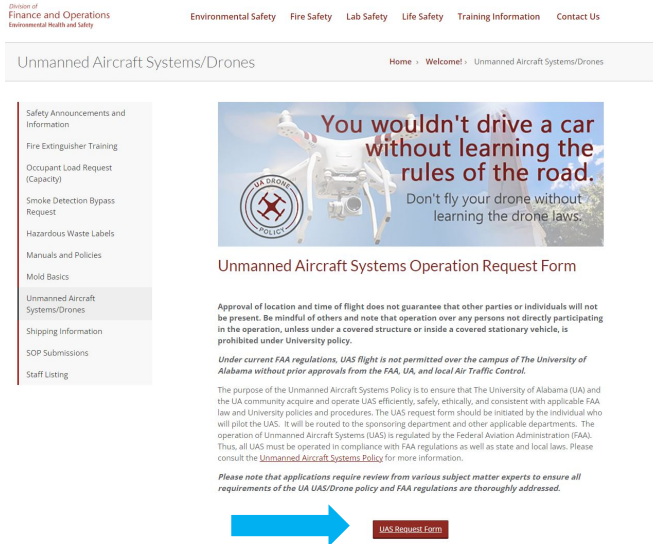


Unmanned Aircraft Systems Request Form User Guide

This guide will help answer questions users may have while completing the Unmanned Aircraft Systems (UAS) Request Form. Please contact Environmental Health & Safety (EHS) at (205) 348-5905 if you have questions or complications completing the online form.

Step one: [Accessing the Online Form](#)

The UAS Request Form can be found on the EHS [website](#). From Unmanned Aircraft Systems webpage, applicants should click on the Red “UAS Request Form” button to begin the process.



Step Two: Completing the Flight Request Form Using DocuSign

Once a user clicks on the “UAS Request Form” button on the UAS website, they will be redirected to DocuSign. Users do not need a username or password to access and/or complete the online form.

Users will be prompted to select that they agree to use electronic records and signature. This box must be selected in order to complete the form.



Once the agreement box is selected, users should click the red “Continue” button to open the online form.

Step Two Continued: Completing the Request Form

Forms must be completed in one session. To begin, users should click on the “Start” tab at the top left hand side of the screen. This tab will move as you navigate through the entire document.

The screenshot shows the top portion of a web form. On the left, a red button labeled 'START' is highlighted with a blue arrow. The header features 'THE UNIVERSITY OF ALABAMA' logo and the title 'Unmanned Aircraft Systems Usage Request Form'. Below the header, a paragraph explains the form's purpose. The 'Pilot' section contains input fields for Name (pre-filled with 'Big Al'), Email, Phone, Mailing Address, and a dropdown menu for 'Affiliation of Pilot'.

All boxes that are outlined in red are **mandatory** fields. Users will not be able to submit the form if any of these fields are not completed.

Throughout the process of completing the form, users will see yellow pop-up boxes on each field that provides guidance and additional details about the requested information.

This close-up shows the 'ECCN' field. A yellow pop-up box above the field reads: 'Required - Enter the ECCN (Export Control Classification Number) of the UAS.' The field itself is outlined in red and has a blue arrow pointing to it. Below the field are labels for 'Total Weight', 'Camera Type' (with a dropdown menu), and 'Remote ID/Broadcast ID Equipped' (with radio buttons for 'Yes' and 'No').

Attaching a Document

Under the pilot section, users should upload any necessary documentation for their application. Click on this box to upload your documentation.

The screenshot shows a section titled 'Attach required documentation:'. It features four yellow boxes, each with a downward arrow and a paperclip icon. Below the first three boxes is the word 'Optional'. To the right, text reads: 'Please attach any document. FAA registration certificate, if may be attached.' A blue arrow points from this text to the fourth attachment box.

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The Office of Environmental Health and Safety requires that all documentation is attached electronically to the form.

**Examples of possible attachments are listed on the UAS/Drones webpage and the request form.*

Sponsoring Department or Organization

The fields listed under the sponsored departments section of the form are not required, but will help the Office of Environmental Health and Safety rout the document to the correct areas on campus to help ensure a timely and efficient approval process.

If a user does not know their sponsoring department or organization, or does not have one for their flight request, they should leave these fields blank.

Flight Plan Dates & Times

This request form is for specific event(s), it is not a blanket form that covers all usage on and off campus. Users are allowed to list multiple flight dates and times in a single form, to prevent filling out multiple forms for determined flights.

Step Four: Signing the Form

Once a user provides all the required information, the form can be signed and submitted. To sign the document, users should click on the yellow “Sign” icon at the bottom of the first page.

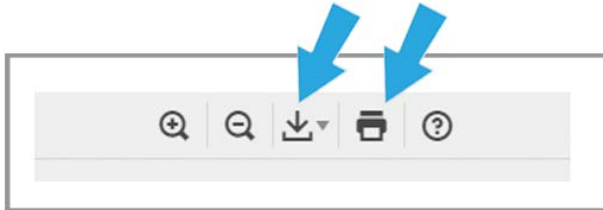
The screenshot shows the bottom portion of the form. On the left, there is a grey vertical bar with a red arrow pointing right containing the word "SIGN". To the right of this bar is a yellow button with a downward-pointing arrow and the word "Sign" above it. A blue arrow points to this button. Below the button are four signature lines: "Pilot Signature", "Date" (with "Jul-21-2017" written above it), "UA Contact Signature", and "Date". Above the signature lines is a red horizontal line with the word "Acknowledgement" in red. Below the line is the text: "I understand that all operation and use of UAS must comply with FAA regulations and local, state, and federal laws regarding use of UAS, and that it is the responsibility of the operator of the UAS to ensure that all applicable UA policies and all relevant laws and regulations are adhered to during operation of the UAS."

Once a user clicks on the “Sign” icon, they will be prompted to sign their name. Users can do this with a mouse, using a finger if on a touch screen device, or by typing their name and selecting a style for their signature.

**Users will see a page two that follows the acknowledgment section. That page is for office use only and requires no attention from applicants.*

Step Five: Submitting the Form

Once a user has signed the form, they must select “Finish” to submit the application. Users can download or print a copy of the form they submitted by click on the download or print icon at the top of the page.



Notification of Completion

Users will be notified via the email address provided in the form if their application was complete or non-complete. If a request form is returned to a user as non-complete, it will have notes and information provided to the user on how to complete the form.

If the form is completed, users will receive an email with a pdf attachment and a link that reads “View Completed Documents.” Users should click on the link or open the pdf attachment to see the approval status of their application written at the bottom of the second page.