

University of Oklahoma Norman Campus COA Checklist

Updated: 17 February 2022

Each **item in the checklist** listed below must be formally approved in writing (email is acceptable) by an appropriate official representing each department or office prior to submission to the Vice President for Research and Partnerships (OVPRP) point of contact (currently Ken Carson kencarson@ou.edu). It is the responsibility of the faculty, staff, or student organizing a COA application to complete each step by contacting each department or office. However, the OVPRP POC will assist and guide faculty in completing the checklist (contact Ken Carson; kencarson@ou.edu)

***Items in this checklist can be addressed in parallel; there is no requirement for accomplishing the items in sequence.**

Item 1: Review/assessment of sUAS vehicle airworthiness certificate or self-certification (Aviation Department signoff, Ken Carson contact, alternates Eric Metoyer, George Hicks).

Item 2: The full legal name and FAA licensure information of the (or all) duly licensed pilot(s), holding an FAA authorized medical certificate, who will serve as the Pilot in Command for COA activities covered by the application (OU Aviation Department signoff, Ken Carson contact, Eric Metoyer or George Hicks alternate). Provide scanned copy of medical certificate to POCs.

Item 3: Prior to beginning operations, assuming the FAA COA is approved, appropriate insurance coverage will be obtained and be in place prior to operation through the OU Department of Campus Safety (Department of Campus Safety signoff, Kevin Leach or office staff).

OU Risk Mgt will need to know:

- **Vehicle name and manufacturer (if turnkey)**
- **number of engines**
- **fixed wing or copter**
- **total weight**
- **max forward airspeed capable**
- **lights on vehicle?**
- **Each PIC will need to fill out an insurance operator form**
- **Each PIC will need to scan and send their FAA license to OVPRP POC kencarson@ou.edu**

Item 4: For Operations at KAEFS - Burn ban plan in place (POC signoff, Meghan Bomgaars or official responsible for other OU COA operational locations being proposed).

Item 5: Plan in place for notifying all local landowners in the over-flight radius of planned operations each time the UAS is flown (KAEFS Director signoff, Meghan Bomgaars or official responsible for any other OU COA location being proposed).

For operations within 5 miles of any airport – OVPRP POC will coordinate/communicate with airport manager and if Class D, C, B – FAA ATC.

Item 6: Flight plan to ensure that no trespass of private property will occur and that flights do not create a nuisance (noise, hazard or concern) for any properties in place (KAEFS Director signoff, Meghan Bomgaars or official responsible for any other OU COA location being proposed).

If there are any issues during operations, the PIC must contact OVPRP POC via cell phone, 405-306-7687.

Item 7: Plan in place to notify and provide OU Marketing with contact information upon approval of FAA COA and agreement that **any public communications** in regard to such OU research activity will be coordinated with OU Marketing office (Public Affairs signoff, TBD).

Item 8: Plan in place for integrating COA activity so that it does not disrupt non- sUAS research performed at COA site (typically this is KAEFS, KAEFS Director signoff, Meghan Bomgaars or official responsible for any other OU COA location being proposed).

Item 9: Plan in place for coordinating COA activities with local fire and police agencies (KAEFS Director signoff, Meghan Bomgaars, or official responsible for any other OU COA location being proposed).

Item 10: Written affirmation from responsible faculty representative in place that the COA will be used only for noncommercial, research purposes (send written [email] confirmation to VPRP POC signoff, Ken Carson).

Item 11: Export Control review and approval of application completed (Export Control signoff, Andrew Reader).

Item 12: Affirmation in place that any complaint against the COA activity will immediately be reported to OVPRP POC Ken Carson via cell phone, who will in turn inform OU sUAS Advisory Committee and OVPRP POC (Communication facilitation between Faculty Rep and OVPRP rep Ken Carson POC).

Item 13: Affirmation in place that any sUAS flight incidents, accidents, or damage related to sUAS flight in COA activity **will be reported immediately** following the [Incident Reporting Procedure](#). (VPRP signoff, Ken Carson POC).

Item 14: Applicant represents, warrants, and certifies that at all times, all applicable laws shall be complied with (Faculty Rep email to sUAS Committee OU Legal POC); Legal Counsel signoff.

Item 15: To the extent that surveillance is to be deployed pursuant to a COA, a special notification will be sent and reviewed by the VPRP Office (Ken Carson) and the Office of Legal Counsel before a COA application can proceed.

Item 16: Prior to beginning operations (assuming the COA is approved), the pilot in command and research project director must complete [Environmental Health and Safety Office Hazard Communication/General Safety training](#) (Chris Snider, University Environmental Health & Safety Officer).

Item 17: Final approval by the Norman Campus OVPRP that all required items on this checklist have been satisfied with appropriate signoff (Assoc. VPRP Melany Dickens-Ray).

Faculty Research Representative: _____
Date: _____

OVPRP sUAS POC: Ken Carson: _____
Date: _____

OVPRPP coordination with OU sUAS Committee & Committee Approval: _____
Date: _____

OVPRPP Assoc. VPRP Approval: Melany Dickens-Ray: _____
Date: _____