

OUTFITTER USE REPORT INSTRUCTIONS

OVERVIEW

An outfitter license is a publicly issued license enabling the holder to provide outfitted and guided services to the public. It is important to recognize that these reports meet two intended purposes as outlined in State law. 1) they provide the Board use information whether an outfitter is providing activities to the public in their assigned operating areas as licensed by the Board (IDAPA rule 25.01.01.15.05b, .024 and .025) 2) they provide the IDFG information for resource management (Idaho Code - 36.2107.i.) To this end, outfitters are provided pre-printed "use report" forms that must be completed and submitted annually. Therefore, it is important that these "use report" forms are completed accurately. **"Use reports" are based on a January 1st to December 31st calendar year** (unlike the license year, which runs from April 1st to March 31st).

The "Use Report" forms must be submitted with an outfitter's off-line license renewal form or with the receipt generated from an on-line license renewal. Please be sure that all the pages of your "use reports", **even the ones without use**, are included with the submittal of your license renewal application. Pages not provided or spaces left blank will result in as zero (0) use recorded for the year.

Additional use report forms are available at www.oglb.idaho.gov - Licensing – Outfitter/DA Renewal Instructions - Forms

DEFINITIONS

Client - An individual person provided equipment, facilities, services or other accommodations by an outfitter or an outfitter's employees (guides) in the conduct of outdoor recreational activities as described in Section 36-2102(b), Idaho Code.

Use Day - A use day is total use by one client in a 24 hour period. For example if you have 2 (two) clients (guests) and they fish with you 3 (three) days each, this is 6 (six) total "use days". Your client participating in any licensed activity during a day, it is considered a "use" day.

INSTRUCTIONS

The following information provides instructions on completing these forms.

Note: Be sure to provide your Outfitter License # and your Outfitter business name on each of the following forms:

R-3 - Hunting Activity Reported by Licensed Area - This form requests the total number of resident and non-resident hunters, use days, and harvest for each of your licensed operating areas. Please identify each licensed operating area number in the space that says "Area #".

R-4 Hunting Activity Reported by IDFG Unit - This form requests the total number of resident and non-resident hunters, use days, and harvest by IDFG unit. Please identify the IDFG unit for each area in which a hunt was provided. In the "Hunt Type" column, provide controlled hunt number if applicable" otherwise indicate a general hunt by providing an X in the appropriate box. Complete remaining form.

R-5 - Total Hunting Clients by IDFG Unit(s) by Time of Year - Elk and Deer Hunts are broken down by species, IDFG unit and by the weeks for the months of September, October, November and December. Please identify the IDFG Unit in the column that is titled "IDFG Unit". Enter the number of hunting clients by month and week.

R-6 - Controlled Hunt Trophy Species (Sheep/Moose/Goat) Reported by IDFG Unit – This is applicable only to those clients provided services under IDAPA rule 25.01.01.053 for "Trophy Species" i.e., Sheep, Moose, and Goat. Please identify species, controlled hunt number, F&G Unit; check whether it is in one of your licensed areas, another outfitter's area, or a non-outfitted area. Identify clients' gender, e.g. male or female, provide total hunters, and total harvest in the spaces provided.

R-7 - Recreation Activity Reported by Licensed Area - This form requests the total number of clients participating in land activities, i.e. snowmobiling, skiing, trail rides, backpacking, day hikes, photography trips, technical mountaineering, etc. and use days. Please identify your operating area number where it says Area #".

R-8 - Boating / Non-Fishing Activity Reported by Licensed Area - This form requests the total number "use days" of clients participating in a boating related activity such as float boat or power boat tours where fishing is not conducted or is not a licensed activity to the outfitter, for example, a whitewater excursion or a power boat tour. Please identify your operating area number where it says Area #", and river section where it says River / Section.

R-9 - Boating/Fishing/Chukar Hunting Activity Reported by Licensed Area - Outfitters licensed for boating activities where fishing/chukar hunting is licensed to them must submit these forms. These forms request the total number of "use days" of clients participating in a boating related activity such as float boating or power boating where general fishing, and salmon or steelhead fishing opportunities are provided. Please identify your operating area number where it says Area #", and river section where it says River / Section.

R-10 - Walk Wade, Incidental, & Fly Fishing Activity Reported by Licensed Area - This form requests the total number of clients for General Fishing, Salmon, and Steelhead initiated from land. It is not applicable to boating outfitters. Needed are use days for each licensed area, and harvest. Please identify your operating area number where it says Area #".

Note: Applicable to both R-9 & R-10 forms

General fishing = any fishing excursion except salmon or steelhead fishing. Harvest reporting is not required

Salmon or steelhead fishing = a salmon/steelhead fishing excursion.

Harvest = Please provide the total number of **salmon or steelhead that is harvested** (kept in possession).

Chukar = Chukar hunting provided as part of a boating/fishing (cast and blast) excursion.

A client participating in a fishing activity should be recorded only once in one of the three fishing categories as the primary activity. The same client also hunting chukar would be reported again as an incidental activity.