



# United States Department of the Interior

NATIONAL PARK SERVICE  
Sequoia and Kings Canyon National Parks  
47050 Generals Highway  
Three Rivers, California 93271-9651  
(559) 565-3341



## FAQ About CUA Reporting at Sequoia and Kings Canyon National Parks

### 1. Where can I get Monthly Report forms?

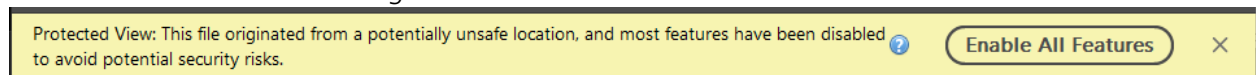
Monthly and Annual Report forms are now available at the [CUA website](#), under “CUA Holder Reference Materials and Forms.” Forms are available in fillable PDF form or as a regular PDF.

### 2. Where can I get Annual Report forms?

Monthly and Annual Report forms are now available at the [CUA website](#), under “CUA Holder Reference Materials and Forms.” Forms are available in fillable PDF form or as a regular PDF.

### 3. The fillable PDFs won't show any fields for me to fill. How do I get them to show up?

In some instances, Adobe Acrobat Reader or Adobe Acrobat Pro will open a new PDF file in “Protected View” and a yellow bar will display at the top of the document (see below). Form fields will not display, nor will you be able to add text while a PDF file is in Protected View. Click on the “Enable All Features” button on the right side of the yellow bar and form fields should be available for entering information.



### 4. Do we have to turn in a Monthly Report form for months when our company had no clients?

Reporting zero use can be done on the standard Monthly Report form or can be done in the text of an email that states there was zero use in the month of \_\_\_\_\_. Monthly reporting is required as part of the CUA conditions (Special Park Condition #7) and there is no exemption for zero use months. While we can often infer that a lack of reporting is due to zero use, particularly for stock operators during winter months, it is better to not have to guess and try to follow up later.

### 5. For the Monthly Report, what do we do if we have more than one trip in a month?

The Monthly Report form contains one Trip Report Summary form. If extra Trip Report Summary forms are needed, there are stand-alone Trip Report Summary forms available for download on the CUA webpage. Submit as many Trip Report Summary forms as needed to

capture all trips during a month and submit them along with the Monthly Report.

**6. Do I have to send in a Trip Report Summary form for each trip I conduct in a month or can I combine them on one form?**

It is easier to do this on the non-stock CUA Trip Report Summary because of the structure of the form. If there are enough rows on a Trip Report Summary form for multiple trips then it is acceptable as long as the trips are **clearly** identified as separate trips.

**7. Can I submit my own version of the trip report information, such as a spreadsheet that my company uses?**

No. The only acceptable report forms are those included as part of NPS Form 10-660-A, Monthly Trip Report, as stated in Special Park Condition #7 of SEKI's Wilderness CUAs.

**8. What is *de minimis* entry?**

*De minimis* entry is a term used by SEKI to distinguish use along the Sierra Crest where entry into the parks is unverifiable and too trivial or minor to merit consideration in reporting of CSDs.

**9. What counts as *de minimis* entry? What if we climb Mt. Whitney via the mountaineer's route?**

*De minimis* use includes off-trail trips that are only on the Sierra Crest that is the eastern boundary of SEKI with the Inyo National Forest, and, as such, is almost exclusively a type of entry used for mountaineering trips.

Any trip that ascends to the park boundary/Sierra Crest and then descends into a basin on the western side entirely within SEKI, even if it is an untrailed basin, would **not** be *de minimis* use and such a trip would report the use of CSDs.

A trip that ascends Mt Whitney from the Inyo National Forest via mountaineer's route, travels along the Crest to reach the summit of Mt. Whitney, and descends along the same route would be a *de minimis* trip and would report zero CSDs. However, if the trip ascends or descends along the established trail to the summit of Mt. Whitney then it is **not** a *de minimis* trip and CSDs would be reported as normal.

**10. How do I determine which trips I should include in the gross receipts to be reported on the Annual Report?**

The gross receipts for any trip your business conducts that takes place inside the park or that is dependent on park-based operations should be reported on the Annual Report.

**11. Do I need to report gross receipts of *de minimis* trips on the Annual Report?**

Yes. Any trip that is dependent on park-based operations should have the gross receipts of the entire trip reported. The amount of time spent in the park is not among the criteria that

requires reporting gross receipts.

For example, if the destination of a trip is to climb Mt. Whitney or other summits along the Sierra Crest, such as the Palisades, Mt. Langley, Mt. Russell, etc., then the trip is dependent on utilizing park resources. In other words, park resources are “the reason” for the trip being conducted. That holds true even if the entire approach is on National Forest lands. The National Forest approach is not the reason the trip is being conducted. CUA holders can also gauge for themselves whether a trip is park-dependent by considering how the trip is advertised. If you are marketing or attempting to attract interest in a trip by featuring a climb of a park summit, the trip is park-dependent and the gross receipts for the entire trip should be reported.

**12. If I didn't get allocated any Mt. Whitney Management Area CSDs, can I take my group into the MWMA for a quick day trip as long as I camp outside the MWMA?**

No. To enter the Mt. Whitney Zone, a CUA holder must have been awarded MWMA CSDs. If a CUA holder does not have MWMA CSDs, it is not permissible to enter the MWMA for any portion of a day or night.

**13. How do I report the CSDs for trips that are supported by a stock packing CUA?**

The answer depends on which of the several ways that stock can interact with a trip. We will discuss specific cases in separate questions below.

**14. How do I report CSDs if there was a day when a trip was in the MWMA for part of the day and outside the MWMA for the rest of the day?**

If **any** part of a day was spent in the MWMA, then the CSDs reported on that day are all MWMA CSDs and the number of Wilderness Wide (WW) CSDs reported for that day must be **zero**. Only one type of CSD should be reported per day.

**15. How are CSDs reported if a trip is served by two CUA holders on the same day?**

If a single trip is serviced by two CUA holders, only one CUA should report the use of CSDs for each day.

**16. How should the CSDs be reported for a trip where a stock packer CUA is supporting a non-stock CUA as they move through the park, when the stock operator is camping at a stock camp separate from the non-stock CUA each night? Do these trips get “double counted” with both CUAs reporting the CSDs?**

The stock operator should report the CSDs for all the clients, with the activity code “T” for a traveling trip. The non-stock CUA would also report the trip and the number of clients, but report zero CSDs and indicate on their report form that it was a stock-supported trip (this is an entry field on the non-stock report form).

If a single trip is serviced by two CUA holders, only one CUA should report the use of CSDs for

each day.

.Any stock-supported trip should have CSDs reported by the stock CUA. The SEKI Wilderness Stewardship Plan (WSP) discusses stock supported trips as those where visitors are riding or walking and remaining with the stock throughout the duration of the trip. Stock is used for riding and/or for carrying supplies and equipment. Meal service provided by the commercial service operator may be included. In this case, the trip falls under the definition of a stock-supported trip and the CSDs would come from the stock CUA.

**17. What about if there was a trip like this but the stock CUA was only supporting the group for a part of the trip instead of the whole thing?**

.The stock packer CUA would report the use of their CSDs for the days that they were supporting the trip, with the activity code "T" for a traveling trip. The non-stock CUA would report the use of their CSDs only on the days when the trip was **not** stock-supported. For the days when the trip was stock-supported the non-stock CUA would report the number of clients but report zero CSDs.

**18. How are CSDs reported if a pack station or other backpacking CUA provides a resupply of a guided backpacking trip and is not travelling with the clients of the guided backpacking trip (i.e. a dunnage service)?**

.The CUA that is guiding the backpacking trip needs to report the use of their CSDs on the day of the resupply. The stock or non-stock CUA providing the resupply would report **zero** CSDs, enter the name of the CUA backpacking company as the client, and provide notes in the comment field of the Monthly Report if needed for clarity.

.In the SEKI Wilderness Stewardship Plan, dunnage trips that involve stock are not categorized as stock-supported trips. Therefore, stock CUAs are not required to use their CSDs to provide these services.

.Definition of dunnage from the SEKI CUA Conditions of Special Uses for Pack and Saddle Stock: "Customer provides all provisions. Packer hauls to designated location and may return on a specified date to remove gear, if trip is for two ways. Customer walks."