

Policies of the University of North Texas at Dallas	Chapter 15
15.005 Unmanned Aircraft Systems (UAS) - Drones	Risk Management

Policy Statement. The purpose of this policy is to provide a clear framework for Unmanned Aircraft Systems (UAS or otherwise known as “drones”) operations at the University of North Texas at Dallas (University, UNT Dallas, UNTD). Approved operations of UAS on UNTD property or UNTD-sponsored activities off-campus must be in compliance with Federal Aviation Administration (FAA) regulations, state law, and UNTD policies and procedures.

Application of Policy. This policy applies to all employees, students, visitors, UNTD affiliates, volunteers, and any other individual or entity operating a UAS on UNTD property or while conducting UNTD- sponsored activities off-campus.

Definitions.

1. **Accident.** “Accident” means an unforeseen, unintended event resulting in bodily injury or property damage to the UAS or to a third party.
2. **Certificate of Authorization (COA) or Waiver.** “Certificate of Waiver or Authorization (COA)” is an authorization issued by the Federal Aviation Administration for a specific unmanned aircraft activity to deviate from a regulation under Part 107 as long as the proposed activity can safely be conducted under the terms of the certificate of waiver._
3. **Commercial Operations.** “Commercial Operations” means any operation where the operator receives direct or indirect payment or compensation for the operation. Compensation is not just limited to monetary payments, but includes anything of value. Commercial operations include UNTD employees who operate a UAS in the course and scope of work.
4. **Confidential Information.** “Confidential Information” means information that must be protected from unauthorized disclosure or public release, based on state or federal law (e.g., the Texas Public Information Act, and other constitutional, statutory, judicial, and legal agreement requirements).
5. **Crewmember.** “Crewmember” means a UAS flight crew member including pilots, sensor/payload operators, visual observers (VO), or other persons required to ensure safe operation of a UAS.
6. **Employee.** “Employee” means an individual who is employed part-time, full-time, or in a temporary capacity as a faculty, staff, administrator, or someone who is required to be a student as a condition of employment (for example: student worker, intern, etc.).

7. Incident. "Incident" means an occurrence, other than an accident, associated with the operation of a UAS which affects or could affect the safety of its operation.
8. Information Resource. "Information Resource" means the procedures, equipment, and software employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors.
9. Media. "Media" means the collective communication outlets or tools used to store and deliver information or data.
10. Model Aircraft. "Model Aircraft" means a UAV weighing less than 55 pounds, flown for recreational purposes according to the FAA's Model Aircraft Operations guidelines.
11. Outdoors. "Outdoors" means any area outside buildings or shelter.
12. Recreational Operations. "Recreational Operations" means an operation of a UAS for personal interests and enjoyment.
13. Remote Pilot in Command (RPIC). "Remote Pilot in Command (RPIC)" means the licensed pilot solely responsible for the safe operation of a UAS. The RPIC may only fly or be responsible for one aircraft at a time.
14. Special Authority for Certain Unmanned Systems. "Special Authority for Certain Unmanned Systems" means FAA exemption under 49 U.S.C. §44807 which grants an entity the ability to operate a UAS. (See https://www.faa.gov/uas/advanced_operations/section_333/)
15. Small Unmanned Aircraft System (sUAS). "Small Unmanned Aircraft System (sUAS)" means a UAS but weighs less than 55 lbs.
16. Unmanned Aircraft System (UAS) Operator. "UAS Operator" means a person operating a UAS. If there is no RPIC, the UAS Operator is the person in charge and responsible for the safe conduct of the flight.
17. Unit. "Unit" means a UNTD academic program, department, division, college, school, institute, center, laboratory, or related entity.
18. Unmanned Aircraft Systems (UAS). "Unmanned Aircraft Systems (UAS)" means an unmanned aircraft vehicle and its associated elements that are required for the safe and efficient operation of an unmanned aircraft vehicle in the national airspace system.
19. Unmanned Aircraft Vehicle (UAV). "Unmanned Aircraft Vehicle (UAV)" means an aircraft operated without the possibility of direct human intervention from within or on the aircraft. This includes, but is not limited to, quad-copters; remote controlled planes; and devices commonly referred to as "drones."

20. UNTD Property. “UNTD Property” means all real property owned by UNTD, including the airspace above the property necessary for operating a UAS.
21. Volunteer. “Volunteer” means an individual who provides services for or on behalf of UNT Dallas. This could be on its property or at an activity related to or sponsored by the University. The individual services without promise, expectation, or receipt of any compensation, future employment, or other tangible benefit.

Procedures and Responsibilities.

1. UAS Acquisition and Disposal.

- a. UAS operator(s) must notify Risk Management Services (RMS) when the use of a UAS is requested as outlined in UAS Usage procedures maintained by RMS.
- b. All UNTD owned, acquired, or fabricated UAS must be properly tagged and inventoried according to UNTD Policy 11.005 Physical Asset Management.
- c. Disposal of UAS must follow UNTD Policy 11.005 Physical Asset Management.

Responsible Party: RMS, UNTD UAS operator, and UNTD RPIC

2. UAV Registration Requirements.

- a. UAVs that currently weigh in excess of 55 lbs. must be registered with the FAA if operated outdoors. Documentation of registration must be provided to UNTD RMS.
- b. The UAV registration number must be clearly legible and readily accessible on the UAV. RMS will verify this.
- c. Non-US Citizens who are not eligible to register a UAV in the United States must follow [FAA guidelines](#).

Responsible Party: UAV operator, RPIC, RMS

3. Classification of UAS Operations. Permissible UAS operations on UNTD property or UNTD-sponsored activities off-campus fall into 4 categories.

- a. Recreational Operation. Personal recreational operation of a UAS is not permitted on UNTD property unless: UAS operations are in conjunction with a UNTD-sponsored event, and prior review and approval from RMS as outlined in section 8 Authorization for UAS Use has been obtained.
- b. Educational Operation. The educational use of a UAS is permitted on

UNTD property when conducted as part of a student's coursework with approval from RMS as outlined in section 8 Authorization for UAS Use. Research and experimental flights are considered commercial operations.

- c. Indoor Operation. Indoor use of UAS is permitted on UNTD property or when UNTD-sponsored activities occur off campus with approval from RMS as outlined in section 8 Authorization for UAS Use.
- d. Commercial Operation. Commercial UAS operations are permitted by a RPIC and comply with FAA regulations with approval from RMS as outlined in section 8 Authorization for UAS Use.

Responsible Party: RMS, UAS operator, and RPIC

4. UAS Operator Responsibilities and Qualifications.

a. License Requirements.

i. Commercial Operations.

(i) UAS under 55 lbs. All commercial UAS operations must be conducted or directly supervised by a certified RPIC with a small UAS rating.

(ii) UAS at or above 55 lbs. All UAS operators must have the appropriate license and have operational approval through Special Authority for Certain Unmanned Aircraft Systems (49 U.S.C. §44807 as outlined in FAA regulations. Due to the proximity of UNTD's main campus to the Dallas Executive Airport (RBD) located at 5303 Challenger Drive, Dallas, TX 75237, all UAS must obtain a valid permit for flying.

(iii) Requirement for Operations. A person operating a UAV must meet all legal requirements to operate the UAV, as applicable, including, but not limited to, a Special Authority for Certain Unmanned Aircraft Systems, a COA, a UAV registered with the FAA, and a pilot with FAA certification and/or Remote Pilot Certification.

ii. Indoor Operations. No license is needed, but UAS operators must follow this policy and related procedures for all indoor UAS operations.

iii. Recreational and Educational Operations. No license is needed, but all UAS operators for recreational and educational operations must fly in accordance with Section 349 of the FAA Reauthorization Act of 2018.

b. Airspace Authorization. For commercial operations, the RPIC must have appropriate FAA airspace authorization and provide that documentation to

RMS before initiating UAS operations.

- c. UAS Use on UNTD Property. All UAS activities (including indoor use) require prior review and authorization by RMS as outlined in section 8 Authorization for UAS Use.
- d. UNTD-Sponsored UAS Operation Off-Campus. The operation of UAS off-campus by UNTD employees in the course and scope of employment must have prior approval by the applicable unit administrator and RMS, as outlined in section 8 Authorization for UAS Use. The UAS pilot must also obtain permission for UAS operations on private property, as necessary, and provide that documentation to RMS.

Responsible Party: RMS, UAS operator, and RPIC

- 5. Authorization for Media Use. Any media capture by an external commercial entity or a media outlet must comply with UNTD guidelines and receive prior approval through the University's Marketing and Communications Department before applying for Authorization for UAS Use on campus or at any UNTD-sponsored activities off campus.

Responsible Party: UAS operator and UNTD's Marketing and Communications Department

- 6. Export Control. Any research activity involving UAS must be reviewed and receive prior approval by the Office of Sponsored Projects before RMS can approve UAS use.

Responsible Party: RMS and UNTD's Office of Sponsored Projects

- 7. Third-Party. UNTD employees or units using a third-party contractor to operate UAS must comply with Regents Rule 03.900 Delegation of Authority for Contracts and Agreements, have a contract in place prior to UAS operations, and seek approval through Risk Management Services.

- 8. Authorization for UAS Use. RMS is responsible for approving any use of UAS on UNTD property or for UNTD-sponsored activities off campus.

- a. Application. Regardless of flight location or purpose, anyone intending to operate UAS on UNTD property or at UNTD-sponsored activities off campus must complete and submit all required forms to RMS and receive approval prior to operating any UAS.

- b. Application Review. RMS will either approve the request as submitted, provide conditional approval, or deny the request and provide notification to

the applicant. UNTD reserves the right to cancel or re-schedule any approved UAS usage.

- c. Approval. Upon RMS approval, the applicant will be issued a UAS Use Permit, authorizing the use of UAS as outlined in the permit. The RPIC or UAS Operator must keep a physical copy of the valid UAS Use permit for any operations.

The UAS Use Permit is only valid for the duration of time and for the conditions listed on the permit. Any time or condition deviation requires that a new application be submitted for approval.

Responsible Party: UAS operator and RMS

9. Permitted UAS Operations.

- a. Communications and Notice. The RPIC or UAS operator will notify all parties who could be affected by the use of UAS, including any airport and airport air traffic control tower.
- b. UAS Permit. Whenever a UAS governed by this policy is in operation, the RPIC or UAS operator must have physical possession of a valid UAS Use permit (issued by RMS) and all other required documents for such operation, and must display the permit or other documentation upon request from RMS, UNTD Police, or other cognizant authorities.

If, upon review of the permit, the UAS operator or RPIC is unauthorized to fly or the situation is deemed unsafe, RMS or UNTD Police are authorized to immediately halt UAS operations.

- c. Accident and Incident Reporting. Any accident or incident involving a UAS must be reported to RMS within 24 hours. The RPIC or the UAS operator is required to comply with FAA and NTSB reporting requirements.

Responsible Party: RMS, UAS Operator, and RPIC

10. Insurance Requirements. Insurance may be required for UAS use on UNTD property or UNTD-sponsored activities off campus. Insurance requirements and coverage will be determined by RMS.

Responsible Party: RMS, UAS Operator, and RPIC

11. Security. UAS is considered an information resource. UAS owners must follow applicable guidelines outlined in the [UNT System Information Security Handbook](#) for information and physical security.

- a. Information Security. Controls must be in place to prevent unauthorized access, accidental modification, or disclosure of confidential information. Use of a UAS must not disrupt or endanger information resource assets, including UNTD networks and devices connected to a UNTD network. If confidential UNTD data will be used during the operation of a UAS, or stored in a UAS, approval from the data owner must be obtained prior to use. Confidential data stored in a UAS must be encrypted.
- b. Third Party. If a UAS will be used by a third-party to access information resources or confidential UNTD data, an information security risk assessment must be completed in accordance with the UNT System Information Security Handbook. Services provided by a third-party must comply with the security requirements identified in the UNT System Information Security Handbook.

Responsible Party: UAS Operator, RPIC, and Third-Parties

12. Prohibited UAS Use.

- a. UAS operations that illegally monitor or record confidential, institutional, or personal information are prohibited, including, but not limited to: an individual's workspace or computer; restrooms; changing, dressing, or locker rooms; residential rooms, hallways, or lounges; health treatment rooms; or daycare facilities.
- b. UAS operations that create an unsafe environment to the University community or the public are prohibited as defined in 14 CFR 107.23.
- c. UAS operations are prohibited if any person(s) acting as a crewmember of a UAS:
 - i. Have within 12 hours, consumed any alcoholic beverage;
 - ii. Are under the influence of alcohol;
 - iii. Have used any drugs that affect the person's faculties in any way contrary to safety; or
 - iv. Have an alcohol concentration of 0.04 or greater in a blood or breath specimen.
- d. Flying UAS in and around athletic venues (within a radius of three nautical miles) is prohibited starting one hour before and ending one hour after the activity.

Responsible Party: UAS Operator and RPIC

13. Exceptions. Prior notice is not required for use of UAS on UNTD property by

emergency personnel acting under the authority of applicable laws.

Responsible Party: RMS

14. Sanctions.

- a. A UNTD employee who violates this policy is subject to disciplinary action, up to and including termination.
- b. A student who violates this policy may be in violation of the Code of Student Conduct and will be referred to the Dean of Student's Office for appropriate disciplinary action. See UNTD Policy 7.001 Code of Student's Rights, Responsibilities, and Conduct.

Responsible Party: RMS, HR, Institutional Compliance, and Dean of Students

References and Cross-references.

- UNTD Policy 11.005 Physical Asset Management
- UNTD Policy 14.012 Information Security
- [UNT System Information Security Handbook](#)
- [UNTD Export Control Policy 13.008](#)
- UNTD Policy 7.001 Code of Student's Rights, Responsibilities, and Conduct
- UNTD Policy 5.021 Disciplinary Procedures for Staff Employees
- UNTD Policy 6.017, Faculty Grievance
- UNTD Policy 6.011, Faculty Discipline and Termination
- [Regent Rule 03.900 - Delegation of Authority for Contracts and Agreements](#)
- 14 CFR 107 Small Unmanned Aircraft Systems
- 49 U.S.C. §44807 Special Authority for Certain Unmanned Aircraft Systems
- 2018 FAA Reauthorization Act (P.L. 115-254)
- 49 CFR 830 (NTSB Accident and Incident Notification Requirements)
- [FAA FAQ](#)

Forms and Tools.

- UAS Usage procedures maintained by Risk Management Services

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