

UNMANNED AIRCRAFT SYSTEM (UAS) PROCEDURES

Office of the Vice President for Research and Innovation
University of Oregon

APPROVAL PROCESS

I. Obtaining Approval and Operating a UAS for Civil/Commercial or Public Operations/Government Purposes on Behalf of UO.

A. UO Employees, Students, Volunteers, Vendors, and Invitees:

1. All individuals seeking to operate a UAS on UO property or at a UO sponsored event must submit a completed UAS Request Form, located [here](#), to riskmanagement@uoregon.edu at least 14 days in advance.
 - a. A COA, statement of reliance on and justification of operations under the UO's FAA Section 333 Exemption, and/or other relevant documentation (e.g., a waiver of restrictions and proof of compliance with pre-flight requirements under Part 107) must also be included with the UAS Request Form.
 - b. Individuals seeking to conduct UAS operations under the UO's FAA approval, but not on UO property or at a UO sponsored event, must contact SRS directly.
 - c. Vendors and invitees not operating a UAS owned by UO must sign a written agreement holding UO harmless for any resulting claims, loss, or damage from flight operations, and attest to insurance coverage in the amount required by SRS to cover UAS operations. The language for this agreement is [here](#), and must be submitted to SRS with the UAS Request Form or shortly thereafter.
 - d. UAS are export controlled under U.S. Export Regulations, and some systems cannot be exported to foreign nationals. Individuals or organizations seeking to design, build, research, use in research, modify, dismantle, and/or operate a UAS must do so in accordance with such regulations and any UO Export Control procedures. Before submitting a UAS Request Form, individuals and organizations must first discuss with and obtain approval for such any such activities from [Sponsored Projects Services](#).
2. SRS will process the request and conduct an initial suitability assessment.
3. After the initial suitability assessment, SRS will route the request to Research and Innovation, UOPD, and OGC for review and input after which the requestor will be notified by SRS' Chief Resiliency Officer (or their designee) of a decision or receive a request for additional information within 10 business days.
4. If approved, a copy of the approved UAS Request Form must be in possession of the remote pilot at all times during flight activity, and must be presented to any UO official or representative with control or jurisdiction over the activity, upon request.

5. UAS remote pilots must only conduct approved flights under favorable conditions. If unforeseen circumstances develop (e.g., adverse weather) under which operations cannot be conducted in a safe manner, the remote pilot must postpone the flight to the alternate date and time requested or request an extension from SRS within 5 business days of the original date. If the extension is not requested within 5 business days, a new UAS Request Form must then be completed and submitted.

B. UO Licensees:

1. Licensees other than UO faculty, staff and students seeking to operate a UAS on UO property or at a UO sponsored event must follow the same process and comply with the all the above requirements listed in I.A., as well as the following:
 - a. Any requests by licensees must include an FAA flight approval (in the form of an FAA Section 333 Exemption or COA or proof of compliance with pre-flight requirements under Part 107) granted to the requestor, detailed maps of requested and FAA approved flight areas, a description of the rationale or purpose for the flight, and a detailed list of the individual(s) who will operate the UAS and their qualifications. SRS will provide direction to the requestor regarding any additional documentation required.
 - b. Licensees must sign a written [agreement](#) holding the UO harmless as specified in I.A.1.c, above.

II. Obtaining Approval and Operating UAS on UO Property or at a UO-Sponsored Event for Hobby and Recreational Purposes (“Model Aircraft”).

- A. All personal use of model aircraft by UO faculty, staff, students, or third parties on UO property, including recreational or hobby flight purposes, must comply with federal, state, and local law and be approved in advance by SRS Chief Resiliency Officer (or their designee) using the same process outlined above. Students currently enrolled at the UO shall not be required to have or maintain insurance coverage set forth in Section I.A. and B, above.
- B. Any remote pilot of a model aircraft on UO property or at any UO sponsored event must also follow the requirements below to ensure safety:
 1. The model aircraft must only be operated for hobby or recreational purposes, and not for any commercial or research applications.
 2. The model aircraft must not exceed a weight of 55 pounds. UAS or model aircraft weighing more than five pounds are considered heavy UAS and have a greater risk of harming people or property during operation. SRS will consider this greater risk when reviewing request forms.
 3. The model aircraft must only be operated in a manner which does not interfere with the flight path or operation of other manned aircraft.

4. The model aircraft must not be flown within 5 nautical miles of an airport unless the airport control source or authority is first notified of the activity.
5. The model aircraft must be flown under 400 feet, and remain well clear of all surrounding obstacles such as utility lines, buildings, and other structures.
6. The model aircraft must not be flown over or above groups of people or stadiums.
7. The model aircraft remote pilot must not recklessly attempt to perform maneuvers that could result in injury or damage.
8. The model aircraft must remain within visual line of sight of the remote pilot at all times. No flights may be operated during low light or nighttime conditions.
9. The model aircraft must be operated in accordance with federal, state, and local law, any applicable UO policies, and any applicable community-based safety guidelines.
10. The model aircraft must not be used for the unapproved monitoring or recording of individuals, performances, or campus events, or for any unlawful purpose.

III. Appeals

Denial of a request to operate a UAS under this policy and procedure may be appealed in writing within 10 days of the denial to SRS' Chief Resiliency Officer or their designee. If the Chief Resiliency Officer or designee does not respond to the appeal in writing within 10 days of receiving the appeal, the appeal is deemed denied.

DEFINITIONS

Certificate of Waiver or Authorization (COA): A certificate granted to an individual or entity by the FAA to a public operator for a specific UAS activity outlining specific conditions for flight. With the issuance of Part 107 (below), COAs are no longer required for most small UAS civil operations.

Emergency: An urgent situation where action is taken to promote the safety and security of persons and/or property.

FAA Section 333 Exemption: An FAA exemption under Section 333 of the Modernization and Reform Act of 2012 ("MRA") which grants an individual or entity the ability to operate a UAS for civil and non-governmental purposes and activities, other than recreational or hobbyist activity.

Invitee: Individuals or entities who visit UO property, by invitation of a faculty or staff member for some purpose which benefits UO.

Licensee: Individuals or entities who visit UO property for their own benefit or pleasure and are not invited by a faculty or staff member.

Model aircraft: An unmanned aircraft system that is (1) flown for hobby or recreational purposes; (2) capable of sustained flight in the atmosphere; and (3) flown within visual line of sight of the aircraft remote pilot. Must not exceed a weight of 55 lbs. Requires FAA registration and appropriate marking prior to any flight operation. A UO student's operation of UAS qualifies as a hobby or recreational use where the student's UAS operation is a component of the student's science, technology, or aviation-related educational curricula or a component of the student's other coursework in television production, film production, or the arts. For further explanation of student uses of UAS for hobby or recreational purposes, see the FAA's [Interpretive Memorandum](#). An aircraft used for UO research or business purposes is not a model aircraft, regardless of its nature or design.

Part 107: The FAA's Final Rule on Operation and Certification of Small Unmanned Aircraft Systems, 49 CFR Part 107. This rule governs civil/commercial operations of all small UAS (less than 55 lbs. total weight including the aircraft) by a Remote Pilot in Command or under the direct supervision of a certified Remote Pilot. A few examples of operations that may be conducted under Part 107 include, but are not limited to:

- Flying a UAS over a UO construction site to inspect it;
- Flying a UAS for research purposes;
- Faculty flying a UAS in connection with a class assignment.

Public Operations: A COA is required for "public operations," as defined in 49 U.S.C. §§ 40102(a)(41), 40125. Examples include, but are not limited to, law enforcement, aeronautical research, firefighting, and biological or geological resource management. Public operations do not include operations for which the UO earns compensation (e.g., under a grant or contract).

Reasonable expectation of privacy: Physical locations where there is an objective expectation of privacy. Examples include but are not limited to restrooms, locker rooms, residence halls, and health treatment and medical facilities.

University property: Any land, grounds, buildings, or facilities owned, leased, or used by UO pursuant to formal contractual or legal agreements. Also included are UO owned streets, sidewalks, and paths.

University sponsored event: Any UO event, on or off UO premises that is directly initiated or supervised by the UO.

Unmanned aircraft system (UAS): Any remotely operated or controlled aircraft intended to fly within the National Airspace System. Includes all associated support equipment, control station, data links, telemetry, communications, support, and navigational equipment necessary to operate the unmanned aircraft. FAA regulations apply to all types of UAS regardless of weight or size. A small UAS qualifying for operation pursuant to Part 107 consists of a small unmanned aircraft (which is statutorily defined as an unmanned aircraft less than 55 lbs. including everything onboard) and the equipment necessary for safe and efficient operation of that aircraft. Model aircraft, a subset of UAS limited to hobby and recreational use, have separate procedures

(detailed above). Activities conducted in an indoor enclosed area (e.g., arena, gym, classroom, etc.) are not in the National Airspace System.

Resources

FAA Summary of Small Unmanned Aircraft Rule (Part 107)

- http://www.faa.gov/uas/media/Part_107_Summary.pdf

FAA Modernization and Reform Act of 2012 (Pub. L. 112–95)

- <https://www.congress.gov/112/plaws/publ95/PLAW-112publ95.pdf>

Recreational use of UAS/Model Aircraft

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

FAA complete Small UAS Rule

- http://www.faa.gov/uas/media/RIN_2120-AJ60_Clean_Signed.pdf;
- <https://www.federalregister.gov/articles/2016/06/28/2016-15079/operation-and-certification-of-small-unmanned-aircraft-systems>

FAA Guidelines for Submitting a Petition for Exemption:

- <http://aes.faa.gov/Petition/>

FAA Section 333:

- https://www.faa.gov/uas/legislative_programs/section_333/

Section 333 Petition Checklist and Guidance

- https://www.faa.gov/uas/getting_started/fly_for_work_business/beyond_the_basics/section_333/how_to_file_a_petition/media/Section-333-Petition-Checklist.pdf

UAS Frequently Asked Questions

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

FAA Model Aircraft rules:

- https://www.faa.gov/uas/model_aircraft/

FAA Interpretative Memo re: Educational Use of UAS

- http://www.faa.gov/uas/regulations_policies/media/Interpretation-Educational-Use-of-UAS.pdf

UO UAS Frequently Asked Questions

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UO UAS Request Form:

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UO UAS Hold Harmless Agreement:

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UO Student Conduct Code:

- <https://policies.uoregon.edu/vol-3-administration-student-affairs/ch-1-conduct/student-conduct-code>

UO Policy on Proscribed Conduct:

- <https://policies.uoregon.edu/proscribed-conduct>

UO Collective Bargaining Agreements:

- <https://hr.uoregon.edu/er/uos-bargaining-units-cbas>

UO Sponsored Projects Services information on Export Control Regulations:

- https://orsa.uoregon.edu/index.cfm?toplevcat=proposals&page=pp_export_control