



Procedure: Unmanned aircraft systems (UAS)

Procedure Number: 3364-61-14.01

Responsible Department: University of Toledo
Police Department

Effective date:
September 15, 2023

Scope: All University of Toledo Campuses

Original effective date:
August 20, 2016

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

This procedure is authorized by the university's policy on Unmanned aircraft systems (UAS) 3364-61-14. The operation of all unmanned aircraft systems 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 granting use of UAS on university property.

Committee membership may consist of:

- (1) One athletic department representative appointed by the Director of Athletics;
- (2) One academic/research representative 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 Associate Vice President of Public Safety.

(B) Procedure

(1) Applicable to all operators

- (a) A request form to operate a UAS is completed and appropriate FAA (Educational, Recreational, Commercial, Public Safety) guidelines are reviewed and acknowledged by the requestor. The request to operate form and all supporting documentation shall 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 before the UAS operation can take place.
- (d) The chair of the UAS Committee shall 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 upon request, be presented to university police or any university representative with control or jurisdiction over the activity.
- (f) Hobby and/or recreational flight is not permitted on the 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 operate a UAS for 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) 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.

(3) FAA Regulations: Any and all regulations required by the Federal Aviation Administration.

(4) University Property: Any land, grounds, buildings, or facilities owned, leased, or used by the University of Toledo per formal contractual or legal agreements. Also included are university owned streets, sidewalks, and bike paths.

(5) Operator: The individual who exercises authority over initiating, conducting, or terminating a flight of a UAS.

(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 Can I Fly

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

(5) Recreational Flyers

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

(6) Certified Remote Pilots including Commercial Operators

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

(7) Public Safety & Government Operators:

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

(8) Educational Users:

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

(9) Registering your UAS (Drone)

<https://faadronezone-access.faa.gov/#/>

(10) B4UFly App

https://www.faa.gov/uas/getting_started/b4ufly

(11) Becoming a UAS (Drone) Pilot

https://www.faa.gov/uas/commercial_operators/become_a_drone_pilot

(12) Apply for a waiver to Part 107

https://www.faa.gov/uas/commercial_operators/part_107_waivers

- (13) University of Toledo Policy:
<https://www.utoledo.edu/policies/administration/police/pdfs/3364-61-14.pdf>
- (14) University UAS Request Form:
<http://www.utoledo.edu/depts/police/UAS.html>
- (15) University Export Control Website:
<https://www.utoledo.edu/research/exportcontrol/>

Review/Revision Completed by:

*UAS Committee Chair
UAS Committee
Office of Legal Affairs*

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