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ePermits Forest Survey

Hello \${e://Field/RecipientFirstName},

Thanks so much for taking the time to answer a few questions about a few different types of permits and permitting processes at your Forest. This should only take you about 15 minutes to complete!

A little background...

We are working to modernize and simplify our permitting processes. One facet of this work is to make it possible to purchase and/or apply for Non-Commercial Group Use, Temporary Outfitter Guide, and Christmas Tree Permits online.

Over the past year, the Forest Service and partners developed an application to support an online option to purchase the aforementioned permits. We are currently piloting this application for Non-Commercial Group Use and Temporary Outfitter Guide permits on the Mount Baker Snoqualmie Forests, and we'll also pilot this application for Christmas tree permits on the Arapaho Roosevelt, Shoshone, Flathead and Mt. Hood National Forests.

Our next step is to make the application available to additional forests. This survey will help us understand how to best move forward as we offer online permits nationally. We really appreciate you taking some time to complete this survey and help us out!

Many thanks,

The ePermit team

About you...

About you...

Your Forest

Your name

Your job title

Your email address

Your office phone number

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About permitting at your Forest...

We know every Forest is different. Any implementation of the permit platform will begin with a deep dive into your Forest's unique permitting processes, but we'd like to get a preview of how it works up front.

In this section, we'll ask you about a few different permit types and tour processes for issuing them.

Other permit Qs

Which of these types of permits is your Forest **actively** authorizing? (check all that apply):

- ☐ Special Recreation Event Permits
- ☐ Firewood/fuelwood Permits
- ☐ Misc. Forest Products
- ☐ None of the above

For your Forest, which of the following permit types can members of the public purchase or apply for **online**? (check all that apply):

- ☐ Berries
- ☐ Firewood/fuelwood
- ☐ Fungi
- ☐ Foliage (e.g., bear grass)
- ☐ Christmas trees
- ☐ Other
- ☐ None of the above

Do you process any permit fees through the Federal Lands Recreation Enhancement Act (FLREA)?

- ☐ Yes
- ☐ No

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Non-Commercial Group Use, Temporary Outfitter Guide, and Christmas Tree Permits

The e-Permit application currently covers Non-Commercial Group Use, Temporary Outfitter Guide, and Christmas Tree Permits permit types. In this section we ask you to tell us a bit about your Forest's process for these three kinds of permits.

Permitting - general

Does your Forest issue Christmas tree permits?

- ☐ Yes
- ☐ No

To the best of your knowledge, do other government (e.g., State, local) regulations impact how Christmas tree permits must be displayed at your Forest?

- ☐ Yes
- ☐ No

Tell us more about how other government (e.g., State, local) regulations impact how Christmas tree permits must be displayed at your Forest:

Which of the following steps are part of your Forest's process for issuing **Christmas tree permits** and reconciling and reporting on Christmas tree sales? (check all that apply)

- ☐ Issue bulk permits to 3rd party vendors for resale
- ☐ Permit members of the public to purchase/cut more than 5 trees per season
- ☐ Permit the cutting of trees taller than 12 feet

- ☐ Collect signatures from Christmas tree permit purchasers
- ☐ Collect other information from Christmas tree permit purchasers (for example, name, driver's license #)
- ☐ Input Christmas tree permit purchaser's' personal information into TIM
- ☐ Accept online credit card or check payment using pay.gov
- ☐ Accept cash payment at a district office
- ☐ Accept credit card or check payment at a district office
- ☐ Process permit fees under FLREA
- ☐ Process transactions using recreation.gov
- ☐ Register Christmas tree permit sales in TIM

All rec special use

About how many **Recreational Special Use Permit** Applications (including regular and temporary outfitting/guiding permits, non-commercial group use, etc.) did your Forest authorize in 2017?

- ☐ Less than 100
- ☐ 100-200
- ☐ 201-300
- ☐ 301-400
- ☐ More than 400
- ☐ None. My Forest did not authorize any Recreational Special Use Permit Applications in 2017.

Non-comm group use

Does your Forest issue Special Use Permits for **Non-commercial Group Use**

- ☐ Yes
- ☐ No

How many Special Use Permits for **Non-commercial Group Use** did your Forest authorize in 2017?

- ☐ Less than 50
- ☐ 51-100
- ☐ 101-200
- ☐ 201-300
- ☐ 301-400
- ☐ More than 400

Which of the following steps are part of your Forest's process for receiving, reviewing, and issuing special uses applications for **Non-Commercial Group Use**? (check all that apply)

- ☐ Notify permit-holders of upcoming permit expiration
- ☐ Notify past applicants that a new season is about to open
- ☐ Conduct "pre-proposal" meetings with prospective applicants
- ☐ Accept paper forms mailed by prospective applicant
- ☐ Accept paper forms faxed by prospective applicant
- ☐ Accept electronic forms emailed by prospective applicant
- ☐ Mail paper forms to prospective applicants to fill out
- ☐ Issue multi-district permits

About what percentage of **Non-commercial Group Use** proposals are incomplete or inaccurate or require additional information for consideration

- ☐ 5-10%
- ☐ 10-20%
- ☐ 20-30%
- ☐ 40% or greater

Temp/outfitters guides

Is your Forest actively issuing Special Use Permits for **Temporary Outfitters and Guides**?

- ☐ Yes
- ☐ No

How many Special Use Permits for **Temporary Outfitters and Guides** did your Forest authorize in 2017?

- ☐ Less than 50
- ☐ 51-100
- ☐ 101-200
- ☐ 201-300
- ☐ 301-400
- ☐ More than 400

Which of the following steps are part of your Forest's process for receiving, reviewing, and issuing special uses applications for **Temporary Outfitters and Guides**? (check all that apply)

- ☐ Notify permit-holders of upcoming permit expiration
- ☐ Notify past applicants that a new season is about to open
- ☐ Conduct "pre-proposal" meetings with prospective applicants
- ☐ Accept paper forms mailed by prospective applicant
- ☐ Accept paper forms faxed by prospective applicant
- ☐ Accept electronic forms emailed by prospective applicant
- ☐ Mail paper forms to prospective applicants to fill out
- ☐ Charge a temporary use fee up front
- ☐ Accept online credit card or check payment using pay.gov
- ☐ Accept cash payment at a district office
- ☐ Accept credit card or check payment at a district office
- ☐ Process permit or application fees under FLREA
- ☐ Process transactions using recreation.gov

- ☐ Email electronic copies of permits to permittees
- ☐ Issue multi-district permits

About what percentage of **Temporary Outfitter and Guides** proposals are incomplete or inaccurate or require additional information for consideration?

- ☐ 5-10%
- ☐ 10-20%
- ☐ 20-30%
- ☐ 40% or greater

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About your staff...

Extending the online permit application to more Forests will require the support of local Forest Service staff in the form of attendance at meetings and workshops, participation in usability tests, response to emails and phone calls, and help connecting with the Forest's users. In this section, we ask about your Forest's staff

Tell us about our staff...

Is there a **Special Uses Administrator** who could commit to supporting this project 2-3 hours per week for up to 3 months?

- ☐ Yes
- ☐ No

Is there a **Recreation Staff Officer** who could commit to supporting this project 2-3 hours per week for up to 3 months?

- ☐ Yes
- ☐ No

Is there a **Public Services Administrator** who could commit to supporting this project 2-3 hours per week for up to 3 months?

- ☐ Yes
- ☐ No

Is there a **Special Forest Products Coordinator** who could commit to supporting this project about an hour per week for up to 3 months?

- ☐ Yes
- ☐ No

Is there anything else you'd like us to know about your staff?

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The bottom line...

The bottom line...

If your Forest had the opportunity to participate in the next phase of implementing the online permitting platform, would you be interested?

- ☐ Yes

☐ Maybe

☐ No

Tell us more about your choice

What questions do you have about participating in the online permits implementation?

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Please include any additional comments you may have.

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