

Procedure: Unmanned aircraft systems (UAS) and model aircraft



Procedure Number: 3364-61-14.01

Responsible Department: University of Toledo Police Department

Effective date: 08/20/2016

Scope: All Campuses

Key words: Unmanned Aircraft System, UAS, Drone, Model Aircraft, Unmanned Aerial Vehicle, UAV

This procedure is authorized by the university's policy on Unmanned aircraft systems (UAS) and model aircraft 3364-61-14. The operation of all unmanned aircraft systems and model aircraft on or above university property will comply with this procedure.

(A) The UAS committee

The UAS committee develops the request form and establishes approval criteria for the granting use of UAS and model aircraft on university property.

Committee membership may consist of:

- (1) One athletic department representative appointed by the athletic director;
- (2) One academic/research representatives appointed by the provost and executive vice president for academic affairs;
- (3) Deputy chief of police (chair);
- (4) Export control officer
- (5) Risk management representative
- (6) Office of legal affairs representative (advisory only)
- (7) Any other member appointed by the UAS Committee Chair

The day-to-day implementation of this procedure will be the responsibility of the chair of the UAS committee designated by the director of public safety.

(B) Procedure

(1) Applicable to all operators

- (a) A request form to operate UAS or model aircraft is completed and [Fly for Fun](#) or [Fly for Work or Business](#) guidelines reviewed and acknowledged by the requestor. The request to operate form and all supporting documentation should be sent to UAS@utoledo.edu
- (b) The chair of the UAS committee or designee may authorize the UAS request based on criteria established by the UAS committee or may consult with the UAS committee for review and action before a determination is made.
- (c) The chair of the UAS committee may request additional information or clarification and may recommend other requirements for the UAS operation to take place.
- (d) The UAS committee chair will return the request form to the requestor with the determination.
- (e) If approved, a copy of the request form must be in the possession of the operator at all times during flight activity and be presented to university police or any university representative with control or jurisdiction over the activity, upon request.
- (f) Hobby and recreational flight is not permitted on health science campus to avoid conflict with incoming helicopter traffic.
- (g) If a request is denied, an appeal in writing may be made to the Executive Vice President of Finance and Administration.
- (h) Any previous approval may be suspended or canceled by the original approver on the basis that the actual use is inconsistent with the conditions of the previous approval.

(2) Additional procedures applicable to university faculty, staff or student wishing to use a UAS for research or educational purposes. They must:

- (a) consult with the university's research compliance and contract officer and obtain a certificate of export review if seeking to purchase, design, build, research, use in research, modify, dismantle and/or operate a UAS to assure compliance with U.S. export regulations and the university's export control policy;
- (b) be pre-approved to operate UAS on or above university property;

- (c) sign a release and waiver that holds the university harmless from any resulting claims or harm to individuals or damage to university property;
 - (c) adhere to all university policies.
 - (3) Additional procedures applicable to contractor or third party operators wishing to use a UAS for a university activity or operate a UAS on university property. They must:
 - (a) be pre-approved to operate UAS on or above university property;
 - (b) sign a release and waiver that holds the university harmless from any resulting claims or harm to individuals or damage to university property;
 - (c) provide evidence of owned aircraft liability insurance that covers UAS operations of at least \$1,000,000 per occurrence and shows the university named as additional insured; and
 - (d) adhere to all university policies.
 - (4) Additional procedures applicable to individuals wishing to use model aircraft for hobby or recreational purposes on university property. They must:
 - (a) be pre-approved to operate model aircraft on or above university property;
 - (b) sign a release and waiver that holds the university harmless from any resulting claims or harm to individuals or damage to university property; and
 - (c) adhere to all university policies.
- (C) Definitions
- (1) Unmanned Aircraft System: An unmanned aircraft system is an unmanned aircraft and the equipment necessary for the same and efficient operation of that aircraft. An unmanned aircraft is a component of a UAS. It is defined by statute as an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft (Public Law 112-95, Section 331(8)).
 - (2) Model aircraft: Per section 336(c) of the FAA Modernization and Reform Act of 2012 (Pub. L. 112-95), it is an unmanned aircraft system used for hobby and recreational use only, and is not used for business

purposes. Congress defined a “model aircraft” as a UAS that meets all of the following:

Is Capable of sustained flight in the atmosphere?

Is flown within visual line-of-sight of the person operating it

Is flown for hobby or recreational purposes

The use of UAS related to the university business or research/academic endeavors does not qualify as model aircraft.

(3) COA- Certificate of authorization: The COA is an authorization issued by the FAA’s air traffic organization to a public operator for a specific aircraft for a specific activity in a specific location.

(4) Section 333 waiver: An FAA exemption process under section 333 of The Modernization and Reform Act of 2012 that grants an individual or entity the ability to operate a UAS in the national airspace system for civil and non-governmental purposes and activities, other than for recreational or hobby purposes.

(D) References:

(1) Federal Aviation Administration UAS:

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

(2) Frequently Asked Questions & Help:

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

(3) Getting Started with UAS Operation:

https://www.faa.gov/uas/getting_started/

(4) Where to Fly

https://www.faa.gov/uas/where_to_fly/

(5) Fly a UAS For Fun: (Hobbyist & Recreations)

https://www.faa.gov/uas/getting_started/fly_for_fun/

(6) Fly a UAS for Work or Business:

https://www.faa.gov/uas/getting_started/fly_for_work_business/

(7) Registering your UAS/Model Aircraft

<https://registermyuas.faa.gov/>

- (8) B4UFLy App
https://www.faa.gov/uas/where_to_fly/b4ufly/
- (9) Becoming a UAS Pilot
https://www.faa.gov/uas/getting_started/fly_for_work_business/becoming_a_pilot/
- (10) Apply for a waiver to Part 107
https://www.faa.gov/uas/beyond_the_basics/

Law Enforcement Guidance
https://www.faa.gov/uas/resources/law_enforcement/

University of Toledo Policy:
https://www.utoledo.edu/policies/draft_policies/pdfs/Draft%203364-61-14%20%20Unmanned%20aircraft%20systems%20and%20model%20aircraft%20%20July%2026%202016.pdf

University UAS Request Form:
<http://www.utoledo.edu/depts/police/UAS.html>

University Export Control Website:
<https://www.utoledo.edu/research/exportcontrol/>

Reviewed by:

Jeff C. Newton
Chief of Police

August 22, 2016
Date

Initial effective date:
08/22/2016
Review/Revision Date:
08/22/2016
Next review date:
08/22/2018

Review/Revision Completed by:

UAS Committee Chair

UAS Committee