**Angelo State University**

***Request to Operate Unmanned Aircraft Systems***

**Sponsoring Department**

Department Name:

Department Sponsor: Phone:

Request Justification:

A commercial company request to operate a UAS on ASU property will include at a minimum the following:

* FAA Certificate of Waiver or Authorization (COA)
* UAS/UAV Pilot Training Certificate, as applicable
* Certificate of Insurance *(Reviewed by the Office of Environmental Health, Safety & Risk Management)*

**UAS Operation**

UAS Operator Name: Phone:

*(In addition to the actual operator, will others be assisting with the operation?)*

Dates and Times the UAS will be in use:

Flight Plan/Area of Flight

*(Does the flight area include populated areas, parking lots, or streets?)*

Takeoff/Landing Location:

Maximum height the UAS will be flown:

Explanation of how sight of the UAS will be maintained:

Explanation of what occurs if there is a malfunction or radio contact with the UAS is lost:

***Once the above information is received, the request will be forward to the ASU Chief of Police to be reviewed.***

Process for Approval or Denial of the Request to Operate a UAS on ASU Property

Approval will only be considered if ALL of the following requirements are met:

1. An FFA COA has been obtained.
2. The UAS Operator is a certified operator.
3. Adequate insurance coverage and limits are validated.
4. The operation of UAS must be for the benefit of the University.
5. Only persons that have been approved on the request can operate the UAS (at all times).
6. The UAS is flown within the visual line of sight of the operator (at all times).
7. The UAS is only operated during daylight hours in compliance with FAA rules.
8. The UAS will not be flown at a height greater than 400 feet or as specified on FAA Waiver.
9. The UAS will not be operated on or near the grounds of any Resident Hall.
10. The UAS will not be operated over any populated areas including parking lots and streets.
11. The UAS will be required to land and move to the new location if multiple areas are used.
12. The UAS will not be operated in adverse weather conditions.
13. The UAS will only be operated on University owned or leased property.
14. An ASUPD officer may:

* Inspect and verify that the UAS and operator listed on the request are the ones being used on the day of the flight.
* Order the operator to land the UAS if the officer feels that the conditions or operator poses a risk to the University community.

The Chief of Police will notify the requestor of the denial if any of the above requirements cannot be met or maintained prior to or during the operation of the UAS. If the request is approved, the Chief of Police will inform the requestor of any additional restrictions that the University or police department deem necessary for safe operation on University grounds.