

Small Unmanned Aircraft

System (sUAS)/ Drone Operation

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Approved By: Safety Committee

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1.0 Purpose

St. Lawrence University (SLU) will comply with current FAA regulations and best management practices to ensure the safety and privacy of SLU students, faculty, staff, and visitors. In August 2016, FAA Rule 107 was published and this policy highlights the methods by which SLU will achieve compliance. Any new governmental regulations will supersede SLU policy statements when those regulations are more stringent.

2.0 Scope

This policy applies to all persons operating a Small Unmanned Aircraft System (sUAS), commonly known as a drone, in airspace above SLU property. This includes the main campus and off campus properties including Canaras, the Waddington Boathouse, McAllister House and Theme Houses.

3.0 Responsibilities

3.1 Small UAS Operators

- Operators will be familiar with this policy.
- Operators shall review the attached flowcharts to ensure they are authorized to fly.
- Conduct preflight inspection that includes the aircraft and control system to ensure safe operation.
- Aircraft markings are required for all small UAS vehicles. These markings should allow determination of the operator's name and contact information.
- Operators engaged in commercial or public entity use must wear high visibility garments (vest, shirt, jacket). Law enforcement activities are exempt from this provision.

3.2 St. Lawrence University Office of Safety and Security (S&S)

- Order operators to suspend operation that is not consistent with this policy or FAA rules.
- Maintain this policy and provide guidance to operators.
- Approve flight plans and experimental activities.

4.0 Important Operational Notes

1. Since campus is within 5 miles of the Hurlbut airstrip, all pilots must request clearance from the airstrip operator. See section 5.1
2. Flights outside of the Safe Fly Zones (SFZ) as designated on the attached maps may only be performed by pilots who are FAA Certified.
3. All flights outside of an SFZ must have a flight plan that is approved by SLU Safety & Security.

5.0 Rules of Operation by Category

There are three categories of operation of small UAVs. They are Recreational use, Commercial/Business use, and Public Entity use. These are defined by FAA and full descriptions can be found at the [Know Before Your Fly](#) website.

5.1 Rules for all small UAVs:

- Visual Line-of-Sight (VLOS) must be maintained for all flights.
- Small UAVs may not operate over any persons not directly involved in the operation of the vehicle.
- Operators must obey any FAA Temporary Flight Restrictions (TFRs).
- Flights must be limited to 400 feet altitude and no faster than 100 mph.
- Daylight-only operations (civil twilight to dusk) are authorized. Official sunrise and sunset times for Ogdensburg, NY shall be used and may be found at this [Web site](http://skylinkweather.com/metar/metar-world-sunrise.php). <http://skylinkweather.com/metar/metar-world-sunrise.php>
- Preflight inspections shall be performed.
- Operation under the influence of drugs or alcohol is not allowed.
- Use the attached flowcharts to ensure compliance.
- All crashes and injuries related to UAS operation shall be reported to Campus Safety & Security.
- The main campus is within 5 miles of Hurlbut airfield. All proposed flights shall have a flight plan that is approved by Art Hurlbut by contacting him at (315) 854-5379.
- Flying over property not owned by SLU is not covered by this policy. Pilots need to follow protocols as set forth by the appropriate property owner.

5.2 Recreational Use

At SLU operation of a small UAS that is under 5-lb and operated within a designate Safe Fly Zone (SFZ) as shown on the attached maps is allowed with permission from Campus Safety & Security. Pilots should request permission a minimum of 4 hours prior to planned flight time to allow for approval to be given. A flight permission form must be completed and submitted to the Campus Safety & Security Office. Use the Recreational Use Flight flowchart to ensure compliance.

5.3 Educational Use

Students may operate UASs in a manner consistent with the FAA legal interpretation dated May 5, 2016. The basic rules are as follows.

1. Protocols for recreational use must be followed.
2. Flights must be part of coursework and the majority of flying time must be related to some academic goal, the purpose of which is not simply learning to fly. Acceptable operation can include aviation-related coursework or other educational purposes such as television, film or photography courses.
3. Demonstrations at SLU events are allowed.
4. Flights should not be related to a faculty members' professional duties or compensation or collection of data for their research projects.
5. A course instructor can only provide minimal assistance to a student flying a UAS.
6. A flight plan must be filed when flying outside of a Safe Fly Zone.

5.4 Commercial Use

The requirements for Commercial Use is expected to be the standard method of compliance for both commercial flight and flights by faculty and staff that might otherwise be accommodated under the Public Entity category. This is due to the difficulty in obtaining a blanket Certificate of Authorization that would cover all possible official University use cases. The Commercial Use rules are very straightforward.

Remote Pilot requirements:

1. The pilot must be at least 16 years of age. Must hold a remote pilot airman certificate with a small UAS rating or be under the direct supervision of someone holding a remote pilot airman certificate.
2. Must pass the applicable Transportation Security Administration (TSA) vetting.
3. The pilot, or company, must have a valid Certificate of Authorization covering their planned flights.

5.5 Indoor Flights

Requests for indoor flights should be directed to Campus Safety & Security for planning and approval.

6.0 Contractors

Contractors must possess a valid Certificate of Authorization to fly on SLU property. Flight plans must be submitted and approved prior to all flights.

7.0 Emergencies

All emergencies at the SLU Campus shall be reported to Campus Safety & Security. (CALL 315-229-5555)

Emergencies include the following:

1. Auto crashes
2. Personal injury accidents
3. Fires
4. Requests for emergency medical services
5. Police issues such as theft of property
6. UAS crashes

All persons operating UASs on North or South campus should program the University Police number into their phones to ensure prompt reporting of emergencies.

Emergency calls from off campus locations such as Canaras and the Waddington Boathouse should go to 911.

Blue Light Emergency Phones - to use, pick up and speak

8.0 Applicable Guidelines and Resources

- 1) FAA Recommended guidelines for all UAS operators:
<http://www.knowbeforeyoufly.org/>
- 2) FAA B4UFLY app for iOS and Android:
https://www.faa.gov/uas/where_to_fly/b4ufly
- 3) FAA Rule 107:
https://http://www.faa.gov/uas/media/Part_107_Summary.pdf
- 4) FAA Request for Waiver:
https://www.faa.gov/uas/request_waiver

9.0 Document Revision History

First version of document issued 2/1/2019

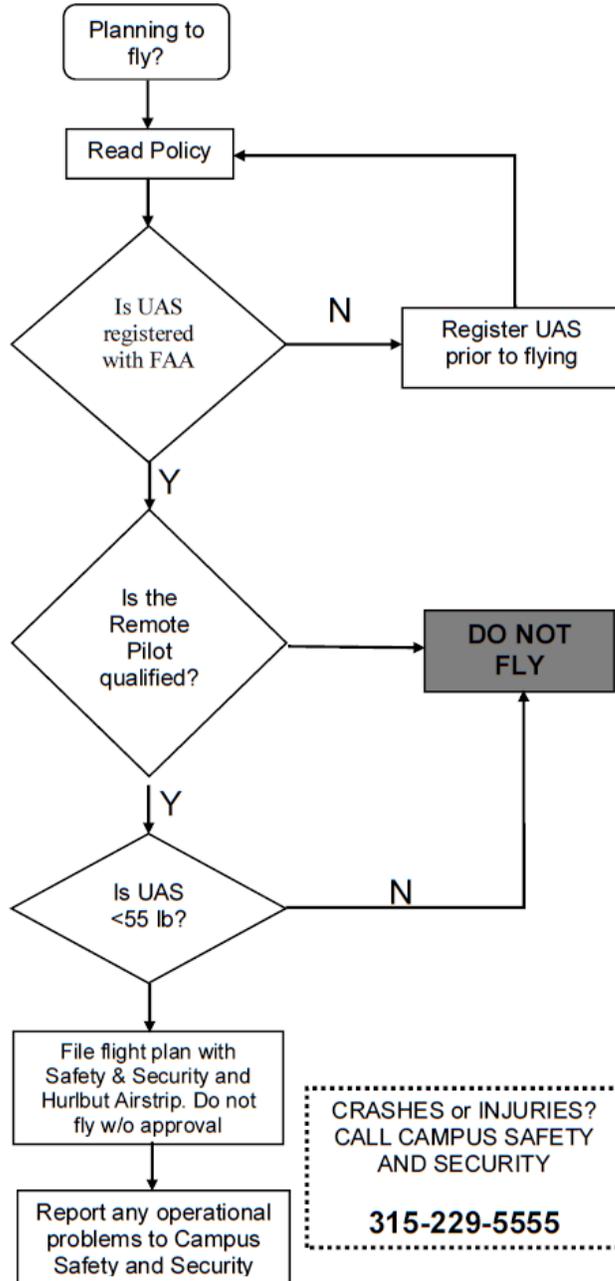
Attachment A Business/Commercial Use Flight Flow Chart

Business/Commercial Use Flight

EH&S UAS Policy

All pilots shall adhere to these FAA and SLU specific rules.

- Remote pilot >16 years old, FAA certificate in hand, TSA vetted.
- Fly no higher than 400 feet and remain below any surrounding obstacles when possible.
- Keep your sUAS within LOS at all times, and use an observer to assist if needed.
- Remain well clear of and do not interfere with manned aircraft operations, and you must see and avoid other aircraft and obstacles at all times.
- Do not intentionally fly over unprotected persons or moving vehicles, and remain at least 25 feet away from individuals and vulnerable property.
- Contact Campus Safety & Security before flying on South Campus.
- Do not fly in adverse weather conditions such as in high winds or reduced visibility.
- Do not fly under the influence of alcohol or drugs.
- Ensure the operating environment is safe and that the operator is competent and proficient in the operation of the sUAS.
- Do not fly near or over sensitive infrastructure or property such as the Central Heating Plant.
- Do not conduct surveillance or photograph persons outside of the Safe Fly Zones (SFZs).



Attachment A: Outline of Business/Commercial Use Flight Flow Chart and Rules

Step 1 - Are you planning to fly? To begin, read the policy. Proceed to step 2.

Step 2 - Is your UAS registered with the FAA? If no, you must register your UAS with the FAA before you may fly it on SLU property. If yes, proceed to step 3

Step 3e – Is the Remote Pilot qualified? If no, stop. You may not fly on SLU property. If yes, go to step 4

Step 4 - Does the UAS weigh more than 55 pounds? If yes, you may not fly on SLU property. If no, proceed to step 5

Step 5 – File flight plan with Safety & Security and Hurlbut Airstrip. Do not fly without approval. Report any operational problems to Campus Safety and Security.

Special note: Immediately report crashes or injuries to Campus Safety and Security (315) 229-5555.

All pilots shall adhere to the following FAA and SLU specific rules.

- Remote pilots must be more than 6 years old, have an FAA certificate in hand and be TSA vetted.
- Fly no higher than 400 feet and remain below any surrounding obstacles when possible.
- Keep your sUAS within Line of Sight at all times, and use an observer to assist if needed.
- Remain well clear of and do not interfere with manned aircraft operations, and you must see and avoid other aircraft and obstacles at all times.
- Do not intentionally fly over unprotected persons or moving vehicles, and remain at least 25 feet away from individuals and vulnerable property.
- Contact Campus Safety & Security before flying on South Campus.
- Do not fly in adverse weather conditions such as in high winds or reduced visibility.
- Do not fly under the influence of alcohol or drugs.
- Ensure the operating environment is safe and that the operator is competent and proficient in the operation of the sUAS.
- Do not fly near or over sensitive infrastructure or property such as the Central Heating Plant.
- Do not conduct surveillance or photograph persons outside of the Safe Fly Zones (SFZs).

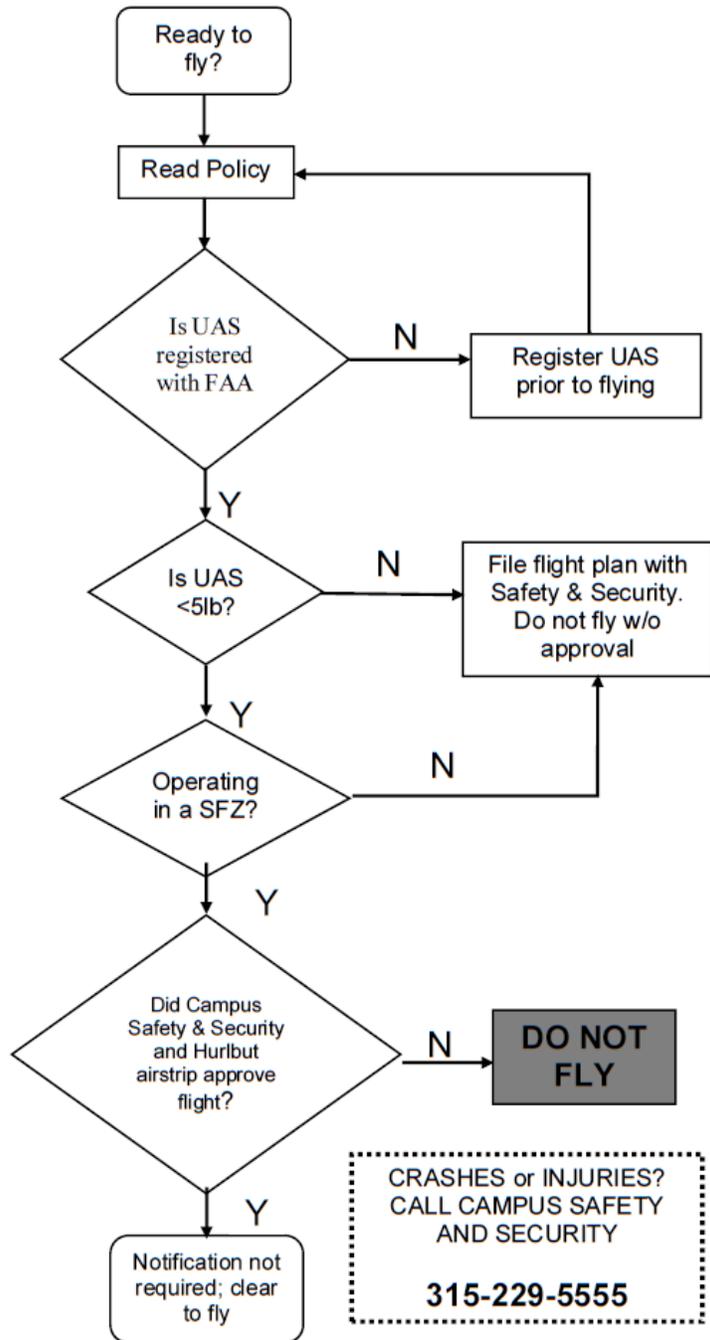
Attachment B: Recreational Use Flight Flow Chart

Recreational Use Flight

EH&S UAS Policy

All pilots shall adhere to these FAA and SLU specific rules.

- Fly no higher than 400 feet and remain below any surrounding obstacles when possible. Keep your sUAS in eyesight at all times, and use an observer to assist if needed.
- Remain well clear of and do not interfere with manned aircraft operations, and you must see and avoid other aircraft and obstacles at all times.
- Do not intentionally fly over unprotected persons or moving vehicles, and remain at least 25 feet away from individuals and vulnerable property.
- Contact Campus Safety & Security before flying on South Campus.
- Do not fly in adverse weather conditions such as in high winds or reduced visibility.
- Do not fly under the influence of alcohol or drugs.
- Ensure the operating environment is safe and that the operator is competent and proficient in the operation of the sUAS.
- Do not fly near or over sensitive infrastructure or property such as the Central Heating Plant.
- Do not conduct surveillance or photograph persons outside of the Safe Fly Zones (SFZs).



Attachment B: Outline of Recreational Use Flight Flow Chart and Rules

Step 1 - Are you planning to fly? To begin, read the policy. Proceed to step 2.

Step 2 - Is your UAS registered with the FAA? If no, you must register your UAS with the FAA before you may fly it on SLU property. If yes, proceed to step 3

Step 3 – Is the Remote Pilot qualified? If no, stop. You may not fly on SLU property. If yes, go to step 4

Step 4 - Does the UAS weigh less than 5 pounds? If no, you may not fly on SLU property. If yes, proceed to step 5

Step 5 – Are you going to operate only in a Safe Fly Zone? If no, file a flight plan with Safety & Security. Do not fly without approval. If yes, proceed to step 6

Step 6 – Did Campus Safety & Security and Hurlbut airstrip approve your flight plan? If no, DO NOT FLY. If yes, notification is not required and you are clear to fly.

Special note: Immediately report crashes or injuries to Campus Safety and Security (315) 229-5555.

All pilots shall adhere to the following FAA and SLU specific rules.

- Remote pilots must be more than 6 years old, have an FAA certificate in hand and be TSA vetted.
- Fly no higher than 400 feet and remain below any surrounding obstacles when possible.
- Keep your sUAS within Line of Sight at all times, and use an observer to assist if needed.
- Remain well clear of and do not interfere with manned aircraft operations, and you must see and avoid other aircraft and obstacles at all times.
- Do not intentionally fly over unprotected persons or moving vehicles, and remain at least 25 feet away from individuals and vulnerable property.
- Contact Campus Safety & Security before flying on South Campus.
- Do not fly in adverse weather conditions such as in high winds or reduced visibility.
- Do not fly under the influence of alcohol or drugs.
- Ensure the operating environment is safe and that the operator is competent and proficient in the operation of the sUAS.
- Do not fly near or over sensitive infrastructure or property such as the Central Heating Plant.
- Do not conduct surveillance or photograph persons outside of the Safe Fly Zones (SFZs).

Drone Flight Zones

St. Lawrence University

Created by: Rachel Voss '2019

