



New Mexico State University
Procurement Services

Authorized Request to Own and Operate Unoccupied Aircraft Systems (UAS)

ROUTING

Attach to AggieMart
Requisition or
Contract Request

In accordance with NMSU Administrative Rules and Procedures (ARP) 16.75 – Unoccupied Aircraft Systems UAS), no UAS, nor component thereof, may be purchased with university funds without department head approval. Regardless of the dollar amount of the purchase, the acquisition of an UAS with university funds must be pre-approved and submitted through the Purchase Order requisition process. Note per ARP 16.75, no UAS can be purchased on a credit card. This completed and approved form, must be attached to the AggieMart requisition or Contract Request.

SECTION 1: REQUESTOR INFORMATION

Name: _____ Date (mm/dd/yyyy): _____

Phone: _____ Email: _____

Department: _____ College/Division: _____

UAS Type: _____ UAS Model: _____ Number of Units: _____

SECTION 2: REQUEST DETAILS

AUTHORIZED TO FLY CATEGORY

An unoccupied aircraft system will not be flown from, land on, or be flown within, property or facilities owned or controlled by the Board of Regents unless it fits within one of the following authorized categories, and is flown in accordance with the criteria established in ARP 16.75.

- **Academic programs as a student/participant:** This category applies when the UAS is used in furtherance of teaching students enrolled in educational programs at the university.
- **Teaching:** Faculty utilizing UAS as part of their teaching duties (either to demonstrate to students, or to teach the students how to build or fly) must be properly licensed through the Federal Aviation Administration (FAA) and hold Remote Pilot Certificate (Part 107 Certificate) appropriate to the aircraft being operated if they operate the controls on an unoccupied aircraft that is being flown outside.
- **Research:** Researchers who operate UAS indoors must do so in a manner that ensures safety for anyone in the area and that does not create a hazard for life safety systems (e.g., fire sprinkler heads that might be hit and damaged). Researchers who operate UAS outdoors must have the Remote Pilot Certificate (Part 107 Certificate).
- **Public Safety:** UAS may be utilized by properly trained and credentialed members of the university police and fire departments when used to ensure public safety, manage an emergency, or investigate an incident. Police personnel who operate UAS must have the Remote Pilot Certificate (Part 107 Certificate).
- **Infrastructure Inspection:** UAS may be utilized for the inspection of university facilities and infrastructure upon the written authorization of the Associate Vice President for Facilities and Services, and in coordination with Environmental Health Safety & Risk Management (EHS&RM).
- **Commercial:** Operation of UAS (where there is any form of financial remuneration or compensation as a result of the operation) may only take place when written permission has been granted by EHS&RM, any applicable campus organizations and/or the manager(s) of any facility where the flight operation will take place. All FAA requirements must be met prior to commercial flight being authorized.
- **Other:** Any request not applicable for one of the above categories. If flight needed does not meet one of the above categories a request for flight can be submitted through the UAS Flight Request Form. UAS operations must meet all FAA regulations for approval.

SECTION 3: REQUESTOR APPROVAL

I have read, understand and will comply with the New Mexico State University Administrative Rules and Procedures 16.75 – Unoccupied Aircraft Systems.

I have ensured that any unit being purchased meets the requirements of funding sources. (Note: The US Government has banned UAS purchases from numerous companies using Federal funding).

All UAS devices over 0.55lbs purchased meet the Remote ID requirement as stated by the FAA (Note: older units must be retrofitted to meet this standard).

Any aircraft purchased with university funds must, upon receipt, send unit information to Environmental Health Safety & Risk Management for unit registration. All registrations submitted for aircraft purchased with university funds shall list the owner as "Board of Regents, New Mexico State University".

NMSU Responsible Employee:

Printed Name: _____ Signature: _____ Date: _____

SECTION 4: OFFICIAL APPROVAL

Department Head / College Dean / Vice President:

Printed Name: _____ Signature: _____

From the date of central approval, this request will be effective for 60 days.