

Requesting Approval for Flight Operations

Obtaining approval for operating a UAS under FSU's **Unmanned Aircraft Systems Operation Policy (4-OP-E-7)**:

- A. Authorization shall be requested by the Responsible Party through the submission of FSU's [Unmanned Aircraft System Flight Approval Request](#) form at least five (5) business days prior to the proposed flight. The request form shall be submitted to FSU's Assistant Vice President for Public Safety for consideration. The request will also be reviewed by a representative of FSU's Office of Environmental Health and Safety, and when necessary, the Director of Research Compliance Programs. The Responsible Person may be asked to provide additional information or clarification, and may be provided direction or other requirements for the UAS operation to take place. Inaccurate or missing information may cause the request to be delayed or rejected.
- B. If the flight is approved, a copy of the approved UAS Flight Approval Request will be provided to the Responsible Party prior to the proposed flight date.
- C. Proposed changes to or deviations from approved flights must be approved by FSU's Assistant Vice President for Public Safety through submission of a new Unmanned Aircraft System Flight Approval Request form at least five (5) business days prior to the proposed flight.
- D. The Responsible Party should give careful consideration to providing information about other issues such as airworthiness, training, access to requisite personnel (e.g., qualified visual observers and pilot/operators), and compliance with regulations related to human and animal subjects.