

Faculty, Staff, and Student UAS Flight Request Instructions

<https://ehs.ucop.edu>

- Login using your UCnet ID and Password
- Click on Drones
- Enter pilot information, Under Certificate Type choose SUAS and Certificate # type: enter certificate number for registered UAS/Drone.
- Save your entry.

The following screen will give you the option to either request a flight, report a flight, register an aircraft, or update pilot registration.

Register aircraft prior to requesting a flight.

REGISTER AIRCRAFT:

- Click on Register an Aircraft and enter requested information.
- Provide manufacturer and model information
- Provide storage location
- Faculty and Staff purchased UAS/Drones are considered UC owned, select YES when this question is asked.
- Search Responsible Person by selecting University of California, Irvine and search Pilot name.

REQUEST A FLIGHT:

Click on Manage a flight, some information will automatically populate. Enter flight information, provide detailed description of flight in the comment box.

Please note the following:

- Controlled Airspace: Class C
- Flying over people: NO
- Flying near Buildings: NO

If you have any questions or concerns during this process, please do not hesitate to email dronesafety@uci.edu or call EHS Front Desk 949-824-6200.