Unmanned Aircraft Systems (UAS) Request Form

This UAS Request Form must be completed and submitted to riskmanagement@uoregon.edu for review by the Safety and Risk Services (SRS) prior to each proposed UAS operation on university property or at any University sponsored event. University faculty, staff, students, or others conducting operations on behalf of the University, as well as individuals who are not affiliated with the University (or who are not conducting University sponsored operations) must submit this document not less than fourteen (14) business days in advance of flight operations. The Requestor will receive an SRS response within 10 business days of request receipt. Prior to submission of this form, the Requestor must review the UAS Policy and Procedure. Any omission of information requested in this form may result in a delay of processing.

**SECTION 1: REQUESTOR INFORMATION**

Applicant Full Name: First ____________________________ M.I. __________________ Last ____________________________

Affiliation: University Non-University

Department/Sponsor or Organization: ____________________________

Mailing Address: _____________________________________________

Contact Phone: ____________________________ Email Address: ____________________________

**SECTION 2: PURPOSE OF UAS REQUEST/PROPOSED ACTIVITY**

Provide full details of flight purpose (education, coursework, research, promotional, etc.), including identity of UAS operator(s). Depending on your intended use and activities associated with the use of your UAS, other university approvals may be required before you can operate your UAS on university property or at a university sponsored event. For example, any proposed videography, photography or recording must be approved through University Communications and may be subject to an Export Review by Sponsored Projects Services.

Location of Request: ____________________________________________

Date(s) of UAS Activity: ____________________________ Starting Time: ____________ Ending Time: ____________

**SECTION 3: UAS DESCRIPTION**

Type/Model of UAS: ____________________________________________

Weight/Dimensions: ____________________________________________ Power Source/Serial #: ____________________________
<table>
<thead>
<tr>
<th>Previous Request Approved</th>
<th>Yes</th>
<th>No</th>
<th>If Yes, Date of Previous Approval: ________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAS Registered with FAA</td>
<td>Yes</td>
<td>No</td>
<td>If Yes, Registration Number: ________________________________</td>
</tr>
<tr>
<td>UAS Registered with ODA</td>
<td>Yes</td>
<td>No</td>
<td>If Yes, Registration Number: ________________________________</td>
</tr>
<tr>
<td>Photos taken during flight</td>
<td>Yes</td>
<td>No</td>
<td>Video recorded during flight Yes No</td>
</tr>
<tr>
<td>Equipped with Geo-fencing</td>
<td>Yes</td>
<td>No</td>
<td>Operating under a COA Yes No</td>
</tr>
</tbody>
</table>

I have attached a Certificate of Waiver or Authorization (COA), FAA Section 333 Exemption, Part 107 Remote Pilot Certificate confirmation, Part 107 Waiver/Airspace Authorization, and/or other relevant documentation for this request.

Signature ________________________________ Date ________________________________

By signing above, the individual/entity submitting this request agrees to and will abide by all University policies and procedures governing the use of UAS on or over University property or a University sponsored event. A copy of the approved UAS Request Form must be in possession of the operator at all times during the activity, and upon request must be presented to any University official or representative with control or jurisdiction over the activity. The University reserves the right to request additional documentation as a condition of approval and operation. In addition, any operator violating any portion of the University’s UAS Policy or Procedure will be held accountable for their actions.

**SECTION 4: SAFETY AND RISK SERVICES RESPONSE**

<table>
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<tr>
<th>Request Approved</th>
<th>Yes</th>
<th>No</th>
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Safety and Risk Services comments or requirements for operation are listed and must be observed below. If the request is not approved, a summary of the decision is outlined below. Denial of a request to operate a UAS may appealed in writing within 10 days of the denial to SRS’ Chief Resilience Officer or their designee.

See also: [UAS Policy and Procedure](#)