

Unmanned Aircraft Systems Review Committee and Guidelines

Policy: The University prohibits unauthorized operation of unmanned aircraft systems (“UAS”, commonly “drones”) on University property. Non-Researchers including students, faculty, staff, and third-parties who will be conducting commercial flights for the purposes of promoting the University, or operating as part of an authorized educational curriculum pursuit, or assessing property damage may apply for authorization to operate UAS through the Department of Campus Safety (see <https://www.ou.edu/campussafety>).

Purpose: The purpose of the UAS Review Committee is to review applications for proposed UAS operations over campus that further the University’s mission, and, if appropriate, approve the proposed operation. The UAS Review committee is also tasked with establishing and periodically reviewing UAS operations guidelines designed to reduce safety risks to people and property on campus.

Applicability: This policy applies to all “Non-Research” based UAS flights over campus property for University-related business. Any UAS flights that will be operated for research purposes, must apply through the Office of the Vice President for Research (“VPR”) (see <https://vpr-norman.ou.edu/policies/coa>).

UAS Review Committee: The UAS Review Committee is a multidisciplinary committee of representatives from each of the following areas: Department of Campus Safety, Aviation Department, Max Westheimer Airport, OUPD, Enterprise Risk Management, Marketing & Communications, the Office of the VPR, and Legal Counsel.

Procedures: Students, faculty, and staff wishing to operate UAS in conjunction with University-related job duties or educational activities should submit an application to the UAS Review Committee a minimum of seven (7) days prior to the scheduled flight. The UAS Review Committee may approve an application as submitted, request additional information or clarification, or approve an application subject to conditions or limitations as necessary to protect the privacy or safety of the campus community. Approval may be revoked any time prior to flight if necessary to protect the privacy and safety of the campus community. During the flight, a copy of the UAS Review Committee’s approval confirmation should be in the operator’s possession and available for inspection.

Penalty for Noncompliance: Members of the University community operating UAS without approval of the UAS Review Committee or outside the scope of these guidelines may be subject to discipline and/or reported to law enforcement or the FAA for investigation and corrective action, whether functioning as a pilot or as an observer. Non-complying third parties may be trespassed from campus and/or reported to local law enforcement or the FAA for investigation and corrective action.

Guidelines

The UAS Review Committee will consider each application to operate UAS on a case by case basis, taking into account the purpose of the flight, the benefit to the University, and all relevant risk factors, including, but not limited to, the type of UAS, the location of the proposed operations, and the time of the day/week of the proposed operations. Applicants should ensure the proposed UAS operations comport with the following guidelines:

Guidelines for air safety:

- All UAS operations must comply with current federal and state laws regarding UAS, including FAA regulations. It is the responsibility of both the applicant the Remote Pilot in Command (RPIC) to know the limitations and restrictions of any particular flight operation.
- UAS operating under the University's authority must meet University's operating requirements for aircraft maintenance and pre-flight and post-flight inspections.
- University's Norman Campus is located almost entirely within five (5) miles of Max Westheimer Airport. The RPIC must obtain approval from the airport through the Low Altitude Authorization and Notification Capability (LAANC), which directly connects to the airport tower supporting UAS integration into the airspace The RPIC must comply with all FAA altitude limitations per the flight location as well as LAANC/airport directives throughout the flight.
- UAS may not interfere with manned aircraft.
- The RPIC is required to comply with manufacturer's requirements for maintenance, upkeep, and operations of UAS.
- All UAS must be registered with the FAA and operated by an appropriately licensed RPIC. The license must be in the RPIC's possession and available for inspection at the time of the flight.
- The RPIC, or designated visual observer ("VO"), must maintain a visual line of sight with the UAS at all times.
- UAS operations must follow the prescribed LAANC altitude for the area where the flight will occur."

Guidelines for safety to people and property:

- UAS must weigh less than fifty-five (55) pounds.
- Applicants must submit evidence of the RPIC's proficiency with the make/model of the UAS proposed to be used, unless the UAS weighs less than five (5) pounds. For the purposes of this guideline, to be considered proficient in the operation of a particular make/model of UAS, the RPIC must have logged evidence of a minimum of five (5) hours of flight time using said make/model of UAS, and have logged at least three (3) take-offs and landings. RPICs who are otherwise qualified but lack evidence of proficiency with a particular make/model of UAS can make arrangements to

practice at a safe location until proficiency can be demonstrated. Contact: kencarson@ou.edu for more information about UAS weighing over 5-lbs.

- UAS operations may not take place within 500 feet of non-participating people unless adequate safety measures have been undertaken to protect them. Consider This requirement may be waived for good cause shown. It is the applicant's responsibility to demonstrate that waiver of this requirement is essential for the operation and that the flight is designed to ensure safety of people and property.
- UAS operations may not generally take place within 400 feet of a building/structure or vehicles, unless adequate safety measures have been undertaken to protect them and the executive officer with authority over the building/structure agrees to the operation.
- UAS operations must take place in daylight. Operations must cease immediately if severe weather or high winds threaten the integrity of the operation. UAS operations can occur at night provided the RPIC has received the appropriate training and the UAS has anti-collision navigation lights that are visible from at least 3-nautical miles.
- UAS operations must be conducted at safe speeds (which may vary based on location and other factors, however, the speed shall never exceed 100 mph) and may not be operated in a reckless manner.
- UAS operations are prohibited on home football game days and special event days (e.g. commencement). The UAS Committee may consider exceptions to this restriction on a case by case basis.
- UAS operations should be scheduled, when possible, at times when the risk of nonparticipating persons coming within range of the UAS is minimized (e.g., weekends, before/after business hours).

Guidelines for protecting privacy and intellectual property:

- UAS operations over property belonging to any party other than the University of Oklahoma will not be approved without the express written permission of the owner(s)/occupant(s) of the property.
- UAS may not be used for the purposes of surveillance, eavesdropping, monitoring any person without his or her express written knowledge and consent, or for any other purpose that would tend to breach a person's reasonable expectation of privacy.
- UAS may not be used for the purposes of recording artistic, academic, or athletic rehearsals, practices, drills, scrimmages, performances, or contests unless specifically authorized by an executive officer of the University who is over the department or event.
- UAS may not record in or near residence halls, locker rooms, dressing rooms, restrooms, health treatment rooms, or childcare facilities on campus.

- Except by approval of the executive officer of the University with authority over the facility, UAS may not record over any athletic facility, performing arts facility, security center, or utility center.
- While incidental photography or video of people on campus may occur, operators may not use, publish, or disseminate images in which a person's likeness is reasonably identifiable without his or her written consent.
- UAS may not record images of people for academic purposes without approval from the Institutional Review Board (IRB). See compliance.ou.edu for more information about IRB.

Student Flight Applications (Non-Commercial):

- Students can operate as Hobbyists or for Recreational purposes pursuant USC 44809 of Title 49 Sub-section (a) (1)
(d) definitions (1) Institutions of Higher Education (2) Educational or Research purposes (D) Other academic activities approved by the institution
- Student flights must be part of an academic curriculum approved by the institution (Endorsement from Instructor or Professor).
- The UAS Safety Committee must determine that a student's flight request meets the intent of the educational purposes per 49 U.S.C. 44809
- A student must submit a flight application and flight plan to uasflight@ou.edu.
- A student must have a Part-107 Pilot's license for validating proficiency purposes for the University. A student will need to provide a copy of their license and submit it with the flight application.
- A student's UAS must be registered with the FAA. A copy of the registration shall be submitted with the flight application.
- A student must have liability insurance. Who pays for the insurance does not matter as long as the coverage is for the student pilot. A certificate of insurance naming the University of Oklahoma Board of Regents as a certificate holder and evidencing sufficient liability insurance limits as determined by Enterprise Risk Management shall be provided with the flight application.
- A student operating as a Hobbyist under USC 44809 Title 49 does not need airspace authorization. However, the student must contact Air Traffic Control at Max Westheimer before any flights and they must not interfere with manned aircraft. Students can notify Max Westheimer Air Traffic Control before flight operations at the following contact information: KOUN ATC Phone Number- 405-325-7233 or Email: ouairport@ou.edu. Website: <http://www.ou.edu/airport/recreation-hobby-uas--drone--operations>.

- Students do not need to have an airspace waiver. However the student Operator/Pilot must adhere to the governing FAA rules and operate in accordance with the University's UAS Best Practices discussed herein.
- Students violating FAA rules or University Best Practices are subject to penalty including the revoking of UAS flight privileges on campus and student conduct violations.

Insurance requirements:

- UAS operated by third party vendors must provide a certificate of insurance identifying the University of Oklahoma as a certificate holder and evidencing sufficient liability insurance limits as determined by Enterprise Risk Management.
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Reporting Requirements:

- UAS operators must comply with FAA reporting requirements for reporting incidents resulting in injury to a person or damage to property. In addition, UAS operators must immediately report any incident resulting in injury to a person or damage to property to OU Enterprise Risk Management. As always, in an emergency, UAS operators should contact 911 for immediate assistance.