

### UAS DRONE USE APPROVAL PROCESS

Before using a UAS/drone on or above university property, or elsewhere on behalf of the university, the following instructions apply.

#### Research or Academic Use (Florida Institute of Technology-Owned UAS)

- Operator requesting approval to operate a UAS/drone is required to read and comply with the Florida Tech UAS policy. The policy applies to all Florida Institute of Technology operations both on and off campus.
- Operator must request prior approval from the Office of Compliance and Risk Management at least two weeks in advance of the proposed use of the UAS by using the UAS (Drone) Use Application. Approval will require submission of a flight plan, including date, time and duration of flight, as well as the operational area.
- Operator must have in his/her possession a copy of the approved UAS Operations Application at all times during flight activity and present it to Florida Tech Security or university representatives upon request.
- Operator must comply with all applicable federal (FAA), state and local laws.
- Operator must obtain a copy of the FAA authorization to operate a UAS. Instructions for seeking FAA approval and safe operation information are available at [faa.gov/licenses\\_certifications/aircraft\\_certification/aircraft\\_registry/UA](http://faa.gov/licenses_certifications/aircraft_certification/aircraft_registry/UA).
- UAS must only be operated by an employee as part of his/her employment or student as part of an academic/research program. Operator must be in compliance with FAA requirements.
- UAS purchase must be coordinated with Florida Tech's Purchasing Office to ensure purchasing compliance, compliance with export controls and weight and wingspan limits for insurance coverage.
- UAS may not operate over areas of assembly, stadium or populated areas.
- In addition to the above requirements, operation of a university-owned UAS at an off-campus location is subject to all requirements/laws/policies of that location.

#### Commercial Use (Contracted Vendor)

- For third parties and contract operators, the university will bear no responsibility for violation of FAA regulations or state law by the authorized operator, and the operator will be required to sign an agreement promising to indemnify, defend and hold the university harmless.
- Contracted vendor requesting approval to operate a UAS/drone is required to read and comply with the Florida Tech UAS policy.
- Contracted vendor/Florida Tech's Purchasing Office or Conferences and Events Office must request prior approval from the Office of Compliance and Risk Management at least two weeks in advance of the proposed use of the UAS through the UAS (Drone) Use Application. Approval will require submission of a flight plan, including date, time and duration of flight, as well as the operational area.
- Operator must have in his/her possession a copy of the approved UAS Operations Application at all times during flight activity and present it to Florida Tech Security or university representatives upon request.
- Contracted vendor must comply with all applicable federal (FAA), state and local laws.
- Contracted vendor must provide a copy of the FAA authorization to operate a UAS.
- Florida Tech's Contracting Office must have a signed contract with vendor approved through the Purchasing Office prior to drone usage.
- Signed contract with vendor must include a request for a Certificate of Insurance indicating general liability, aviation liability or equivalent including UAS coverage of at least \$1M, and name Florida Institute of Technology as an additional insured. A General Activities Release also be signed.
- A representative of the university must accompany a contracted operator during UAS operations on or above university property.
- UAS may not operate over areas of assembly, stadium or populated areas.
- Any violations of law (trespassing, illegal surveillance) or violation of university policies may subject the operator to criminal and/or disciplinary action. Damages or injuries occurring to university property or individuals will be the responsibility of the UAS operator/contracted vendor.

#### Individual Recreational/Hobbyist Use (On or Above University Property)

- Per Florida Tech UAS policy, private/hobbyist use on or above university property is prohibited.

#### Exceptions

For an exception to be provided to this process, requests must be made in writing three weeks in advance of the potential date of use/event to the director of risk management and/or the director of security and/or the director of environmental health and safety.

### UAS DRONE USE APPLICATION

- Application must be submitted to Office of Compliance and Risk Management at least two weeks prior to planned flight.
- Operator must possess a copy of the approved application at all times during flight activity.
- Florida Tech maintains the authority to suspend any activity deemed not in compliance or in the best interest of the university.

Name of Operator \_\_\_\_\_

Florida Tech Department or Company Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

If vendor, Florida Tech contracting department \_\_\_\_\_

UAS Make/Model/Description \_\_\_\_\_

Pilot Qualifications \_\_\_\_\_

FAA Registration #/License # (If applicable) \_\_\_\_\_

Purpose of Operation \_\_\_\_\_

Date(s) of Operation \_\_\_\_\_ Time(s) of Operation \_\_\_\_\_

Please submit the following:

- Description of flight plan, including flight location
- Pilot qualifications
- Airport vendor operations: submit signed contract
- Vendor operations: submit certificate of insurance
- Data collection plans and intended use of data collected

Operator's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*By signing, I attest the above and supplied information is correct to the best of my knowledge. I also attest I have read the Florida Institute of Technology policy and the UAS (Drone) Use Approval Process and comply.

### FOR OFFICE USE ONLY

Risk Management Review

Approved    Denied

Reviewed by \_\_\_\_\_