

Union College Unmanned Aircraft Systems (UAS) (UAV/Drone) Policy

Definitions:

- 333 Exemption: FAA exemption based on Section 333 of the 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.
- Certificate of Authorization or Waiver (COA): According to the FAA, the COA is an authorization issued by the Air Traffic Organization to a public operator for a specific UA activity. After a complete application is submitted. FAA conducts a comprehensive operational and technical review. If necessary, provisions or limitations may be imposed as part of the approval to ensure the UA can operate safely with other airspace users. In most cases, FAA will provide a formal response within sixty (60) days from the time a completed application is submitted.
- Model Aircraft: Model Aircraft are considered differently by the FAA than other UAS and have different regulations. Model Aircraft are not for business purposes, only for hobby and recreation. (Use of UAS related to Union College does not qualify as model aircraft regulations.) Model Aircraft must be kept within visual sightline of the operator and should weigh under fifty-five (55) pounds unless certified by an aeromodeling community-based organization. Model Aircraft must be flown a sufficient distance from populated areas.
- Union College campus: Any property owned, leased, licensed, or otherwise controlled by Union College including, but not limited to, any "air rights" recognized by federal or state law.
- Unmanned Aircraft Systems (UAS): UAS are also known as, or may be characterized as, drones. According to the FAA, a UAS is the unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications, and navigation equipment, etc., necessary to operate the unmanned aircraft. UAS may have a variety of names including quadcopter, quadrotor, etc. FAA regulations apply to UAS regardless of size or weight. Model Aircraft are not considered by the FAA as UAS and have different regulations.

This policy applies to the entire Union College (College) community, specifically students, faculty, administrators, staff, and visitors to campus, whether they are guests or patrons. The College seeks to regulate UAS to ensure that UAS are utilized productively and in a manner that fully meets institutional, legal, public safety and ethical responsibilities. In accordance with this objective, adherence to this policy is required prior to the use of UAS on the Union College campus.

The use on Union College campus of any UAS as well as any Model Aircraft, poses inherent health, security, and privacy risks to the College community. Accordingly, use of the Union College campus for the purpose of operating any UAS for recreational/hobbyist purposes or for the purpose of operating a Model Aircraft for any reason at all is prohibited at all times. Operating a UAS for academic/research

purposes and official College business, is subject to approval in accordance with the following procedures and at the designated locations on the Union College campus:

- 1) A written request by a member of the campus community (“applicant”) must be directed to, and approved in writing by: (a) the Director of Budgets and Risk Management for any academic/research use; or (b) the Director of Communications and Marketing for all non-academic/research purposes, including the use of third party operators, and (c) the Director of Athletics, for use of the Memorial Fieldhouse or College Park Hall athletic field.
- 2) The applicant shall provide the appropriate Director with sufficient adequate advance notice and a description of the planned activity to allow processing of the request, which may vary depending upon the usage of the UAS.
- 3) Prior to requesting permission to own and/or operate any UAS on College property, applicants must obtain a 333 exemption or certificate of Waiver or Authorization (COA) from the Federal Aviation Administration (FAA) if required. Third parties operators must provide proof of FAA approval and evidence of aircraft liability insurance, and must be under a contract that holds the College harmless from any resulting claims or harm to individuals and damage to College property. Any UAS must comply with all applicable federal certification requirements or other federal and state laws, including, but not limited to, any requirements of the Federal Aviation Administration. This prohibition includes the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the vehicle.

For academic/research operators:

The following areas of the College have been designated for use in the development and testing of College sponsored academic/research projects (see Appendix A for operating protocols):

- 1) Memorial Fieldhouse
- 2) College Park Hall (CPH) athletic field
- 3) Other areas as approved by the Director of Budgets and Risk Management

For all other operators (including marketing and/or third parties):

See Appendix A for operating protocols

The use and operation of UAS are strictly regulated by the Federal Aviation Administration and are also governed by state law. Any person who observes the use of any UAS or Model Aircraft on College property should immediately notify the Union College Campus Safety Office at 388-6911.

Any person or entity using or operating any UAS or Model Aircraft in violation of this policy shall be subject to all criminal and civil penalties and liability to the maximum extent possible under federal and state law.

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Appendix A Operating Protocols
(In addition to FAA and other regulatory rules)

Memorial Fieldhouse:

- 1) Be aware of the location of all ventilation systems, including the ceiling fans. Coordinate with facilities services as to whether the ceiling fans can be shut down.
- 2) Use of any type of Global Positioning System (GPS) technology is prohibited while operating indoors.
- 3) UAS must not weigh more than ten pounds
- 4) Dropping any objects is prohibited
- 5) Do not fly beyond of sight
- 6) Do not use metal propeller blades
- 7) Do not fly over unprotected people, property and structures
- 8) Do not operate in a reckless or careless manner
- 9) Do not fly beyond your established flight line or designated perimeter

College Park Hall Athletic Field:

- 1) UAS must not weigh more than ten pounds
- 2) Dropping any objects is prohibited
- 3) Operation is limited to day light hours and good weather
- 4) Operator is responsible for performing a preflight inspection to determine that the UAS is in proper working condition
- 5) Do not fly beyond of sight
- 6) Do not use metal propeller blades
- 7) Do not fly over unprotected people, property and structures
- 8) Do not operate in a reckless or careless manner
- 9) Do not fly beyond your established flight line or designated perimeter

Other UAS activities (including third parties):

- 1) UAS must not weigh more than ten pounds
- 2) Dropping any objects is prohibited
- 3) Operation is limited to day light hours and good weather
- 4) Operator is responsible for performing a preflight inspection to determine that the UAS is in proper working condition
- 5) Do not fly beyond of sight
- 6) Do not use metal propeller blades
- 7) Do not fly over unprotected people, property and structures
- 8) Do not operate in a reckless or careless manner
- 9) Do not fly beyond your established flight line or designated perimeter