

University of Missouri

MU Unmanned Aircraft Systems (UAS) Request Form/Process

This UAS Request Form is for the use on the contiguous MU Campus Only and must be completed and submitted to ehs@missouri.edu for review and permit approval prior to any UAS operations on university property, at any university sponsored event or university sponsored use. **This form is NOT applicable for spaces controlled by CAFNR or performed by MU Extension. Contact Dusty Walter for a copy of that process.** All applicants must submit this form at least two (2) weeks in advance. Requestors must comply with any other applicable University policies, including but not limited to the [Campus Filming & Photography Procedures](#). Prior to submission of this form, the Requestor must review the MU Operating Procedures for Unmanned Aircraft (beginning on Page 4 of this Form/Process). **Any omission of information requested may result in a delay of processing.**

SECTION 1: REQUESTOR INFORMATION

Applicant Full Name: First _____ M.I. _____ Last _____

Affiliation: University (*Current University Faculty, Staff, Graduate Associate or Student*) Non-University

Department or Sponsor/Organization: _____

Mailing Address: _____

Cellular Phone: _____ Email Address: _____

SECTION 2: PURPOSE OF UAS REQUEST/PROPOSED ACTIVITY

Provide full details of flight purpose and flight zone (education, research, promotional, etc.), including identity and contact information of UAS operator(s) and/or flight team. Depending on your intended use and activities associated with the use of your UAS, there may be other university approvals required before you can operate your UAS on university property or at university events.

Range of flight zone: _____

Type of flight: _____ Number of hours experience with proposed equipment: _____

Date(s) of UAS Activity: _____ Starting Time: _____ Ending Time _____

Is FAA Waiver required? Yes No If yes, attach waiver to application.

Will UAS operation be conducted within 2000 feet of... *If YES for either, requestor is **required** to call Air Methods

...MU University Hospital? Yes* No *Communication Center at 1-800-325-5400 immediately*

...MU Women's and Children's Hospital? Yes* No *prior to takeoff and immediately after landing.*

SECTION 3: UAS DESCRIPTION

Type/Model of UAS: _____

Weight/Dimensions: _____ Power Source/Serial #: _____

Previous Request Approved Yes No If Yes, Date of Previous Approval: _____

UAS Registered with FAA Yes No If Yes, Registration Number: _____

Pilot Licensed by FAA Yes No If Yes, FAA License Number: _____

Photographs be taken during Flight Yes No Video be recorded during flight Yes No

UAS equipped with Geo-fencing Yes No Operating under a COA/333 Yes No *(if yes, attach)*

SECTION 4: SIGNATURE/CERTIFICATION

I have attached the applicable documentation and other relevant documentation for this request. (Evidence of Remote Pilot Airman Certificate, insurance, FAA registration, aircraft log book, etc.) If this is to film on University property, you must also follow the Campus Filming policy/procedure.

Signature _____ Date _____

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

SECTION 5: UAS APPROVAL RESPONSE

Verdict: Approved as submitted Approved, with conditions (see below) Denied (see below)

Approved Date(s): _____ Time(s): _____ Limiting Conditions: _____

Approved by (Printed Name): _____ Approved by (Signature): _____

Title of Person Approving: _____ Date Approved: _____

INSTRUCTIONS FOR SUBMITTING/PROCESSING THE MU CAMPUS UAS REQUEST FORM

1. Requestor should complete Sections 1-4 of the above form.
2. The completed form shall be submitted to ehs@missouri.edu. (Submission may be hard copy or a scan attached to an email.)
3. EHS@missouri.edu or designee shall complete Section 5 of the form.
 - a. If the request is DENIED, the form shall be returned to the original requestor with reason(s) for denial or a request for additional information, as appropriate. (This form shall be automatically denied and referred to CAFNR if the request is for space controlled by CAFNR or requested by MU Extension.)
 - b. If the request is APPROVED, a scanned copy of the form shall be emailed to:
 - i. The original Requestor
 - ii. MU Environmental Health & Safety (ehs@missouri.edu)
 - iii. Major Brian Weimer at MU Police (weimerb@missouri.edu)
 - iv. Sergeant Jerry Armentrout at MU Police (armentroutj@missouri.edu)
 - v. Mary Maxwell at University Events (maxwellm@missouri.edu)
 - c. If the request is APPROVED, and the applicant has indicated a flight path within 2000 feet of MU's University Hospital or MU's Women's and Children's Hospital (Section 2), notification and processing must also include:
 - i. Call MUHC Staff for Life Helicopter at 573-884-3029 or 573-864-9862
 - ii. Call MUHC Safety Coordinator at 573-882-5506
 - iii. Call Air Methods Communication Center (Aircom) at 1-800-325-5400. This notification must include flight plan and contact information.
 - iv. Reminder in approval box that operator must call Aircom immediately before and after flight.
4. As a reminder, the original requestor must have a copy of the approved form on site during UAS operations.

UM System Policy at: https://www.umsystem.edu/ums/rules/bpm/bpm600/manual_604

MU Operating Procedures begin on the following page.

MU OPERATING PROCEDURES FOR UNMANNED AIRCRAFT SYSTEMS

INTRODUCTION

These operating procedures are intended to ensure that the University takes full advantage of the new FAA regulations in a safe, legal and responsible manner. These procedures are required whether a person holds a Remote Pilot Airman license and/or owns a personal unmanned aircraft. The use of Unmanned Aircraft Systems (UAS, commonly referred to as “drones”) continues to evolve and the University will revise these operating procedures as new and unexpected challenges are experienced.

APPLICABLE POLICY – Use of Unmanned Aircraft Systems, Drones, and other Model Aircraft (BPM-604))

See: https://www.umsystem.edu/ums/rules/bpm/bpm600/manual_604

RATIONALE

University of Missouri must comply with FAA requirements, state law, and any other locally applicable laws or regulations regarding unmanned aircraft systems. Inherent risks in the operation of such equipment require additional insurance provisions and policy considerations.

The use of UAS along with aerial vehicles known as “drones”, can make significant contributions to University research and service/outreach in a variety of disciplines. Additionally, aerial photography with UAS can potentially assist in University Academic (Study, Research), land management, athletics, law enforcement and other support functions.

UAS regulation is emerging and multi-faceted. Particularly with respect to UAS, public concern with privacy is well documented. UAS operational safety – entailing both UAS equipment and the pilots who operate it remotely -- is regulated by the FAA, although the FAA policy framework is likely to evolve significantly in the near future, this policy will change and remain compliant.

SCOPE

These operating procedures apply to:

- University of Missouri employees and students operating unmanned aircraft systems in any location as part of their University employment or as part of University activities,
- The operation by any person of unmanned aircraft system or model aircraft from University property,
- The purchase of unmanned aircraft systems with funding through University resources, including university accounts, grants, or Foundation accounts, and
- The hiring for or contracting for any unmanned aircraft services by a University unit.

RESPONSIBILITIES & PROCEDURES

A. Use of Unmanned Aerial Systems (Drones/UAS)

1. General. A person operating a UAS pursuant to this policy must meet all legal requirements to operate the UAS, as applicable, including, but not limited to, FAA requirements, state law, and any other local requirement and provide required documentation with the permit request application form such as Remote Pilot Certification and evidence of insurance. Notice must be provided to the local Air Traffic Control or FAA Flight Standards District Office when legally required. Use of UAS must comply with any other applicable University policies. Use of UAS for visual media or electronic surveillance must comply with [Campus Filming & Photography Procedures](#).

2. University Property. The use of UAS on University property is prohibited unless otherwise permitted by law or approved in advance by the University. Refer to Section *Authorization Procedures for Campus Use*, below. Written approval by the land owner or lessor, as applicable, must be provided by the requestor.

B. Authorization Procedures for on Campus Use

1. Approval. MU Operations or campus designee is responsible for approving the use of UAS on University property. The approval may include input from EHS, the Office of General Counsel, Risk & Insurance Management, and other offices as deemed necessary. They may propose an alternative time, location, or any other change in the best interest of the University.

Criteria used for approval of these requests will include assessment of:

- risk to the health and safety of persons,
- business, educational or research value to the University,
- risk to University property,
- distraction from the educational mission of the University,
- compliance with all federal, state, and local laws and regulations, and
- compliance with UM insurance requirements.

2. Application. An individual who wishes to use UAS on University property or for University business purpose must submit an MU Unmanned Aircraft Systems (UAS) Request Form to MU Operations or the campus designee. Third parties may be subject to permit fees.

3. Approval. MU Operations or campus designee will review and approve the request as submitted, provide conditional approval, or deny the request and provide notification to the applicant. Decisions made by the MU Operations or campus designee under this section are final. In addition, the University reserves the right to cancel or re-schedule any approved UAS usage, if doing so is in the best interests of the University.

4. Responsibilities

- a. Notice. Upon approval of the use of UAS, the applicant will collaborate with the University to provide notice to any parties who may be affected by the use of UAS. This notice must include the time, place, and purpose of the use of UAS.
- b. Damage. The applicant granted approval for use is responsible for any damage resulting from the use of UAS on University property. If the applicant is a University employee/department, using a third-party contractor to operate UAS, liability for damage must be otherwise assigned contractually to this third party. Damage to University property or injury to an individual(s) due to UAS operations is considered a violation of this policy. Please see insurance requirements below.

C. Insurance Requirements

The insurance requirements associated with use of UAS on University property and on behalf of the University will be determined by University Risk & Insurance Management for third parties.

D. Registration Requirements

All University owned or acquired UAS must be properly registered in accordance with FAA requirements.

E. Exceptions

Prior notice and authorization is preferred, but not required, for use of UAS on University property by emergency personnel acting under the authority of applicable law.

F. Sanctions

Any University employee who violates applicable policy is subject to disciplinary action, up to and including termination. A student who violates applicable policy is subject to disciplinary action, up to and including expulsion. A visitor or other third party who uses UAS on University property in violation of applicable policy is considered trespassing and will be subject to actions the University has available including removal from campus, arrest, prosecution, and/or other legal action.