



# Authorized Request to Own and Operate Unmanned Aircraft Systems (UAS)

ROUTING  
PMM  
MSC 3890  
purchasing@nmsu.edu  
Phone 646-2916

In accordance with NMSU Administrative Rules and Procedures (ARP) 16.75 – Unmanned Aircraft Systems (“Drones”), no UAS, nor component thereof, may be purchased with university funds until an analysis has been completed to determine whether existing university aircraft or equipment can meet the need. 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. This completed and approved form, must be attached to the AggieMart requisition or sent via email to [purchasing@nmsu.edu](mailto:purchasing@nmsu.edu) simultaneously with the submission of a Banner requisition.

## SECTION 1: REQUESTOR INFORMATION

Name: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ College/Division: \_\_\_\_\_

## SECTION 2: REQUEST DETAILS

### AUTHORIZED TO FLY CATEGORY

An unmanned 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 and hold a certificate of authorization appropriate to the aircraft being operated if they operate the controls on an unmanned 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 either meet the requirements for operation as a recreational user (as defined by the FAA), or must have the appropriate pilot license and certificate of authorization.
- **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.
- **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 of the Physical Science Laboratory.
- **Commercial:** 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 the Rule Administrator, as well as the Director of Campus Activities, the Physical Science Laboratory, and the manager(s) of any facility where the flight operation will take place.
- **Recreation:** Recreational use of UAS, other than as noted above for students/participants of a sanctioned university class or program, are not generally allowed on or over lands owned and controlled by the Board of Regents.

## SECTION 3: REQUESTOR APPROVAL

*I have read, understand and will comply with the New Mexico State University Administrative Rules and Procedures 16.75 – Unmanned Aircraft Systems (“Drones”).*

*Any aircraft purchased with university funds must, upon receipt, be submitted for inspection to the Physical Science Laboratory subject matter experts for a safety evaluation and 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

College Dean / Vice President:

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Risk Management:

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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