



Drone / Unmanned Aircraft System (UAS) Procedure

TABLE of CONTENTS

- I. Statement and Scope
 - II. Purpose of the Procedure
 - III. Monitoring and Enforcement
 - IV. Definition of UAS (Drone)
 - V. FAA Regulations
 - VI. Failure to Register
 - VII. Prohibition on Use of UAS (Drones) / Application for Exception
 - VIII. Request for Exception Process
 - IX. Exemptions
 - X. Authority
 - XI. Contacts
- Appendix
- A. UAS Request for Exception Form

Drone / Unmanned Aircraft System (UAS) Procedure

The operation of an unmanned aircraft system (UAS), a drone, is regulated by the Federal Aviation Administration (FAA). This Drone procedure of the University of Northern Colorado ("University" or "UNC") governs the operation of every UAS by any person from, above, on, or in university

The owner must be 13 years of age or older and a U.S. citizen or legal permanent resident. Additional information and the on-line registration may be obtained at https://www.faa.gov/uas/getting_started/register_drone/.

- A University owned or commercial UAS must comply with FAA regulations by obtaining and producing a "333 Exemption" or a "Special Airworthiness Certificate" prior to use on the campus. (See www.faa.gov)
- A UAS operator who is not faculty or staff must provide a certificate of insurance naming The Trustees of The University of Northern Colorado as an additional insured.
 - Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability (state anticipating HIPAA coverage) with minimum limits as follows:
 - 1) \$1,000,000 each occurrence;
 - 2) \$2,000,000 general aggregate.
 - 3) \$2,000,000 products and completed operations aggregate;
 - 4) \$50,000 for any one fire;
 - 5) Per Project General Aggregate Limit; and
 - 6) A waiver of subrogation in favor of UNC.
- A contract operator must be accompanied by a representative of the University at all times.
- The approved application must be on-hand during flight operation.
- The UAS must be operated in a responsible manner.

Any person who operates a UAS in violation of Federal, State, local laws or this procedure or any other University policy may be subjected to criminal prosecution and/or disciplinary action. Any damage/injury to person and/or property is the responsibility of the UAS operator.

The following departments/individuals are exempt from the UAS Request for Exception Form process but must comply with all Federal, State, local laws and UNC policy and regulations. These departments/individuals shall contact UNC Police Communication Center (970) 351-2245 each time before and after launching a UAS on campus.

Department / Individual

Marketing and Creative Services - Andrew Warren

Facilities Management Planning and Construction
 Certified Contractors (comply with general liability insurance)

UNC Police Department and Emergency Agencies

The University of Northern Colorado maintains the authority to "ground" or suspend operations

UAS Request for Exception Form

The use of Unmanned Aircraft Systems (UAS/drone) on campus is prohibited, unless this UAS Request for Exception Form is submitted to the University and written approval of the request is granted pursuant to the University of

