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| **Virginia Tech UAS INCIDENT / ACCIDENT REPORT - INITIAL** |
| Notify the onsite Aviation Safety Officer (ASO) or Virginia Tech UAS Safety Manager immediately, but no more than 1 hour after occurrence. |
| Do not move or disturb UAS, wreckage, cargo, etc. unless necessary to remove or protect persons or to prevent further damage to equipment / material until the scene can be properly documented with photographs, sketches and notes. |
| Complete this report and submit to the UAS Safety Manager as soon as possible but not more than 24 hours after occurrence – uassafety@vt.edu.  |
| Further flight under Part 107 or a COA is prohibited until a report has been submitted. |
| Report Submitted by |  |
| Organization |  |
| Contact Information |  |
| Details of Occurrence |
| Date |  |
| Time (z) |  |
| Location of Mishap and/or Lat/Long |  |
| Origin of Flight |  |
| Aircraft Type |  |
| Aircraft Registration Number |  |
| Owner / Operator |  |
| Crew / VOs |  |
| Pilot Certification |  |
| Phase of Operation |  |
| Purpose of Flight |  |
| Weather |  |
| Aircraft Damage |  |
| Crew / Personnel Injury |  |
| Other persons / aircraft involved |  |
| Witnesses |  |
| Other information / Narrative  |  |