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MEMORANDUM

DATE: 3/4/2017
TO: Parker Antin, Jeff Silvertooth, Jeffrey Ratje, Paul Brierley, Matt Rahr, CALS Academic Unit Heads, Steve Human, Mitch McClaran.
FROM: Shane C. Burgess 
CC: Bethany Rutledge, Andrew Comrie
SUBJECT: **Unmanned Aerial Vehicles**

This memorandum pertains to the attached UAV inventory.

Herbert N. Wagner Jr., Director Occupational and Environmental Health & Safety, UA Risk Management Services, has told me the following:

1. The processes for registration for unregistered UAVs and for operators obtaining their UAV pilot license, must begin immediately. All of the needed information is on the FAA website.
2. Per FAA rules, all UAVs must be registered with the FAA and all operators must obtain an operator's license from the FAA.
3. There is a draft addendum to the Campus Use Policy that will cover the use of drones on campus and all UA facilities.
4. Risk Management Services will keep an inventory of all University-owned UAVs but registration is the responsibility of the department. This is to be published soon.

CALS will not pay any fines incurred, or help with legal defense costs against possible jail time, for noncompliance with the law or agency rules.

From now on, the Office of the Associate Dean for Research will maintain the attached xlsx file. All academic units are responsible for proactively notifying the Office of the Associate Dean for Research of all changes in UAV ownership management in their units. Jeff Silvertooth is responsible for all UAV ownership management in the county offices. Mitch McCalaran, Steve Husman and Jeff Silvertooth responsible for all UAV ownership management by Experiment Station Unit employees that they lead and manage.