



Unmanned Aircraft System Policy

Purpose, Applicability, and Scope

Purpose – In August of 2016, the Federal Aviation Administration (FAA) amended its regulations to adopt specific rules for the operation of small Unmanned Aircraft Systems (sUAS), more commonly referred to as drones. The new rules are codified in 14 CFR Part 107 and provide a means for the campus to regulate the use of drones on SUNY Potsdam property.

SUNY Potsdam reserves the right to manage use of college airspace and to establish the qualifications for operating small unmanned aerial systems within such airspace. Persons may operate a sUAS after obtaining written consent to do so from the campus drone review board and furnishing proof of a current Remote Pilot Certificate, as defined by 14 CFR Part 107, and issued by the Federal Aviation Administration.

All sUAS operators must comply with all FAA requirements, this policy, and any other applicable campus procedures or requirements as mandated by the permitting authority. This policy also addresses the recreational use of drones of any kind.

Applicability – This program shall apply to all SUNY Potsdam faculty, staff, students, contractors, and visitors.

Scope – This policy covers the operation of Unmanned Aircraft Systems for the following purposes:

- Educations & Training
- Commercial Use
- Public Safety
- Photography or Videography
- Recreational Uses

This policy is designed to clarify the requirements of 14 CFR Part 107 for campus stakeholders to ensure the privacy, safety, and security of all members of the campus community.

Definitions and Abbreviations

Abbreviations

CFR – Code of Federal Regulations

EHS – Environmental Health & Safety



Unmanned Aircraft System Policy

FAA – Federal Aviation Administration

FRIA – FAA-Recognized Identification Area

sUAS – Small Unmanned Aerial System

RPIC – Remote Pilot-in-Command

References

1. 14 CFR Part 107

Definitions

Academic Purposes: Any use of a sUAS for pedagogic activities related to academic majors or minors, fields, or courses sponsored by the college.

Approved Operator: An operator from a state agency or public safety agency with an established pre-authorization from Environmental Health & Safety.

FAA-Recognized Identification Area: A defined geographic area where drones can be flown without Remote ID equipment.

Federal Aviation Administration: An agency of the federal government of the United States responsible for the safety of civilian aviation.

Institutional Purposes: Any use of a sUAS for nonacademic purposes related to the operation and management of the campus, marketing, publicity, or research.

Remote ID: The capability of a drone in flight to provide identification and location information to can be received by public safety agencies and the Federal Aviation Administration.

Remote Pilot-in-Command: Person directly responsible for the safe operation of a sUAS.

sUAS: Any unmanned aircraft weighing less than 55 pounds total weight.

Third-Party Operator: Any drone operator not affiliated with a New York State or Public Safety Agency.



Unmanned Aircraft System Policy

Roles and Responsibilities

Environmental Health & Safety:

- Responsible for reviewing all requests for drone activity on campus property and either approving or denying the request.
- Responsible for annual review and update of the policies and procedures related to drone use on campus.
- Responsible for the renewal of all FAA-Recognized Identification Areas every 48 months.
- Will maintain a listserv of key stakeholders to be advised when sUAS activity is to take place on campus.
- Shall process requests for expansion, addition, or deletion of an FAA-Recognized Identification Area.
- When possible, the EHS staff member conducting the review will be a knowledgeable and qualified person, preferably a certified sUAS pilot.

Third-Party Operators:

- Request authorization to conduct drone operations on SUNY Potsdam property at least 48 hours prior via web form provided by emailing safety@potsdam.edu.
- Be certified under Part 107 FAA regulations as a Remote Pilot with a sUAS rating and directly conduct flight operations under Part 107 of FAA regulations.
- Follow all applicable rules, guidelines, and regulations promulgated by SUNY Potsdam, the FAA, and any other relative regulatory entities.
- Always have a copy of their sUAS license on file with Environmental Health & Safety as well as on their person when they are operating or supervising someone operating a sUAS.
- Present their certificate when requested to do so by a member of Environmental Health & Safety or University Police.
- Report to University Police (315-267-2222) any accident that takes place on SUNY Potsdam's campus. Accident reporting to the FAA to be done in accordance with the provisions of 14 CFR Part 107.
- Ensure that a pre-flight inspection is conducted according to the manufacturer's recommendations.

Unmanned Aircraft System Policy

- Ensure that all drones are marked, at a minimum, with the operator's name and a contact number. In the event the drone weighs more than 0.55 lbs. it must also be registered with the FAA and its registration number displayed on the drone.
- Ensure that all objects attached to or carried by the drone are properly stowed before flight.
- Sustained flight over people is not permitted except under the following conditions:
 - People over whom the drone is operating are.
 - Directly involved in the drone's flight activity.
 - Are underneath cover affording protection.
 - In a vehicle likewise affording protection.
- Drone operators engaged in commercial use must wear a high-visibility garment for easy identification of the drone control station.

Approved Operators:

- Exempt from use of the campus drone authorization form.
- Must have on file with Environmental Health or Safety the following information to be considered pre-authorized:
 - List of operations
 - Make and model of equipment to be operated.
- Shall utilize safety@potsdam.edu to notify campus stakeholders of upcoming drone operations. 48-hour notice is not required.
- Follow all applicable rules, guidelines, and regulations promulgated by SUNY Potsdam, the FAA, and any other relative regulatory entities.
- Report to University Police (315-267-2222) any accident that takes place on SUNY Potsdam's campus. Accident reporting to the FAA to be done in accordance with the provisions of 14 CFR Part 107.
- Ensure that a pre-flight inspection is conducted according to the manufacturer's recommendations.
- Ensure that all drones are marked, at a minimum, with the operator's name and a contact number. In the event the drone weighs more than 0.55 lbs. it must also be registered with the FAA and its registration number displayed on the drone.
- Ensure that all objects attached to or carried by the drone are properly stowed before flight.
- Sustained flight over people is only permitted under the following conditions:
 - People over whom the drone is operating are.
 - Directly involved in the drone's flight activity.
 - Are underneath cover affording protection.
 - In a vehicle likewise affording protection.



Unmanned Aircraft System Policy

- Always ensure that drone operations are conducted by an FAA-licensed Remote Pilot or, at minimum, that flight operations are supervised by an FAA-licensed Remote Pilot who can assume control in an emergency.

SUNY Potsdam University Police:

- Order operators to suspend operation that is not consistent with this policy or FAA guidelines.
- Investigate and document accidents as reported by a Remote Pilot in Command.

Procedures

sUAS Flight Activity Approval Form:

- This form to be used for all general users not recognized as an approved operator.
- The Remote Pilot in Command shall fill out the UAS flight activity approval form in its entirety. This includes:
 - Applicant Name
 - Remote Pilot in Command & Contact Information
 - sUAS Make/Model/Serial/Registration Numbers
 - Is the drone compliant with Remote ID requirements?
 - Classification of use: Recreational or Commercial
 - Insurance Information
 - Date of Flight(s)
 - Flight Start Time
 - Flight End Time
 - Purpose of Flight
 - Location of Activity/Flight Plan



Unmanned Aircraft System Policy

Approved User Pre-Authorization:

- An approved user is any user who is:
 - An employee of a state agency (e.g. SUNY Potsdam employees)
 - An employee of a public safety agency acting in their official capacity.
- Approved users, while exempted from utilizing the sUAS Flight Activity Approval Form, shall have a pre-authorization on file.
- Employees or Departments wishing to be granted a pre-authorization shall provide the following documentation to Environmental Health & Safety (EHS):
 - FAA Part 107 Remote Pilot Certificate.
 - Make/Model for all drones.
 - FAA registration number for drones weighing more than 0.55 lbs.
- Upon receipt of these documents EHS will notify the operator that their pre-authorization has been approved and is on file.
- To conduct drone operations, an approved user will send an email to safety@potsdam.edu informing campus stakeholders of the dates and times of activity.

**ALL EMERGENCIES SHOULD BE IMMEDIATELY REPORTED TO UNIVERSITY
POLICE AT (315) 267-2222**

Categories of Drone Activity:

- Recreational
 - The operation of a drone for recreational purposes is not allowed on SUNY Potsdam property.
- Educational Use
 - Drones may be operated, with campus approval, for educational uses provided that all applicable provisions of this policy and FAA regulations are followed.
 - Drones must be equipped with standard Remote ID or a Remote ID module. The only exception to this rule is for drones operating in an FAA-Recognized Identification Area.
- Commercial/Research Use
 - Drones may be operated, with campus approval, for commercial or research use provided that all applicable provisions of this policy and FAA regulations are followed.



Unmanned Aircraft System Policy

- Drones must be equipped with standard Remote ID or a Remote ID module. The only exception to this rule is for drones operating in an FAA-Recognized Identification Area.
- Institutional Use
 - Drones may be operated, with campus approval, for institutional uses as defined by the Associate Vice President for Communications provided that all applicable provisions of this policy and FAA regulations are followed.
- Public Safety Use
 - Drones may be operated, with campus approval, for public safety use provided that all applicable provisions of this policy and FAA regulations are followed.

FAA-Recognized Identification Zone:

- This is an area designated by the campus and approved by the FAA for drone activity which is exempt from the requirement for standard Remote ID or a Remote ID module on a drone.
- These smaller drones are typical of educational users in the K-12 range as well as some colleges and Universities.
- These areas are subject to this policy and are delineated in Appendix A.
- Additional areas may be designated by making a request to safety@potsdam.edu.

Resources:

- [FAA Recommended Guidelines](#)
- [14 CFR Part 107](#)
- [FAA B4UFLY App Information](#)
- [SUNY Potsdam Drone Flight Application](#)



Unmanned Aircraft System Policy

Responsibilities

This policy identifies the following responsibilities as assigned to those cited below.

Role	Individual/Group	Contact Information
Comply with	All College staff	n/a
Policy Executor(s)	Patrick O'Brien – Director of Environmental Health & Safety	(315) 267-2596 obrienpm@potdam.edu

Change History

Date	Change History
March 22, 2023	New Policy.

Effective Date: March 22, 2023

Approved by President's Council: March 22, 2023



Unmanned Aircraft System Policy

APPENDIX A

FAA-Recognized Identification Zone

Unmanned Aircraft System Policy

