DRONE REGISTRATION, PILOT CERTIFICATION, FORMS, TRAINING
Please follow these steps prior to operating a sUAS at Tulane University.

Drone Registration:
1. Contact the Office of Insurance and Risk Management (OIRM) regarding ownership of the sUAS
2. Register your sUAS with the FAA using this link: https://registermyuas.faa.gov/
3. Make sure your sUAS is properly insured under the university insurance program. One option is to insure the sUAS under the University's All Risk Insurance Program. If you choose this option, please submit a detailed description of the drone to OIRM, including the FAA registration number, owner's contact information, model, manufacturer, size, weight, additional attached equipment, etc. OIRM will add the drone as property covered under the All Risk Program.

This completes the registration process. Next, please ensure the sUAS operator is properly certified and that you have submitted a flight plan to OIRM.

Pilot Certification: OIRM requires an FAA certified pilot with small Unmanned Aircraft System (sUAS) rating acting as Pilot in Command (PIC) for all sUAS operations. Operators can earn certification in two ways:
1. Applicants must complete the ALC-451: Part 107 Small Unmanned Aircraft Systems (sUAS) training course (https://www.faasafety.gov/) and pass the initial FAA Unmanned Aircraft General (UAG) Knowledge Test at a Knowledge Testing Center (KTC). If you pass the test, The FAA will email you instructions on how to complete the certification process. You will also receive a temporary sUAS certificate. The temporary certificate allows you to operate the sUAS while waiting for the permanent license.
2. Part 61 pilot certificate holders successfully complete the FAA's online training course and earn the sUAS rating. Here is a link to the course: https://www.faasafety.gov/

Forms:
1. Submit a detailed flight plan to OIRM, TUPD, Public Relations, and the Mission Specific contact, three (3) weeks prior to the mission date and the operations of a sUAS on, or above, University property using the form located on the ORIM website.

2. All students must complete and sign the Student Acknowledgement Form and provide to the PIC of the sUAS. The form is located on the OIRM website.

3. If the flight is for the purpose of a movie production, the flight must be certified with Certification-Film New Orleans. Film New Orleans acts as a liaison for all film and video projects working in the city. The city of New Orleans generates a blanket, free of charge film certificate by meeting the city of New Orleans requirements.
     http://www.filmneworleans.org/for-filmmakers/permitting/

Training:
1. Complete the on-line training required for all sUAS users at the Tulane Training Wave link.

You are all set! Please see the University's sUAS Policy for additional information.

September 26, 2017