UAS “Drone” Procedure Check List

**Student Hobbyists**

1. **FAA authorization:** Register your drone and familiarize yourself the FAADroneZone web page. You may also wish to download the FAA’s B4UFly App.

2. **Campus authorization:** Submit the UAS Flight Contact Information Form to Environmental Health and Safety and keep a copy of the acknowledgment email with you during your flight.

3. **ISU Police and Control Tower check-in:** Within 90 minutes prior to the flight, notify the ISU Police Department (309-438-8631) and the FAA Control Tower (309-663-1278) of the flight.

**On Campus Business**

1. **FAA authorization:** You or your vendor must obtain a FAA individual Remote Pilot certificate.

2. **Area authorization:** Get permission from individuals who are responsible for the areas on campus where you wish to fly.

3. **Campus authorization:** Submit the UAS Flight Contact Information Form to Environmental Health and Safety at least 11 business days prior to the planned flight.

4. **ISU Police check-in:** Within 90 minutes prior to the flight, notify the ISU Police Department (309-438-8631).

**Off Campus Research**

1. **FAA authorization:** You or your vendor must obtain a FAA individual Remote Pilot certificate.

2. **Area authorization:** Get permission from Property Owners using the Permission to Fly Unmanned Aircraft Systems form.

3. **Campus authorization:** Submit the UAS Flight Contact Information Form to Environmental Health and Safety at least 11 business days prior to the planned flight.

4. **Note:** If a flight is to be conducted outside of the United States using a University-owned UAS, contact the University’s Export Control Officer (export@illinoisstate.edu or 309-438-0615) several weeks before attempting to take the UAS out of the United States.