



CAL STATE EAST BAY

Title:	Operation of Unmanned Aircraft Systems (UAS) and Unmanned Aircraft Vehicles (UAV) Policy
Origination:	09/21/2020
Last Revised:	N/A
Policy Owner:	Academic Senate
Policy Contact:	Balvinder Kumar, Executive Director Sponsored Research and Special Academic Sessions balvinder.kumar@csueastbay.edu
Date approved by the President:	11/06/2020
Signature:	On File-Academic Senate

Purpose:

It is the policy of Cal State East Bay to ensure faculty, staff, and student awareness of and adherence to regulations and best practices in the appropriate use of Unmanned Aircraft Systems and Unmanned Aircraft Vehicles (UAS/UAV) related to research, education, and other endeavors at California State University, East Bay (CSUEB).

Policy Statement:

It is the responsibility of the faculty, staff, and students involved in the operation of a UAS/UAV to comply with federal, state and CSU regulations governing appropriate use and safety.

Policy Scope:

The Federal Aviation Administration (FAA) has jurisdiction over all navigable airspace in the United States. All aircraft, whether manned or unmanned, are subject to FAA rules and regulations if flown outdoors. (<http://www.faa.gov/uas/>) Unmanned air systems/Unmanned Air Vehicles (UAS/UAVs) are commonly known as drones. Outdoor use of UAS/UAVs weighing 0.55 pounds or more requires adherence to FAA regulations. The majority of UAS/UAV are expected to fall into the FAA category of small UAS/UAV weighing between 0.55 - 55 pounds. Violations carry severe federal penalties and could endanger the campus community and public.

To ensure awareness of and adherence to federal, state, local, CSU, and campus policies, and safe practices on campus, CSUEB has created a CSUEB UAS/UAV Committee to review UAS/UAV flights and usage on campus.

The CSUEB UAS/UAV Committee is tasked with review and approval of CSUEB UAS/UAV Use Applications. Use is expected to fall under the categories of education, research, scholarship and creative

activities. Faculty or staff wishing to engage the services of a third party for UAS services must comply with this policy by submitting a UAS/UAV Use Application.

While indoor UAS/UAV use is not subject to FAA regulations, CSUEB has determined, for safety purposes, it would be prudent to require that all indoor and outdoor UAS/UAV use on campus, regardless of weight, be reviewed and receive approval from the CSUEB UAS/UAV Committee.

Use/Flight of a UAS/UAV

UAS/UAV use or operation on University property or on behalf of the University with permission on non-University property is prohibited unless the operator has a CSUEB UAS/UAV Committee approved Use/Flight Operations Plan.

Use includes take-offs, landings, and UAS/UAV operations of any kind on CSUEB property or on behalf of the University on non-University property.

To obtain an approved Use/Flight Operations Plan, operators must submit a UAS/UAV Use Application to the CSUEB UAS/UAV Committee. For procedures to submit a Use/Flight Operations Plan refer to the [UAS/UAV procedures](#).

Operating a UAS/UAV on a CSUEB campus without a Use/Flight Operations Plan violates this policy and may result in administrative and/or disciplinary action.

The UAS/UAV Committee should ensure that the proposed UAS/UAV Use/Flight Operations Plan:

- Comply with applicable laws, government regulations, and University policies;
- Do not pose a threat to health, safety, privacy of the environment;
- Include appropriate steps to manage and mitigate associated risks, and
- Serve the mission of the University and interests of the public at-large.

Purchase of a UAS/UAV

Purchases of UAS/UAV with university funds or with funds disbursed through CSUEB, CSU East Bay Foundation, or ASI must be submitted through Purchasing. UAS/UAV purchases with a P-Card or personal credit card are not permitted.

CSUEB UAS/UAV Committee:

The CSUEB UAS/UAV committee membership shall consist of the following:

- RESEARCH ADMINISTRATION: AVP Research and Sponsored Programs, Institutional Official (IO), ex officio
- RISK MANAGEMENT: AVP of Risk Management or designee, ex-officio
- SECURITY: Campus Police Chief or designee, ex-officio
- SAFETY: Director of Environmental Health & Safety or designee, ex-officio
- ACADEMIC AFFAIRS: A College Dean or designee
- UAS RESEARCH EXPERTISE: A minimum of two faculty members who are familiar with the use of UAS/UAVs

The AVP Research and Sponsored Programs shall appoint the Academic Affairs and Faculty committee members. The chair shall be appointed by the IO in consultation with the committee.

CSUEB UAS/UAV Committee Roles and Responsibilities

The main responsibilities of the CSUEB UAS/UAV Committee are to:

1. Maintain current knowledge of applicable Federal, and CSU rules and regulations governing the use of UAS/UAV.
2. Make written recommendations to the AVP of ORSP to ensure that campus policy and procedures comply with applicable federal and state laws regarding the use of UAS/UAVs at CSUEB.
3. Seek to inform all faculty, staff, students, contractors and volunteers using UAS/UAV at CSUEB about their legal, scientific and ethical obligations with respect to safe use.
4. Help to inform personnel about health and safety hazards posed by UAS/UAVs.
5. Review applications for the use of UAS/UAVs at CSUEB and approve the proposed use and required modifications, or deny approval before use is initiated.
6. Suspend approval for activities involving UAS/UAV use that violates the campus procedures, policies, and state or federal regulations.
7. Review the institution's program for the use of UAS/UAVs annually.
8. Develop and maintain procedures that makes the approval of drone use on campus transparent.
9. Maintain a current inventory of UAV/UAS that have been purchased with university funds or donated to the university.

Additional Roles and Responsibilities:

- President - authority to establish campus policies and delegate authority
- Academic Senate, Committee on Research - policy review and approval
- AVP Office of Research and Sponsored Programs - Institutional official provide oversight of UAS/UAV use
- Director Compliance and Standards - compliance coordination and review

Exclusions:

None.

Definitions:

Federal Aviation Administration (FAA): The federal agency responsible for outdoor aircraft operations.

Unmanned Aircraft System (UAS): An aircraft without a human pilot onboard and the equipment to control it remotely.

Unmanned Aircraft Vehicle (UAV): A single aircraft operating or designed to operate autonomously or without a human pilot onboard.

Procedures:

[UAS/UAV Procedures](#)

Enforcement:

Enforcement may include, but is not limited to, suspension of operations or disallowance of future use, or other enforcement or sanctions as mandated by federal, state, and local regulations.

Related information:

[Federal FAA UAS/UAV Regulations](#)
[Code of Federal Regulations \(CFR\) "Part 107"](#)

[When a Waiver is Required for activities not covered under “Part 107”](#)

[FAA Authorization Act of 2018, SEE PL 115-254, Section 350](#)

[IHE](#)

[Cal State East Bay UAS/UAV Flight Application](#)

Policy Review:

Every 3 Years or as required to align with legislative updates.

Authority:

[Federal FAA UAS/UAV Regulations](#)

[FAA Authorization Act of 2018, SEE PL 115-254, Section 350](#)

[IHE](#)

History:

Revision Date	Author	Description
09-21-2020	Cal State East Bay UAS/UAV Committee	Origination 9/21/ 2020; Approved by the Academic Senate 10/1/2020; Approved by the President 11/6/2020