



UNIVERSITY OF
NORTHERN COLORADO

***Drone / Unmanned Aircraft System (UAS)
Procedure***

November 2022



Drone / Unmanned Aircraft System (UAS) Procedure

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Drone / Unmanned Aircraft System (UAS) Procedure

I. Statement and Scope

The operation of an unmanned aircraft system (UAS), a drone, is regulated by the Federal Aviation Administration (FAA). This Drone procedure of the University of Northern Colorado (“University” or “UNC”) governs the operation of every UAS by any person from, above, on, or in university property including all property owned, rented, leased and/or controlled by the University.

II. Purpose of the Procedure

The purpose of this procedure is to ensure compliance with all applicable laws, reduce safety risks, and preserve the security and privacy of members, of the UNC community.

III. Monitoring and Enforcement

Risk Management and Environmental Health and Safety (EHS) Departments of the University will monitor this procedure. The UNC Police Department (UNCPD) is responsible for enforcing this procedure. Risk Management, EHS, and UNCPD will consult with UNC General Counsel as necessary regarding questions of interpretation and enforcement.

IV. Definition of UAS (Drone)

The law defines an unmanned aircraft system 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)). Also called drones, these unmanned aircrafts can range from radio-controlled, fixed-wing aircraft to helicopters or rotorcraft models sometimes called quadcopters.

V. FAA Regulations

The FAA classifies UAS use as one of three types:

- Public - Governmental
- Civil Operations - Non-Governmental
- Model Aircraft - Hobby or recreation only

The owner must be 13 years of age or older and a U.S. citizen or legal permanent resident. Additional information and the on-line registration may be obtained at https://www.faa.gov/uas/getting_started/register_drone/.

VI. Failure to register:

Civil and criminal penalties may apply for failure to register a UAS. Those penalties are on a sliding scale based on the circumstances of the situation and may include a formal warning to monetary fines and/or prosecution.

Using a UAS to take photos/videos for personal use is recreational. Using the same device to take photos/videos for compensation or sale is commercial use; commercial use requires an FAA Sec. 333 Exemption or a Special Airworthiness Certificate. A Certification of Waiver or Certificate of Authorization means an FAA grant of approval for a specific unmanned operation. (See www.faa.gov)

All UAS that are purchased or rented with UNC funds must be registered with UNC Risk Management for liability insurance purposes.

VII. Prohibition on Use of UAS (Drones)/Application for Exception

Any use of a UAS from, above, on or in UNC property or inside a campus building is prohibited. This prohibition includes but is not limited to:

- areas of public assembly or areas of construction;
- photograph, video, or other electronic monitoring of UNC property; and/or
- the use of UAS for hobby or recreational use.

Any person who seeks an exception to this procedure must submit a UAS Request for Exception Form (see Appendix A) for an exception and the request must be approved as described in Section VIII. Circumstances in which a request for exception may be approved are for:

- educational or research purposes
- media or marketing purposes
- facilities management purposes

VIII. Request for Exception Process

A UAS Request for Exception Form request must be submitted by the requesting party to UNC Police Department a minimum of five (5) days prior to the date of the UAS operation request. The requested operation of the UAS must:

- Comply with all Federal, State, local laws and UNC policy and regulations;
- The UAS operator must have a current FAA license, have experience in operating the UAS and able to operate the UAS in a responsible manner;
- The requesting party must obtain prior approval from UNCPD and EHS; and

- A University owned or commercial UAS must comply with FAA regulations by obtaining and producing a "333 Exemption" or a "Special Airworthiness Certificate" prior to use on the campus. (See www.faa.gov)
- A UAS operator who is not faculty or staff must provide a certificate of insurance naming The Trustees of The University of Northern Colorado as an additional insured.
 - Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability (state anticipating HIPAA coverage) with minimum limits as follows:
 - 1) \$1,000,000 each occurrence;
 - 2) \$2,000,000 general aggregate.
 - 3) \$2,000,000 products and completed operations aggregate;
 - 4) \$50,000 for any one fire;
 - 5) Per Project General Aggregate Limit; and
 - 6) A waiver of subrogation in favor of UNC.
- A contract operator must be accompanied by a representative of the University at all times.
- The approved application must be on-hand during flight operation.
- The UAS must be operated in a responsible manner.

Any person who operates a UAS in violation of Federal, State, local laws or this procedure or any other University policy may be subjected to criminal prosecution and/or disciplinary action. Any damage/injury to person and/or property is the responsibility of the UAS operator.

IX. Exemptions

The following departments/individuals are exempt from the UAS Request for Exception Form process but must comply with all Federal, State, local laws and UNC policy and regulations. These departments/individuals shall contact UNC Police Communication Center (970) 351-2245 each time before and after launching a UAS on campus.

Department / Individual

Marketing and Creative Services - Andrew Warren

Facilities Management Planning and Construction
 Certified Contractors (comply with general liability insurance)

UNC Police Department and Emergency Agencies

X. Authority

The University of Northern Colorado maintains the authority to "ground" or suspend operations of any UAS that is not compliant with FAA regulations, this procedure, or presents a danger to the university community or property.

XI. Contacts

Question about this procedure can be directed to:

Glenn Adams, Director of EHS Department; (970) 351-1149; glenn.adams@unco.edu

Blaine Nickeson, Chief Risk Officer; (970) 351-3966; blaine.nickeson@unco.edu;



UAS Request for Exception Form

The use of Unmanned Aircraft Systems (UAS/drone) on campus is prohibited, unless this UAS Request for Exception Form is submitted to the University and written approval of the request is granted pursuant to the University of Northern Colorado ("University" or "UNC") Drone / UAS Procedure. UNC Police Department or other campus personnel may request to see an approved copy of this form to ensure that a person has permission to operate a UAS. Any person operating a UAS on University property after receiving permission to do so must have a copy of the approved request form with them during UAS operations (unless exempt from exception form).

A person operating a UAS (whether or not a Request for Exception has been approved by the University) is responsible for all damage/injury to person and/or property caused by the operation of the UAS. The operator of the UAS must comply with all Federal, State, local laws and University procedures and policies that apply to the operation of a UAS.

Requestor Name (Please Print):	Requestor Phone Number:	Today's Date:
Requestor Email Address	Campus Affiliated Organization: <input type="checkbox"/> Yes <input type="checkbox"/> No	UNC Department / Company Name Requesting:
Name of Operator (Please Print):	Pilot Cell Phone Number:	Pilot Company:
UNC Affiliated Pilot: <input type="checkbox"/> Yes <input type="checkbox"/> No	Pilot Certification Number:	UAS Registration Number:
University Owned Drone: <input type="checkbox"/> Yes <input type="checkbox"/> No	Drone weighs less than 55 pounds: <input type="checkbox"/> Yes <input type="checkbox"/> No	Drone Make and Model (ex. DJI Phantom 4)
Date(s) of Drone Operation:	Beginning Time of Operation:	Ending Time of Operation:
Event Location (Be specific):	Event will be conducted (check all that apply): <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors	

Describe the intended use and purpose of the drone:
Describe the outlined flight path? (Include buildings, areas of campus, etc.)

By submitting this application, the requesting party affirms that they understand and agree to submit all of the information and the provisions of the University Drone / UAS Procedure.	
Requestor Signature	Date
The permit must be completed and submitted to the UNC Police Department a minimum of five (5) days prior to the proposed usage.	

Time of operation may be flexible depending on safe operating conditions. Notify UNC Police Department at (970) 351-2245, within 30 minutes before flight.

Signed and Authorized UAS Request for Exception Form shall be on-hand during flight operations.

UNC POLICE and EHS USE ONLY		
UNC Police Review (Print Name):	UNC Police Approval Signature	Date:
Additional Requirements		
EHS Review (Print Name):	EHS Approval Signature	Date:
Additional Requirements		

Confirm environmental conditions comply with FAA standards

(https://www.faa.gov/uas/recreational_fliers/where_can_i_fly/airspace_restrictions/)

Confirm you are not invading "No-Fly Zones" (https://www.faa.gov/uas/where_to_fly/no_drone_zone/)

Download and install B4UFLY Mobile App for up-to-date flight rules and regulations

(https://www.faa.gov/uas/where_to_fly/b4ufly/)

Any questions about FAA rules and regulations visit <https://www.faa.gov/uas/>

Notify all applicable agencies as outlined by FAA based on your flight path (air traffic control centers, airports, local authorities, etc.) <https://www.faa.gov/uas/>