Table of Contents

Stake Holder Policy Notes

University of Southern California Drone Policy- WMSC Blanket Permit Application

Santa Catalina Island Company Drone Application

Catalina Conservancy Drone Application

Example Insurance Certificates
University of Southern California Drone Policy Notes:

All drone flights/pilots affiliated with USC and USC Wrigley Institute in any way require an approved USC drone application prior any drone flight operations.

Insurance:
Please reference USC UAS drone application procedures for requirements. University of Southern California must be listed as additional insured and we need a copy of the additional insured endorsement. Insurance policy needs to be primary and noncontributory with policies of USC. See copy of an approved insurance document in this packet for reference.

Application:
Completed Application and Insurance Documents need to be sent to Kellie Spafford (kspaffor@usc.edu) for initial review.
*The Drone committee has found it extremely helpful to include a project description included in with the application along with examples of past imagery collected.

Lead time:
USC Drone Committee requires at least a 30 day lead time to review the completed application.

Post Flight Reports:
Pilots are required to fill out and submit a post flight report within 24 hours of flight. The report must be submitted to AdminSafety Drone (uscdrone@usc.edu) and Kellie Spafford (kspaffor@usc.edu).

Santa Catalina Island Company Drone Policy Notes:

Insurance:
Drone Policy Insurance of at least $1 Million and specifically name: Santa Catalina Island Company and Its Subsidiaries of Any Tier as additional insured and we need a copy of the additional insured endorsement. Insurance policy needs to be primary and noncontributory with policies of Santa Catalina Island Company and Its Subsidiaries. (The other option would be to have a GL policy with a specific drone insurance endorsement.)

Application:
Completed Application and Insurance Documents need to be sent to Tammie Katin (tkatin@scico.com)

Location Fee would be waived as long as it is a research-based flight

Lead time:
Tammie is in the office M – F. At least 72 hours are required, but as much time as possible is always welcome.

Santa Catalina Conservancy Drone Policy Notes:

All drones require a permit be pulled prior to flying.

We need to know the date/time/purpose of the flight(s). In addition, we do require that any drone operator be FAA licensed and have drone insurance on file with their permit.

As we have many flight paths over the property, you would also need to notify the airport prior to any flight (there is also an FAA regulated no fly zone within 3 miles surrounding the airport).

As we have youth camps on the island and minor visitors, I also need this notice to alert tenants/operators in areas where activities are taking place.

Finally, we do have federally restricted areas around eagle nesting locations to ensure the health and safety of this endangered species.

Conservancy Drone Contact:
Sacha Field, PMP, CPP, CSSGB
Director of Property Management
CATALINA ISLAND CONSERVANCY
(310) 510-2595 x113
PO Box 2739, Avalon, CA 90704
SField@catalinaconservancy.org

*Currently there is no posted UAS application for the Catalina Conservancy. Research permit information can be found here

**For West End Coves, please contact the Cove Manager directly for access to the property. Let them know the following: Your affiliation and your planned dates/times of flight. They will work with their property managers (Island Company/Conservancy) for access.
City of Avalon Drone Policy Notes:

Insurance:
Drone Policy Insurance of at least $5 Million and specifically naming City of Avalon, it’s council, managers, officers, employees and agents as additional insured on a separate additional insured’s endorsement forms.

Application:
Completed Application and Insurance Documents need to be sent to Jim Luttjohann at jim@lovecatalina.com

Lead time:
Please allow up to seven (7) business days to process requests for film permits that include the use of drones, and be aware that the process will not begin until all required documentation has been submitted. Also note that meeting all qualifications required of a Remote Pilot does not guarantee that permission to fly a small UAS over State property will be granted. We will review applications on a case-by-case basis and consent or deny requests based on location conditions and specific agency guidelines.

For UAS operations on property outside of USC campus, it’s the pilots responsibility to contact the stake holders involved to obtain permission to operate.

Due to Catalina’s unique situation involving multiple stake holders, the information provided in this packet is to provide guidance regarding other stake holder operations. This information can change at any time and it’s the pilots responsibility to obtain the most up to date information.

Please direct questions regarding UAS stake holder operations to the stake holder directly.

Larger version of map is included in island maps and west end contacts section of the document.
Example Insurance Certificate
**CERTIFICATE OF LIABILITY INSURANCE**

**PRODUCER**

**INSURED**

**CERTIFICATE NUMBER:** 1541022442

**REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>ADDL INS</th>
<th>SUBR</th>
<th>WVD</th>
<th>POLICY NUMBER</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLAIMS-MADE</td>
<td>OCCUR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GENT. AGGREGATE LIMIT APPLIES PER:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLICY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOCATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTOMOBILE LIABILITY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANY AUTO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OWNED AUTOS ONLY</td>
<td>SCHEDULED AUTOS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIRED AUTOS ONLY</td>
<td>NON-OWNED AUTOS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMBRELLA LIABILITY</td>
<td>OCCUR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXCESS LIABILITY</td>
<td>CLAIMS-MADE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DED</td>
<td>RETENTION'S</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**WORKERS COMPENSATION AND EMPLOYER’S LIABILITY**

<table>
<thead>
<tr>
<th>Y / N</th>
<th>ANY PROPR/EI/PTN/EXEC OFF/M/MBR EXCLUDED? (Mandatory in NH)</th>
<th>DESCRIPTION OF OPERATIONS below (If yes, describe under)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N / A</td>
<td>Mandatory in NH if yes, describe under</td>
<td>DESCRIPTION OF OPERATIONS below (If yes, describe under)</td>
</tr>
</tbody>
</table>

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES**

University of Southern California is named as additional insured as respects the use of Institute/Catalina Island Blanket Drone Flight over USC for Laboratory Operations Research Activities to conduct aerial surveys Master’s thesis on .

**CERTIFICATE HOLDER**

University of Southern California
3551 Trousdale Pkwy
Los Angeles CA 90089

**AUTHORIZED REPRESENTATIVE**

©1988-2015 ACORD CORPORATION. All rights reserved.
This Endorsement effective October 1, 2018
forms part of Policy Number
Issued to
By Westchester Fire Insurance Company

ADDITIONAL INSURED ENDORSEMENT
(For use with Aircraft Policy AC 102 11-98)

In consideration of an additional premium of (Included), We agree that the Coverages provided under Section Three shall also insure the following as an additional insured:

NAME: Any person or organization when you and such person or organization have agreed in a written contract that such person or organization be added as an insured on your policy, but only if such contract or agreement has been executed prior to the "occurrence" or "offense" resulting in injury or damage to which this insurance applies.

ADDRESS:

but only with respect to the operation of the following Aircraft by the Named Insured; it is warranted that the above additional insured has no operational interest in the Aircraft.

F.A.A. CERTIFICATE NUMBERS: With Respect to Scheduled Aircraft

The insurance provided by this endorsement does not:

(1) Apply to any Section Three Coverage which has not been purchased by the Named Insured (see Item 8. Of the the Declarations);

(2) Apply to any Section Three Coverage or provision which the policy shows as being for the benefit of the Named Insured only;

(3) Reduce any of Our rights of action or recovery against the above Additional Insured relating to their operations as manufacturers, suppliers or servicing agents where We would have had those rights if this endorsement had not been issued;

(4) Increase Our limit of liability shown in Item 8. of the Declarations beyond the amount We would have paid if only the Named Insured was insured under this Policy.

Authorized Representative

Endorsement No. 18
AC 108 (11-98)