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| SUBJECT: Unmanned Aircraft Systems (UAS) | Effective Date: 8-21-17 | Policy Number: 10.1 | |
| | Supersedes: New | Page 1 | Of 4 |
| | Responsible Authority: Vice President, Research | | |

APPLICABILITY/ACCOUNTABILITY:

This policy is applicable to all members of the public and the University community that seek to operate an unmanned aircraft system (UAS): (i) on University Property, (ii) at any University-sponsored event, or (iii) in connection with any University activity, including without limitation University research, educational or business purposes (collectively, (i), (ii) and (iii) are referred to herein as “University-Related UAS Activity”).

POLICY STATEMENT:

Operation of a UAS is regulated by the Federal Aviation Administration (FAA) and by federal, state, and local laws, regulations and policies (collectively referred to herein as “Legal Authorities”). Legal Authorities include, but are not limited to; FAA airmen certificate requirements, state law governing the safe operation of aircraft, and University regulations and policies regarding access and use of University property. Anyone who seeks to engage in University-Related UAS Activity must first receive approval in accordance with this policy. FAU’s Environmental Health & Safety (EH&S) department will assist with processing requests and responding to inquiries regarding University-Related UAS Activity.

Engaging in University-Related UAS Activity is not permitted until the applicant has provided all of the required documentation to the Aviation Review Panel (ARP) and has received approval to proceed. A UAS may not be used to monitor or record activities where there is a reasonable expectation of privacy. UAS/Drone flights on-campus or on FAU-controlled property or sites require both a Remote Pilot in Command (RPIC) and a visual observer. No UAS flights are allowed within five (5) miles of an airport or Heli-pad unless pre-approval is received from the FAA as part of the initial UAS application submission process. UAS flights occurring on campus require air traffic control approval from the FAA as part of the initial UAS application submission process. On-campus recreational UAS Activity is strictly prohibited.

Any individual or organization found to be engaging in University-Related UAS Activity in violation of Legal Authorities shall cease operation of the UAS immediately. Violations will be referred to the ARP, legal and/or regulatory authorities, as appropriate. The operation of UAS by or through the Department of Public Safety and/or the University Emergency Management/Emergency Operations Center (EOC) may be exempt from the approval processes of this policy based on the determination of emergency needs by the University President or designee.

DEFINITIONS:

Aviation Review Panel (ARP) – A Florida Atlantic University review panel comprised of representation from the Departments of Academic Affairs, Environmental Health & Safety, Compliance, Risk Management and Research to assess academic-related aircraft and UAS usage on and off campus.

Certificate of Waiver or Authorization (COA): The COA is an authorization issued by the Air Traffic Organization to a public operator for a specific UAS activity.

Class G Airspace: Class G airspace includes all airspace below 14,500 feet not otherwise classified as controlled. There are no entry or clearance requirements for class G airspace.

Reasonable expectation of privacy: Locations where there is an objective expectation of privacy. Examples include, but are not limited to, restrooms, locker rooms, residence halls, and health treatment and medical facilities. UAS shall not be used to monitor or record sensitive institutional or personal information which may be found, for example, on an individual's workspaces, on computer or other electronic devices.

Remote Pilot in Command (RPIC): This is the sole person responsible for the operation of a UAS.

University Property: Any land, grounds, buildings, or facilities, including without limitation streets, sidewalks and paths, owned, leased, controlled, occupied, or used by the University for University purposes.

Unmanned Aircraft System (UAS): Any remotely operated or controlled aircraft intended to fly within the National Airspace System. This includes devices commonly referred to as drones and may also include communications, support, and navigational equipment. FAA regulations apply to all types of UAS regardless of weight or size. This definition also includes Small Unmanned Aircraft Systems (sUAS) which have a takeoff weight of less than 55 pounds.

14 CFR 14 - Part 107: The portion of Title 14 of the Code of Federal Regulations that applies to certain civil small unmanned aircraft operations conducted within the NAS for purposes other than hobby or recreation.

333 exemption: FAA exemption based on Section 333 of the FAA Modernization and Reform Act of 2012 (FMRA) which grants the Secretary of Transportation the authority to determine whether an airworthiness certificate is required for a UAS to operate safely in the National Airspace System.

PROCEDURES:

I. Submitting flight requests for ARP review

A. Flight certificates and authorizations available from the FAA

1. There are 3 avenues to acquire authorization for UAS flight activity through the FAA:
 - a) Part 107 authorizations
 - b) Certificate of Waiver or Authorization
 - c) 333 Exemption
2. Specific applications, guidelines and prohibitions for the 3 authorization types can be found at www.faa.gov.
3. The Department of Environmental Health & Safety is available to assist individuals and groups wanting to submit a flight application but may have questions regarding applying for FAA clearance. Please contact EH&S at (561) 297-3129 for assistance.

B. How to submit documentation for university-related UAS activity:

1. Individuals or organizations seeking to engage in a University-Related UAS Activity must first submit a completed UAS Request Form to EHS@fau.edu at least 3 weeks in advance of the desired flight date.
2. The Department of Environmental Health & Safety (EH&S) will process the initial request and address any missing information or need for clarification prior to submission to the Aviation Review Panel (ARP).
3. Once the UAS flight information has been verified, EH&S will submit the information to the ARP for final review. The requesting party will be notified of a decision or receive a request for additional information from the ARP.
4. A copy of the approved UAS Request Form must be in the possession of the UAS operator at all times during flight activity. This documentation must be available for review by any university official or representative during flight operation.

C. Flight certificates and authorizations available from the FAA

1. There are 3 avenues to acquire authorization for UAS flight activity through the FAA:
 - a) Part 107 authorizations
 - b) Certificate of Waiver or Authorization
 - c) 333 Exemption
2. Specific applications, guidelines and prohibitions for the 3 authorization types can be found at www.faa.gov.
3. The Department of Environmental Health & Safety is available to assist individuals and groups wanting to submit a flight application but may have questions regarding applying for FAA clearance. Please contact EH&S at (561) 297-3129 for assistance.

II. Requirements for Non-FAU employed UAS Operators

1. Register the vendor with purchasing
2. Vendor must provide insurance coverage in the amounts of \$1 million each occurrence/\$3 million aggregate.
3. Instruct the vendor to name FAU as an additional insured on the insurance policy utilizing the following language: "The Florida Atlantic University Board of Trustees, the Florida Board of Governors, the State of Florida and their respective officers,

agents, volunteers and employees are listed as Additional Insured under this commercial general liability policy.”

4. Submit request form with supporting documentation to EH&S.
5. All flights on FAU campuses or FAU-controlled property or sites will consist of both a RPIC and a visual observer.

III. Aviation Review Panel (ARP)

1. The ARP may request additional information or clarification from the requestor and may provide direction or other requirements for the UAS operation to take place.
2. The ARP will notify the requestor of a decision by way of a response on the UAS Request Form.
3. The ARP is responsible for granting any process exemptions as necessary.
4. Risk Management will maintain a record of the results and decisions of the ARP.

IV. Incident Reporting

1. UAS incidents must be reported to University Risk Management no later than 1 business day after the incident.
2. The RPIC must report any UAS accident to the FAA within 10 calendar days of the operation if any of the following thresholds are met:
 - a) Serious injury to any person or loss of consciousness
 - b) Damage to any property, other than the UAS, if the cost is greater than \$500 to repair or replace the property (whichever is lower).
3. Reportable UAS incidents to FAU Risk Management include the following: death related to UAS operation; serious injury resulting in hospitalization or emergency services; any fractures or dislocations; nerve, muscle or tendon damage; second- or third degree burns; total unmanned aircraft loss; and/or damage to property other than the unmanned aircraft.
4. FAA incident reports can be filed online via the UAS accident reporting website. https://www.faa.gov/uas/report_accident/.
5. FAA incident reports can also be filed by telephone to the appropriate FAA Regional Operations Center and/or the nearest Flight Standards District Office (FSDO).

INITIATING AUTHORITY: Vice President, Research

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 10.1

Initiating Authority

Signature: _____ Date: _____

Name: Dr. Daniel Flynn

*Policies and Procedures
Review Committee Chair*

Signature: _____ Date: _____

Name: Elizabeth F. Rubin

President

Signature: _____ Date: _____

Name: Dr. John Kelly

Executed signature pages are available in the Office of the General Counsel

UAS/DRONE FLIGHT REQUEST APPLICATION



| PARTICIPANT INFORMATION | |
|--|--|
| Department/School approving the flight: | |
| Anticipated date of proposed flight: | |
| Name of Applicant: | |
| Position/Phone/E-Mail of Applicant: | |
| Type of FAA Compliance: | <input type="checkbox"/> Public COA <input type="checkbox"/> 333 Exemption/Blanket COA <input type="checkbox"/> CFR Part 107 |
| This UAS/Drone will only be piloted by an FAU employee or volunteer | <input type="checkbox"/> Yes No <input type="checkbox"/> Company: _____ EIN: _____ |
| Name(s) of Remote Pilot in Command (RPIC): | |
| RPIC or Airman Certificate Number: | |
| Address/Phone/E-Mail of RPIC: | |
| Name of Visual Observers (required for on-campus/FAU sites): | |
| Names of other persons on-site: | |
| Company/RPIC has a general liability policy of at least \$1M occurrence/\$3M aggregate, with FAU and its entities named as additional insureds (required for all non-FAU RPICs): | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| MISSION INFORMATION | |
| What is the purpose of the flight? | |
| Flight area description & location (attach map clearly depicting this area): | |
| UAS/DRONE EQUIPMENT INFORMATION | |
| UAS Registration Number: | |
| Name(s) on registration: | |
| UAS manufacturer and make/model information: | |
| Total takeoff weight: | |
| UAS modifications made after purchase: | |
| Check all that apply: | <input type="checkbox"/> Video streaming for RPIC view <input type="checkbox"/> Real time flight data visible to RPIC(battery level, distance from take-off point etc.) <input type="checkbox"/> maximum altitude setting capability <input type="checkbox"/> Geo-fencing to limit flight near airports <input type="checkbox"/> Return to home failsafe for: <input type="checkbox"/> Lost communication <input type="checkbox"/> Low battery If applicable, does the tablet/phone have a constant connection with the internet so that UAS location on a map can be continuously observed by the RPIC? <input type="checkbox"/> Yes <input type="checkbox"/> No |

UAS/Drone Flight Approval Signatures:

Department Chair (of requesting department): _____

Risk Management: _____

Aviation Review Panel representative: _____

Purchasing (only for external RPIC): _____