

Unmanned Aircraft System Procedure

A. PURPOSE

There is a growing popularity with operating an unmanned aircraft system (“UAS”). The University of Texas at Tyler (“UT Tyler”) has established this policy to help assure a safe environment for the campus community and ensure compliance with applicable laws, rules, and regulations including Chapter 423 of the Texas Government Code.

B. SCOPE

This procedure pertains to all University of Texas at Tyler sponsored UAS operations whether conducted (i) on UT Tyler campuses (Main campus, Palestine, Longview, and University of Texas Health Science Center) by employees, staff, students, volunteers, and visitors on owned, leased, and controlled property or (ii) at off-campus third-party locations not under the control of UT Tyler. The procedures herein are intended to inform those participating in these activities of required guidelines and documents necessary to ensure a safe environment and mitigate risks and liabilities to protect the campus community.

C. DEFINITIONS

Academic Use – operation of a UAS by a UT Tyler Department for purposes that are related to the academic role and mission, or other official business, of UT Tyler.

Commercial Use – operation of a UAS by a contractor or other third-party for purposes not related to the academic role and mission, or other official business, of UT Tyler.

Department – the requesting UT Tyler academic or operational unit.

EH&S – the UT Tyler Office of Environmental Health and Safety.

Legal – the UT Tyler Office of Legal Affairs.

Personal Use – the use of a UAS by UT Tyler patrons

President – the President of UT Tyler.

Risk Management – the UT Tyler Office of Risk Management.

UAS – an unmanned aircraft system (also referred to as a “drone”).

UT Tyler – All University of Texas at Tyler Campuses.

HSC-University of Texas at Tyler Health Science Center.

D. POLICY/PROCEDURE

1. Flying a UAS of any type on property belonging to or controlled by UT Tyler is prohibited unless prior approval has been granted by the UT Tyler or UTHSC Chief of Police, Environmental Health and Safety department (EH&S), and Risk Management department, or their designees.
 - a. Owners/operators will be asked to immediately remove any UAS that does not comply with these procedures.
 - b. Employees or students who observe or have knowledge of the unauthorized use of a UAS on UT Tyler Main campus should notify the University Police Department at 903-566-7300 or EH&S at 903-566-7011 or on UTHSC Campus Police Department at 903-877-5297.

2. Flight plan submittal
 - a. Commercial or academic use of a drone must come with a flight plan along with attachment A.
 - b. The flight plan will include the following or comparable information:
 - i. General piloting guidelines and responsibilities before, during, and after the race.
 - ii. Airframe general specifications and guidelines including size and weight
 - iii. Field, course and venue operations including flight area/dimensions, drone maximum height and distance to be flown, and spectator and pilot safety (i.e. areas for safe viewing, barriers or netting if necessary, etc....).
 - iv. Emergency or fail-safe procedures
 - c. The flight plans included inside the general outline of the event are an acceptable document in lieu of a specific flight plan
3. Insurance for UT Tyler sponsored UAS operations
 - a. Insurance must be purchased for all UT Tyler sponsored UAS if the following conditions apply:
 - i. The drone is under the control of a contracted organization
 - ii. The drone is over 5 pounds
 - iii. The drone is used at third-party locations
4. Commercial Use of a UAS must comply with all sections in Title 4, Subtitle B, Chapter 423 of the *Texas Government Code*: Use of Unmanned Aircraft.
 - a. Commercial pilots must complete and submit the *Request to Operate Unmanned Aircraft Systems* (Attachment A) to obtain approval to operate a UAS on UT Tyler owned/controlled property.
 - b. Copies of their current license, insurance documents (to include insurance for the drone itself), and drone registration documentation must be submitted along with Attachment A prior to approval.
 - i. Only licensed, insured operators with registered drones designated in Attachment A may fly the UAS.
 - ii. Operations of UAS are restricted to the usage and area designated in Attachment A.
 - c. Operation of UAVs must be approved by the office of Risk Management and the department of EH&S
 - d. Outside contractors must be accompanied by a representative of the sponsoring department(s).
5. Academic use and personal use of a UAS within the UT Tyler community must comply with all sections in Title 4, Subtitle B, Chapter 423 of the *Texas Government Code*: Use of Unmanned Aircraft.
 - a. Professors and/or researchers shall use Attachment A to obtain approval to operate, or sponsor the third-party operation of, a UAS on UT Tyler/owned/controlled property.
 - b. Sponsoring the use of a UAS for research, curricular, or co-curricular activities off-campus must be approved in advance by the applicable Department Chair, EH&S, Risk Management, and Chief of Police, or their designees.
 - c. Copies of the i) current license (if applicable), ii) Rights of Use (if applicable), iii) insurance documents (if third-party or off-campus use), and iv) drone registration documentation (if applicable) must be submitted along with Attachment A prior to approval.
 - i. If the use of the UAS is for off-campus activities, the requesting Department must then contact (i) Legal to ensure that the appropriate rights of use are

obtained for the third-party premises, and (ii) Risk Management to ensure that the appropriate insurance coverage is obtained/provided. Operation of UAS's must be approved by the office of Risk Management and the department of EH&S.

- d. Departments who need to continually use a UAS for UT Tyler operations may request dates as indefinite on the following conditions
 - i. The date of use cannot continue pass the date of expiration of insurance (if applicable)
 - ii. There is an obvious and demonstrated need for continual/semi-continual operations
6. Law enforcement or emergency management use of UAS
 - a. The unique nature of law enforcement's responsibilities to the safety and security of UT Tyler patrons and property, the Chief of Police or their designee will assume responsibility for UAS operations and follow Title 4, Subtitle B, Chapter 423(8) of the Texas Government Code: Use of Unmanned Aircraft.
 - b. In the execution of their duties, UT Tyler/HSC Police Department does not need Attachment A before use.
 - c. Attachment A must be filled for UT Tyler/HSC Police Department events that are not part of their official duties.

E. RESPONSIBILITIES

1. The President is responsible for approving this policy, including any subsequent amendments.
2. Risk Management is responsible for verifying supporting documentation related to piloting a UAS (licensure, insurance documentation, Right of Use documents, and UAS registration).
3. EH&S/Campus PD will be responsible to ensure equipment used for commercial use, academic use or personal use on UT Tyler owned, leased or controlled property is safe to use and usage complies with UT Tyler policy.
4. Operators of UASs are responsible for the safe and lawful usage of UAS both inside and outside UT Tyler owned, leased or controlled property, and for following the requirements of this policy.
5. UT Tyler assumes no responsibility or liability for any injury or damage to property caused by the operation of a UAS.

F. APPROVAL

After thorough review by Risk Management and EH&S and each has signed off on their specific responsibilities, and a copy of the request (Attachment A) has been sent to the Chief of Police of the UT Tyler main campus or HSC campus, the request will be sent back to the requesting Department as approved. If approval is not granted, then Attachment A will be sent back to the requesting party with comments.

G. REVIEW

EH&S will periodically review this Policy and make recommendations to the President or his/her delegate regarding any revisions which may be necessary due to changes in applicable laws or regulations.

Attachment A

The University of Texas at Tyler
Request to Operate Unmanned Aircraft Systems

Sponsoring Department/Contractor

Department: _____

Department Sponsor/Project Manager: _____ Phone: _____

Justification: _____

UAS Operation

UAS Operator Name: _____ Phone: _____

(In addition to the pilot, will others be assisting with the operation?) _____

Dates, times and number of UAS will be in use (note: between 30 minutes after dawn until 30 minutes prior to dusk): _____

Flight Plan/Area of Flight _____

(Does the flight area include populated areas, parking lots, or streets?) _____

Takeoff/Landing Location: _____

Maximum height the UAS will be flown: _____

Explanation of how sight of the UAS will be maintained: _____

Explanation of what occurs if there is a malfunction or radio contact with the UAS is lost:

A request to operate a UAS at a UT Tyler event will include, at a minimum, the following:

- UAS Remote Pilot Airman Certificate w/ Small UAS Rating (attached)
- Certificate of Insurance (attached)
- Drone registration documentation and proof of FAA registration number displayed on exterior of UAS (attached)
- Flight plan

Go to <https://www.faa.gov/uas> for additional information on FAA regulations.

Once the above information is received, the request will be forwarded to the appropriate UT Tyler/UTHSC Chief of Police for approval.

Approval will be considered if ALL of the following requirements are met. Initial the following:

- The UAS Operator is certified
- The Operator must have a spotter to maintain line-of-site and aid in visual responsible functioning of the UAS.
- The UAS Operator will comply with Texas regulations and UT Tyler policies at all times.
- The Unmanned Aircraft is registered.
- Liability insurance coverage and limits are validated (outside entity or third-party locations only).
- Only persons that have been approved on the request can operate the UAS at any time.
- The UAS is flown within the visual line of sight of the operator (at all times).
- The UAS is only operated between 30 minutes after dawn to 30 minutes before dusk in compliance with FAA rules.
- The UAS does not weigh more than 55 pounds.
- The UAS will not be flown more than 400 feet above ground level.
- The UAS will not be flown at more than 100 mph.
- The UAS will not be operated in adverse weather conditions.
- The UAS will not be operated on or within 100ft of any residential window, door or apartment complex unless deemed it necessary due to the project. If applicable, the resident(s) will be notified at least 24 hours prior to operation.
- The UAS will only be operated on University owned/controlled property, or third-party premises when the appropriate use rights are obtained.

By signing below, I agree to the UT Tyler UAS stipulations and will always follow them.

Signature _____ Date _____

- Approved (Risk Management)
- Approved (EH&S)

Signature _____ Date _____

UT Tyler EH&S and/or Police Department may:

- Inspect and verify that the UAS and operator listed on the request are the ones being used on the day of the flight.

- Order the operator to land the UAS if the officer feels that the conditions or operator poses a risk to the campus community.

The UT Tyler EH&S on main campus and Chief of Police on UTHSC campus will notify the requestor of the denial if any of the above requirements cannot be met or maintained prior to or during the operation of the UAS. If the request is approved, the EH&S or Chief of Police will inform the requestor of any additional restrictions that the University or Police Department deem necessary for safe operation on University owned/controlled property.