

## Unmanned Aircraft Systems (UAS) Request Form

This UAS Request Form must be completed and submitted to [riskmanagement@uoregon.edu](mailto: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 may require approval from 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: \_\_\_\_\_

I confirm, I've attached a flight plan map indicating drone flight locations and direction:

### SECTION 3: UAS DESCRIPTION

Type/Model of UAS: \_\_\_\_\_

Weight/Dimensions: \_\_\_\_\_ Power Source/Serial #: \_\_\_\_\_

Confirm UAS is owned and operated by UO: Yes  No

If no, I confirm I have attached the Hold Harmless Agreement:

I confirm, I have attached my risk mitigation plan:

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### SECTION 3: UAS DESCRIPTION CONTINUED

Previous Request Approved Yes  No  If Yes, Date of Prior Approval: \_\_\_\_\_

UAS Registered with FAA Yes  No  If Yes, Registration Number: \_\_\_\_\_

UAS Registered with ODA Yes  No  If Yes, Registration Number: \_\_\_\_\_

Photos taken during flight Yes  No  Video recorded during flight Yes  No

Equipped with Geo-fencing Yes  No  Operating under a COA Yes  No

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

Request Approved Yes No

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 be appealed in writing within 10 days of the denial to SRS' Chief Resilience Officer or their designee.

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