

# AUTHORIZED SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS) POLICY

TULANE UNIVERSITY



# PURPOSE

- ▶ The operation of Small Unmanned Aircraft Systems (sUAS), including drones and model aircraft, is regulated by the Federal Aviation Administration (FAA), as well as relevant state and local law.
- ▶ Tulane University (TU) must comply with FAA requirements, state law, and other local applicable laws or regulations regarding a sUAS.

# PURPOSE

- ▶ The FAA indicates that any sUAS operations related to TU activity are considered civil operations, which include activities of commercial businesses, private universities and non-profit organizations.
- ▶ No recreational use of any sUAS will be permitted.

# SCOPE AND APPLICATION

- ▶ TU employees and students operating sUAS in any location must be part of their TU employment or as part of TU activities.
- ▶ The funding must be through TU, including university accounts, grants, or Tulane University Foundation accounts.

# PROCEDURES

- ▶ Any unauthorized use of sUAS for TU activity on TU property is strictly prohibited.
- ▶ All members of the TU community are personally responsible for complying with FAA regulations; state, local, and federal laws; and university policies.

# PROCEDURES

- ▶ Any sUAS not used for teaching, research or educational purposes will require further review by the Office of Insurance and Risk Management (OIRM).
- ▶ Any TU employee or student wishing to operate a sUAS as part of their TU employment or as part of a TU program or activity must require a Pilot in Command (PIC) to have a flight certificate and adhere Provisions of Operation and Certification of Small Unmanned Aircraft; Part 107.

# PROCEDURES

- ▶ Each TU employee, applying for a registration of a sUAS with the FAA, is the FAA registrant on behalf of TU and must process their application with the FAA.
- ▶ Use of TU owned sUAS is limited to Louisiana operations only.
- ▶ Any TU employee, student, or unit purchasing a sUAS (or the parts to assemble a sUAS), or sUAS services must verify the purpose of the sUAS and obtain approval by contacting OIRM in order to confirm appropriate insurance coverage.

## INVENTORY AND REGISTRATION FOR TU OWNED sUAS

- ▶ The TU inventory of all sUAS consists of:
  - ▶ Model
  - ▶ Serial number
  - ▶ FAA registration number
  - ▶ TU faculty, staff, or student holding FAA registration number
  - ▶ Multiple TU faculty, staff, or students that may hold a PIC of the sUAS
- ▶ TU owned sUAS operated on or above TU property must have an inventory control tag obtained from Materials Management



# REMOTE PILOT IN COMMAND (PIC) CERTIFICATION AND RESPONSIBILITIES

- ▶ A person operating a sUAS must either hold a remote PIC with a sUAS rating or be under the direct supervision of a person who holds a remote PIC.
- ▶ To qualify for a remote PIC certificate, a person must:
  - ▶ Demonstrate aeronautical knowledge by either:
    - ▶ Passing an initial aeronautical knowledge test at an FAA-approved knowledge testing center; or
    - ▶ Hold a part 61 pilot certificate other than student pilot, complete a flight review within the previous 24 months, and complete a sUAS online training course provided by the FAA.

# REMOTE PILOT IN COMMAND (PIC) CERTIFICATION AND RESPONSIBILITIES

- ▶ Continued - To qualify for a remote PIC certificate, a person must:
  - ▶ Be vetted by the Transportation Security Administration.
  - ▶ Be at least 16 years old
  - ▶ Be able to read, speak, write, and understand English
  - ▶ Not know or have reason to know that he or she has a physical or mental condition that would interfere with the safe operation of a small unmanned aircraft system.

# SAFETY MANAGEMENT FOR sUAS USE

- ▶ Responsible operators/pilots must always keep safety in mind, particularly the risk of injury to people.
- ▶ Operators must be aware of potential failure modes for their sUAS and plan to conduct operations to minimize the risk to persons and property with these events in mind (battery failure, wind/weather conditions, control signal loss), which includes complete flight plans.

# SAFETY MANAGEMENT FOR sUAS USE

- ▶ Operators should test, to the extent reasonably possible, the function of built-in safety features (such as lost---signal return and kill switches).
- ▶ Operators should establish/keep detailed and thorough checklists for all necessary preflight/flight/post flight procedures and highlight important safety events.
- ▶ All checklist must contain the minimal requirements as mandated by the FAA.

## APPROPRIATE / PROHIBITED USES AND SANCTIONS

- ▶ Without specific permission from the OIRM, there will be no use of sUAS indoors on TU property for any TU sponsored activity.
- ▶ In operating a sUAS for purposes of recording or transmitting visual images, operators must take all reasonable measures to avoid violations of areas in which one would normally enjoy a reasonable expectation of privacy.

## APPROPRIATE / PROHIBITED USES AND SANCTIONS

- ▶ sUAS must not fly over private property or be used to take photos or videos of persons or property without express written permission of TU and/or the persons involved.
- ▶ sUAS must not be flown over people not directly involved in flight operations.

## APPROPRIATE / PROHIBITED USES AND SANCTIONS

- ▶ sUAS may not be flown on or above TU property without permission of the Tulane Police Department (TUPD) at least three (3) weeks prior to the use of the sUAS.
- ▶ The PIC must provide the TU flight plan which includes the date/time, purpose, and length of sUAS operations, as well as the area of the campus where the sUAS will be used and the TU flight plan must contain all minimal requirements mandated by the FAA.

## THIRD PARTY USE

- ▶ Third party operators should submit the standard Facility Use Request required to hold events or reserve TU property when testing or flying a sUAS on TU property.
- ▶ The facility use form is available through the TU website at <https://facilityrequest.tulane.edu/>.



## THIRD PARTY USE

- ▶ Third parties planning to use a sUAS must also provide in writing proof of FAA certification, Part 107, and/or Section 333 or COA, if applicable.
- ▶ Any third party wishing to use a sUAS or model aircraft over TU property or for a TU sponsored activity must first receive approval from OIRM to confirm appropriate insurance.

# STUDENT USE OF sUAS

- ▶ No recreational use is permitted by students for any sUAS activity on TU property or for any TU sponsored activity.
- ▶ A TU student may operate a TU owned sUAS, without the direct supervision of a TU employee, if they specifically hold a PIC license for TU activity and the activity has been approved by the FAA registrant of the sUAS in writing.

# STUDENT USE OF sUAS

- ▶ Any TU student participating in the operation of or activity related to a sUAS must be at least 16 years of age.
- ▶ Any TU student involved with the use of sUAS for TU activities will be required to sign an acknowledgement form stating they understand all FAA rules and will comply with all federal, state and local laws as well as all TU policies and procedures as they relate to the use of sUAS.

# RECORDKEEPING

- ▶ FAA records must be kept for all TU sUAS activity in association with university sanctioned initiatives.
- ▶ The TU owner of the TU sUAS is responsible for maintaining all records for the sUAS activity.
- ▶ The details of the requirements for the flight logs is outlined in the policy.

# TRAINING

- ▶ The FAA registrant will be individually responsible for all training associated with becoming a PIC for the use of any TU owned sUAS, Self-study of the FAA guidelines is acceptable.
- ▶ The FAA registrant is responsible for making sure all of their participants have completed the on-line training through the Tulane Training Wave before they can participate in any TU sponsored sUAS activities.
- ▶ This on-line training is not all inclusive of the TU sUAS policy. Each participant is responsible to know the details of the policy.