specifying the date, area, chemical type and reason for application. Random samples of pesticides may be taken in the field when the cooperator is applying chemical. Approved post-emergence pesticides will not be used unless crop scouting indicates pest density is at, or beyond, the economic threshold level. These statements include all seed treatments (e.g., fungicides, insecticides). Further, neonicotinoid pesticides will not be used on refuge lands. Neonicotinoid pesticides include any insecticide which contains the following active ingredients: acetamiprid, clothianidin, dinotefuran, imidacloprid, nitenpyram, nithiazine, sulfoxaflor, thiacloprid, and thiamethoxam. All applications must be in accordance with state and federal pesticide laws. The cooperator must keep a detailed record of all chemical use and return the chemical use form to the refuge by December 31, including pre-treated seed. Violations of any rules included in this paragraph may result in immediate termination from the farming program.
6. All workers, contractors, and others involved in Cooperator's farming activities must abide by the above special conditions and all refuge regulations.
7. All containers and other litter resulting from farming operations will be removed at the end of each day.

8. The Refuge reserves the right to conduct various management practices on acres that are under lease in the cooperative farm program including, but not limited to, invasive species management, including control of invasive plants and feral hogs, public hunt management, and vegetation manipulation.
9. All hay must be removed from refuge 45 days after baling unless arrangements are made with the Refuge in advance.

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Applicant Signature

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Date



# COMMERCIAL ACTIVITIES SPECIAL USE PERMIT APPLICATION



## National Wildlife Refuge System

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/subpermittees: (Only required if the assistants/subcontractors/subpermittees 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 will be used, 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 spike camps:

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.

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## ESTIMATED BURDEN STATEMENT

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## 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 subpermittees. We may require names and address if the assistants, subcontractors, or subpermittees will be operating on the refuge without the permittee being present. Volunteers, assistants, subcontractors, or subpermittees that are accompanied by the permittee need not be identified.

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.

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.**