PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE

24.01.07.P0.01 Unmanned Aircraft Systems (UAS)
Approved September 24, 2018
Next Scheduled Review: September 1, 2023

University Administrative Procedure Statement

The following University Administrative Procedure (UAP) outlines the requirements to oversee safe and compliant Unmanned Aircraft Systems (UAS) and model aircraft activity being performed (a) on or above property under Prairie View A&M University's purview; (b) by university employees and students, regardless of location; and (c) by contractors hired by the university to conduct UAS operations. Additionally, this UAP will support and direct the efforts and responsibilities of the UAS Supervising Authority.

Definitions

Certificate of Waiver or Authorization (COA) - According to the FAA, the COA is an authorization issued by the Air Traffic Organization to a public operator for a specific UAS activity. After a complete application submittal, the FAA conducts a comprehensive operational and technical review. As part of the approval of the COA, the FAA may impose provisions or limitations to ensure the UAS can operate safely with other airspace users. In most cases, the FAA will provide a formal response within 60 days from the time a completed application is submitted. The COA is issued in the name of the university or agency and not in an individual's name.

Model Aircraft – Model aircraft are considered differently by the FAA than other UAS and have different regulations. Model aircraft are not for business purposes, only for hobby and recreation. (The use of UAS related to the system does not qualify as model aircraft regulations.) Model aircraft must be kept within visual sightline of the operator and should weigh less than 55 pounds unless certified by an aeromodelling community-based organization. Model aircraft must be flown a sufficient distance from populated areas.

Part 107 – The FAA's replacement for 333 exemptions and the Civil COA. Part 107 covers the requirements and limitations all small UAS (sUAS) operators must follow for aircrafts which are between .55 and 55 pounds in total weight (at takeoff) and flown in the national airspace (NAS). Waivers to the provisions of any limitation are issued by the FAA, upon request of the operator, and are issued as a Certificate of Waiver (CoW) from an established limitation. UAS over 55 pounds must comply with FAA regulations relating to airworthiness and may require a licensed pilot to fly.

Pilot in Command (PIC) – The person ultimately responsible for the safe operation of the UAS. Typically, the pilot is who manipulates the UAS controls.

Property (System and/or Under PVAMU Purview) – Any property owned, leased or under control by PVAMU or a member of the system.

Public Operations (governmental) – Whether an operation qualifies as a public aircraft operation is determined on a flight-by-flight basis under the terms of the statute. The considerations when making this determination are aircraft ownership, the PIC and the purpose of the flight. For public aircraft operations, the FAA issues a public Certificate of Waiver or Authorization (COA) that permits public agencies and organizations to operate a particular aircraft, for a particular purpose, in a particular area. A public COA allows a governmental entity's UAS operator to use a defined block of airspace and includes special safety provisions unique to the proposed operation. Accepted public uses include law enforcement, firefighting, border patrol, disaster relief, search and rescue, aeronautical research and development, military training and other government operational missions.

PVAMU Program and/or Operation – Any UAS/Model aircraft flight that is funded by the university, conducted by a student organization, or undertaken under the scope, direction, or election of a college, department, class, university office, or their representatives.

UAS Supervising Authority – The President has designated the UAS Supervising Authority to oversee safe and compliant UAS activity being performed (a) on or above property under PVAMU purview; (b) by PVAMU employees as part of their employment, regardless of the location; and (c) by contractors hired to conduct UAS operations on or above property under PVAMU purview or on PVAMU's behalf.

Unmanned Aircraft Systems (UAS) – UAS are also known as or may be characterized as drones. According to the FAA, a UAS is the unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft. UAS may have a variety of names including quadcopter, quadrotor, etc. FAA regulation applies to UAS regardless of size or weight. Model aircraft are not considered by the FAA as UAS and have different regulations.

Official Procedures and Responsibilities

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1. UAS SUPERVISING AUTHORITY DELEGATION

1.1 The Director of the Office of Risk Management & Safety has been designated as the PVAMU UAS Supervising Authority.

2. UAS SUPERVISING AUTHORITY RESPONSIBILITIES

2.1 Section 2.3 of System Regulation 24.01.07 Unmanned Aircraft Systems (UAS) addresses UAS supervising authority responsibilities.

3. PVAMU EMPLOYEE RESPONSIBILITIES

3.1 Section 3 of System Regulation 24.01.07 Unmanned Aircraft Systems (UAS) addresses PVAMU employee responsibilities.

4. UAS FLIGHT AND MAINTENANCE RECORDS REQUIREMENTS

4.1 Section 3.8 of System Regulation 24.01.07 Unmanned Aircraft Systems (UAS) addresses UAS flight and maintenance requirements.

5. UAS FLIGHT AUTHORIZATION REQUEST PROCESS

5.1 Approval must be obtained through the PVAMU UAS Supervising Authority prior to any UAS operations that meet the criteria outlined in this UAP.

5.2 Requests must be submitted electronically using the TAMUS UAS Flight Authorization application found at https://www.tamus.edu/risk/risk-management/unmanned-aircraft-system-operations-uas/.

5.2.1 The PVAMU UAS Supervising Authority will evaluate the operational risks and decide on whether insurance should be procured for the proposed operation. The responsible party is bound by all requirements outlined in the PVAMU UAS Supervising Authority approval document.

5.2.2 Operators who will fly over PVAMU facilities and property must notify the PVAMU Police Department with the following information at a minimum:

5.2.2.1 The FAA-issued registration number of the UAS;

5.2.2.2 Where the UAS will operate; and,

5.2.2.3 Date and time period the UAS will be operating.

5.2.3 All operators are required to have contingency management and mishap response plans that provide the following, at a minimum:

5.2.3.1 Loss of control or connection to the unmanned aircraft, including loss of control link, loss of GPS and loss of power;

5.2.3.2 Actions on sighting of a piloted aircraft; and,

5.2.3.3 Actions upon a crash of the unmanned aircraft.

5.2.4 Operation of a UAS by a third party or others over PVAMU property must be under a contract, which (a) holds PVAMU harmless from any resulting claims or harm to individuals; (b) provides that the UAS operator is responsible for damage to PVAMU property; and (c) provides that the UAS operator will obtain insurance as required by PVAMU.

5.2.5 Contractors, third party vendors and other third parties planning use of UAS over PVAMU property must abide by all provisions within this UAP.

5.2.6 When 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, and follow Texas laws as found in Government Code Title 4 Subtitle B Chapter 423. Texas state law provides that a person who knowingly or intentionally captures an image of an individual or privately owned real property with the intent to conduct surveillance on the individual or property captured in the image commit a Class C misdemeanor.

6. SANCTIONS

6.1 Any violations of this UAP by a PVAMU employee will be dealt with in accordance with applicable university policies and procedures, which may include disciplinary action up to and including termination of employment.

6.2 Legal remedies regarding physical presence on campus/trespassing and other legal action may also be pursued against contractors, third party vendors or other third parties that operate UAS in violation of this UAP.

7. SUMMARY OF THE MAJOR PROVISIONS OF SMALL UNMANNED AIRCRAFT RULE (PART 107)

Operational Limitations	• Unmanned aircraft must weigh less than 55 lbs. (25 kg). • Visual line-of-sight (VLOS) only; the unmanned aircraft must remain within VLOS of the remote pilot in command and the person manipulating the flight controls of the small UAS. Alternatively, the unmanned aircraft must remain within VLOS of the visual observer. • At all times the small unmanned aircraft must remain close enough to the remote pilot in command and the person manipulating the flight controls of the small UAS for those people to be capable of seeing the aircraft with vision unaided by any device other than corrective lenses. • Small unmanned aircraft may not operate over any persons not directly participating in the operation, not under a covered structure, and not inside a covered stationary vehicle. • Daylight-only operations, or civil twilight (30 minutes before official sunrise to 30 minutes after official sunset, local time) with appropriate anti-collision lighting. • Must yield right of way to other aircraft. • May use visual observer (VO) but not required. • First-person view camera cannot satisfy "see-and-avoid" requirement but can be used as long as requirement is satisfied in other ways. • Maximum groundspeed of 100 mph (87 knots). • Maximum altitude of 400 feet above ground level (AGL) or, if higher than 400 feet AGL, remain within 400 feet of a structure. • Minimum weather visibility of 3 miles from control station. • Operations in Class B, C, D and E airspace are allowed with the required ATC permission. • Operations in Class G airspace are allowed without ATC permission. • No person may act as a remote pilot in command or VO for more than one unmanned aircraft operation at one time. • No operations from a moving aircraft.

Operational Limitations (Continuedd)	• No operations from a moving vehicle unless the operation is over a sparsely populated area. • No careless or reckless operations. • No carriage of hazardous materials. • Requires preflight inspection by the remote pilot in command. • A person may not operate a small unmanned aircraft if he or she knows or has reason to know of any physical or mental condition that would interfere with the safe operation of a small UAS. • Foreign-registered small unmanned aircraft are allowed to operate under part 107 if they satisfy the requirements of part 375. • External load operations are allowed if the object being carried by the unmanned aircraft is securely attached and does not adversely affect the flight characteristics or controllability of the aircraft. • Transportation of property for compensation or hire allowed provided that: o The aircraft, including its attached systems, payload and cargo weigh less than 55 pounds total; o The flight is conducted within visual line of sight and not from a moving vehicle or aircraft; and o The flight occurs wholly within the bounds of a State and does not involve transport between (1) Hawaii and another place in Hawaii through airspace outside Hawaii; (2) the District of Columbia and another place in the District of Columbia; or (3) a territory or possession of the United States and another place in the same territory or possession. • Most of the restrictions discussed above are waivable if the applicant demonstrates that his or her operation can safely be conducted under the terms of a certificate of waiver.
Remote Pilot in Command Certification and Responsibilities	• Establishes a remote pilot in command position. • A person operating a small UAS must either hold a remote pilot airman certificate with a small UAS rating or be under the direct supervision of a person who does hold a remote pilot certificate (remote pilot in command). • To qualify for a remote pilot certificate, a person must: o Demonstrate aeronautical knowledge by either: ▪ Passing an initial aeronautical knowledge test at an FAA-approved knowledge testing center; or ▪ Hold a part 61 pilot certificate other than student pilot, complete a flight review within the previous 24 months, and complete a small UAS online training course provided by the FAA. o Be vetted by the Transportation Security Administration.

Remote Pilot in Command Certification and Responsibilities (Continued)	○ Be at least 16 years old. • Part 61 pilot certificate holders may obtain a temporary remote pilot certificate immediately upon submission of their application for a permanent certificate. Other applicants will obtain a temporary remote pilot certificate upon successful completion of TSA security vetting. The FAA anticipates that it will be able to issue a temporary remote pilot certificate within 10 business days after receiving a completed remote pilot certificate application. • Until international standards are developed, foreign-certificated UAS pilots will be required to obtain an FAA-issued remote pilot certificate with a small UAS rating. A remote pilot in command must: • Make available to the FAA, upon request, the small UAS for inspection or testing, and any associated documents/records required to be kept under the rule. • Report to the FAA within 10 days of any operation that results in at least serious injury, loss of consciousness, or property damage of at least $500. • Conduct a preflight inspection, to include specific aircraft and control station systems checks, to ensure the small UAS is in a condition for safe operation. • Ensure that the small unmanned aircraft complies with the existing registration requirements specified in § 91.203(a)(2). A remote pilot in command may deviate from the requirements of this rule in response to an in-flight emergency.
Aircraft Requirements	• FAA airworthiness certification is not required. However, the remote pilot in command must conduct a preflight check of the small UAS to ensure that it is in a condition for safe operation.
Model Aircraft	• Part 107 does not apply to model aircraft that satisfy all of the criteria specified in section 336 of Public Law 112-95. • The rule codifies the FAA's enforcement authority in part 101 by prohibiting model aircraft operators from endangering the safety of the NAS.

Related Statutes, Policies, Regulations and Rules

Texas Government Code Title 4 Subtitle B, Chapter 423

System Policy 24.01 Risk Management

System Regulation 24.01.01 Risk Management Programs

System Regulation 24.01.07 Unmanned Aircraft Systems (UAS)

Contact Office	
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