

PROTOCOL FOR ADMINISTRATIVE RIVER TRIPS

Standard Operating Procedure 8226 - 009

Purpose

This Standard Operating Procedure (SOP) defines the process whereby Grand Canyon National Park personnel submit applications for Colorado River trips (Attachment A), and identifies approved projects to mitigate impacts through Attachment B, a park-approved projects and impacts glossary. It also describes the requirement for input pre- and post-trip data into the administrative river trip database, the application approval process, and requirements for a post-trip report.

Desired Outcome

The intent of this SOP is to coordinate administrative trips to:

- Ensure that all requests for administrative trips follow the same procedure and receive an equal and impartial review.
- Accomplish a variety of interdisciplinary tasks on each trip, thereby reducing the number of trips required.
- Prevent duplication of effort.
- Provide approved projects to mitigate impacts.
- Prevent the actions of one trip adversely affecting the work of another.
- Ensure that park administrators are aware of what work units are doing on the river.

Procedure

1. Trip coordinators--persons responsible for the tasks being proposed on the trip, and who will be leading the projects--will prepare an application and itinerary describing in some detail their intentions for administrative work on the river (Attachment A: Administrative River Trip Application).

The itinerary will identify the approved projects that will be used to mitigate impacts. Approved Projects are those that have been reviewed and accepted by the River Protocol Team (RPT) (Attachment B: RPT Projects and Impacts Glossary).

2. Trip coordinators will submit their application and itinerary to the River Subdistrict Ranger (hereafter subdistrict ranger) twice per year: by October 15 for the following spring and summer trips and by March 15 for the following fall and winter trips. The

subdistrict ranger informs the RPT chairperson of trip applications. The RPT chairperson sends copies of trip applications with itineraries to RPT members for review and discussion at the next RPT meeting (December meeting for spring and summer trips; April meeting for fall and winter trips). The subdistrict ranger brings all submitted applications to the RPT meeting for review and approval.


3. The River Protocol Team reviews each trip itinerary and proposed projects to ensure compliance with NPS policies, guidelines, and management plans, as well as in the context of other river trip applications and plans. Team members consider duplication of effort, adverse affects among trips, and the possibility of joining personnel from varied trips for efficiency and to eliminate unnecessary trips. The RPT may require further information prior to approving any trip, and it may address exceptions to its application approval process on a case by case basis. It is not required, but extremely beneficial, for the trip coordinator to attend the RPT meeting at which applications are reviewed.
4. Upon RPT approval, the subdistrict ranger, trip coordinator, and coordinator's division chief present the application and itinerary to Squad for review and approval. The trip coordinator is responsible for preparing the application and supporting materials for presentation to Squad. Squad may approve the application and itinerary at the meeting or they may require changes to the application, itinerary, or projects, directing the trip coordinator to:
 - a. effect changes and proceed with the trip (if changes are minor); or,
 - b. effect changes and resubmit the application to Squad (if changes are more substantial but do not require RPT review); or,
 - c. effect changes and resubmit the application to the RPT (if changes are substantial enough to prompt a new RPT review).
5. Upon Squad approval, the subdistrict ranger supplies a copy of the trip itinerary to the permit office to place the trip on the Online Launch Calendar. The trip coordinator or designee inputs data into the administrative river trip database on the park's network P: Drive: River Protocols Team.
6. Following the river trip, the trip coordinator or designee inputs post-trip data into the administrative river trip database and prepares a trip report within 60 calendar days of takeout.

River Protocol Team (RPT)

Grand Canyon National Park's Deputy Superintendent assembled the River Protocol Team in 2003 to address the many requirements, concerns, and issues that arise in the preparation and conduct of administrative river trips, and to achieve the Desired Outcome identified above. This team is composed of representatives of various park divisions who participate in or are concerned with administrative trips. It includes, at a minimum, representatives from Science Center's Natural, Cultural, and Social Science Branches, and the Maintenance, Interpretation, and Visitor & Resource Protection Divisions. Additional representatives of these and other divisions may be added as needed. The RPT reports to and accepts direction from the Superintendent's Office.

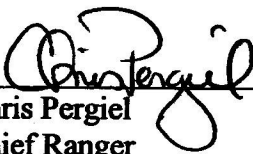
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Lisa Leap
Chairperson

8-11-04
Date



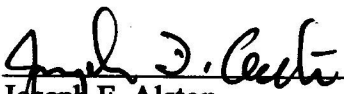
Chris Pergiel
Chief Ranger

8/18/04
Date



Kate Cannon
Deputy Superintendent

9/1/04
Date



Joseph F. Alston
Superintendent

9-11-04
Date