**UAV Flight Request**

It is the policy of The University of Texas at El Paso (“University”) to provide a safe environment for members of the campus and outside community. The University recognizes the use of Unmanned Aerial Vehicles (“UAV”) on University property may threaten the privacy and safety of the University community, interfere with the educational mission of the institution, and/or interfere with the use and enjoyment of the airspace above University property.

The University prohibits the use of UAV’s on University property *(outdoors and indoors).* The University will authorize flights under limited circumstances, except as required by law or pursuant to the authorization process provided by this policy. Any approved use of UAV on University property must be in compliance with the Federal Aviation Administration (FAA) regulations for such use.

**To seek authorization for the use of UAV’s on campus, the following information/questions must be answered:**

Email the completed form to*police@utep.edu* and *eh&s@utep.edu*

**Drone/Balloon**

* **Date(s) of Flight**: **Time of Flight/Length of Flight:**
* **Drone/Balloon Description:** *(Make, model, description and weight of aircraft):*
* **Owner of UAV:**
* **UAV Serial # FAA Registration #:**
* **Pilot’s Name and Registration #**: *(Will there be a student pilot, if so, name of student pilot- please include remote pilot certificate numbers of all pilots)*
* **Purpose of the Flight:** *(Ex: Educational, research, orientation of aircraft operations, etc.)*
* **Location of Flight:** *(Be specific as to location of flight and boundaries requested- please attach a map of the location)*
* **Flight Plan:** *(Please include height of the flight path- Flight must be restricted to the flight plan as to the location in request. The aircraft must always in line of sight of the operator and spotter and the aircraft will be immediately taken under manual control if any deviation from the flight plan is observed if aircraft is GPS controlled).*
* **Does this request require blocking off of any parking spaces/lots?** *(If so, has request been made and approved with Parking and Transportation Services?)*
* **Does this request require authorization and approval from any department who oversees the area requested for flight?** *(Example, University Soccer Field is controlled by Recreational Sports/ Centennial Plaza- Dean of Students Office)*

**Balloon Launch Request Information**

Federal regulations control the launch of balloons and have specific requirements. These regulations have the following restrictions to be exempt from these requirements with only a Notice to Airmen (NOTAM) being filed:

* No larger than 6 ft. in diameter
* Payloads cannot exceed a package weight/size ratio of three ounces per square inch.
* No single payload package can exceed 6 lbs. in weight.
* Entire weight of all payloads cannot exceed 12 lbs. in total weight (Excludes weight balloon).
* No rope or cable should be used which requires more than 50 lb. of force to separate payload packages from balloon.
* A high-altitude weather balloon, which creates a hazard to other people and property, is not allowed. *(I.e. Incorrect parachute, faulty rigging, inappropriate launch location)*

**Restrictions for UAV’s**

* Flight must be restricted to the flight plan location as indicated in the request.
* The aircraft must always be in line of sight of the operator and spotter.
* The aircraft will be immediately taken under manual control if any deviation from the flight plan is observed while the aircraft is GPS controlled.
* All flights must have spotters.
* The pilot of any UAV will be required to make the proper notification to the FAA before each launch

Please carry a copy of the approval of this request

*It is asked that any requestor allow at least seven (7) working days for the review and approval process before the date of the flight.*

<https://www.faa.gov/uas/where_to_fly/b4ufly/>