

Subsea/Over the Side Insurance Program

Policy Year: January 1, 2026 - January 1, 2027



Oregon State
University

Table of Contents

Subsea/Over the Side Insurance Program

Procedures.....p. 3-4
 Registration for Insurance Coverage
 Filing a Claim

Coverage, Limits, Rates, & Deductiblesp. 4-6

Example.....p. 7

Sample Quote and Claim Form.....p. 8-9

Equipment Wording — Policy Terms and Conditions.....p. 10

Contact Information.....p. 11



Photo credit to Jack Barth, OSU

Procedures

Registration for Insurance Coverage

OSU has property insurance for its buildings and contents, to include scientific equipment, but not while waterborne or when located underwater. OSU purchases a specific insurance policy for equipment that will be aboard a vessel* or subsea/over the side, which is subject to a per deployment premium charge. To obtain insurance on gliders or AUVs, submersibles, or other equipment aboard the vessel, principal investigators will visit:

risk.oregonstate.edu/insurance/over-the-side

Prior to registration, the principal investigator should:

- 1) Read the [Marine & Offshore Equipment - Terms and Conditions](#).
- 2) Develop a loss control plan. In developing the loss control plan, the principal investigator may use the [Risk Assessment Tool Over-the-Side](#) example. Upon opening, click on 'ENABLE CONTENT' to make edits.

To register, the principal investigator will click on the Over the Side Registration button.

The information collected through this form includes: contact information, project name, coverage dates, asset number, equipment name, description, equipment value, description of the project and a loss control plan.

Additionally, the principal investigator will need to attest to either:

- (1) being able to comply with all the terms listed in the [Marine & Offshore Equipment - Terms and Conditions](#), or
- (2) being unable to comply or need to vary a term, condition or obligation, and need an exemption.

If an exemption is to be requested, an explanation needs to be submitted as part of the registration.

After submitting the registration, an email is sent to Insurance and Risk Management Services and the principal investigator confirming submission.

Insurance and Risk Management Services will review the information and communicate with insurance broker and/or underwriter as necessary.

When any necessary reviews are complete, the [Quote: Over-the-Side](#) will be prepared on a per deployment basis and sent to the principal investigator. The quote will be based on: the value of the equipment, type of equipment, transit needs, an assigned rate, and the number of days at risk. If the principal investigator agrees to the quote, he or she will sign and date the [Quote: Over-the-Side](#) document, and include the index number to which the premium charge will be applied.

An email confirming that the insurance has been bound will be sent to the principal investigator by Insurance and Risk Management Services.

See [EXAMPLES](#) to see how the premium is calculated. All deployments are subject to a \$1,000 minimum premium. **Note: A single deployment involves the same project, equipment, and includes consecutive days at risk.**

All deployments are subject to a \$1,000 minimum premium.

*OSU also has an ocean cargo policy: risk.oregonstate.edu/shipping

Procedures & Coverage

Filing a Claim

To report an incident or claim, visit the:

[Oregon State University Incident Portal](#)

One should describe or list:

- equipment lost or damaged,
- the detail of the loss or damage,
- any attempts for recovery,
- GPS coordinates and
- Any contributing factors.

Be specific in describing the damage or loss.

The [Subsea/Over the Side Claim Form](#) may be used if there is a lack of internet connectivity.

Submit within 24 hours or as soon as practicable.

If the equipment is damaged or recovered, take photographs. Do not discard damaged equipment, until advised that it is OK to do so by the Insurer. Insurance and Risk Management Services will need copies of all documentation related to the claim including, but not limited to: correspondence; invoices/costs to avert or minimize the physical loss or physical damage; expenses related to search, rescue or retrieval of insured equipment; estimates for repair; photographs; and any other information related to the incident. Information may be uploaded into the Incident Portal or emailed to risk@oregonstate.edu.

A Claims Professional within Insurance and Risk Management Services will file the claim with the Insurer and will provide oversight on the claim. If additional information is required by the Insurer, then the Claims Professional will contact the principal investigator to obtain the necessary information. During the claim process,

any request for information or documents must be complied with within 14 days.

If the claim is a covered loss, any insurance proceeds, less the deductible, will be sent via journal voucher to the index code provided by the principal investigator.

See [Marine & Offshore Equipment - Terms and Conditions](#) for terms related to Coverage, Measures of Indemnity, Conditions and Exclusions.

Coverage

The coverage and applicable rates are broken down into different sections: Sections 1, 2, 3, and 4.

Section 1: Physical Loss or Damage whilst engaged in Operational Activities

Actual physical loss of or damage to the property declared and agreed to by the Underwriters prior to deployment per the [Marine & Offshore Equipment - Terms and Conditions](#). Coverage attaches from the time of completion of loading onto the operating unit/vessel and continues during temporary storage, set-up, calibration, testing, trials, and operational risk. Coverage terminates at end of unloading from operating unit/vessel.

Section 2: Transit and/or Exhibition

Actual physical loss of or physical damage to the property declared and agreed to by the Underwriters prior to deployment per the [Marine & Offshore Equipment - Terms and Conditions](#).

Transit coverage attaches from the time the equipment is first moved in the warehouse and/or place of

Coverage, Limits, Rates & Deductibles

Coverage, continued

storage and/or operating unit/vessel, including packing, disassembly, loading during transit, storage in the normal course of transit, unloading and reassembly (when applicable). Coverage terminates either at completion of unloading from the operating unit/vessel or at delivery to the destination.

Exhibition coverage attaches from the time the equipment is first moved in the warehouse and/or place of storage and/or operational site, including disassembly, packing, loading and storage in the normal course of transit. Coverage continues whilst on exhibition at the named exhibition site(s), including unpacking, packing, assembly, positioning, disassembly and return transit to the warehouse and/or place of storage.

No storage coverage is provided under this policy, rather it is provided under the property insurance policy.

Section 3: Limits of Policy Cover

The policy extends to cover, in addition to any other amount recoverable under the policy, extra expenses reasonably incurred by the Insured for: physical damage, wreck removal, debris removal, salvage and salvage charges, sue and labor, search and rescue and

general average.

Section 4: Optional Additional Covers

The policy does not cover the following risks: collision liability, loss of revenue, freight costs, continuing hire charges, or pollution liability. If interested in this coverage or to learn more, contact risk@oregonstate.edu.

Terms, Conditions and Insured's Obligations

This policy contains terms, conditions and obligations that must be complied with. Failure of compliance will discharge Underwriters from all liability for claims arising from such failure of compliance. If a requirement/obligation cannot be complied with, an exception may be requested from Underwriters in writing along with the details for the exception. The Underwriter must specifically agree in writing to any deviations to the policy.

All deployments requiring physical damage coverage must be agreed and declared prior to deployment; otherwise, no coverage is given. Any exceptions to the Terms, Conditions or Insured's Obligations must be agreed to by Underwriters pre-deployment. All deductibles to apply in the event of a Total Loss.

Read the [Marine & Offshore Equipment - Terms and Conditions](#).

TRANSIT COVERAGE DETAILS: The transit insurance on this policy applies to ALL modes of transportation, including vessel, air, rail and ground transport. The mode of transportation needs to be declared on the Subsea/Over the Side Registration Form. Transit coverage will be included when the policy language allows. Insurance and Risk Management Services will advise and update the Quote: Over-the-Side as applicable.

Insurance and Risk Management Services will advise when the ocean cargo or property insurance policy applies.

- Coverage under the ocean cargo policy must be registered at: <https://risk.oregonstate.edu/shipping>.
- Information about property insurance claims can be found here: <https://risk.oregonstate.edu/claims/property>.

Coverage, Limits, Rates & Deductibles

Limits

Maximum Limit Sections 1 & 2

Maximum any one location / transit / deployment
\$1,000,000 any one loss.

Maximum Limit Section 3

The total combined sum payable by Underwriters under 3.2, 3.3, 3.4, 3.5, 3.6, and 3.7 of the applicable value of the Insured Equipment will in no case exceed 25% of the value stated or USD 1,000,000, whichever is the lesser value, in respect of each loss or damage.

Maximum Limit Section 4

The total combined sum payable by Underwriters under 4.1, 4.2, 4.3, 4.4, and 4.5 of the applicable value of the Insured Equipment will be limited in the

aggregate to USD 1,000,000 in respect of each loss or damage.

Rates

The rates are categorized based on operation and apply to sections 1 and 2. The rates are annual rates subject to a daily charge, as outlined in the chart below.

Deductible(s)

Section 1: Each deployment is subject to a deductible of 5% of the insured value, subject to a \$2,500 minimum, any one occurrence.

Section 2: Actual physical loss or damage while in transit is subject to a deductible of USD \$10,000 any one accident or occurrence.

Section 3 & 4: Varies by type of coverage. Insurance and Risk Management Services will provide additional information regarding the specific deducti-

Rates for Section 1 and 2

Section 1: Operational Activities Gliders and AUVs	25%	Annual rate subject to daily charge
Section 1: Operational Activities Submersibles	18%	Annual rate subject to daily charge
Section 1: Operational Activities All Other Equipment	10%	Annual rate subject to daily charge
Section 2: Transit Transit will be included when the policy language allows.		

bles upon request.

Examples

Example #1: One (1) Glider valued at \$120,000
 Equipment onboard for glider operations valued at \$130,000
 Start Date: 5/16/2026 End Date: 6/21/2026
 Days at Risk: 37
 Transit Days: 6 (3 days each way)


Glider or AUV	$\$120,000 \times 25\% = \$30,000$ annually $\$30,000 / 365 \text{ days} = \82.19 $\$82.19 \times 37 \text{ days} = \mathbf{\$3,041.10}$
Other Equipment	$\$130,000 \times 10\% = \$13,000$ annually $\$13,000 / 365 \text{ days} = \35.616 $\$35.616 \times 37 \text{ days} = \mathbf{\$1,317.81}$
Transit	Included
Total Charge:	$\$3,041.10 + \$1,317.81 = \mathbf{\$4,357.91}$

Example #2: One (1) ROV valued at \$120,000
 Equipment onboard for ROV operations valued at \$130,000
 Start Date: 5/16/2026 End Date: 5/19/2026

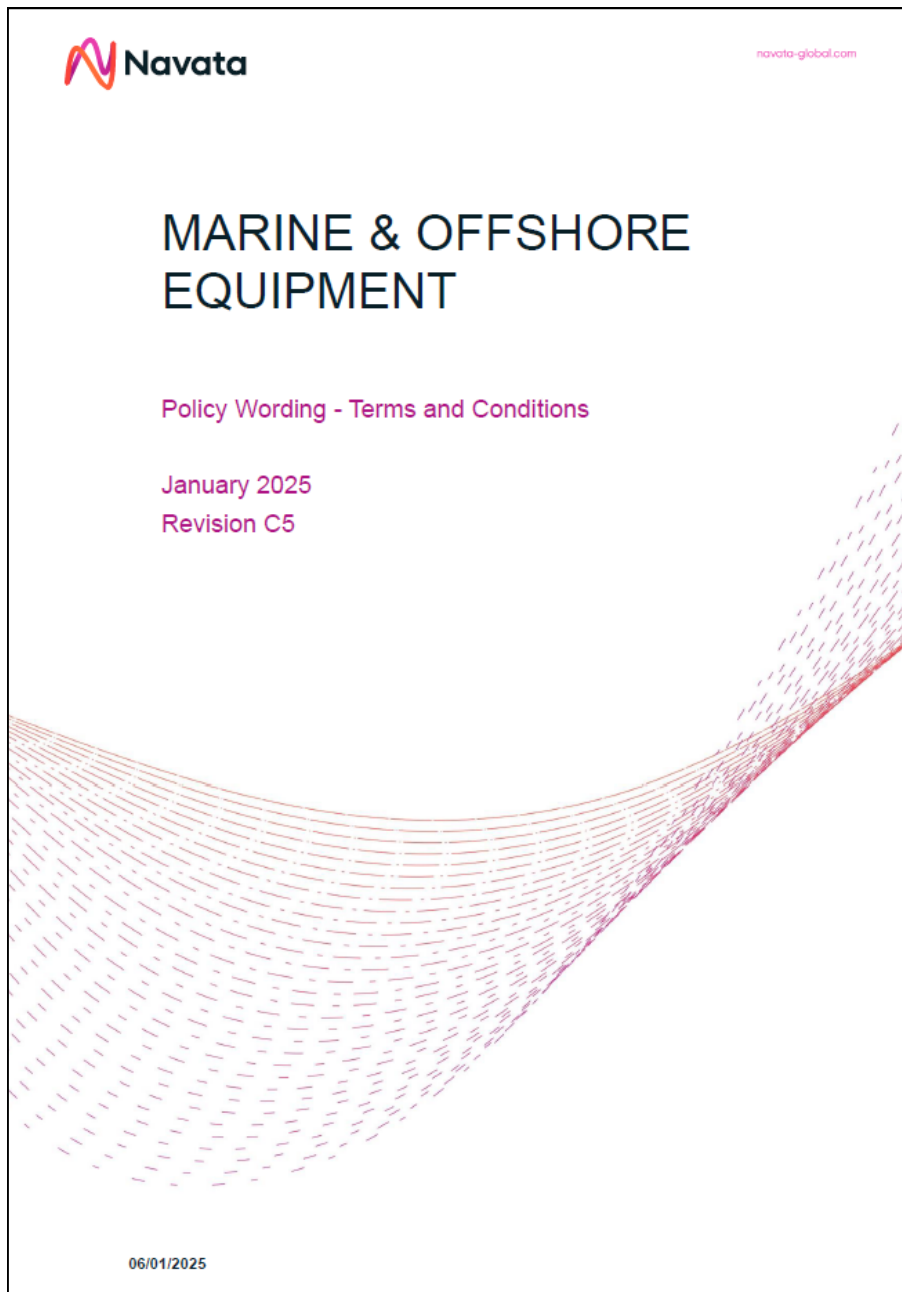
Submersible	$\$120,000 \times 18\% = \$21,600$ annually $\$21,600 / 365 \text{ days} = \59.178 $\$59.178 \times 4 \text{ days} = \mathbf{\$236.71}$
Other Equipment	$\$130,000 \times 10\% = \$13,000$ annually $\$13,000 / 365 \text{ days} = \35.616 $\$35.616 \times 4 \text{ days} = \mathbf{\$142.47}$
Transit	Included
Total Charge:	$\$236.71 + \$142.47 = \mathbf{\$379.18}$ ***Minimum Premium: \$1,000.00***

Claim Reporting Link: [Oregon State University Incident Portal](#)

Subsea/Over the Side Claim
 only use if lack of connectivity to submit through Incident Portal

		Subsea/Over the Side Claim Form		
<p>Claims should be reported to Insurance and Risk Management Services at risk@oregonstate.edu within 24 hours or as soon as practicable.</p>				
Incident Information	Date of Incident:		Time of Incident:	
	Location:		GPS Coordinates:	
	Weather Conditions:			
	Description of Incident:			
	List any equipment lost or damaged and its value:			
	Describe any recovery efforts:			
	Describe any contributing factors to the loss or damage:			
Contact Information	Were any costs/expenses incurred in effort to:			
	<input type="checkbox"/> avert/minimize the physical loss or physical damage		Cost in USD:	
	<input type="checkbox"/> search, rescue, or retrieve the insured equipment		Cost in USD:	
	Principal Investigator Name:			
Witness Information	Principal Investigator Dept:			
	Email Address:		Phone Number:	
	Witness Name:			
Witness Information	Email Address:		Phone Number:	
	Witness Name:			
	Email Address:		Phone Number:	
Version Date: 8/14/2020				

Marine & Offshore Equipment—Terms and Conditions



Contact Information

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To learn more about how Insurance and Risk Management Services can help with your insurance needs, please contact any of the contacts listed above, email us at risk@oregonstate.edu, or visit our website at risk.oregonstate.edu.



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