

## IN-15-15-1

### Purpose:

This policy establishes minimal requirements for the safe operation of unmanned aircraft systems for University purposes and shall be a reference for operators of unmanned aircraft for University purposes to use to assist with compliance with Federal Aviation Administration, state laws and university policies.

### Scope:

This policy applies to all employees, agents, students or volunteers operating UAS for the purpose of University business or in the advancement of a University course. Such uses include, but are not limited to; use of UAS in research or academic purposes; use of UAS by student organizations or other recognized campus groups; use of UAS by students in the fulfillment of academic obligations; or use by UWGB Athletics in conjunction with contest, practice or other event.

### Definitions:

*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

*Sec. 336(a) FMRA:* Provision in the FAA Modernization and Reform Act of 2012 which provides an exemption from FAA regulations for Hobbyists, which per the FAA Memorandum dated May 4, 2016 no has been interpreted to include **educational demonstrations; use by students in the course of aviation education; use by students in coursework in which the operation of the UAS is secondary to the academic mission; operation by a faculty member which is diminimis and secondary to the instruction;**

*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 unmanned aircraft system (UAS) 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 UAS can operate safely with other airspace users. In most cases, FAA will provide a formal response within 60 days from the time a completed application is submitted.

*Compensated Activity;* Any operation of a UAS in which direct benefit is received by the operator as a result of operation of the UAS for a set purpose. This activity may include direct payment of wages for operation, research activity that is not secondary to other academic components, providing services to a third party (through contract or grant) of operation of a UAS.

*Unmanned Aircraft Systems (UAS):* 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. FAA regulation applies to UAS regardless of size or weight.

*University Business:* any activity engaged in by an individual or group which falls under the University's academic mission or outreach activities that are performed at under the direction and control of an employee or agent of the University.

*University Course:* specific training, course or activity approved by the University and being conducted within the facilitation or direction of University employee or agent.

**Policy Detail:**

1. A university employee or student planning to operate an unmanned aircraft system (UAS) as part of their university employment or as part of a university program **on or off** campus land or property must first contact the campus risk manager and receive explicit permission for use
2. flights shall be conducted only as authorized by the FAA, implementing UAS devices which are properly registered as required by the FAA;
3. Any operation of a UAS which does not fall under the sec. 336 definition and interpretation as hobbyist or recreational use shall require application and retention of a COA per sec 333 FAA. This operation includes all compensated activity as defined within this policy.
4. In operating a UAS for purposes of recording or transmitting visual images, a UAS shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms
5. Unless specific permission is granted by the Office of Public Safety, no UAS shall be operated under this policy in the interior of any building; within 100 feet of any athletic contest, practice or event; or within the University of Wisconsin-Green Bay's Prohibited Airspace Areas (*map available upon request*);
6. The operator shall observe all requirements and restrictions set forth in the UWGB UAS Recreational & Hobbyist Use Guidelines. Overseeing departments are responsible for providing or ensuring operators are trained in the use of the drone in which they will operate.
7. Operators shall be mindful of the safety of people and risk of property damage and aware of potential failure modes for their systems. All built-in safety features shall be tested before flying.
8. Any contractor or a third party using a UAS for purposes associated with a university facility, event, or project must adhere to all FAA requirements and campus polices and provide the university with proper proof of insurance which should include General Liability coverage with a \$2,000,000 per occurrence limit and add the "Board of Regents of the University of Wisconsin System, its officers, employees and agents as an additional insured."

**Enforcement:**

Failure to comply with the above stated guidelines will result in immediate termination of the use of the UAS. Continued non-compliance will result permanent restrictions on use of UAS for University purposes and such sanctions available through the Dean of Students or Human Resources Department as applicable.

In addition, failure to follow this policy may impact the operator's coverage under the University's General Liability protection and result in personal liability of the operator for any damage caused by operation.

**Additional Information:**

- <http://www.faa.gov/uas/faq/>
- Sample COA application:  
[http://www.faa.gov/about/office\\_org/headquarters\\_offices/ato/service\\_units/systemops/aaim/organizations/uas/media/COA%20Sample%20Application%20v%201-1.pdf](http://www.faa.gov/about/office_org/headquarters_offices/ato/service_units/systemops/aaim/organizations/uas/media/COA%20Sample%20Application%20v%201-1.pdf)