

# AUBURN UNIVERSITY

## UNMANNED AIRCRAFT SYSTEMS POLICY AND PROCEDURES

### I. POLICY STATEMENT

Unmanned aircraft systems (UAS) offer unique opportunities for teaching, research, and campus operations. UAS operation is regulated by the Federal Aviation Administration (FAA), as well as federal, state, and local laws. In addition, anyone seeking to operate a UAS on or over Auburn University property, at any university sponsored event, or on behalf of the university must receive prior approval in accordance with this policy.

### II. POLICY PRINCIPLES

The purpose of this policy is to promote compliance with FAA regulations and all federal, state, and local laws; to promote safety; and to preserve the security and privacy of members of the university community.

A. Operation of a UAS on or over Auburn University property, at any university sponsored event, or on behalf of the university shall be:

1. Approved prior to operation by the UAS Program Manager, and
2. Conducted in compliance with FAA regulations and federal, state, and local laws.

As outlined by the FAA's UAS regulations and policies, authorization to operate a UAS may be granted under Part 107 or a Certificate of Authorization. Operation will be limited to a specific location and restrict conditions, parameters, and limitations of flight operation. All flights should be conducted during daylight or civil twilight hours unless a specific waiver is granted by the FAA.

Anyone purchasing a UAS or parts to assemble or to service a UAS with university funds, funds disbursed through a university account, or grant funds, must contact the UAS Program Manager and Risk Management and Safety prior to the purchase in order to assess the university's ability to comply with current federal laws including FAA requirements, as well as federal, state, and local laws, and to obtain appropriate insurance.

### III. EFFECTIVE DATE

May 1, 2019

#### IV. APPLICABILITY

Faculty, staff, students, volunteers, contractors, vendors, and other third parties who acquire or seek to operate a UAS on or over university property, at any university sponsored event, or on behalf of the university.

#### V. POLICY MANAGEMENT

**Responsible Offices:** Auburn University Airport, Campus Safety and Security, Risk Management and Safety

**Responsible Executive:** Airport/Aviation Center Director

**Responsible Officer:** Unmanned Aircraft Systems Program Manager

#### VI. DEFINITIONS

**Unmanned Aircraft System (UAS)** is any remotely operated or controlled aircraft intended to fly. This includes devices commonly referred to as drones and/or model aircraft.

**Certificate of Authorization** is a certificate granted to an individual or entity by the FAA, which outlines specific conditions for flight. The FAA may insert provisions during the approval process to ensure the UAS can be operated safely.

**A Public Use Certificate of Authorization** is granted to government entities (i.e. City, State, Federal) to operate a specific aircraft for a specific purpose in a specific location.

**Part 107 Operation** is an operation conducted under Part 107 rules established by the FAA to provide operational limitations, responsibilities, and requirements for UAS use.

**Temporary Flight Restrictions (TFRs)** are defined by the FAA as a regulatory action issued via the U.S Notice to Airmen (NOTAM) system to restrict certain aircraft from operating within a defined area, on a temporary basis, to protect persons or property in the air or on the ground.

**Pilot in Command (PIC)** is the individual that is responsible for the safe operation of the aircraft, or in this case a UAS. The PIC is normally the person operating the aircraft.

**University property** is any land, grounds, buildings, or facilities owned, leased, or used by Auburn University per formal contractual or legal agreements.

**UAS Advisory Group** may consult with the UAS Program Manager in review, assessment, and guidance of requested UAS activities to ensure consistency with this policy. The UAS Advisory Group will include representatives from the following university units: Auburn University Aviation Center, Campus Safety and

Security, Risk Management and Safety, Facilities Management, Student Affairs, the Offices of Academic Affairs, Research Compliance, and Research Security.

**University sponsored event** is any Auburn University sanctioned, hosted, or affiliated event including but not limited to research, student meetings, athletic events, and university promotional gatherings.

## **VII. POLICY PROCEDURES**

- A. Any individual or entity seeking to operate a UAS on or over university property, at a university sponsored event, or on behalf of the university shall:
1. Obtain approval from the UAS Program Manager reasonably in advance of operation. Required documentation shall include:
    - a. Certificate of Authorization issued by the FAA, or a copy of Part 107 Remote Pilot License for any individual that will be fulfilling the Pilot in Command duties.
    - b. Detailed maps of requested flight areas, a description of the rationale or purpose for the flight, and a list of the individual(s) who will operate the UAS and their qualifications to do so.
    - c. A written agreement from the individual or entity seeking to operate the UAS holding the university harmless from their flight operations.
    - d. A certificate of insurance obtained by the individual or entity seeking to operate the UAS showing liability coverage for their flight operations.
    - e. [UAS Insurance Request Form](#) from any Auburn University employee purchasing a UAS, parts to assemble a UAS, or UAS services with university funds, funds disbursed through a university account, or grant funds.
- B. If the UAS Program Manager approves the request, the approval notice will be sent to the requestor via an email. A copy of the approval notice must be kept with the person operating the UAS at all times. The operator of the UAS must present the approval notice when requested by university officials or law enforcement officers.
- C. The UAS must be operated only under safe conditions. If unforeseen circumstances develop (e.g., adverse weather) that may jeopardize safety of the

operator or university community, the operator must postpone the flight and request an extension from the UAS Program Manager.

- D. Any individual or entity seeking to operate a privately owned UAS under this policy must sign a written agreement holding the university harmless for any resulting claims, loss, or damage associated with flight operations, and they also must provide proof of \$1 million liability insurance covering the UAS operations. Auburn University, its Board of Trustees individually and collectively, Administrators, Faculty, Staff and Agents shall be listed as Additional Insureds. The written agreement and certificate of insurance must be submitted to Risk Management and Safety at least 24 hours prior to operation. In addition, the UAS operator shall carry proof of insurance with them at all times while operating their UAS.
- E. UAS are subject to U.S. Export Regulations, and some systems cannot be exported to foreign nationals. Individuals or organizations seeking to design, build, research, use in research, modify, dismantle, and/or operate a UAS must do so in accordance with such regulations. Operators subject to U.S. Export Regulations must first discuss any such activities with the [Research Security Office](#) before submitting a UAS Request Form.
- F. Pilots in Command shall immediately notify the UAS Program Manager, Risk Management and Safety, and the FAA of any accident or incident involving the operation of a UAS that occurs on or over university property, at a university sponsored event, on behalf of the university, or that might otherwise give rise to a claim against the university.
- G. A UAS shall not be used to monitor or record activities that are protected by a reasonable expectation of privacy. Prohibited activities include, but are not limited to:
  - a. Recording for an unlawful purpose.
  - b. Recording or observing areas where minors are present unless approved in advance by the UAS Program Manager.
  - c. Recording of campus events or performances without prior permission from the UAS Program Manager.
  - d. Monitoring or recording sensitive institutional or personal information, including information found on a computer or other electronic displays.

- e. Monitoring or recording areas where there is a reasonable expectation of privacy. These areas include, but are not limited to, restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and health treatment rooms.
- H. UAS operators shall abide by all airspace rules delineated by the FAA to protect people or property as well as abide by Temporary Flight Restrictions (TFR) or No Drone Zones.

## VIII. SANCTIONS

Anyone operating a UAS on or over university property, at a university sponsored event, or on behalf of the university in violation of this policy, FAA regulations, or any federal, state, or local law may be directed by the UAS Program Manager or Campus Safety and Security to immediately cease operation until approval to operate is obtained from the UAS Program Manager and Risk Management and Safety. Violators may be subject to the university disciplinary process or other sanctions, and violations may adversely influence decisions regarding future UAS operation requests by the same party.

- A. Any employee of the university who violates this policy may be held accountable for their actions through existing disciplinary policies outlined in the [A&P Handbook](#), [Faculty Handbook](#), [University Staff Handbook](#), and other applicable university policies or procedures.
- B. Any violations by a student or student organization may be addressed in accordance with the [Student Code of Conduct](#) and other applicable university policies and procedures.
- C. Individuals violating this policy who are not students or employees of the university may be subject to a request to immediately leave the university property by the UAS Program Manager, Campus Safety and Security, or other law enforcement officials. Legal prohibitions regarding physical presence on campus/trespassing and other legal action may also be pursued against third parties that operate a UAS in violation of this policy.
- D. Any operation of UAS in violation of this policy or federal, state, and local laws is prohibited. The university is not responsible for any damages or injury resulting from the operation of a UAS in violation of this policy or federal, state, or local laws. The operator will be responsible for any property damage or injury resulting from the operation of a UAS in violation of this policy or federal, state, or local laws.

## **IX. EXCLUSIONS**

The operation of UAS by Campus Safety and Security and other Law Enforcement Agencies may be exempted from this policy based on the determination of emergency needs. During such operations, Campus Safety and Security will follow internal department protocols and applicable federal, state, and local laws.

The UAS Program Manager and the UAS Advisory Group are responsible for granting exemptions as necessary.

## **X. INTERPRETATION**

UAS Program Manager will provide policy interpretation and respond to general inquiries regarding UAS activities.

## **XI. ONLINE RESOURCES**

FAA Unmanned Aircraft Systems, <https://www.faa.gov/uas/>

FAA Unmanned Aircraft Systems Frequently Asked Questions,

<https://www.faa.gov/uas/faqs/>

FAA Part 107,

[https://www.faa.gov/news/fact\\_sheets/news\\_story.cfm?newsid=20516](https://www.faa.gov/news/fact_sheets/news_story.cfm?newsid=20516)

UAS Insurance Request Form,

[https://cws.auburn.edu/shared/files?id=227&filename=Request to Add Ins Covg for AU UAS.Inst.pdf](https://cws.auburn.edu/shared/files?id=227&filename=Request%20to%20Add%20Ins%20Covg%20for%20AU%20UAS.Inst.pdf)

UAS Hold Harmless Agreement