



UNCREWED AIRCRAFT VEHICLE (UAV) / DRONE POLICY

Issued: January 2019

Revised: January 2019

Approval Process

All prospective operators of Uncrewed Aircraft Vehicles (UAVs) must submit a Flight Operations Proposal to the University Uncrewed Aircraft Review Board (UARB). The UARB will review the proposal and may ask for revisions as necessary to comply with University guidelines and FAA requirements. Once approved, the use of the UAV must follow the Flight Operations. The Office of Research and Sponsored Programs encourages prospective users to seek approval of a Flight Operations plan prior to submission of proposals for both internal and external support.

Flight Operations Proposals should minimally address the following elements:

- (a) Proof that UAV is registered with the FAA
- (b) Purpose (research, instruction, other) and goals of the work to be undertaken, and need for UAV to accomplish goals
- (c) Type of UAV/equipment to be utilized and the manner in which it/they will be operated
- (d) Type of operation: manual or robotic
- (e) The identity of pilot(s) or other remote operator(s) and any licenses or certifications
- (f) Dates/schedule of activities to be undertaken
- (g) Locale(s) and flight plan for operations, including a map showing geofence boundary and proposed flight pattern
- (h) All forms of data (including imagery) to be collected
- (i) Provisions for security of the equipment, both during and outside of operation, and of any sensitive data collected
- (j) Sources and type of financial support for the UAV operation, if appropriate (e.g., via grant, contract, department, etc.)
- (k) Proof of access/permission to public or private property associated with flight operations
- (l) Communications plan for notifying University Police, local police agencies, and local Airport facilities, as appropriate, in the overflight radius of planned operations each time a UAV is flown
- (m) Written affirmation that the UAV will be used only for non-commercial, research/scholarship purposes

Operational Requirements

It is the responsibility of the operator to comply with all current CSU, local, state and federal regulations at all times when operating a UAV. All UAV operators must possess copies of their UARB approval, Flight Operation Plan, and any documentation which the law may require during the deployment of the UAV. The UARB or University Police may review this material at any time. In addition to any and all FAA operational guidelines, the following restrictions apply:

- (a) Operator must conduct a preflight inspection to ensure UAV is safe to operate
- (b) The operator must maintain visual contact with the UAV at all times
- (c) The maximum operational altitude is 400 feet above **ground level**. Operation at altitudes above 400 feet from ground level is prohibited, even if operating from the top of a structure.
- (d) UAV may not be operated in inclement weather that may affect the UAV's ability to function or handle properly
- (e) UAV may not be operated over or near any public safety personnel during emergencies or when responding to calls
- (f) UAV may not be operated for the unauthorized recording/videoing of individuals, performances, or University events, or for any unlawful purpose

Operating UAV without an approved Flight Operations Plan violates university regulations, which can result in administrative actions upon the perpetrator(s). UAV operated in violation of any federal, state, or local laws or contract provisions will be subject to grounding.