



**UW Oshkosh Unmanned Aircraft Systems (Drones)  
Operational Requirements Checklist**

Complete this checklist as part of meeting the requirements to operate an unmanned aircraft system (UAS) or “drone” while on University of Wisconsin Oshkosh (UWO) lands.

Name of UAS activity or event:

\_\_\_\_\_

Date of activity or event: \_\_\_\_\_

Location of UAS activity:

\_\_\_\_\_

Name of Operator (pilot):

\_\_\_\_\_

Description of User:

University employee or student for university-related activity or research

Third party for private business

Third party contracted by the university

Responsible Dept: \_\_\_\_\_

University employee, student, or unit purchasing a UAS (or parts to assemble a UAS), using a departmental UAS, or purchasing services with university funds or funds being disbursed through a university account, or grant funds, must provide the Office of Compliance, Risk & Integrity **\*\***proof of a Part 107 license as Remote Pilot Certificate or other proof of FAA approval.

Third parties planning to use a UAS must:

Provide **\*\***proof of a Part 107 Remote Pilot Certificate or other proof of FAA approval.

**\*\***Be under a contract which holds the university harmless from any resulting claims or harm to individuals and damage to university property.

**\*\***Provide the Office of Compliance, Risk, & Integrity with a certificate of insurance meeting requirements: General Liability coverage with a minimum \$2,000,000 occurrence limit.

Employees or students using his/her personally owned drone for university business must **\*\***provide proof of a Part 107 certificate or other FAA approval, insurance (as their personal insurance coverage is primary) and complete the Hold Harmless Agreement.

Drones operated near residential buildings must remain 100 feet from the building.

**\*\* Indicates documents which must be submitted with this completed checklist for approval to operate the UAS on university property or lands**

**OFFICE OF COMPLIANCE, RISK & INTEGRITY**

800 Algoma Blvd. | Oshkosh, WI 54901

WEB uwosh.edu/compliance



Approval of UAS Activity:

EHS or Risk Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE OF COMPLIANCE, RISK & INTEGRITY**

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WEB [uwosh.edu/compliance](http://uwosh.edu/compliance)