

## Unmanned Aircraft Systems (UAS) Required Procedure Checklist Hobbyist

To submit the UNL Application for Unmanned Aircraft Systems, the following checklist includes the steps in UNL's process, minimum requirements and required UNL signatures.

### 1. Read NU Policy

### 2. Minimum UNL Requirements:

- UAS operator must be on site; UAS not remotely operated
- UAS - Less than 55 pounds
- UAS must have Registration and Markings
- Flight(s) clear of people, stadium, and outdoor sporting events
- Visual Flight Rules (VFR) Operations
- Visual line of sight
- Less than 400' vertical flight
- Insurance Certificate

### 3. Provide Insurance Certificate which reflects:

- Occurrence based UAS Liability Insurance of \$1 million per occurrence
- Board of Regents named as "Additional Insured"
- Policy includes coverage for personal injury
- Waiver of subrogation language is included in the policy
- Policy is primary and non-contributory
- Insured will provide 30-days notice of cancellation

### 4. Provide current photo of UAS

### 5. Complete UNL UAS Application Form and Obtain UNL Signatures Below

- Hobbyist
- UNL Risk Manager  
Director, Risk Management  
32 Canfield Administration Building  
(402) 472-8044
- UNL Police Department  
Assistant Vice Chancellor and Police Chief  
17th & R Parking Garage  
(402) 472-2222
- Vice Chancellor, Business and Finance  
307 Canfield Administration Building  
(402) 472-4455

Questions regarding the process may be directed to: Office of the Vice Chancellor, Business and Finance  
University of Nebraska-Lincoln  
307 Canfield Administration Building  
Lincoln, Nebraska 68588-0425  
(402) 472-4455