

RMIS Special Recreation Permits Training Module Transcripts

Meet the Instructor:

Hi, my name's Jed Botsford. I'm the Lead Outdoor Recreation Planner at Red Rock Canyon National Conservation Area. I have been working with the national RMIS team since June of 2007. I'm a second generation BLM employee; my Dad was an archaeologist with the BLM and its always interesting attending conferences and meeting people that worked with him.

Before I started working with the BLM, I worked with the Forest Service or the BLM seasonally. I worked in a lot of locations everywhere from Southern Arizona, in the Blue Range Primitive Area, all the way to the Gulkana and Delta National and Wild Scenic Rivers in Alaska. My first permanent job with the Bureau of Land Management was at Red Rock Canyon and I was the BLM's first rock-climbing ranger. It was probably the funnest job I've ever had and I've always said that if I win a million dollars, I'll walk back into my boss' office and tell him "I'm going back to being a climbing ranger and have fun with figuring out who's going to be the lead planner."

In my spare time I like to do all kinds of adrenaline sports. Everything from rock-climbing, ice-climbing, telemark skiing, mountain biking and the latest sport that I'm learning is kite boarding.

In May, my wife gave birth to our first son, Orion, and it's been one of the best experiences of my entire life. I really look forward to the end of the day at 4:25, logging off the computer and heading home to go play with him.

Adding a SRP:

Welcome to the RMIS online training program. My name is Jed Botsford and I'm the Lead Outdoor Recreation Planner at Red Rock Canyon National Conservation Area. I'm going to be presenting the instruction on how to use the Special Recreation Permit component of the RMIS application database. Special Recreation Permits are also referred to as SRPs.

At the end of this training you will be able to enter data from a new Special Recreation Permit, copy an address from a new Special Recreation Permit into the address list, set up a formula for recreational activities associated with the new SRP, copy a formula to the master formula page, add visitor days to one or more SRPs, research expired SRPs by either the permit number or name of the permittee, copy an existing or expired SRP; you will also be able to edit an existing SRP by correcting the data that may have been entered wrong or if you do not want the permit at all, deleting it. And finally, you should be able to use the SRP journal to verify the data associated with the permits.

As an Outdoor Recreation Planner, one of the tasks we do a lot in RMIS is entering SRPs. You may be asking yourself, "I've never entered an SRP. How do I go about this?" This is exactly what I'll be talking about in the next section.

To enter a permit into RMIS, the first thing you want to do is log onto RMIS. Once you arrive at the Office Information page, you will notice that your background is green and

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not purple or blue. We are operating in the RMIS training database today and that's why we have a different background color. To get to the SRP page, you want to click on the 7th button down which is SRPs. This will bring you to the SRP page. You will notice at the top, a drop-down box and this will show you all the current permits that are entered into RMIS. To get started with a new one, you'll go over to the left-hand side and click on New. Once you're at the SRP Editor page, all you have to do is fill in the appropriate information.

Today we'll enter a permit that was for a mountain bike duathlon race and the permittee was the Single Track Surfers. You can tab between boxes or click between boxes, whichever you prefer.

Second box, you'll notice that the fiscal year always sets to 2006; it's the default setting, so you'll just have to enter the current fiscal year on the permit that you're entering. The next box is a question for you. Did your office issue this permit? Ours did, so we'll leave it clicked. An example of when you would un-click it would be maybe an outfitter and guide permit was processed in another part of your state but he's coming down to your area for a hunt. The issuing SRP number is exactly the same as above; enter a contact name and address, enter a phone number for him, we don't have a fax number so we'll tab through this one, to his email.

The next drop-down box is the commercial use; it could also be competitive, special area LTVA, special area individual, vendor, organized group, other or commercial river. This was a mountain bike race that we can qualify as competitive, so we'll click on that one. The primary purpose of the event was the mountain bike race, so we'll click on this drop-down and pan all the way down to racing bicycle, choose that. Next is the start and expiration date of the permit. We'll go ahead and plug this in. And it was a one day event, so go, same day. In the database that you'll be working, not the training database, you'll notice the little box right to the right of the valid dates and you'll click on that and that will bring you up a calendar. Then you can just tab over, click on the day you want and it will enter the date exactly. You won't have to put in the 9 digit date.

So now we'll put in the NEPA information. And, finally, the Notes box. You can put any information in there that you think would be appropriate for another Outdoor Recreation Planner to view if they were going to look at this permit. Say, quarterly reports, fees when they got turned in, site inspections, or whatever. We're going to go ahead and put it down; this way we know that it didn't go into Cost Recovery. If that promoter wants to come back next year, we don't have to worry about that.

So, finally, what we want to do is go over and click the Save button. I can't express how much you need to save. Save, save, save. Now, we have a built permit. There's a couple more steps to it. And the last one that we need to do on this page is click the Save Address button and then, one more time, Save. This will bring you to your SRP address information and you can see, the Single Track Surfers is there. So, now what you can do is you can either go back to the SRP page or go back to your Home Office page.

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Some highlights that you should remember while creating a new SRP are, remember to change the fiscal year in the permit number as it always defaults to fiscal year 2006. You must enter actual dates for the permit, as the default is the current date. In my example, we had a one day permit, thus, we only had a date range of one day. You may have some commercial ongoing permits that are one year, five year or even ten year permits, so go ahead and set the appropriate date range to match that.

Save the permit before you exit. I can't stress how many times I've gotten calls from people who have entered a permit and then not saved when they exited. They call me in a panic and say, "I don't have my permit! Where's it at?" Well, they didn't save it, so they don't have it anywhere. Finally, add the SRP to the master address list.

Entering a Formula:

So now you may be saying to yourself, "Is that all there is? Is that all I need to do to enter a permit into RMIS?" Actually, we have two more steps. The next step is entering a new Visitor Use formula to have associated with a permit and those will record to the sites that the permit is associated with.

To enter a new formula for the permit that you just entered, you'll want to navigate to the SRP page from your Home Office page. Do this by clicking on the SRP page button and it'll bring you to the SRP page. At the top, you'll go to the drop-down box that shows you all your permits, and we want to enter the Visitor Use formula for the Single Track Surfers, so we will click on that and that will bring us to the SRP that we just entered. At the bottom of the page, you'll notice the default formula. You'll click on Default Formula which will bring you to the Special Recreation Permit Visitor Use formula. You can see here that there's no site specified and the activity hasn't been specified. So you'll click on Default Formula, which is in blue. And now you're at the Visitor Use Formula Editor page. What I'll usually do is reset the default formula to the name of the company or an abbreviation of it so that I know that I've set the formula.

Next, you want to choose the site that the permit was associated with. This race was staged out of the Late Night trailhead, so we'll choose that one. And then, you'll want to go down and add the activity that the permit was for. So the first part of this duathlon was a mountain bike race, so I'll choose racing bicycle and then we'll want to add a second activity and you can do that by – So to choose the second activity you'll want to insert an activity and this will bring up a second activity. You can now go up to Racing Foot and then during the race, when they're cycling, they spent 100% of the time cycling and, also, when they were running, they were spending 100% of the time running so we'll leave the percentages set at that. It took the participants two hours to do the mountain bike race and three hours to do the run section. So, at this point, you have your formula all set up. If you wanted to actually add a second site, you could click here. Say that you have a point-to-point race where they started in one parking lot and went to another one and you would just add a different site and that would come up as a second box above or below the one you just entered.

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So to finish up, we just want to click on the Save button at the bottom and now your SRP is, I mean the formula, is saved and then we can go back to SRPs and now you'll notice that the default formula says STS and now you have a formula saved for this section.

Just a quick review on how to set up a new Visitor Use formula. You must set up the formula or the visitor days will not show up in the sites associated with the permit. You can enter multiple activities as long as they total 100%. In the example, we had a mountain bike race and then also a running section of the race. Finally, remember to save the formula before exiting. And then lastly, what you want to remember is to copy the formula to your master formula list. This will help you in the future because if you have another event that's exactly the same thing, you can just copy the formula over, as opposed to rebuilding it each time.

Adding Visitor Use:

Now that you've entered the SRP and the Visitor Use formula, the third and last step is to enter the number of visits for that permit. In my example, we had a one day race so once I get the post-use report from the permittee, I'll go ahead and enter that data. If you have a commercial ongoing permit, you can enter the data monthly or quarterly.

Okay, it's been several weeks and the permittee has finally sent you his post-use report for the Single Track Surfers. Now that you know the number of participants, you'll want to log into RMIS and when you arrive at the Office Information page, navigate to the SRP page. At the SRP page, you want to select your permit, Single Track Surfers, and now we want to add Visitor Use. So you go over to the left-hand side and the last button says Visitor Use. Click on Visitor Use and now you'll notice that your permit is already highlighted because we had chosen it on the SRP page. All we have to do now is add visits. The first thing you want to do when you arrive at the Add Visitor Use page, is double check that the permit you selected is the correct one. If you realize that you got into the wrong permit, you'll want to click on Cancel to back out of it as opposed to Save. You'll want to do this because in the Visits box there's already a one; it's the default. And if you click Save, your one will carry through to that permit.

We verify that we are on the Single Track Surfers, so we'll go ahead and add a number of participants, which was 56. Then all we need to do to finalize it, is hit Save. This will bring you back to the previous page. Then if we click on SRPs, you'll notice at the bottom, your total visitation is 56. And then this will complete the permit for the one day event. If you have a commercial ongoing permit, when you get your quarterly reports or monthly reports, you'll just come back and repeat the process.

Just a quick review about adding visits to the permit. Remember that you cannot enter visits to a permit unless you have your Visitor Use formula already set up. When you get into the Visitor Use page where you can add the visits, double check that you've selected the correct permit. If you realize you're in the wrong permit, use the Cancel button to back out as opposed to the Save button. And finally, save the days before you exit the Visitor Use page.

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Expired SRPs:

In this next section, you will learn how to search for an expired permit either by permit name or by permit number. An example of why you would want to do this is, is if a former permittee has applied for a new permit for a similar event.

So now we are on the SRP page to research an expired permit. If a permit expires, it will not show in the drop-down menu on the SRP screen. You may need to locate an expired permit for several reasons. First, an expired permit can be copied to enter a renewed permit or do some research about how the permit was processed in the past. You can also see the type of NEPA action that was used to authorize the expired permit.

On the SRP page, you'll want to go to the drop-down menu and you'll see the current list of all the valid permits in your office that have been entered into RMIS. To find an expired permit, you want to navigate over to the Expired Permit page by clicking on the fourth button down and when this new page comes up, you'll notice when you click the drop-down menu, you have a whole bunch more permits in there. The asterisks at the beginning of the number, indicates that it's an expired permit.

We're going to be researching a permittee who has held a permit in the past and their company goes by Sky's The Limit. Right now, the drop-down menu is sorted by permit number first, but we don't know their permit from the past. So what we'll want to do is sort by name. Now you'll notice that all the SRPs are in alphabetical order. So, we're looking for Sky's The Limit; so we'll pan down, there's Sky's The Limit. We'll take the most recent one. This one was processed in 2003; this one was processed in 1998. Once we click on it, we're now up to that permit. You can see that this permit expired in June of 2005; it was processed with an EA that was written in 2003 and it was for commercial rock-climbing activities and it looks like it was cancelled due to a lack of insurance and the lawyer was going to file an appeal with IBLA.

Now you have seen how to research an expired permit either by name or number. So in review, if you are sorting by name and you click on a permit and then you go back out to the list of SRPs, the list will have automatically reset to sorting by number. So if you want to sort by name again, you'll have to click on the Sort by Name button again.

Remember that expired permits are indicated by an asterisk.

How to Copy, Edit, Delete:

So now we've found the expired Sky's The Limit permit. You may be wondering to yourself, "Is there any way to copy this information to create a new permit in RMIS?"

So now we are back at the Special Recreation Permit page and we want to make a copy of the expired SRP for Sky's The Limit. To start that, I'll want to come over here and click on Show Expired because we know they have an expired permit. We'll want to start off by sorting by name or number, depending on where it's at; we're currently on Sort by Name. So let's just drop down, pan down to 2003, Sky's The Limit permit and now we have the permit itself. To make a copy of it, we'll click on the purple number,

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next to SRP ID and this will bring us to the Special Recreation Permit Editor page. This is the exact same page as when you entered a new SRP, it's just already filled up with the other information. So to copy it, on the left-hand side and the fourth button down, you'll hit Copy. You'll know if you successfully copied the permit if there's a Copy Of in front of the Permittee's name. Delete that out and then, of course, all you have to do now is just change a little bit of information, anything that needs updating. This permit's being renewed, Laura Sanders is still running the business, the address is still the same, her phone number is still the same, the fax is still the same. Still commercial use, still mountain – rock-climbing, guiding. But the date range has changed, so we'll go ahead and put that in. Remember, outside of the RMIS data training page, you'll have a little calendar and you'll click on that and that will open the calendar off to the left. You can choose the month, day or year and then it will automatically enter it as opposed to having to enter the nine digits.

The NEPA number has obviously changed. Still a valid EA, so we're just going to do a Decision Record to it and then this information, we'll just delete and enter. Then all we need to do to finish up, is click on the Save button and now you have your new SRP for the new current fiscal year. The last thing you'll need to do is reset the default formula. The default formula is the only thing that doesn't carry over during the copy process, so you can set it by clicking on the Default Formula.

So, for a quick review, remember that you can only copy a permit when you are on the SRP Editor page. Remember that you also must change the old permit number to the new permit number as the old permit number carries through during the copy. Don't forget to change the date range of the new permit as the default date is the day you're entering the permit into RMIS. So, if it's a one year permit, or a five year, or a ten year permit or even the day permit, you want to go ahead and just set that for those appropriate amount of time.

Remember the Visitor Use formula does not carry through, so you must go ahead and set a new formula or you can copy one from the master list if the type of activity has already been done.

And finally, you do not want to just change the date range of the expired permit. You want to actually copy it and then change the date range. If you just change the dates, it creates a couple bugs in the RMIS system and so you want to copy and then change the date ranges on the new permit.

The SRP editing page can also be used for editing a SRP if you realized you entered the wrong information. Or, you can delete an SRP if, maybe, you have a duplicate copy of an SRP or the permit was cancelled and you just didn't want it anymore.

Every once in a while you will need to be able to correct data that is entered into an SRP or even delete a SRP if it is a duplicate or you do not need it. To be able to do this, you want to arrive at the Special Recreation Permit page. Earlier, I noticed in the Princess Wedding Chapel here, that the primary purpose says dog mushing. Obviously, a wedding

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company doesn't conduct dog mushing in the middle of the desert, so we're going to go ahead and change this. To start the editing, you want to click on the purple number next to the SRP ID. This one will bring you to the SRP Editor page. On the SRP Editor page, it's exactly like when you copied or originally put in the information. You can just change all the information you want, so we'll (scroll) down here to dog mushing and we always classify weddings as social gatherings; must have just gone up one button too high. After we've made the changes we want to do, just go back over to Save. And now you can see the permit's been updated with the correct information.

If you would like to delete a permit, and you know which one you want, I noticed earlier that I had two Single Track Surfers, both with the same ID number except one year apart. So I think that the 2010 permit is actually a duplicate. We're going to go ahead, click on the duplicate, get into the SRP Editor page, and now to delete it, we'll just come over, and the second button down will be the delete button. When you click on the delete button, this error message will come up, "Are you sure you want to delete this item?" Deleting it permanently removes it and the relationships from the database. So if you want to delete it, you got to make sure it's ready to be gone. We do want to delete it, so we'll click OK, and we'll be back at the SRP page. Now, if we click on the drop-down menu, there's no such thing as a 10134 Single Track Surfers' permit.

In review, you must be on the SRP Editor page to correct information or to delete the permit. Remember, once you delete an SRP, it is gone, so make sure you really want to delete it. Also remember, that any associated data with the permit will also disappear.

Using the Journal Page:

The journal page is a great way to be able to verify all the information associated with visits that have been entered into each permit. To be able to use the Journal page in RMIS, you will need to start out at arriving at the Special Recreation Permit page.

Earlier today we entered 56 visits to the Single Track Surfers permit. I talked with an Outdoor Recreation Planner a little bit later and he said that he had also entered it. So, we possibly have duplicate entries. We'll go ahead and verify that with the journal. To arrive at the correct page, we need to click on the drop-down menu and select The Single Track Surfers and we can see that we have 112 visits instead of the 56 visits that the permittee reported. So we'll have to go into the Journal page and now we can verify we have two journal entries, 78152 and 78153. We can go ahead and delete one of these by clicking on the second one and this will bring you to the Visitor Use Journal Editor page.

In the Editor page, we could change the dates if we have the wrong amount of visits in there. But since we're going to delete it, all we have to do is click on the delete button and this error message comes up one more time warning you that if you delete it, all the information is gone. So, we know we want to do it, so we'll go ahead and click on OK and now we'll be back to the Visitors Journal and we see one journal entry and 56 visits. So now we'll go back to SRPs and we're at the Single Track Surfer page and there we have 56 visits.

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For a quick review of the Journal page, remember that by clicking on the Journal button you can see all the Visitor Use data that you have entered for a particular SRP. Once on the Journal page, you can change the number of visits or the percentage for each activity. You can also delete the entry if you realize you've entered the wrong data or if you have duplicate entries.

In conclusion, now that we're at the end of this training, you should be able to enter data from a new SRP into RMIS; copy an address from the new SRP to the master address list; set up the formula for Recreational Activities associated with the SRP; copy a formula to the master formula page; add visitor days to one or more SRPs; research expired SRPs; copy an existing or expired SRP in RMIS; edit or delete an existing SRP; and finally be able to use the SRP Journal to verify the data associated with each permit.