

UAS (Drone) Approval Process for USF Business System Usage

Pursuant to USF System Policy 6-036, Unmanned Aircraft Systems (Drone) Usage, all members of the USF System community are responsible for receiving approval prior to usage of a UAS for USF System Business purposes or on USF System Property.

Email completed form to: EHS@usf.edu

Date of Application: _____

Step 1: Facilities and Space Intake and Usage Approval

1. Please list the name, address(s), and phone number(s) of the UAS System point of contact.
2. Please detail the make, model and manufacturer of UAS (provide weight information, if available) you plan to purchase, use, or operate on USF System Property.
3. Is the UAS registered with the FAA? Please provide registration number.
4. Please list the planned pilot(s) and or operators of the UAS, including contact information.
5. Please indicate if the intended usage is for hobby/recreational use (including non-compensated academic study or instruction) or business or other commercial business (including direct or incidental compensation). Provide details.

6. If usage will be indoors only, please detail building name, location and room number of proposed space(s). Have you received express written permission of the Facility Manager(s)? If so, please provide.

7. If usage is outdoors, please indicate the area to be used for any operation or usage, including training.
 - a. Is the outdoor space and associated UAS operations within five (5) Statute miles of any airport? If yes, please provide proof of notification and approval for use by airport.

 - b. Is the space within 300 ft. of any concert, festival, or other athletic facility?

 - c. Is the space within 75 feet of a residence hall, paved roadway or parking structure?

 - d. Will flight path be over actual people?

8. Will the UAS be operated from a moving vehicle? If yes, please describe how area of usage is sparsely populated or provide FAA waiver of approval.

9. Please detail flight plan and intended operation use.

10. Please detail safety and risk mitigation measures plan.

11. Is this a USF System owned UAS? If no, please attach properly endorsed general liability insurance certificate.

12. Please attach acceptable proof of remote pilot certification, if applicable.

As the responsible party for the UAS, I certify that the above information is true and correct. Should any of the information deviate from the approved plan I receive, I will immediately notify USF Environmental Health & Safety (EH&S) and submit either new or amended plan.

_____	_____	_____
Name of Responsible Party	Signature	Date

EH&S approves the space usage and operational plan as described and identified above in accordance with USF System Policy 6-036. Further approval is required prior to use or operation by the responsible party, by either the USF Office of the Provost or USF Research and Innovation (RIC). In addition, all pre-operation notification requirements specified in the referenced policy (i.e. USF Police, airport within 5 Statute Miles, etc.) must be executed prior to operation. Any deviation from the above approved plan will result in the immediate withdrawal of this approval.

_____	_____
Bill Land, Director of USF EHS	Date

Conditions of approval: