

**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 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 and provide 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\\_certificates/aircraft\\_certification/aircraft\\_registry/UA](http://faa.gov/licenses_certificates/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)***

- 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 Conference Services 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 Purchasing 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 must 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.