Lock Haven University

Unmanned Aircraft Systems Policy
I. Purpose

The purpose of this policy is to define the requirements for the use of unmanned aircraft systems (also known as drones, quadcopters, etc., hereinafter referred to as UAS) on the Lock Haven University campuses for compliance with federal, state and local laws and/or regulations and for the safety and security of the university community.

II. Scope

This policy applies to:
- Lock Haven University employees, students, affiliates and contractors operating UAS as part of their university employment or as part of university activities;
- The operation by any person of UAS on or above Lock Haven University property (including property owned by the Lock Haven University Foundation under University control);
- The purchase of UAS with funding through Lock Haven University and its affiliated entities including the Lock Haven University Foundation and Student Auxiliary Services.

III. Definitions

A. Lock Haven University Property - Buildings, grounds, and land and associated airspace that are owned by Lock Haven University or controlled by Lock Haven University Pennsylvania via leases or other formal contractual arrangements to house ongoing operations.

B. Unmanned Aircraft Systems – Small, unmanned aircraft weighing less than 55 pounds and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft.

C. Civil Operations/Use – The use of UAS for commercial, contract, employment or educational purposes. All non-recreational operations shall be considered to be civil operations.

D. Recreational Operations/Use – The use of UAS purely for enjoyment or pleasure with no financial or business interest.

E. Part 107 Regulations - The regulations concerning the certification, registration and operation of UAS and UAS operators defined in 14 CFR Part 107 (Code of Federal Regulations, Title 14, Chapter I, Subchapter F, Part 107)

F. Remote Pilot – The person in operational control of a UAS.

G. FAA Remote Pilot Certification – The certification, or license, awarded by the FAA allowing an individual to operate a UAS for civil purposes under 14 CFR Part 107. For the purposes of this document this will include individuals holding an FAA Manned Aircraft Pilot certification with proper endorsements.
H. University Flight Plan – A document, required to be filed with and approved by the University prior to operations, defining the parameters of the flight.

IV. Policy

Any use of a UAS from or over the campus or inside a campus building is strictly prohibited except as defined within this policy. Any permitted use of a UAS must fully comply with FAA Part 107 Regulations, any other applicable FAA Regulations, as well as any other applicable federal, state or local laws.

A. Permitted Uses

a. Educational/Research - A UAS may be used for approved educational or research activities associated with a current course of study at Lock Haven University. Educational or Research use must be supported by a faculty advisor, the applicable department chair and the applicable academic dean. Educational or Research operations must be in accordance with FAA Part 107 Regulations, and all remote pilots must hold a current FAA remote pilot certification. A university flight plan must be filed and approved prior to operations.

b. Other Civil – A UAS may be used for purposes consistent with the University mission where such use may be beneficial to the University. This may include aerial photography and videography for public relations purposes or for documenting athletic events. Civil use may also include usage by the facilities department for aerial mapping or building inspection. Civil operations must be in accordance with FAA Part 107 Regulations, and all remote pilots must hold a current FAA remote pilot certification. A university flight plan must be filed and approved prior to operations.

c. Recreational – Limited recreational usage of UAS and model aircraft is permissible at the Stern Athletic Field Complex. Recreational operations will be secondary to the use of the complex by athletic groups, including varsity, club and intramural sports. No recreational operations will be permitted at any location other than the Stern Complex. Recreational operations must be in accordance with current FAA regulations. Recreational remote pilots may be required to hold a current FAA remote pilot certification; these regulations are currently evolving.

B. Aircraft Requirements – All UAS must weigh less than 55 pounds, including any payload. The UAS shall be inspected by the remote pilot in command and deemed airworthy and safe to operate. The UAS shall be registered with the FAA in accordance with current regulations. More information on registration may be found at [http://www.faa.gov/uas/registration/](http://www.faa.gov/uas/registration/). 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.
C. Remote Pilot Requirements – All remote pilots, with the exception of recreational users, must hold a current FAA Part 107 remote pilot certification. This certification number shall be listed on the university flight plan prior to submission. The remote pilot shall be responsible for all aspects of the operation of the UAS and must ensure that all federal, state and local regulations are followed and that the operation does not deviate from the parameters filed in the university flight plan. The remote pilot holds sole responsibility and liability for the operation of the UAS.

D. Insurance Requirements – Any civil remote pilot or operator not under the direct employment of the university or not currently enrolled as a student at the university shall carry a minimum of two million dollars ($2,000,000) of general liability insurance and provide a document from the insurance carrier listing the university as a named insured party. In order for a university employee or student to be exempt from the requirement to have insurance coverage, their operation of a UAS must be related to their role as an employee or student, and not for recreational purposes. Recreational operators must meet the same insurance requirements or be a current member of the Academy of Model Aeronautics and be able to show proof of current membership (membership card).

E. Area of Operations – All UAS operations must be confined to the areas shown on the approved university flight plan. At no time will operations be permitted in the following areas:
   a. In any area defined as prohibited by FAA Part 107 Regulations
   b. Inside a building or structure, or under any roof
   c. Directly above any person or persons
   d. Above or within 20 feet of any occupied building or structure
   e. Within 150 feet of the communication facilities on the McEntire Hall roof and the University Drive communications tower

V. Procedures – Civil Operations

A. Any University employee or student wishing to operate an unmanned aircraft systems (UAS) as part of their University employment or as part of a University program must first obtain a 333 exemption or Certificate of Waiver or Authorization (COA) issued by the FAA.

B. Any person or group wishing to use a UAS or model aircraft over University property must file a university flight plan through the facilities coordinator for approval by the university at least seven (7) days prior to the planned operations. No operations will be permitted without an approved university flight plan. As part of the approval process and prior to being able to operate a UAS on university property, the following must be met:
   i. The operator of the UAS must have a Remote Pilot Airman Certificate with a small UAS Rating or be directly supervised by an individual with such a certificate
ii. UAS must be registered with the FAA
iii. UAS must weigh less than 55lbs (25 kg), including any payload
iv. Visual line-of-sight operation only
v. Daylight operations only
vi. UAS may not operate over any persons not directly involved in the UAS operation
vii. UAS must yield to other aircraft
viii. Maximum ground speed of 100 mph
ix. Maximum altitude of 400 feet above ground level
x. Preflight inspection required
xi. May operate in Class G airspace without coordinating with Air Traffic Control. Operations in Class B, C, D and E airspace are permitted with permission from Air Traffic Control
xii. Must comply with all other operational requirements of the FAA - see http://www.faa.gov/uas/media/Part_107_Summary.pdf.

xiii. Must notify all airports within five (5) miles of UAS operations. There are presently six (6) FAA-listed airports within 5 miles of the Lock Haven Main Campus. There are presently two (2) FAA-listed airports within 5 miles of the Clearfield Campus. These airports may be identified using current FAA sectional charts or by using the FAA B4UFly mobile application.

C. In operating a UAS for purposes of recording or transmitting visual images, operators must take all reasonable measures to avoid violations of areas normally considered private. Pennsylvania State law provides that a person who knowingly or intentionally views, photographs, films or otherwise records another person without that person’s knowledge and consent while that person is in a state of full or partial nudity and is in a place where that person would have a reasonable expectation of privacy has committed a misdemeanor of the third degree.

D. Use of UAS must comply with any other applicable University policies. Use of UAS for video or electronic surveillance must comply with Pennsylvania State and Federal laws and regulations.

E. Any University employee, student, or unit purchasing a UAS (or the parts to assemble a UAS) with university funds or funds being disbursed through a university account, or grant funds, must contact the Office of Procurement in order to assess the University’s ability to obtain a COA, other necessary FAA exemptions, or meet local compliance requirements.

VI. Appropriate and Prohibited Uses

A. UAS shall not be used to monitor or record residential hallways, residential lounges or any areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and health treatment rooms.
B. UAS shall not be used to monitor or record sensitive institutional or personal information which may be found, for example, on an individual's workspaces, on computer or other electronic displays.
C. A UAS operator must always see and avoid manned aircraft. If there is a risk of collision, the UAS operator must be the first to maneuver away.
D. The UAS operator must discontinue the flight when continuing would pose a hazard to other aircraft, people or property.
E. A UAS operator must assess weather conditions, airspace restrictions and the location of people to lessen risks if he or she loses control of the UAS.
F. A UAS may not fly over people, except those directly involved with the flight.
G. Flights should be limited to 400 feet altitude and no faster than 100 mph.
H. UAS Operators must stay out of airport flight paths and restricted airspace areas, and obey any FAA Temporary Flight Restrictions (TFRs).

VII. Sanctions

A. Any violations of university policies by an individual will be dealt with in accordance with applicable university policies and procedures, which may include disciplinary actions up to and including termination from the university.
B. Legal prohibitions regarding physical presence on campus/trespassing and other legal action may also be pursued against third parties that operate UAS in violation of this policy.
C. Fines or damages incurred by individuals or units that do not comply with this policy will not be paid by Lock Haven University and will be the responsibility of those persons involved. In no case will fines or damages be paid by Lock Haven University for incidents resulting from the actions of persons who are not currently employed or enrolled at the University, regardless of policy compliance.

Approved By:

President: ___________________________ Date: 6/29/18
LHU Unmanned Aircraft System Flight Plan Approval Form

Please complete this form and submit to flightplan@lockhaven.edu at least seven (7) days prior to any UAS flight over Lock Haven University property. Any changes to the information submitted will require a resubmission. A map showing the area of operations must be submitted with this form. It is recommended that Google Earth be used to generate this map. If approved, a copy of the approved form must be available at all times during flight operations.

All flights are considered commercial flights (i.e., recreational flights excluded) and must be on or over the confines of LHU campus airspace. Every team must include a Pilot-in-Command (PIC), who must have a current FAA UAS remote pilot certification. By signing, the PIC and auxiliary members comprising the flight team are responsible for upholding the rules and regulations set forth in the LHU UAS Policy and 14 CFR Part 107 (FAA Part 107 Regulations).

Flight Plan Submitted By: (First) __________________________ (Last)

__________________________________________________________

Department or Office:

__________________________________________________________

Pilot in Command Name: (First) __________________________ (Last)

__________________________________________________________

Pilot License #: __________________________ Expiration Date (mm/dd/yyyy): __________

Visual Observer (VO) and additional flight crew names (optional):

__________________________________________________________

__________________________________________________________

UAS Make/Model/Registration #: __________________________

Purpose of Flight (briefly include how the flight relates to the LHU mission):

__________________________________________________________

__________________________________________________________

__________________________________________________________

Date of Flight (mm/dd/yyyy): __________ Estimated Time of Flight: ______ until ______

Flight Location (provide GPS coordinates of opposing corners (northeast and southwest) of flight area. Keep in mind the area should not risk the safety or privacy of any individual:

NE coordinate: _______ Lat _______ Long SW coordinate: _______ Lat _______ Long

Flight Area Description:

__________________________________________________________
Insurance Certificate submitted: Yes ________ No ____________

Signature of Submitter: ___________________________ Date: __________

Signature of PIC: ___________________________ Date: __________

OFFICIAL USE ONLY

University Review: APPROVED DECLINED (circle one)

Signature: ___________________________ Date: __________