

## **Background**

Okefenokee is one of over 550 national wildlife refuges managed in a system that extends from the Alaska tundra to the Florida Keys, including all 50 states, several U.S. Territories, and the Commonwealth of Puerto Rico. The mission of the U.S. Fish and Wildlife Service is to work with others to conserve, protect and enhance fish, wildlife and plants and their habitats for the continuing benefit of the American people. The National Wildlife Refuge Improvement Act of 1997 defined protecting and managing wildlife as the purpose of national wildlife refuges and the identification of six “priority” public uses known as the Big 6: hunting, fishing, wildlife photography, wildlife observation, environmental education and interpretation. On October 1, 1974, ninety percent of the lands in the Okefenokee National Wildlife Refuge (NWR) were designated as part of the National Wilderness Preservation System. The Wilderness Act of 1964 defines wilderness as “an area where the earth and its community of life are untrammelled (unfettered) by man, where man himself is a visitor who does not remain.”

About 200,000 people visit Okefenokee National Wildlife Refuge (NWR) each year. Visitors come from all over the country and around the world to view wildlife, paddle wilderness canoe trails, learn about swamp heritage, and explore the vast Okefenokee Swamp. The goal of public use management at Okefenokee NWR is to provide high-quality, wildlife-oriented experiences for visitors to the refuge. **Why do we issue Guiding Permits?**

In order to better serve our visitors, Okefenokee NWR has an established procedure for the issuance of commercial guide permits for day use and overnight guiding.

The public use program at Okefenokee NWR is dynamic. Changes in laws, entrance fee policies, concession management and guiding at Regional and Washington office levels affect all Service field stations. Commercial Guide Permit management is just a small part of the Visitor Services Program at Okefenokee NWR.

Since commercial uses on national wildlife refuges are normally considered under a Special Use Permit, this implies responsibility on the part of the refuge to ensure that permit holders have an adequate knowledge of the refuge and its resources, understand the risks of wilderness travel, and understand refuge regulations and policies.

The objectives of the Commercial Guide Services Permit Procedure are to:

- Ensure that guides have the knowledge, skills, and resources to ensure safe recreational and educational use of Okefenokee NWR.
- Ensure that guides are trained on the mission of the National Wildlife Refuge System, local flora/fauna, refuge history/facts, etc.
- Promote high-quality visitor experiences on the Refuge.
- Protect the natural resources at Okefenokee NWR

## **Who needs a Guiding Permit?**

Okefenokee NWR requires that: **Any person or business that charges or includes a fee for guiding on the refuge is required to have a Commercial Guide Permit**, including non-profit organizations. Okefenokee has defined two types of Commercial Guide Permits: day use and overnight. Individuals and businesses may apply for both permits (if necessary).

## Types of Guiding Permits:

	<b>Overnight Guiding Permit</b>	<b>Day Use Guiding Permit</b>
Issued for:	Guides/organizations that lead overnight canoe trips for a fee. (Refuge reservations required)	Guides/organizations that lead activities including fishing, wildlife observation, wildlife photography, environmental education, and interpretation for a fee.
Length of permit	1 year*	1 year
Price of permit	\$200/year to be paid at beginning of permit	\$25/year to be paid at beginning of permit
Number of permits issued	15 total 1st come/1st served Must meet application standards	100/year 1st come/1st served Must meet application standards
Requirements	Insurance (\$500,000/occurrence General Liability) Refuge Training Current First Aid and CPR Training for all employees	Insurance (\$300,000/occurrence General Liability) Refuge Training Current First Aid and CPR Training for all employees
Entrance Fees	Pay Wilderness Canoe Trail system fees during trip. Entrance fees apply for other visits.	9 people in vehicle: \$5/day 10-25 people: \$25/day 26 or more: \$50/day
Year Issued	October 1 - September 30	October 1 - September 30

\* Guiding Permits may be renewed automatically, upon receipt of application (FWS Form 3-1383-C), if performance is acceptable. No formal evaluation will take place, however a list of expectations will be provided to guides. (attached)

Submission of Special Use Permit Form FWS Form 3-1383-C is required before any permit is issued.

## Guiding Requirements

### Insurance

All guides will be required to furnish proof of liability insurance by an insurance company which is acceptable to the Service. Day-use guides will be required to furnish \$300,000 general liability/occurrence; overnight guides will furnish \$500,000 general liability/occurrence.

Each policy or certificate evidencing the insurance shall contain an endorsement which provides that the insurance company will notify the refuge 30 days prior to the effective date of any cancellation or termination of the policy or certificate or any modification of the policy or certificate which adversely affects the interest of the Government in such insurance. The notice

shall be sent by registered mail and shall identify the permittee and the number of the special use permit.

### **Training**

All permittees and their employees who guide on Okefenokee NWR are required to attend a training course that describes the refuge and its mission, the habitats and history of the area, and the customer service standards expected of all permittees. Training will take place on the refuge, in an eight-hour (1 day) session. All guides that work at Okefenokee NWR will be required to maintain current Red Cross First Aid and CPR certification.

### **Canoe Trail Reservations**

Guides will not receive any special privileges in scheduling or reserving canoe trails and platforms. The refuge does not accept reservations for the picnic shelter or picnic area, auditorium, Chesser Island Homestead or other facilities.

### **Entrance Fees**

The private, non-commercial vehicle entrance pass is a daily pass (good for 7 days) . However, all day use commercial guides will be required to pay daily entrance fees based on the number of passengers in the vehicle.

For overnight guides, the entrance fee is included in the canoe permit fee. (However, any guiding outside a canoe permit requires the appropriate entrance fee.)

Guiding permits do not exempt permittees or their employees from entrance or other fees when visiting for non-work related activities.

Any other commercial use on the refuge, including catering, shuttle service, and outfitting will require the minimum \$25.00 commercial vehicle fee (up to 25 people).

If you are guiding a group with an educational/scientific entrance fee waiver, you must either board their vehicle to enter the refuge or pay the commercial vehicle rate for your vehicle.

### **Reporting**

At the end of the permit year, permittees are required to fill out a short form revealing dates, times and number of trips they took into Okefenokee NWR; total number of participants for each trip; and total fees collected per trip. There will also be space to list problems encountered and additional comments (see attached form).

### **Definitions**

**Day-Use Guiding:** Any organization or business that charges or includes a fee or donation to the public for fishing, wildlife observation, wildlife photography, environmental education, or interpretation.

**Overnight Guiding:** Any organization or business that charges or includes a fee or donation to the public for guided overnight trips on the Wilderness Canoe Trail System.

**Commercial Organization:** An organization that uses the national wildlife refuge for economic use.

**Commercial Vehicle:** Any conveyance (car, van, bus, truck, etc.) that provides the operator, passengers, and/or equipment with access to a national wildlife refuge for economic uses.

**Economic Use:** Any activity involving the use of a national wildlife refuge or its resources for a profit.

**Guiding Permit:** A Special Use Permit issued by the refuge to an individual, business, or organizations for a particular commercial recreational use.

**Private Non-commercial Vehicle:** Any passenger vehicle utilized by its operator and his/her passengers to gain access to a refuge for personal recreation purposes.

**Recreational Use:** Any activity relating to recreational use of the refuge. If a monetary gain (profit) is the objective of such use, the use is then treated as an economic use and administered accordingly.

**Fee Waivers:** Fee waivers are issued to certain school groups for educational or scientific purposes as they relate to the resources of the refuge. The group must apply for and receive a fee waiver by submitting documentation of their recognition as an educational or scientific institution along with a statement of their proposed visit. Fee waivers are only issued to groups who qualify for educational or scientific purposes. School groups that visit the refuge for recreational purposes will not be exempt from the fee.

**Okefenokee NWR Educational/Scientific Entrance Fee Waiver guidelines:** Organized school groups conducting trips to Okefenokee National Wildlife Refuge for educational or scientific purposes may be able to apply for an entrance fee waiver. Groups must contact the Richard S. Bolt Visitor Center (912-496-7836) for information on this process.

Visits that are strictly for recreational or experiential purposes do not qualify for a fee waiver.

**Application Procedures for  
Commercial Overnight Guiding Permit  
Okefenokee National Wildlife Refuge 2014-2015**

Complete the application using the following link for guiding on the Okefenokee NWR: [www.fws.gov/forms/3-1383-C.pdf](http://www.fws.gov/forms/3-1383-C.pdf). The application is best viewed with Adobe Reader 8 or higher. You can get a free version of Adobe Reader XI at <http://get.adobe.com/reader>, if you do not have, or need a higher version, of Adobe and e-mail to [gracie\\_gooch@fws.gov](mailto:gracie_gooch@fws.gov) with the following additional items. Your payment of \$200.00 can be made to the U.S. Fish and Wildlife Service by cashier check, money order, or charge card. If paying with charge card call 912-496-3331 between 7:00 a.m. – 10:00 a.m. or mail to Okefenokee NWR, 2700 Suwannee Canal Road, Folkston, GA 31537. **All documents and payment must be received by August 1, 2014.**

1. A copy of the appropriate documentation of insurance coverage (a Certificate of Insurance with adequate Comprehensive General Liability coverage, the minimum limit of liability being \$500,000 per occurrence).
2. Proof of current Red Cross First Aid and CPR certification for all guides.
3. Submit the application package by August 1, 2014. Permittee will be notified of selection by August 8.
4. Refuge training will take place for all guides on: Saturday, August 23, from 8:00 a.m. to 4:00 p.m. at the Okefenokee NWR Environmental Education Classroom.
5. **You must pre-register for training date.**

**Incomplete applications will be returned without consideration and must be re-submitted by the deadline. NO EXCEPTIONS.**

Application packages containing false statements and/or fraudulent or misleading information will be denied and the application fee will be forfeited.

**Application Procedures for  
Commercial Day-Use Guiding Permit  
Okefenokee National Wildlife Refuge 2014-2015**

Complete the application using the following link for guiding on the Okefenokee NWR: [www.fws.gov/forms/3-1383-C.pdf](http://www.fws.gov/forms/3-1383-C.pdf). The application is best viewed with Adobe Reader 8 or higher. You can get a free version of Adobe Reader XI at <http://get.adobe.com/reader>, if you do not have, or need a higher version, of Adobe and e-mail to [gracie\\_gooch@fws.gov](mailto:gracie_gooch@fws.gov) with the following additional items. Your payment of \$25.00 can be made to the U.S. Fish and Wildlife Service by cashier check, money order, or charge card. If paying with charge card call 912-496-3331 between 7:00 a.m. – 10:00 a.m. or mail to Okefenokee NWR, 2700 Suwannee Canal Road, Folkston, GA 31537. **All documents and payment must be received by August 1, 2014.**

1. A copy of the appropriate documentation of insurance coverage (a Certificate of Insurance with adequate Comprehensive General Liability coverage, the minimum limit of liability being \$300,000 per occurrence).
2. Proof of current Red Cross First Aid and CPR certification for all guides
3. Submit the application package by August 1, 2014. Permittees will be notified of selection by August 8. Refuge training will take place on: Saturday, August 23, from 8:00 a.m. to 4:00 p.m. at the Okefenokee NWR Environmental Education Classroom.
4. **You must pre-register for training dates.**

**Incomplete applications will be returned without consideration and must be re-submitted by the deadline. NO EXCEPTIONS.**

Application packages containing false statements and/or fraudulent or misleading information will be denied and the application fee will be forfeited.

## **Evaluation Criteria - Guides at Okefenokee National Wildlife Refuge**

Guiding permits will be renewed annually, upon application, unless unacceptable performance problems occur during the year. Three justifiable complaints against a guiding company will result in probation for one year. Complaints will be evaluated at the end of the year to determine if the permit should be renewed. Satisfactory “complaint-free performance” must be demonstrated during the probation period to establish eligibility to re-apply for a permit.

Below are criteria we expect guides to follow when on Okefenokee National Wildlife Refuge.

1. All guides will follow federal, state, local, and refuge regulations regarding alcohol, illegal drugs, firearms and other felony offenses. Guides who are convicted of possession of an illegal substance, violations involving alcohol, or illegal possession of a firearm will immediately have their license revoked permanently.
2. Guides are expected to follow established trails, adhere to visitor hours, and operate under the conditions of both the Wilderness Canoe permit and Special Use Permit (i.e. no motors, must leave before 10:00 a.m., etc.)
3. Guides will be considerate of their guests, other refuge visitors, and refuge staff at all times. All complaints against guides or the guiding company from refuge trips must be submitted to Refuge Staff for investigation.
4. Guides will be able to explain the mission and objectives of Okefenokee National Wildlife Refuge, describe management policies, understand safety and emergency procedures, and other topics discussed in Refuge Training. Guides will protect the natural resources of Okefenokee National Wildlife Refuge - they will not pick plants, feed wildlife, drink untreated swamp water, or dispose of wastewater in the swamp. They will dispose of all waste, including human waste, in a proper manner. Guides will be committed to leaving trails, campsites, and other facilities in better condition than they were found.

**Okefenokee National Wildlife Refuge Commercial Guiding Report Form**

Fill out and return this form to:

Okefenokee National Wildlife Refuge  
2700 Suwannee Canal Road  
Folkston, GA 31537  
Fax: (912) 496-3332  
**Email Address:** [okefenokee@fws.gov](mailto:okefenokee@fws.gov)

**Form must be received by September 30, 2014**

Permit issued to: \_\_\_\_\_ Permit number: \_\_\_\_\_

Permitted activity: \_\_\_\_\_ Overnight Guiding \_\_\_\_\_ Day Use Guiding

Total number of trips between October 1, 2013 and September 30, 2014: \_\_\_\_\_

Total number of participants between October 1, 2013 and September 30, 2014: \_\_\_\_\_

Total fees collected by permittee for above activities: \_\_\_\_\_

Problems encountered:

Additional Comments:

For office use only:

Date received: \_\_\_\_\_ Initials: \_\_\_\_\_