

CSU Channel Islands

Unmanned Aircraft Systems (UAS)/Drone Use Application

This UAS Use Application must be completed and submitted to Environmental, Health & Safety and Risk Management (EHS-RM) Department (risk@csuci.edu) for review and approval prior to each proposed UAS operation on University property or at any University sponsored event. University faculty, staff, students, or others conducting operations on behalf of the University, as well as individuals who are not affiliated with the University (or who are not conducting University sponsored operations) must submit this application no less than fourteen (14) business days in advance of flight operations. Requestors must comply with any other applicable University guidelines. **Any omission of information requested in this application may result in a delay of processing.**

Who Is Requesting The Drone?	Requestor: Name of Requestor: _____ Department (if applicable): _____ Name of Supervisor (if applicable): _____ E-mail Address: _____ Business Phone: _____ Mobile Phone: _____	Relationship to CSUCI: <input type="checkbox"/> Undergrad Student <input type="checkbox"/> Grad Student <input type="checkbox"/> Conference/Events <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Visitor/Guest <input type="checkbox"/> Vendor/Contractor <input type="checkbox"/> Other:
Who will be operating the drone?	Operator: Name of Operator: _____ Company Name (if applicable): _____ Company Address: _____ _____ E-mail Address: _____ Business Phone: _____ Mobile Phone: _____	Federal Aviation Administration UAS Certificate of Registration Certificate Holder: _____ Certificate #: _____ Issued Date: _____ Expiration Date: _____
What is the purpose of the flight?	Purpose: Provide full details of flight purpose (education, coursework, research, promotional, etc.), including identity of UAS operator(s). Depending on your intended use and activities associated with the use of your UAS, other University approvals may be required before you can operate your UAS on University property or at a University sponsored event. For example, any proposed videography, photography, or recording may require approval from University Communications or other departments. (You may attach additional pages/documents)	

When will the drone be flying?	Usage/Activity Information:
	Date(s) of UAS Activity: _____ Max Altitude: _____ <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> Start Time: <input type="checkbox"/> am <input type="checkbox"/> pm </div> <div style="width: 45%;"> End Time: <input type="checkbox"/> am <input type="checkbox"/> pm </div> </div> Location of UAS Operation: _____ Type of flight: _____ <div style="color: red; font-weight: bold; padding-left: 40px;"> <input type="checkbox"/> Mandatory - I've attached a flight plan map indicating drone usage locations, direction, and altitudes </div>
How will the photos or video footage be used?	Will the photos or video be posted on the internet or social media: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which sites: _____ Will the drone be used to capture recognizable images of University signs and campus buildings: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how will _____ Will the drone be used to capture recognizable images of individuals? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how will this personal information be protected (<i>check all that apply</i>)? <div style="margin-left: 40px;"> <input type="checkbox"/> The faces of individuals that are recognizable will be blurred. <input type="checkbox"/> The individual(s) that is/are recognizable will sign a photo/video release. <input type="checkbox"/> The drone will only capture images or video of large groups at a distance & resolution where individual recognition is not easily accomplished. <input type="checkbox"/> Other (<i>please specify</i>): _____ </div> Will signs be posted to inform bystanders that their images may be recorded by drones? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, sign must inform bystanders about who to contact if there are questions or concerns.

Drone & Camera Information	UAS Description:		
	Type/Model of UAS: _____ Serial #: _____ Weight/Dimensions: _____ Model of Camera: _____ Name of UAS Owner: _____ Contact information: _____ <small>(if not the requestor)</small>		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <div style="margin-bottom: 10px;"> UAS Registered with FAA <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="margin-bottom: 10px;"> Pilot Licensed by FAA <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="margin-bottom: 10px;"> Photographs taken during flight <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div> Video recorded during flight <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </td> <td style="width: 50%; vertical-align: top;"> <div style="margin-bottom: 10px;"> If Yes, Registration Number: _____ </div> <div style="margin-bottom: 10px;"> If Yes, FAA License Number: _____ </div> <div style="margin-bottom: 10px;"> Video recorded during flight <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div> Operating under a COA/333 <input type="checkbox"/> Yes <input type="checkbox"/> No (<i>if yes, attach</i> </div> </td> </tr> </table>	<div style="margin-bottom: 10px;"> UAS Registered with FAA <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="margin-bottom: 10px;"> Pilot Licensed by FAA <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="margin-bottom: 10px;"> Photographs taken during flight <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div> Video recorded during flight <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	<div style="margin-bottom: 10px;"> If Yes, Registration Number: _____ </div> <div style="margin-bottom: 10px;"> If Yes, FAA License Number: _____ </div> <div style="margin-bottom: 10px;"> Video recorded during flight <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div> Operating under a COA/333 <input type="checkbox"/> Yes <input type="checkbox"/> No (<i>if yes, attach</i> </div>
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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 any 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 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 University Unmanned Aircraft Systems (UAS) Policy, will be held accountable for their actions.

UAS Approval Response:

☐ Approved

☐ Approved, with conditions (see below)

☐ Denied

Approved time period: (date/time): _____ Conditions: _____

Comments: