

**APPLICATION INFORMATION FOR
AIR CHARTER AND AIR TRANSPORTER SPECIAL USE PERMITS
Arctic National Wildlife Refuge**

Early permit application (February-May) is encouraged to facilitate timely processing and ensure that you will meet your business schedule. Permit issuance slows after early May due to other work demands and priorities. Please be aware that permits can take up to 45 days to process, especially if we must request additional information due to incomplete applications.

We encourage you to apply early to assure that the permit will be issued in time to meet your schedule. A large number of applications are usually submitted May-July and permit issuance slows during this period. Permit responses may take up to 45 days.

The following items are required. Most, but not all, are specifically requested in the enclosed Special Use Permit Application form:

- 1. A description of your proposed operations and the time period you are requesting.**
Permits are issued only for the period needed and expire at the end of the calendar year.
- 2. A description of your aircraft including type(s), color(s), identification number(s) and gear configuration(s).**
- 3. Names and positions of all employees who will operate on the refuge.** Note: All the names are not necessary to issue the permit, but all employees must be listed on the permit (an amendment can be issued) before entering the Refuge.
- 4. The full name and title of the person legally responsible for the company's activities (normally the owner or president).** Permits will be issued only to that person, followed by the company name. Note: Only that person is allowed to sign the permit.
- 5. Your Tax Identification Number (TIN) or Social Security Number.**
- 6. A check or money order for the \$100.00 non-refundable administrative fee, payable to the U.S. Fish and Wildlife Service.** Permit fees based on actual client use will be collected later (see attached Permit Fee Policy).
- 7. A photocopy of your Alaska business license.**
- 8. A State of Alaska Air Certificate of Compliance listing each aircraft that will be operated on the refuge.** This document confirms that several requirements have been met, including the Service's insurance requirement for air taxi operations. Note: If you will be supplying any on-the-ground services, they must be described in your application letter and covered by adequate liability insurance (see attached Liability Insurance Requirements).

- 9. A photocopy of your State transporter's license if you will be operating as a hunting transporter.** Contact the State of Alaska for transporter license requirements.
- 10. A list of fuel caches you may need, identified on a USGS map or photocopy.** Note: Fuel caches must be approved in writing by the Refuge Manager before they can be established.

Permits cannot be issued until all required items are received. Incomplete applications will delay processing. However, do not delay your application if you have not hired all of your personnel or are not completely sure when you will operate. Personnel and date changes can easily be done by amendment, which usually requires a telephone call and follow-up verification by FAX (preferred) or letter.

The client use day fee schedule is shown on the attached Permit Fee Policy. When a permit is issued, a client use report form is included with the package. This form needs to be submitted at the end of the permit period so the actual client use fee can be calculated using the number of individual clients and the number of days they were dropped off, shuttled, or picked up.

Please be aware that commercial air taxi operations within the Arctic Refuge do not guarantee, nor explicitly or implicitly imply, levels of use or privileges to operate in the future.

LIABILITY INSURANCE REQUIREMENTS FOR COMMERCIAL OPERATORS
Arctic National Wildlife Refuge

Insurance is required for all commercial operators who provide services to the public on Refuge lands. All policies must: 1) cover every aspect of the services provided to clients, and 2) contain a notification clause stating that the Refuge will be given 30 days notice before coverage is canceled (documentation provided to the Refuge must verify this clause).

Proof of insurance provided to the Refuge can be either a Certificate of Insurance or letter issued by the insurance company. The documentation must name the insured and the insurer, indicate the extent and kind of coverage (for example, “recreational guiding, including river floating”), and list the United States Fish & Wildlife Service as an “additional insured” unless accompanied by a waiver of subrogation naming the United States Fish & Wildlife Service.

The following outlines the minimum liability insurance requirements for commercial operators. The requirements apply statewide on all Fish and Wildlife Service administered lands.

<u>TYPE OF OPERATOR</u>	<u>MINIMUM INSURANCE REQUIRED</u>
GUIDE/OUTFITTER (without air or boat transport of clients)	Guide/Outfitter Liability: \$300,000/occurrence, \$500,000 aggregate/year
GUIDE/OUTFITTER (with air transport of clients)	Guide/Outfitter Liability: \$300,000/occurrence, \$500,000 aggregate/year <u>plus</u> Aviation
GUIDE/OUTFITTER (with boat transport of clients plus Liability: other services)	Guide/Outfitter Liability: \$300,000/occurrence, \$500,000 aggregate/year <u>plus</u> Marine \$300,000**
TRANSPORTER (AIR TAXI) <u>plus</u> (without on-the-ground services)	Aviation Passenger Liability: \$150,000/seat Property Damage: \$100,000
TRANSPORTER (BOAT) (without on-the-ground services) Boat over 24', tidal waters Boat under 24', inland waters	Marine Liability: \$300,000 Comprehensive or Guide/Outfitter Liability: \$300,000/occurrence, \$500,000/year aggregate
ALL OTHER COMMERCIAL OPERATORS PROVIDING SERVICES TO THE PUBLIC	Comprehensive Liability: \$300,000/occurrence, \$500,000 aggregate/year

* If air transportation is not covered by the guide/outfitter insurance

** If boat transportation is not covered by the guide/outfitter insurance

**PERMIT FEE POLICY FOR
COMMERCIAL RECREATION AND TRANSPORTING
Arctic National Wildlife Refuge**

The Fish and Wildlife Service (Service) published a notice in the Federal Register on May 31, 1991, which proposed revising permit fees to charge three percent of the estimated gross income for commercial operations on national wildlife refuges. During the public review period, the guiding industry told the Service that they strongly favored a client-use-day fee system. After reviewing their proposal, the Service agreed to develop and adopt a client-use-day system, believing it was an easier, more efficient way of generating and computing revenue.

The new system went into effect in 1993 at one-half the set rates, to allow operators a one year adjustment period. The full rates (see below) were implemented in 1994. The use day fees are adjusted to the economy every three years, using the Implicit Price Deflator Index (compiled and published yearly by the U.S. Department of Commerce) as the adjustment base. The present adjusted rates (see below) were put into effect in 1997.

Commercial guide and transporter fees are computed by multiplying the actual client use days by the activity rate. A client use day is defined as one calendar day (24 hours), or any portion thereof, for each client using the Refuge. Client use day rates vary for different activities (see below). However, if a client engages in activities that have different use day fees, the rate for the entire trip will be based on the activity with the highest daily fee. For example, a combination fishing and caribou hunting trip will be charged entirely at the caribou hunting rate.

Permits will be issued only after payment of a non-refundable \$100 administrative fee. A Tax Identification Number (TIN) or Social Security number is also required for permit processing. All permits require the permittee to keep accurate records and report client use days to the Refuge (listing arrival/departure dates and the number of clients in each group or activity) on or before the due date stated in the permit. Actual use fees will be computed from the report and billed to the permittee. Bills must be paid within 30 days after receipt to avoid suspension of permit privileges.

Fees for guiding/outfitting and transporting on national wildlife refuges in Alaska are as follows:

<u>TYPE OF ACTIVITY</u>	<u>FEE RATE</u>
GUIDING/OUTFITTING	
Brown Bear Hunting	\$16.70/client use day (minimum \$100/client) on Alaska Peninsula, Becharof, Izembek, and Kodiak refuges
Brown/Grizzly Bear Hunting	\$11.15/client use day on all other refuges
Moose and Dall Sheep Hunting	\$11.15/client use day
Hunting for All Other Species	\$5.60/client use day
Sport Fishing	\$2.25/client use day
River floating	\$2.25/client use day
Backpacking, Photography, Birding, Other	\$2.25/client use day
TRANSPORTING	
(includes air taxi operations)	\$2.25/client use day (includes only days when operator is on Refuge lands - for drop off, shuttle, and pick-up)