**Environmental Health & Safety**

**Unmanned Aircraft System (UAS) Approval Form**

**Please read and acknowledge the following:**

The UAS will not be operated:

* In a manner that violates this procedure, including without limitation, violating federal, state, or local laws or regulations.
* Inside University buildings or facilities.
* On University-owned streets or University-owned sidewalks.
* Above a human being who is either not directly participating in the operation of the unmanned aircraft or not located under a covered structure that can provide reasonable protection from a falling unmanned aircraft.
* Outside the hours of official sunrise and sunset.
* In a manner that blocks or substantially impedes vehicular, bicycle, pedestrian, or other traffic.
* In a manner that blocks or substantially impedes entrances or exits to University property.
* In a manner that substantially disrupts or interferes with University operations, events, or activities.
* In a manner or in a place that unreasonably threatens the health or safety of another person.
* In a manner that monitors or records an area where a person has a reasonable expectation of privacy.
* In a manner or in a place that unreasonably threatens damage to University property.

All UAS devices:

* Must give way to manned aircraft at all times.
* Must not be flown above 400 feet.
* Must not be flown over people not involved in the operation of the aircraft.

All persons operating UAS must give prior notice of the operation to the Air Evac heliport operator by calling 731-588-5030 and also notifying their dispatcher at 1-800-247-3822.

**NOTE: UT Martin’s main campus is over 5 miles from the Everett-Stewart Regional Airport, but is only approximately one mile from the Air Evac heliport just off of Skyhawk Boulevard.**

You must read, understand, and agree to follow the [UT Unmanned Aircraft Systems Policy](http://policy.tennessee.edu/safety_policy/sa0950-unmanned-aircraft-systems/) and the

[UT Martin Unmanned Aircraft Systems procedure](http://www.utm.edu/departments/ehs/_pdfs/UTM%20Procedure%20on%20Unmanned%20Aircraft%20Systems%20-%20MASTER.pdf).

If you understand and acknowledge the above rules, please print and complete the form and email to tcouncil@utm.edu and hrowan@utm.edu.

Do you understand and acknowledge the above rules? Yes No

Requestor’s Information:

**Name:**

First

Last

**E-mail:**

**Phone Number:**

**Requestor’s Department:**

Operator’s Information:

**Operator’s Name:**

First

Last

**UAS Certificate (License) Number:**

UAS Device Information:

**Device Make/Model:**

**Serial Number:**

**Owner (Department or Individual)**

Time, Location, and Purpose of Intended Use:

**Date:**

**Time:**

 **AM**

**HH:**  **MM: PM**

**Location:**

**Purpose:**

**Print completed UAS Approval Form and submit it by e-mail to:**

Ted Council at tcouncil@utm.edu 164 Crisp Hall Phone: 881-7602

and to:

Holly Rowan at hrowan@utm.edu 165 Crisp Hall Phone: 881-7583

 Fax: 881-7726

Rev. 03/22/17