



COMMERCIAL USE AUTHORIZATION APPLICATION

Channel Islands National Park

1901 Spinnaker Drive
Ventura, CA 93001
John Hansen: CUA Coordinator
Phone Number: 805-658-5726
Email: john_hansen@nps.gov



Refer to application instructions at the end of this application. Some parks have additional requirements for businesses that offer services to visitors relating to the safety and welfare of the visitors and protection of the resources. These requirements may include applicable operating licenses, certificates showing proof of training, operating plans, emergency response plans, group size limitations, etc.

1. **Service for which you are applying:** *[attach diagram, attach additional pages, if necessary, include locations within the park, frequency, estimated number of participants (per trip and annually), number of vehicles, support equipment (trailers, generators, etc.)]*
2. **Will you be providing this service in more than one park?** Yes ☐ No ☐ *If "Yes", list all parks and services provided.*
3. **Applicant's Legal Business Name:** *[Include any additional names (DBA) under which you will operate.]*
4. **Owner and Authorized Agents:** *(Give the name(s) of the owners and name(s) of the persons designated as Authorized Agents for your business. Authorized Agents have the power to sign on your behalf.)*

5. Mailing Addresses

PRIMARY CONTACT INFORMATION *(Dates to contact you at this address, if seasonal.*)

Address:

City, State, Zip:

Email:

Website:

Day Phone:

Evening Phone:

Fax:

ALTERNATE CONTACT INFORMATION *(Dates to contact you at this address, if seasonal.*)

If same as "Primary Contact Information, check here ☐ and go to question 6.

Address:

City, State, Zip:

Email:

Website:

Day Phone:

Evening Phone:

Fax:

6. What is your Business Type? *(Please mark with an "X" one below)*

- ☐ Sole Proprietor
- ☐ Partnership *(Print the names of each partner. If there are more than two partners, please attach a complete list of their names.)*

Name:

Name:

- ☐ Limited Liability Company
- ☐ Corporation
- ☐ Non-Profit *(Please attach a copy of your IRS Ruling or Determination Letter)*
- ☐ Other

7. Business License – State and Number:

Expiration Date:

8. Employer Identification Number (EIN):

9. Liability Insurance:

Provide proof of liability insurance. The CUA operator must maintain General Liability insurance naming the United States of America as additional insured. Minimum coverage amount is \$500,000 per occurrence. Some activities will require increased coverage or other types of liability insurance; see Park-Specific CUA Insurance Requirements ("Attachment A").

10. Will your business operate vehicles/vessels/aircraft within NPS boundaries?

Yes ☐ No ☐

Information for vehicles/vessels/aircraft chartered from and operated by another company is NOT required. If "Yes," please give a description of each vehicle. Use additional paper, if necessary.

Make/Model of Vehicle	Year	Max # Passenger Capacity	Own/Rent/Lease

Make of Aircraft	Tail Number	Max # Passenger Capacity	Own/Rent/Lease

Make/Model of Vessel	Registration # or USCG Documentation	Length	Max # Passenger Capacity	Own/Rent/Lease

11. Additionally Required Documentation:

Parks may require proof of licenses, registrations, and certificates, etc. Provide copies of additionally required documentation identified in "Attachment B".

12. DOI Employment:

Are you, your spouse, or minor children employed within the U.S. Department of the Interior?

Yes ☐ No ☐ If "Yes", please provide information below:

Employee Name: Title:

Bureau or Office where employed:

If you selected yes, to 12., please contact your servicing ethics office for further guidance prior to submitting this form. A list of servicing ethics offices can be found at, <https://www.doi.gov/ethics>.

13. Violations: To your knowledge, have you, your company, or any current or proposed employees been convicted or fined for violations of State, Federal, or local law within the last 5 years? Are you, your company, or any current or proposed employees now under investigation for any violations of State, Federal, or local law or regulation? See instructions.

Yes ☐ No ☐ If "Yes", please provide the following information. Attach additional pages, if necessary.

Date of violation or incident under investigation:

Name of business or person(s) charged:

Please identify the law or regulation violated or under investigation:

Please identify the State, municipality, or Federal agency that initiated the charges:

Additional Detail (optional):

(Results) Action Taken by Court:

14. Fee: Please include the \$250 Application Processing Fee as outlined in Attachment B.

15. Signature:

False, fictitious, or fraudulent statements of representations made in this application may be grounds for denial or revocation of the Commercial Use Authorization and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). All information provided will be considered in reviewing this application. Authorized Agents must attach proof of authorization to sign below.

By my signature, I hereby attest that all my statements and answers on this form and any attachments are true, complete, and accurate.

Signature

Date

Printed Name

Title

NOTICES

Privacy Act Statement

Authority: The authority to collect information on the attached form is derived from 16 U.S.C. 5966, Commercial Use Authorizations.

Purpose: The purposes of the system are (1) to assist NPS employees in managing the National Park Service Commercial Services program allowing commercial uses within a unit of the National Park System to ensure that business activities are conducted in a manner that complies with Federal laws and regulations; (2) to monitor resources that are or may be affected by the authorized commercial uses within a unit of the National Park System; (3) to track applicants and holders of commercial use authorizations who are planning to conduct or are conducting business within units of the National Park System; and (4) to provide to the public the description and contact information for businesses that provide services in national parks.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside the National Park Service as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other Federal, State, territorial, local, tribal, or foreign agencies and other authorized organizations and individuals based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system.

Disclosure: Providing your information is voluntary, however, failure to provide the requested information may impede the processing of your commercial use authorization application.

Paperwork Reduction Act Statement

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by The Concession Management Improvement Act of 1998 (54 USC 101911). Your response is required to obtain or retain a benefit in the form of a Commercial Use Authorization. We will use the information you submit to evaluate your ability to offer the services requested and to notify the public what services you will offer. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. OMB has assigned control number 1024-0268 to this collection.

Estimated Burden Statement

We estimate that it will take approximately 2.5 hours to prepare an application, including time to review instructions, gather and maintain data, and complete and review the proposal. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Officer, National Park Service, 12201 Sunrise Valley Drive, MS-242, Reston, VA 20192. Please do not send your completed form to this address; but rather to the address at the top of the form.

The following explanations correspond directly with the numbered items on the Application Form. Please read this entire document prior to completing the application. Include the nonrefundable application fee when submitting this application.

COMMERCIAL USE AUTHORIZATION APPLICATION INSTRUCTIONS

1. Enter the service you are proposing to provide. The services which are currently approved in the park are located in Attachment B. If the service you are proposing to provide is not a currently approved service listed above, contact the park CUA office at the number above.
2. Respond "No" or list other parks where you will be providing this service.
3. Enter the legal name of your business. If you have a secondary name under which you are doing business (d.b.a.), please enter that name also.
4. Give the name(s) of owners and name(s) of persons designated as Authorized Agents for your business. Authorized Agents have the power to sign on your behalf.
5. Provide contact information for both the main season and the off-season. Your contact information may also be published in the NPS Commercial Services Directory.
6. Check the box that identifies your type of business.
7. If the state in which you operate or the state where your business is domiciled requires a state business license, provide the state, license number and year of expiration.
8. Provide your Employer Identification Number (EIN). The Debt Collection Improvement Act of 1996 requires us to collect an EIN or Social Security Number (SSN). The NPS will not collect SSNs, only EINs. The EIN is issued by the Internal Revenue Service. You may receive a free EIN at <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN>. We will use the EIN that you provide as needed to collect debts.
9. Provide proof of General Liability Insurance naming the United States of America, as additional insured in the amounts designated in the application. Provide proof of vehicle/vessel/aircraft liability insurance if you own, rent, or lease vehicles/vessels/aircraft and transport visitors by those means or if those owned, rented, or leased vehicle/vessel/aircraft are engaged in providing the service (i.e., hauling horses used in the activity). Insurance companies must be rated at least A- by the most recent edition of A.M. Best's Key Insurance Reports (Property-Casualty edition) or similar insurance rating companies (Moody's, Standard and Poor's, or Fitch). You may be subject to additional insurance requirements. Refer to "Attachment A".
10. Provide a description of each owned, rented, or leased vehicle/vessel/aircraft you will utilize during the course of the proposed commercial service. Information for vehicles/vessels/aircraft chartered from and operated by another company is not required.
11. Provide copies of additional documentation as required by "Attachment B".
12. Indicate if you, your spouse, or parent (if you are a minor child) is employed by the U.S. Department of the Interior (Department). Departmental ethics regulations at 5 C.F.R. § 3501.103(c) prohibit Department employees, their spouses, and minor children, from acquiring or retaining permits, leases, and other rights in Federal lands granted by the Department. This prohibition includes any commercial use authorization to conduct commercial activities or services on Department property.
13. Provide details if your business or business owners or current employees or proposed employees have been convicted or are currently under charges for violation of State, Federal, or local law or regulation in the last 5 years. Do not include minor traffic tickets.
14. Include payment of the Application Fee - \$ 250.00. See "Attachment C".
15. Please sign and date your application. If the person SIGNING this application is an Authorized Agent for the business, proof of signing authority must accompany this application.

Attachment A: Insurance Requirements

Attachment B: List of Approved Services, and Additionally Required Documentation

Attachment C: Fee Schedule and Payment Information

Attachment D: Operating Plan for CUA Activities

Attachment E: CHIS CUA Program Food and Beverage Service Guidelines

Additional Information: The National Park Service has terms and conditions on all commercial service agreements. The following terms and conditions will apply to all Commercial Use Authorizations. There may be additional terms and conditions based on the services provided. These may include but are not limited to limits on locations, times, group size, and employee licenses and certifications and providing such information to the park superintendent for approval.

CONDITIONS OF THIS AUTHORIZATION

1. **False Information:** The holder is prohibited from knowingly giving false information. To do so will be considered a breach of conditions and be grounds for revocation: [RE: 36 CFR 2.32(a) (3)].
2. **Legal Compliance:** The holder shall exercise this privilege subject to the supervision of the area Superintendent. The holder shall comply with all applicable laws and regulations of the area and terms and conditions of the authorization. The holder must acquire all permits or licenses of State or local government, as applicable, necessary to provide the services described above, and, must operate in compliance with all applicable Federal, State, and local laws and regulations, including, without limitation, all applicable park area policies, procedures and regulations. All vehicles/vessels/aircraft are required to be registered and the operators are required to have the proper licenses to operate them commercially, as required by law or regulation.
3. **Rates:** The holder shall provide commercial services under this authorization to visitors at reasonable rates satisfactory to the area Superintendent.
4. **Operating Conditions:** The holder shall provide the authorized commercial services to visitors under operating conditions satisfactory to the area Superintendent.
5. **Liabilities and Claims:** This authorization is issued upon the express condition that the United States, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, injuries, or death to any person or persons or property of any kind whatsoever, whether to the person or property of the holder, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this authorization or occasioned by any occupancy or use of said premises or any activity carried on by the holder in connection herewith, and the holder hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents, and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.
6. **Insurance:** Holder agrees to carry general liability insurance against claims occasioned by the action or omissions of the holder, its agents, and employees in carrying out activities and operations under this authorization. The policy shall name the United States of America as additional insured. Holder agrees to have on file with the park copies of the above insurance with the proper endorsements.
7. **CUA Fees:** At a minimum, the holder shall reimburse the park for all costs incurred by the park as a result of accepting and processing the application and managing and monitoring the authorized activity. Administrative costs for the application process must be paid when the application is submitted. Monitoring fees and any additional costs incurred by the park to support the commercial activity will be paid annually or on a more frequent basis as determined by mutual agreement between the Holder and the area Superintendent.
8. **Benefit:** No member of, or delegate to, Congress, or Resident Commissioner shall be admitted to any share or part of this authorization or to any benefit that may arise from this authorization. This restriction shall not be construed to extend to this Contract if made with a corporation or company for its general benefit.
9. **Transfer:** This authorization may not be transferred or assigned without the written consent of the area Superintendent.
10. **Termination:** This authorization may be terminated upon breach of any of the conditions herein or at the discretion of the area Superintendent.
11. **Preference or Exclusivity:** The holder is not entitled to any preference to renewal of this authorization except to the extent otherwise expressly provided by law. This authorization is not exclusive and is not a concession contract.
12. **Construction:** The holder shall not construct any structures, fixtures, or improvements in the park area. The holder shall not engage in any groundbreaking activities without the express, written approval of the area Superintendent.
13. **Reporting:** The holder is to provide the area Superintendent upon request a statement of its gross receipts from its activities under this authorization and any other specific information related to the holder's operations that the area Superintendent may request, including but not limited to, visitor use statistics, and resource impact assessments. The holder must submit annually the CUA Annual Report (NPS Form 10-660) and upon request the CUA Monthly Report (NPS Form 10-660A).
14. **Accounting:** The holder is to maintain an accounting system under which its accounts can be readily identified within its system of accounts classification. This accounting system must be capable of providing the information required by this authorization. The holder grants the United States of America access to its books and records at any time for the purpose of determining compliance with the terms and conditions of this authorization.

- 15. Minimum Wage:** The holder must comply with all provisions of Executive Order 14026 of April 27, 2021, (Increasing the Minimum Wage for Federal Contractors) and its implementing regulations, including the applicable contract clause, codified at 29 C.F.R. part 23, all of which are incorporated by reference into this authorization as if fully set forth in this authorization.
- 16. Visitor Acknowledgment of Risks (VAR):** The holder is not permitted to require clients sign a waiver of liability statement or form, insurance disclaimer, and/or indemnification agreement waiving the client's right to hold the CUA holder responsible for accidents or injury occurring on NPS property. The holder is permitted to request or require a client to sign a form or statement acknowledging risk and/or indicating that certain prerequisite skills may be needed to participate in the commercial activity. The holder must provide the park with the current copy of all forms and/or statements used for this purpose and obtain written approval by the park to use the form and/or statement. A sample Acknowledgment of Risk form may be obtained by contacting the CUA office at (805)-658-5726 or by going to the park CUA webpage at [CHIS CUA Website](#).
- 17. Intellectual Property of the National Park Service:** Except with the written authorization of the Director of the National Park Service, the Holder shall not assert any legal claim that the Holder or any related entity holds a trademark, tradename, Servicemark or other ownership interest in the words "National Park Service", the initials "NPS", or official name of any unit or part thereof, including but not limited to any facility, logo, distinctive natural, archaeological, cultural, or historic site, within the National Park System, or any colorable likeness thereof, or the likeness of a National Park Service official uniform, badge, logo, or insignia.
- 18. Nondiscrimination:** The holder must comply with Applicable Laws relating to nondiscrimination in providing visitor services to the public and with all equal employment opportunity provisions of Title VII of the Civil Rights Act, as amended.
- 19. Notification of Employee Rights:** The holder must comply with all provisions of Executive Order 13496 of January 30, 2009, (Notification of Employee Rights Under Federal Labor Laws) and its implementing regulations, including the applicable contract clause, codified at 29 CFR part 471, appendix A to subpart A, all of which are incorporated by reference into this authorization as if fully set forth in this authorization.

SPECIAL PARK CONDITIONS
COMMERCIAL USE AUTHORIZATION

SPECIAL NOTICES:

1) NATIONAL MARINE SANCTUARY PROGRAM REGULATIONS:

- A. 15 CFR Part 922, National Marine Sanctuary Program Regulations, Subpart G - Channel Islands National Marine Sanctuary apply to vessels and activities within Channel Islands National Park. Applicants are encouraged to visit the [Channel Islands National Marine Sanctuary](#) web site for additional information about the Sanctuary and contact information should you have any specific questions about Sanctuary regulations. While the CUA Holder must operate in compliance with all applicable Federal, State, and local laws and regulations, including, without limitation, all applicable park area policies, procedures, and regulations, we take this opportunity to bring the above regulations to your attention.

2) ISLAND ECOSYSTEMS AND BIO-SECURITY:

- A. The CUA Holder will assure that the Holder and/or its clients do not introduce nonnative species to the islands by not transporting or delivering to any island within Channel Islands National Park the following types of items:
Pets or any animal
- i. Service animals, unless a SUP has been issued by the NPS
 - ii. Live or Potted Plants
 - iii. Soil
 - iv. Cut Flowers
 - v. Firewood or any wood with attached bark
 - vi. Corrugated boxes
 - vii. Single use plastic bags
 - viii. Balloons
 - ix. Tools or equipment with attached soil
- B. The CUA Holder will ensure that its passengers receive messaging on the importance of biosecurity prior to their trip. The Park suggests that website and booking confirmations contain the following biosecurity requirements:
- i. Check baggage for stowaway pests (insects, rodents, lizards, etc.), and clean footwear, clothing, and gear to ensure it is free of soil and seeds
 - ii. Pack food in a sealed/zipped container or bag
 - iii. Do not bring any open boxes or containers
 - iv. Access to CHIS Biosecurity link: <https://www.nps.gov/chis/planyourvisit/biosecurity.htm>
- C. The CUA Holder will assure that any kayaks provided to clients will be thoroughly checked inside and out to remove any invertebrates, lizards, rodents, and cleaned with soapy water to remove soil (applies to Appendices B, C, E, and F).
- D. The CUA Holder must deploy pest control methods onboard their vessel to prevent the transport of rodents to the Channel Islands. At least 2 rodenticide bait stations must be placed on vessels measuring up to 100 feet in length, and 4 on vessels measuring more than 100 feet in length. Bait stations must be checked regularly for consumption and bait must be replaced as needed to ensure effectiveness (applies to Appendices C, D, E, and F).
- E. All trash on the vessel must be kept in secure and sealed containers and removed as soon as it returns to the mainland to prevent attracting animals and insects.
- F. Vessel hull must be routinely cleaned (1-2 times per year) to ensure it is free of any algae, mussels, or other living organisms with emphasis on removal of invasive species.

In addition, CUA's may be subject to the following Public Health, safety, and equipment management requirements based on the authorized activities.

PUBLIC HEALTH REQUIREMENTS (FOOD AND BEVERAGE SERVICE):

- 1) The CUA Holder may provide commercial food and beverage services under land and water based CUA activities. All CUA Holders must adhere to the guidelines set forth in Attachment E of this CUA Application, including the following requirements:
 - A. All CUA Holders must sort, package, and prepare food and beverage at mainland Public Health-inspected facilities before transporting to park waters and lands.
 - B. All perishable food and beverage must be safely stored and kept at 41 degrees Fahrenheit or below at all times, until it is ready for cooking.
 - C. A functional thermometer must be present in every cooler or galley refrigerator.
 - D. Coolers must be locked and sealed to keep pests and contaminants out when not in use within the park.
 - E. CUA Holders must reference the food handling table in section 1.b.(ii) of Attachment E of this application.
 - i. If handling, transporting, and/or preparing food for clients that fall into levels 2 – 6 of the table, then CUA Holders preparing and handling food must be a certified food handler.

PUBLIC HEALTH REQUIREMENTS (DRINKING WATER AND SNORKEL/DIVE EQUIPMENT):

- 1) Operator-provided potable drinking water:
 - A. Use of water jugs and large water bottles/totes, i.e., Igloo, 5-gallon water jugs, require special care and tending. Water jugs that are reused must be emptied at the end of each day and sprayed with a chlorine solution and allowed to dry overnight.
 - i. Chlorine solution is:
 - a) ¼ cup 5.25% chlorine bleach per 5 gallons of fresh water; or
 - b) 2 tbsp 12.5% chlorine bleach per 5 gallons of fresh water.
 - ii. It is recommended that clients pack and supply their own drinking water on day trips.
 - B. Treatment of potable water tanks aboard vessels: Operators need to collect a quarterly bacteriological sample from the galley tap on each boat to test for coliform bacteria. Should a sample be positive, they need to disinfect the tanks with a 50 parts per million solution of chlorine (1/4 cup 5.25% bleach per 10 gallons water) and flush all lines, letting the solution stand for 2 hours and then flush fresh water through tanks. A follow up sample should then be collected.
 - i. Filling of potable water tanks by hose
 - a) Purchase and utilize NSF-61 potable water hose in all ship to shore water transfer operations. One source is usabluebook.com.
- 2) Sanitation of Masks, Snorkels and Wetsuits (Operator provided equipment):
 - A. Use same sanitization agent for all equipment.
 - B. After each rental - Masks and Snorkels
 - i. Rinsed and cleaned in a container of fresh water and mild detergent
 - ii. Dunked in a 150ppm chlorine solution container for 2 minutes
 - a) ¼ cup 5.25% chlorine bleach per 5 gallons of fresh water; or
 - b) 2 tbsp 12.5% chlorine bleach per 5 gallons of fresh water
 - iii. Dispose of chlorine solution properly by dechlorinating with Vitamin C and or in a sanitary sewer.
 - iv. Air dried
 - v. For environmentally friendly de-fog for dive/snorkel masks, consider using 1:2 solution of baby shampoo and water (works great, smells better, and is marine environment friendly).
 - C. After each rental - Wetsuits (including hoods, gloves, and booties)
 - i. Turned inside out
 - ii. Rinsed and cleaned in a container of fresh water and mild detergent
 - a) Please use environmentally friendly detergent
 - iii. Rinsed in a container of fresh water
 - iv. Dispose of detergent solution properly in a sanitary sewer.
 - v. Hung up in the sun to air dry

WATER-BASED ACTIVITIES AND WATER SAFETY:

- 1) Water Safety – Information regarding water-based activities, local safety considerations, and links to applicable regulations are available on the park's website at www.nps.gov/chis.
 - A. Kayaks and other water-based activity equipment must be managed as follows:
 - i. All Kayaks are to be molded plastic, sit on top not less than 12 ft. in length.
 - ii. No kayaks larger than tandems may be used.
 - iii. The maximum client to guide ratio will be not more than 8 clients to 1 lead guide.
 - iv. For easy identification by NPS personnel, all kayaks, paddle boards and associated equipment used must be clearly marked with their company name or other identification while conducting business within Channel Islands National Park.
 - v. Helmets and USCG approved life vests must be provided to all kayakers; life vests to paddle boarders; and appropriate personal protective equipment for snorkeling, diving, etc.
 - vi. All operators utilizing kayaks must request inspection by the USCG Auxiliary on an annual basis.
 - B. On-Site management requires:
 - i. The CUA holder must have at least one operable waterproof marine channel radio with the lead guide for each group when conducting kayak guiding services.
 - ii. The Holder must have the ability to administer First Aid and CPR to their customers. **Emergency medical response and evacuation in this remote island park can take a minimum of two hours with services originating on the mainland.**
 - iii. The CUA holder must carry and use portable sanitation device for all trips in excess of 4 hrs. from sites/vessels with fixed sanitation facilities.
 - iv. The CUA holder must not exit the kayak or set foot ashore inside sea caves.
 - v. The CUA holder must not enter sea caves when breeding sea birds are present.
 - vi. The CUA holder will avoid disturbing seabirds or marine mammals in sea caves and at other locations. The CUA holder must be knowledgeable of all NPS and other applicable regulations, i.e., all offshore rocks and islets are closed to public access to prevent any disturbance to marine mammals or sea birds, Marine Protected Areas etc. This information is available on the park website and through links at www.nps.gov/chis
 - vii. The CUA holder will not enter Dry Sea Caves.
 - C. Guides:
 - i. The CUA holder will conduct background investigations that will at least require a criminal history check and fingerprinting of guides. If a criminal history exists, the information will be submitted to the Chief Ranger for determination of suitability for guiding.
 - ii. NPS reserves the right to approve CUA holders' guides and designate lead guide status.
 - a) The CUA holder will comply with the following minimum NPS guide standards:
 - b) All guides will have at least current certifications in basic first aid and CPR.
 - c) New lead guides will have to assist an NPS approved lead guide for a minimum of 5 days as a guide in training, before being nominated by the holder for NPS lead guide designation. A list of the NPS approved lead guides will be maintained in the Commercial Services Office.
 - d) Operators and lead guides must attend Park-held preseason orientation meetings as requested.

ATTACHMENT A CUA Insurance Requirements

Commercial General Liability Insurance

Liability insurance is required for all CUA holders under the terms of the authorization. Such insurance should be of sufficient scope to cover all potential risks and in an amount to cover claims that can reasonably be expected in the event of serious injury or death. The minimum commercial general liability (CGL) insurance is **\$1,000,000** for island-based activities. Liability insurance policies must name the United States of America as additional insured. The business or person that is providing the service must be the named insured (policy holder). Companies that provide vessel tours and transportation only are not required to have CGL coverage as long as the passengers do not disembark from the vessel. However, the CUA operator must ensure and demonstrate to the park that their vessel policy includes watersports such as snorkeling or kayaking if those activities are intended under a CUA.

Commercial Shore Excursion or Commercial General Liability Insurance	Minimum Liability Limits (per occurrence)	Minimum Liability Limits (annual aggregate)
Up to 45 participants	\$1,000,000	\$2,000,000

Vessel Protection and Indemnity (P&I) Insurance

If a CUA holder transports passengers or uses a motor vessel in the performance of the service in the park, they are required to have Protection & Indemnity (P&I) Vessel Insurance to cover claims for bodily injury, death, and property damage. The vessel P&I insurance must include coverage of "owned, leased, rented or hired" vessels if the CUA holder rents or leases the vessel. **P&I vessel insurance covers passengers only while onboard the vessel.** The minimum commercial vessel liability insurance for passenger transport is reflected in the following table:

Commercial Vessel Protection & Indemnity Insurance – Passenger Transport (Bodily injury and property damage)	Liability Limits (per occurrence)
Up to 6 passengers	\$2,000,000
7 to 19 passengers	\$3,000,000
20 to 60 passengers	\$5,000,000

Other Required Insurance

Aircraft Liability Insurance If a CUA holder is authorized to transport passengers by aircraft or uses aircraft in the performance of services in the park, they are required to obtain Aircraft Liability Insurance to cover claims arising from the use of the aircraft. **Aviation Liability Insurance only covers passengers while onboard the aircraft.**

The Aircraft liability insurance must cover any flight operations conducted by the CUA holder under the applied for Authorization.

Aircraft Liability Insurance – Passenger Transport (Bodily injury and property damage)	Minimum per Occurrence Liability Limits
Up to 10 passengers	\$1,000,000
11 or more passengers	\$2,000,000

CUA holders must obtain commercial general liability insurance as specified above to cover additionally authorized services which do not involve flight operations.

Commercial Auto Liability Insurance is required if a CUA holder transports passengers or uses in the performance of the service in the park owned/leased/rented vehicles. If a CUA holder charters the vehicle and those chartered vehicles

are owned and operated by another company, the CUA holder is not required to have Commercial Automobile Liability insurance. The minimum Commercial Auto Liability Insurance for passenger transport is:

Commercial Vehicle Insurance – Passenger Transport (Bodily injury and property damage)	Minimum per Occurrence Liability Limits*
Up to 6 passengers	\$1,000,000
7 – 15 passengers	\$1,500,000
16 – 25 passengers	\$3,000,000
26+ passengers	\$5,000,000

Insurance Company Minimum Standards

The NPS has established the following minimum insurance **company** requirements. All insurance companies must meet the following minimum standards. These standards apply to foreign insurance companies as well as domestic companies.

1. All insurers for all coverages must be rated no lower than A- by the most recent edition of Best's Key Rating Guide (Property-Casualty edition), or similar insurance rating companies (Moody's, Standard and Poor's, or Fitch), unless otherwise authorized by the Service.
2. All insurers for all coverages must have Best's Financial Size Category of at least VII according to the most recent edition of Best's Key Rating Guide (Property-Casualty edition), or similar insurance rating companies (Moody's, Standard and Poor's, or Fitch), unless otherwise authorized by the Service
3. The insurance ratings must be submitted with the CUA Application. The rating companies do not issue certificates. We require the insurance broker to note this rating in the Certificate. If the rating does not appear on the certificate, the insurance broker must provide it in another document.

Proof of Insurance Submission Checklist

Applicants must submit proof of insurance with the CUA Application. The proof of insurance must:

- ☐ Be written in English with monetary amounts reflected in USD
- ☐ Reflect that insurance coverage is effective at time of CUA Application submission
- ☐ Name as insured the business or person that is providing the service
- ☐ Name the United States as additional insured
- ☐ Reflect a General Commercial Liability Policy with the minimum coverage amount required in the CUA Application
- ☐ Reflect required additional insurances (commercial vehicle, vessel, aircraft, etc.) with the minimum coverage amount required in the CUA Application
- ☐ Include insurance provider rating or provide in separate document

ATTACHMENT B
List of Approved Service, Key Elements, and Additional Required Documentation

AUTHORIZED COMMERCIAL SERVICE	KEY ELEMENTS	ADDITIONAL REQUIRED DOCUMENTATION (Based on Service Provided)
<p>**NOTE**</p> <p>Commercial Fishing and/or SCUBA Diving</p>	<ul style="list-style-type: none"> Commercial Fishing and SCUBA diving vessels/businesses that are licensed and regulated by the State of California Dept. of Fish and Wildlife; http://www.wildlife.ca.gov do not currently require a CUA to operate within the park boundary. While these types of activities do occur within the park, operators are not authorized by the National Park Service to land vessels or passengers on park islands. 	<p>Not Applicable</p>
<p>CHIS CUA Appendix A:</p>	<p>Not currently in use – reserved for future use</p>	<p>Not Applicable</p>
<p>CHIS CUA Appendix B:</p> <p>Water-based Instruction/Guide Services (Day trips only)</p>	<ul style="list-style-type: none"> Transportation to the islands must be obtained through the park's authorized vessel transportation service concessioner. Kayak/Snorkeling/Scuba instruction/tour guide services within the park. Water-based commercial activities are not permitted in the Scorpion Area under a CUA. Water-based activities are based on philosophy of "No Take" resource education and preservation Guided fishing is not authorized under this CUA 	<ul style="list-style-type: none"> Submit proposed primary operating area(s) for CY2024; Example: East Anacapa; Prisoners Harbor All guides must have current certifications in basic First Aid and CPR. Submit additional information, qualifications, and certificates for each guide as applicable to service provided Identify designated Lead Guides Submit Operation Plan; additional information and outline contained in Attachment D.
<p>CHIS CUA Appendix C:</p> <p>Water-based Instruction/Guide Services (Day trips only) - Vessel Supported (Open Ocean, Non-Landing)</p>	<ul style="list-style-type: none"> Operations are NON-LANDING and require vessel support, a "Mother Ship". Open Ocean Kayak/Snorkeling/SCUBA Instruction/tour guide services within the park boundary. Water-based commercial activities are not permitted in the Scorpion Area under a CUA. Water-based activities are based on philosophy of "No Take" resource education and preservation Water-based activities such as kayaking or paddle boarding from the vessel requires additional insurance, or a policy add-on Guided fishing is not authorized under this CUA 	<ul style="list-style-type: none"> Submit proposed primary operating area(s) for CY2024; Example: East Anacapa; Prisoner Harbor All guides must have current certifications in basic First Aid and CPR. Submit additional information, qualifications, and certificates for each guide as applicable to service(s) provided Identify designated Lead Guides Submit copy of Captains' USCG license Submit copy of Current USCG Inspection Certificate and State of CA Vessel for Hire Registration as applicable Submit Operation Plan; additional information and outline contained in Attachment D.
	<p style="text-align: center;">LIST OF SERVICES CONTINUED ON NEXT PAGE</p>	

AUTHORIZED COMMERCIAL SERVICE	KEY ELEMENTS	ADDITIONAL REQUIRED DOCUMENTATION (Based on Service Provided)
<p>CHIS CUA Appendix D: Non-landing Water-based Tours and Education: Whale watching, Sightseeing, Resource Education. Vessel Supported, (Day trips only)</p>	<ul style="list-style-type: none"> • Operations are NON-LANDING, day trips and require vessel support, a "Mother Ship". • Whale Watching, Sightseeing, Marine Wildlife Viewing activities, Photography-Photo tours, recreational Snorkeling/SCUBA activities within the park boundary. Water-based commercial activities are not permitted in the Scorpion Area under a CUA. • Water-based activities are based on philosophy of "No Take" resource education and preservation • Water-based activities such as kayaking or paddle boarding from the vessel requires additional insurance, or a policy add-on • Guided fishing is not authorized under this CUA 	<ul style="list-style-type: none"> • Submit proposed primary operating area(s) for CY2024; Example: East Anacapa; Prisoners Harbor • All guides must have current certifications in basic First Aid and CPR. • Submit additional information, qualifications, and certificates for each guide as applicable to service(s) provided • Identify designated Lead Guides • Submit copy of Captains' USCG license • Submit copy of Current USCG Inspection Certificate and State of CA Vessel for Hire Registration as applicable • Submit Operation Plan; additional information and outline contained in Attachment D.
<p>CHIS CUA Appendix E: Multi-day Vessel tour – Non-Landing</p>	<ul style="list-style-type: none"> • Live-aboard vessel tours; 3-5 days, NON-LANDING • May include opportunities for marine wildlife viewing, sightseeing, photography-photo tours, kayaking, bird watching, educational instruction, and recreational snorkeling/SCUBA. Water-based commercial activities are not permitted in the Scorpion Area under a CUA. • Water-based activities are based on philosophy of "No Take" resource education and preservation • Water-based activities such as kayaking or paddle boarding from the vessel requires additional insurance, or a policy add-on • Guided fishing is not authorized under this CUA 	<ul style="list-style-type: none"> • Submit proposed itineraries for CY2024 • All guides must have current certifications in basic First Aid and CPR. • Submit additional information, qualifications, and certificates for each guide as applicable to service(s) provided • Identify designated Lead Guides • Submit copy of Captains' USCG license • Submit copy of Current USCG Inspection Certificate and State of CA Vessel for Hire Registration as applicable • Submit Operation Plan; additional information and outline contained in Attachment D.
	<p>LIST OF SERVICES CONTINUED ON NEXT PAGE</p>	

AUTHORIZED COMMERCIAL SERVICE	KEY ELEMENTS	ADDITIONAL REQUIRED DOCUMENTATION (Based on Service Provided)
<p>CHIS CUA Appendix F:</p> <p>Multi-day Vessel tour - With Limited Landing</p>	<ul style="list-style-type: none"> • Live-aboard vessel tours; 3-5 days; Limited landing opportunities, 50 POB or less in consideration of island carrying capacities and ensuring a quality visitor experience for all island visitors. • Number of separate trips within the CY and trip duration will be limited to 12 trips, generally 2–4-night itineraries. • Landings only permitted at park managed areas that will not potentially conflict with or adversely affect NPS authorized transportation concessioners and/or Island carrying capacities stated in the park's General Management Plan. <ul style="list-style-type: none"> ○ NPS and boat transportation concessioner vessels have first priority for landing. ○ Applicants are responsible for checking the park boat transportation concessioner schedule to avoid conflicts listed above. www.islandpackers.com or 805-642-1393. ○ Approved Itineraries will be defined in the final CUA for each operator. • Emphasis is on visiting underserved areas: <ul style="list-style-type: none"> ○ <u>EAST ANACAPA ISLAND</u>: Landing will only be authorized when the park boat transportation concessioner has one or no scheduled landings. ○ <u>SANTA BARBARA ISLAND</u>: Landing will only be authorized when the park boat transportation concessioner has one or no scheduled landings. ○ <u>SANTA CRUZ ISLAND</u>: <ul style="list-style-type: none"> ○ <u>Scorpion</u>: Landings during peak season April 1 – October 31) will not be authorized. Landings during off-peak season (November 1 – March 31) will only be considered for day visits on Monday, Wednesday, or Thursday AND when the park transportation concessioner has one or no scheduled landings. ○ <u>Prisoners Harbor</u>: Landing will only be authorized when the park boat transportation concessioner has one or no scheduled landings. ○ <u>SAN MIGUEL ISLAND</u>: Special requirements apply to San Miguel Island access, including a liability waiver. <ul style="list-style-type: none"> ○ Landing will only be authorized when the park boat transportation concessioner has one or no scheduled landings. ○ <u>SANTA ROSA ISLAND</u>: Landing is only authorized at the Bechers Bay pier (multi-level platform). • May include opportunities for marine wildlife viewing, sightseeing, photography-photo tours, bird watching, guided hikes, recreational snorkeling/SCUBA, and kayaking. Water-based commercial activities are not permitted in the Scorpion Area under a CUA. • Water-based activities are based on philosophy of “No Take” resource education and preservation • Water-based activities such as kayaking or paddle boarding from the vessel require additional insurance, or a policy add-on • Guided fishing is not authorized under this CUA • Educational Instruction: Shipboard NPS Ranger programs are not currently available. Operators must be prepared to provide NPS approved island orientation and guided hikes for clients when NPS staff is not available, as well as any shipboard park programs. NPS will provide access to program materials. 	<ul style="list-style-type: none"> • Submit proposed itineraries for CY2024 • All guides must have current certifications in basic First Aid and CPR. • Submit additional information, qualifications, and certificates for each guide as applicable to service(s) provided • Identify designated Lead Guides • Submit copy of Captains' USCG license • Submit copy of Current USCG Inspection Certificate and State of CA Vessel for Hire Registration as applicable • Submit Operation Plan; additional information and outline contained in Attachment D.
	<p align="center">LIST OF SERVICES CONTINUED ON NEXT PAGE</p>	

AUTHORIZED COMMERCIAL SERVICE	KEY ELEMENTS	ADDITIONAL REQUIRED DOCUMENTATION (Based on Service Provided)
<p>CHIS CUA Appendix G:</p> <p>Island-based Environmental Education and/or Guided Outdoor Activities</p>	<ul style="list-style-type: none"> • Transportation to the islands must be obtained through the park's authorized vessel transportation service concessioner. • CUA may include guided camping, hikes, Natural and Cultural History education programs and resource observation and photo tours. • Group size is limited to maximum of 75 participants at Scorpion, Santa Cruz Island, for no more than 5 group sites. Groups larger than 12 participants must use the Scorpion group sites. At all other park campgrounds, groups may not exceed 12 participants, or use of two individual sites per trip, in consideration of limited island carrying capacities and campground availability. • Number of separate trips each season will be limited to 12 trips with up to 15 participants, and an additional 10 trips of 16-75 participants. • Itineraries will generally be 2-4 camping nights in duration. Issuance of this CUA does not guarantee campsite availability. • This CUA EXCLUDES water-based activities. 	<ul style="list-style-type: none"> • Submit proposed itineraries for CY2024 • All guides must have current certifications in basic First Aid and CPR • Submit additional information, qualifications, and certificates for each guide as applicable to service(s) provided • Identify designated Lead Guides • Submit Operation Plan; additional information and outline contained in Attachment D.
<p>CHIS CUA Appendix H:</p> <p>Fixed-Wing Air Taxi Service to Santa Rosa and San Miguel Islands ONLY</p>	<ul style="list-style-type: none"> • Aircraft and pilots are subject to Federal Aviation Administration (FAA) Part 135 and Office of Aircraft Services (OAS) licensing and maintenance requirements. • Special requirements apply to landings at San Miguel Island access, including a liability waiver. • This CUA EXCLUDES Aerial tours, which have been determined to be in direct conflict with resource protection mandates and are not authorized due to potential impacts to birds and marine mammals protected under the Migratory Bird Treaty Act (MBTA) 16 U.S.C. § 703–712, and Marine Mammal Protection Act (MMPA) 16 U.S.C. §1361-1372 and the Channel Islands National Marine Sanctuary Regulations 15 CFR 935.7(a)(4). 	<ul style="list-style-type: none"> • Submit current licenses and certificates for aircraft and pilots issued by FAA and OAS. • Pilots must have current certifications in basic First Aid and CPR • Submit Operation Plan; additional information and outline contained in Attachment D.
CHIS CUA Appendix I through Y Reserved for Future Use		
<p>CHIS CUA Appendix Z:</p> <p>Other (Not Listed above)</p>	<ul style="list-style-type: none"> • Activities must be deemed appropriate by the park, consistent with the park's enabling legislation, current General Management Plan, and approved by the Superintendent. • Applications must include registration and licenses for vessels/aircraft used in the operation; captains and pilots; staff certifications, such as basic First Aid, CPR certification, NAUI/PADI Dive Instructor certification, etc. • Special Terms and Conditions Apply to San Miguel Island access, including a liability waiver • Cultural/Natural Resource compliance may be required and must be completed prior to proposed activities being approved. 	<ul style="list-style-type: none"> • Submit proposed itineraries for CY2024 • All guides must have current certifications in basic First Aid and CPR • Submit additional information, qualifications, and certificates for each guide as applicable to service provided • Identify designated Lead Guides • Submit copy of Captains' USCG license • Submit copy of Current USCG Inspection Certificate and State of CA Vessel for Hire Registration as applicable • Submit Operation Plan; see Attachment D.

ATTACHMENT C

Fee Schedule and Payment Information

Effective April 6, 2018, Channel Islands National Park (CHIS) has updated its CUA Application Process and Fee Schedule, implementing an “open season” CUA application period, modifying the CUA fee structure, updating the application fee and transitioning to a Market Price Fee.

APPLICATION “OPEN SEASON”: The Park has established an “open season” for all prospective CUA applicants. This will streamline the work processes. An “open season” is defined as a fixed period within the calendar year when CUA applications are accepted from individuals and businesses for proposed commercial services to be conducted within the park. The park’s open season for applying to provide commercial services in the upcoming calendar year is generally October 1 – November 30. Park personnel will not accept any CUA applications outside of this window. The park will process all CUA applications received during the “open season” before the beginning of the next operating season.

All CUAs will be placed on a calendar year cycle, expiring on December 31st.

APPLICATION FEE: CHIS has adopted a \$250.00 Non-refundable Application Fee to recover the administrative costs of receiving, reviewing, and processing the CUA applications and required reports. The Application Fee is due on the day the application is filed, is non-refundable, and valid for the life of the CUA. CHIS will adjust this application fee periodically to account for increased cost including inflation.

MARKET PRICE FEE: CHIS has adopted the Market Price Method of assessing reasonable fees for CUA business opportunities.

The fee schedule follows:

- 3% of gross receipts for operations that gross less than \$250,000
- 4% of gross receipts for operations that gross between \$250,000 and \$500,000
- 5% of gross receipts for operations that gross greater than \$500,000.
- **The \$250.00 CUA application fee is deducted from the market price management fee.**

The Market Price Fee, as well as the CUA Annual Report (form 10-660), is due annually and must be received by February 15th of the following year. EX: CUA issued for period of service January 1 – December 31, 2024: the Annual Report and Market Price Fee is due no later than February 15, 2025 for CY2024 operating season.

PAYMENT OPTIONS: The Park is not currently set up to accept electronic payments for CUA fees, but we hope to do so in the near future. At this time, we only accept payment by check, money order, or cashier’s check, made out to the National Park Service.

ATTACHMENT D

Operation Plan for CUA Activities

Commercial Use Authorization/Special Use Permit - Operation Plan (Criteria) Discussion:

An operation plan is required for each of the following Commercial Use Authorization (CUA) – Special Use Permit (SUP) services:

Water-based Instruction/Guide Services (**Attachment A – Appendix B and C services**)

Water-based tour and Education Services (**Attachment A – Appendix D services**)

Multi-day, Live Aboard Tour Services (**Attachment A – Appendix E and F services**)

Island-based Environmental Education and/or Guided Outdoor Activities (**Attachment A – Appendix G services**)

Fixed-wing Air Taxi Service (**Attachment A – Appendix H services**)

The purpose of the operation plan is to tell the National Park Service (NPS) what, where and how the Permittee provides the services authorized under the CUA. It is especially important to identify measures the Permittee uses when introducing clients to the cultural or natural areas of Channel Islands National Park to prevent damage to the resource. This information is required by the NPS to process the Permit. The operation plan is reviewed and approved/disapproved by the NPS. The operating plan will be kept on file and will become part of the record regarding the performance of this Permit; however, it is a separate document and will not become part of the Permit.

Instructions for completing the Operation Plan

- Read through the outline.
- Answer each question in a simple and complete manner sufficiently addressing all of your tasks and activities.
- If a question does not pertain to your operation, please provide an explanation. For example, if you do not have employees, provide a statement that you do not have employees at this time.
- **Sign and Date** the operation plan and return it with the application package.
- If a question on the outline is unclear, please contact the Channel Islands Commercial Services Manager at 805-658-5726.

On separate sheets of paper or on company letterhead, provide a statement for each question in each section below.

1) Operations:

- (a) What services are provided?
- (b) Where and how are these services provided? (Provide current map(s) identifying routes/areas proposed for use)
- (c) What are your expected trip dates and times?
- (d) How many outings are planned for this season? (Multi-Day, Live aboard tours must provide tentative itineraries, to include number of trips, trip dates and destinations)
- (e) How many clients/visitors are expected to receive services under this Permit?
- (f) How many and what type of vehicles, boats/vessels and other equipment will be used in the operation? (Respond as applicable to the particular Permit being issued).
- (g) How often is the equipment used to provide this service inspected/serviced for safety and reliability?
- (h) What is the last date of inspection on vehicles, boats/vessels, trailers (as applicable) used to provide this service?

2) Products

- (a) What equipment is provided to the client/visitor to use for this service?
- (b) How often is the provided equipment inspected for safety and/or usability?
- (c) Is food provided by the Permittee? Describe the type(s) of food provided (i.e., snacks, meals – hot, meals – cold).

- (d) If food is not provided by the Permittee, who is providing food?
- (e) What type of sanitation practices will you encourage your clients to use within the park?

3) Safety Plan of Action:

- (a) What kind of safety training is conducted with employees?
- (b) How is the issue of safety addressed with the clients?
- (c) What is the contingency plan of action in the event of serious accident or injury to clients and employees?
- (d) What is the plan of action in the event of inadvertent (or purposeful) pollution of or damage to the resource is caused by the client or employee?
- (e) What type of communications equipment is carried while providing these services?
- (f) What is the contingency plan of action in the event of mechanical breakdown of a vehicle, boat, vessel, or trailer after the service has started? (Respond as applicable to the particular Permit being issued).
- (g) What is the contingency plan of action in the event unexpected circumstances require an unplanned overnight stay?

4) Methods of Operations

- (a) What types of sanitation practices do the Permittee/employees employ when providing services?
- (b) Are recycling practices established for the business? If so, how does it work with the operation?
- (c) How will the service be provided to ensure that no client or employee damages or removes natural resources, archaeological or historic artifacts from Channel Islands National Park?
- (d) How will the service be provided to ensure Biosecurity of island ecosystems, and keeping the islands free from introduction of non-native species?
- (e) What is the waste management plan for handling various wastes generated by providing this service (i.e., trash, food garbage, human waste, etc.)?

Signature: _____

Date: _____

ATTACHMENT E

CHIS CUA Program Food and Beverage Service Guidelines

1. FOOD OPERATIONS

- a. The safe storage, transport, preparation, and service of food in the backcountry is quite challenging due to the inherent nature of the environment under which the parks and park partners are operating. Despite these challenges, food service must be in compliance with the relevant portions of the FDA's most current Food Code. Where a strict application of the code is not possible, the changes detailed here are permitted.

b. Food Handlers

- i. At least one guide on each excursion will be a certified food handler and will be responsible for overseeing the storage, preparation, and serving of food. It is strongly recommended, however, that this one guide on each excursion be certified on a manager level. All guides are encouraged to become certified food handlers.

ii. Food Handler Certification Requirement Table

Activity	Examples	Food Handler Certification Requirement
Level 1		
Handling ready-to-eat, pre-packaged, food with no time and/or temperature control (TTC) requirements	Individually packaged trail mix, nuts, chips, nutrition bars, candy bars etc.	Not required
Level 2		
Opening and handling exposed non-TTC pre-packaged, ready-to-eat food.	Bulk packages of trail mix, nuts, chips, candy, pastries, etc.	Required
Level 3		
Handling and/or transporting commercially prepared, ready-to-eat, and pre-packaged food with TTC requirements.	Packaged/wrapped sandwiches and salads	Required
Level 4		
Handling and/or transporting commercially prepared, pre-packaged, ready-to-eat TTC food for the purpose of portioning or assembly prior to serving customers.	Deli meat, sliced cheese, prepared salads (e.g. tuna salad, potato salad, coleslaw etc.), hummus, cut fruit etc.	Required
Level 5		
Handling and/or transporting ready-to-eat TTC and non-TTC food to slice, chop, grate, mix, stir, or perform other preparation prior to serving customers.	Cutting/chopping produce or fruit, slicing cheese or meats, slicing tomatoes etc.	Required
Level 6		
Handling and/or transporting and cooking TTC foods for immediate service.	Meat, poultry, fish, hot dogs, sausage, cooked produce or fruit etc.	Required

- iii. No persons who are ill will be allowed to prepare food. A person with a gastrointestinal illness will be restricted from food handling and water treatment activities until 72 hours after symptoms have resolved.
- iv. Guest volunteers will not be allowed to prepare or handle food other than their own. They may be allowed to perform other duties attendant to food preparation.
- v. Bare hand contact should be minimized with ready to eat food products. Gloves or utensils are strongly encouraged when handling foods that will not be cooked.
- vi. Food handlers will not eat while preparing food.

c. Hand Washing

- i. Handwashing setups will be conveniently located near the food area.
- ii. Handwashing setups which involve the repeated dipping of hands into the treated water container may not be used. Only gravity feed or foot pump pressurized portable handwashing systems that dispense treated water from a flow-controlled nozzle over the hands and into a grey water catchment basin below during the handwashing process are approved.

- iii. Food handlers will wash their hands immediately before engaging in food preparation, after using the bathroom, smoking, sneezing, or coughing into hands and as frequently as needed to prevent contamination of food and utensils.
 - iv. Water used for handwashing will be as specified in section 3.1.0 below or treated with 100 mg/L Parts Per Million (PPM) chlorine. If this method is used chlorine test strips will be used to check the concentration. Extra chlorine might be required to achieve 100 PPM in turbid water. The handwash container must be covered to prevent potential re-entry of contaminants and to minimize the potential for chlorine to off-gas once the above treatment process is complete.
 - v. In extreme circumstances where sufficient treated water is not available, food handlers must use hand sanitizers containing 70% ethyl alcohol per the manufacturer's directions after preliminarily washing hands with untreated water.
- d. Food Storage
- i. Time/Temperature Control for Safety (TCS) foods (including raw eggs) will be stored at or below 41°F.
 - ii. Foods will be stored so that they do not contaminate one another. Whenever possible, raw TCS foods should be stored in a separate cooler. When this is not possible (e.g., single cooler trips), raw TCS foods must be stored at the bottom of the cooler in durable leak proof containers. Double bagging is not adequate when storing raw TCS foods in the same cooler as ready to eat foods.
 - iii. Menus should be simplified, and ingredients selected to minimize the amount of raw TCS foods that are needed on each trip.
 - iv. Dry foods will be stored in sealed containers to protect them from moisture and rodents.
 - v. Food will be stored separately from cleaning supplies, fuel, human waste receptacles or solid waste receptacles.
- e. Food Preparation
- i. TCS food left over from a meal will not be held for re-service.
 - ii. TCS food will not be prepared in advance in the backcountry and then cooled down for later service. All TCS foods cooked on site will be consumed or discarded within four hours of preparation.
- f. Food Service
- i. Guest handwashing facilities will be available near the food service area. Air drying of hands is acceptable for guests. Individuals involved in preparation or service of food will use clean, disposable paper towels for hand drying.
- g. Facilities (Vessel Galleys and Campgrounds)
- i. If possible, a tarp will be laid down on the ground before setting up the kitchen to aid in later cleanup activities.
 - ii. Food preparation surfaces will be in good repair without cracks or holes and easily cleanable. All tables and food preparation contact surfaces must be sanitized before and after meals with 100 PPM chlorine.
 - iii. Food handlers will provide necessary measures to prevent environmental contaminants from affecting the food, which may mean overhead and/or side protection during periods of inclement weather.
 - iv. 3-compartment dish washing setup is required in the order of Wash-Rinse-Sanitize. Hot wash water must be used with detergent. Sanitizer must have 100 PPM chlorine residual and be checked with chlorine test strips. Air dry dishes and utensils before storage.

h. Unused Food

- i. Any food product that has been opened must be discarded at the end of the trip. Non-TCS items that will be cooked (e.g., dry pancake batter and seasonings) are exempt from this requirement.
- ii. Unopened TCS foods will be discarded at the end of a trip (i.e., they cannot be taken on more than one trip).

2. POTABLE WATER OPERATIONS

- a. Filtration and disinfection are both required for the treatment of water unless the water is obtained from an NPS approved drinking water source. Appropriate park staff should ensure backcountry users understand that non-potable water is not safe to drink following filtration without disinfection. Failure to add disinfectant after filtration or boiling has resulted in a number of illness outbreaks at times affecting hundreds of people.
- b. There are only three pre-approved methods of providing potable water for drinking and culinary uses:
 - i. Potable Water System: Water will be obtained from an NPS approved drinking water system and will be stored in containers that are free from contamination and are disinfected between every reuse. Transport container disinfection will be provided by placing 2 tablespoons or 6 teaspoons of 8.25% NSF approved chlorine bleach in a 5-gallon container of water, mixing and allowing to stand for 30 minutes. The container will then be emptied, rinsed with potable water, and then filled with water from the NPS approved drinking water system (see RM83A Chapter 1 for further details). Note that leaving the disinfected water in direct sunlight will consume the chlorine and reduce the effectiveness. Thus, shade is recommended for proper container storage.
 - ii. Boiling: Obtain water from a source free of known chemical contamination and bring to a rolling boil for 1 minute (or 3 minutes for elevations over 6,500 ft). If the water is not consumed within 6 hours after boiling and is placed in a sanitized container, that water should be disinfected with a 1 mg/L (PPM) chlorine bleach solution.
 - iii. Filtration and Disinfection: Obtain water from a source free of known chemical contamination and then filter and disinfect the water. If sediment is present in the water, settle overnight or use a settling agent such as alum. Filtering will be through an "absolute" 1 micron filter, or one labeled as meeting the NSF International Standard #53 for "Cyst Removal". The filtration must be followed by disinfection. If a chlorine residual test kit is available, add drops of unscented NSF-60 approved 8.25% chlorine bleach until a strength of at least 1 mg/L (PPM) is achieved.
 - iv. If no test kit is available, follow the guidance in the table below. Mix and let stand for at least 30 minutes before drinking.

1.

Volume of Water	Amount of Bleach to Add*
1 quart/liter	2 drops
1 gallon	6 drops
2 gallons	12 drops (1/8 teaspoon)
4 gallons	1/4 teaspoon
8 gallons	1/2 teaspoon

*Bleach contains up to 8.25% sodium hypochlorite.

- a. If the bleach solution contains a different concentration of sodium hypochlorite the above noted values will need to be modified. Please contact your Public Health Consultant (PHC) for assistance in the conversion.
- b. Alternative disinfection methods must be approved by the PHC. Use of ultraviolet light as an alternative to adding disinfectant will not be approved. UV disinfection does not provide a residual to deal with post-treatment contamination.

3. ILLNESS REPORTING PROCEDURES

- a. The trip leader will complete a separate Gastrointestinal (GI) Illness Report Form (See Appendix 3) for each person who becomes ill with a GI illness on a trip.
- b. The forms will be submitted within the appropriate time frame described below. For commercial trips, reports will be sent to the park concession specialist. For all other trips, reports will be sent to the park superintendent. All reported GI reports will be forwarded to the Public Health Consultant for further review.
- c. Reporting Timeframe
 - i. If 1 or 2 persons (visitors or employees) experience GI illness during a trip, the illnesses and GI Report Form can be reported to the NPS at the end of the trip.
 - ii. If 3 or more persons (passengers or employees) experience GI illness during a trip, the trip leader must do the following:
 1. Complete a GI Form at the time of illness for each person who becomes ill.
 2. Notify NPS within 24 hours of the illnesses (via satellite phone, if needed) and include the following information:
 - a. Illness symptoms
 - b. Dates and times of illness onset
 - c. Suggestions as to the cause of the illness
 - d. Trip itinerary
 - e. Water treatment (includes sources and treatment)
 - f. Specific menu (includes snacks and beverages) for the entire trip
 - g. Food suppliers
 - h. Passenger manifests with contact information
 - i. If there was any illness at the company prior to the trip
 - j. Provide daily updates via satellite phone of new illnesses and progress of cases that have stabilized
 - iii. Submit all GI Forms to NPS at the end of the trip.
 1. If a GI complaint is received after a trip has been completed, a GI report form will still be completed and forwarded to NPS.

4. ADDITIONAL INFORMATION AND REFERENCES

- a. NPS Disease Prevention and Response – Internet Site: <https://www.nps.gov/subjects/healthandsafety/disease-prevention.htm>
- b. NSF International: <https://www.nsf.org/>
- c. The Centers for Disease Control and Prevention: [Centers for Disease Control and Prevention \(cdc.gov\)](https://www.cdc.gov/)
- d. Food and Drug Administration's (FDA) Food Code: [FDA Food Code | FDA](https://www.fda.gov/food/food-code)
- e. State and Local Health Departments: Council of State and Territorial Epidemiologists (cste.org)
<https://www.naccho.org/membership/lhd-directory>

GASTROINTESTINAL (GI) ILLNESS REPORT FORM

National Park Service - Public Health Program



Park Identifier: _____

Personal Information

First Name

Last Name

Date of Birth / / (mm/dd/yy)

Sex: Female ☐ Male ☐

Parent's Name (if child<18): First Name

Last Name

Address

City

State/Province

County

Country

Postal Code

Telephone

Alternate Phone

Email

Check One: ☐ Park Visitor ☐ NPS Employee ☐ Concessionaire Employee ☐ Park Resident

Race/Ethnicity: ☐ White ☐ Hispanic ☐ Black or African American ☐ Asian
☐ Native Hawaiian or Pacific Islander ☐ American Indian or Alaska Native

Symptoms Experienced During Illness

Nausea	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Sweats/Chills	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hives	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fatigue	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Metallic Taste	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Muscle Aches	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Numb/Tingling	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Blood in stool	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Blurred Vision	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stomach cramps	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Sore Throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Constipation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Difficult to Swallow	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Difficult to Breathe	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Burning in Mouth	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Jaundice	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Paralysis	<input type="checkbox"/> Yes	<input type="checkbox"/> No	●ther	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fever	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Difficult to Speak	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did animal or insect bite occur prior to symptoms	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Highest Temp	°F							

If yes to "other" symptom or animal/insect bite describe:

Date of Illness onset: / / (mm/dd/yy)

Time of onset: ☐ AM ☐ PM

Location of onset:

Has person recovered: ☐ Yes ☐ No

Date of recovery: / / (mm/dd/yy)