University of Oklahoma Norman Campus COA Checklist

Each item 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. 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 Office of the Vice President for Research will assist and guide faculty in completing the checklist (contact James Grimsley; jgrimsley@ou.edu). The items in this checklist can be addressed in parallel and there is no requirement for accomplishing the items in sequence.

**Item 1:** Review/assessment of airworthiness certificate (Aviation Department signoff, Ken Carson contact, Matt Esker or Bryce Bailey alternate).

**Item 2:** The name and licensure information of a duly licensed pilot, 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, Matt Esker or Bryce Bailey alternate)

**Item 3:** Prior to beginning operations, assuming the COA is approved, appropriate insurance coverage will be obtained and be in place prior to operation (Risk Management signoff, Kevin Leach)

**Item 4:** Burn ban plan in place (Kessler Atmospheric and Ecological Field Station Director signoff (Dr. Jeffrey Basara) or official responsible for other OU COA location 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 (Dr. Jeffrey Basara) or official responsible for any other OU COA location being proposed

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

**Item 7:** Plan in place to notify and provide Public Affairs with contact information upon approval of COA and agreement that any public communications will be coordinated with Public Affairs (Public Affairs signoff, Rowdy Gilbert)

**Item 8:** Plan in place for integrating COA activity so that it does not disrupt non-UAS research performed at COA site (KAEFS Director signoff (Dr. Jeffrey Basara) 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 (Dr. Jeffrey Basara) or official responsible for any other OU COA location being proposed.

**Item 10:** Written affirmation in place that the COA will be used only for non-commercial, research purposes (VPR signoff, James Grimsley)

**Item 11:** Export Control review and approval of application completed (Export Control signoff, Wayne Edgar)

**Item 12:** Affirmation in place that any complaint against the COA activity will immediately be reported to Advisory Committee and Vice President for Research (VPR signoff, James Grimsley)

**Item 13:** Affirmation in place that any accidents or damage related to COA activity will be reported immediately following the Incident Reporting Procedure (http://www.ou.edu/content/risk/insurance/liability-insurance.html). (VPR signoff, James Grimsley)

**Item 14:** Applicant represents, warrants, and certifies that at all times, all applicable laws shall be complied with (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 VPR Office (James Grimsley) and the Office of Legal Counsel before a COA application can proceed.

**Item 16:** Item 15: Prior to beginning operations, assuming the COA is approved, the pilot in command and project director must complete Environmental Health and Safety Office Hazard Communication/General Safety training (http://www.ou.edu/ehso/) (Trent Brown, University Environmental Health & Safety Officer)

**Item 17:** Approval by the Norman Campus Vice President for Research that all required items on this checklist have been satisfied with appropriate signoff (Dr. Kelvin Droegemeier)