



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

Unmanned Aircraft Systems Policy

Policy # AF004.3

Responsible Executive: Vice President for
Administration
and Finance

Responsible Office: Risk Management

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I. Policy Statement

This Policy governs University of Louisiana at Lafayette’s (“University”) process of properly operating an Unmanned Aircraft System (“UAS”) anywhere within University Property, including but not limited to the airspace above it, efficiently, safely, ethically, and consistent with applicable federal regulations, including but not limited to the Federal Aviation Administration (“FAA”) law, state law, local law, and University policies and procedures.

II. Purpose of Policy

The purpose of this Policy is to ensure that any UAS operated on University Property or pursuant to University Purposes are operated in compliance with the University’s mission of teaching, research, service, and administration. Furthermore, this Policy is implemented to protect the safety and security of University students, employees, and campus visitors.

All individuals who operate a UAS as part of a University Purpose or University program, event, or activity, used to photograph, film, or otherwise monitor, capture, or record University Property, or operate a UAS on or over University Property for any purpose whatsoever which could impact the University’s Property or activities are personally responsible for complying with applicable FAA regulations, laws, and notices, state and federal laws, and University policies and procedures, including, but not limited to 14 CFR 107 (i.e., the FAA mandated regulation for routine commercial use of small unmanned aircraft systems) and Section 333 of Public Law 112-95 (“333

Exemption”). Any operation or use of a UAS that violates such rules, regulations, laws, or the University’s policies is strictly prohibited. It is the responsibility of the Operator of the UAS to ensure that all relevant laws, rules, regulations, and policies are adhered to during the operation of the UAS.

In addition, Operators of a UAS are reminded that the majority of the University Property is within the Lafayette Regional Airport (“LFT”) Class C airspace and underneath the LFT Terminal Radar Service Area. Thus, FAA regulations require notification to and approval by the controlling agency prior to any flight operations and may be subject to additional restrictions. Operators of UAS must demonstrate to the University that such approval has been granted.

Any use of a UAS for University Purposes, on or above University Property must be pre-approved by the University regardless of whether the individual operating the UAS is affiliated or unaffiliated with the University. Any individual who wants to use or operate a UAS as set forth above must contact the Office of Risk Management.

In adherence with federal and state law and FAA requirements, the following operational rules apply to the use of UAS on University Property:

- A.** UAS must fly below four hundred (400) feet and remain clear of surrounding obstacles.
- B.** The maximum speed that a UAS may be flown is one-hundred (100) miles per hour / eighty seven (87) knots.
- C.** UAS must remain well clear of and not interfere with manned aircraft operations.
- D.** UAS shall not be flown within five (5) miles of any designated airport or helipad unless (1) the Operator obtains a COA, (2) the Operator contacts the airport or helipad and control tower before flying, and (3) the Operator contacts University Police at 337-482-6447 to notify them of the flight plans.
- E.** UAS Operators shall refrain from being careless or reckless with a UAS. Such carelessness or reckless behavior could result in federal, state, and/or local criminal prosecution, as well as University disciplinary action.
- F.** UAS may be operated in daylight only.
- G.** An Operator of a UAS may not command more than one UAS at once.
- H.** UAS shall not be used in such a way as to create a hazard to any University owned, operated, or controlled property, the University community, or the public.
- I.** UAS shall not be operated in a way that may negatively impact persons in a common space, residential space, working or studying within a building, entering, exiting, or otherwise utilizing a facility on University Property.

- J. UAS shall not be operated directly above open air events or above thoroughfares, including but not limited to roadways, sidewalks, bike paths, and pedestrian paths. Exceptions to this prohibition should be directed in writing to the University Director of Risk Management.

Restrictions:

- A. Reckless operation of a UAS is prohibited.
- B. A UAS may have no hazardous material on board.
- C. Hobbyist or recreational use of UAS is prohibited on all University Property.
- D. Use of a UAS at Cajun Field Sports Complex during events is prohibited pursuant to FAA Flight Standards Information Management System Regulation 8900.1 CHG 694 Section 3-153.
- E. Commercial use of UAS (including non-University entities interested in operating UAS on campus property) is not permitted over or on University Property absent an approval from the University's Office of Communications and Marketing. Exceptions may be granted on a case-by-case basis to the prohibition of commercial use of a UAS. Requests to make commercial use of a UAS must be provided in writing to the Director of Communications and Marketing at Communications@louisiana.edu. Such request must include, at minimum: (1) the date proposed to fly the UAS, (2) the purpose of the flight, (3) the area(s) upon which the proposed flight will occur, (3) attestation that all Operators meet all requirements set forth by this Policy, and (4) proof of insurance as set forth in Appendix A of this Policy.

Requirements for Use of UAS Pursuant to University Program or Activity:

- A. All Operators of a UAS must possess a valid Unmanned Pilot Certification as set forth in 14 CFR 107. Student Operators that do not possess a Unmanned Pilot Certification may operate a UAS as part of teaching or research activities at the University only under the supervision and in the direct presence of a faculty member, staff member, or full time employee that possesses an Unmanned Pilot Certification.
- B. All Operators operating a UAS within five (5) miles of any airport, including but not limited to LFT, must receive a COA from the FAA prior to any and every flight operation. In order to obtain a COA, Operators should call the FAA's Law Enforcement Assistance Program at 817-222-5742.
- C. UAS, used in accordance with this Policy, shall be under complete control and within visual line of sight of the Operator at all times.

III. Applicability

This Policy applies to and is enforceable against any individual or business utilizing a UAS anywhere within University Property and the airspace above it, including but not limited to, all

faculty, administrators, staff, employees, students, visitors, individuals affiliated with the University by contract (including, but not limited to, non-employees, such as vendors and independent contractors, volunteers, and student organization advisors), affiliates, alumni, and donors. The applicability of this Policy is also extended to any person utilizing a UAS for University Purposes.

IV. Definitions

1. **Certificate of Authorization (“COA”) or Waiver**: is an authorization issued by FAA’s Air Traffic Organization, and is the mechanism which authorizes UAS flights that are either conducted by public entities, or approved under the 333 Exemption.
2. **Model Aircraft**: is an aircraft weighing less than fifty-five (55) pounds that is operated exclusively for recreational purposes.
3. **Operator**: any individual, business, organization, or entity utilizing or piloting a UAS either within University Property including the airspace above it, or anywhere else for University Purposes.
4. **University Property**: is University land, including, but not limited to, all physical spaces, facilities, buildings, and acreage that the University owns, leases, controls, or uses in the execution of its mission. For example, University Property includes University’s main campus areas, University Commons, all areas within and surrounding Cajun Field and other University athletics facilities, the University Research Park, New Iberia Research Center, and Cleco Alternative Energy Complex.
5. **University Purpose(s)**: is the operation of a UAS outside the confines of University Property and the use of such UAS is within the course and scope of the University’s mission (e.g., for research or educational use).
6. **Unmanned Aircraft Systems (“UAS”)**: any unmanned aerial vehicle or drone or Model Aircraft operated from a distance of more than one (1) foot via tether or remote control or autonomous control, including but not limited to fixed wing and rotorcraft platforms.
7. **UAS/Model Aircraft Safety Incident**: Any event which results in any injury to a person, damage to University Property, system failure, or other malfunction that results in loss of control of the UAS or damage to the UAS exceeding One Thousand Dollars (\$1,000.00).

V. Policy Procedure

Any use of a UAS for University Purposes or on or above University Property must be pre-approved by the University. Any individual who wants to use or operate a UAS as set forth in this Policy must obtain pre-approval by contacting the Office of Risk Management at (337) 482-5357 or joseph.pons@louisiana.edu. The University reserves the right, in its sole discretion, to deny the use of a UAS. The University further reserves the right to revoke any approval given to use or operate a UAS at any time.

Operators of a UAS pursuant to a University Purpose or on or above University Property may only do so in accordance with the rules and requirements stated in Section II, the Purpose of this Policy.

Any UAS/Model Safety Aircraft Incident must be reported to the Office of Risk Management at (337) 482-5357 or joseph.pons@louisiana.edu.

VI. Enforcement

The University's Office of Risk Management is responsible for enforcement of this Policy. Nothing in this Policy shall prohibit University Police and or federal, state, or local law enforcement officials from concurrently enforcing any applicable laws and regulations.

Sanctions imposed pursuant to violations of this Policy will be commensurate with the severity of the offense and may include disciplinary action up to and including termination of employment or dismissal of a student.

In addition, violation of applicable Federal, State, and/or local laws relating to UAS may result in civil and/or criminal prosecution.

VII. Policy Management

Upon adoption, the Vice President of Administration and Finance shall be the Responsible Executive for this Policy. The Director of Risk Management shall be the Responsible Officer for this Policy. The Office of Risk Management is the Responsible Office for this Policy.

VIII. Exclusions

This Policy does not apply to UAS operations conducted under emergency circumstances by the University Police Department or other duly authorized law enforcement agencies.

IX. Effective Date

This Policy shall be effective as of the date of adoption of this Policy.

X. Adoption

This Policy is hereby adopted on this 4/21/2021.

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Joseph Savoie
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Dr. E. Joseph Savoie
President

XI. Appendices, References, and Related Materials

- ✦ Appendix A – Insurance Requirements for Use of UAS for a Commercial Activity
- ✦ 14 CFR 107 (<https://www.ecfr.gov/cgi-bin/text-idx?SID=e331c2fe611df1717386d29eee38b000&mc=true&node=pt14.2.107&rgn=div5>)
- ✦ FAA Guidance (https://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afx/afs/afs800/afs820/part107_oper/)
- ✦ FAA Guidance Regarding Educational Users Retrieved from (https://www.faa.gov/uas/educational_users/)
- ✦ FAA Guidance Regarding Emergency Authorizations & Operations (https://www.faa.gov/uas/public_safety_gov/drone_program/)
- ✦ FAA Guidance Regarding Flying Drones Near Airports (Controlled Airspace) (https://www.faa.gov/uas/commercial_operators/part_107/)
- ✦ FAA Guidance Regarding Part 107 Waivers (https://www.faa.gov/uas/commercial_operators/part_107_waivers/)
- ✦ FAA’s Sporting Event Temporary Flight Restriction FDC NOTAM 4/3621 (https://www.faa.gov/uas/resources/policy_library/media/Sports_TFR-UAS_Handout.pdf)
- ✦ FAA Guidance Regarding Stadiums and Sporting Events Retrieved from https://www.faa.gov/uas/recreational_fliers/where_can_i_fly/airspace_restrictions/sports_stadiums/
- ✦ FAA Guidance Regarding Unmanned Aircraft Systems (<https://www.faa.gov/uas/>)
- ✦ FAA’s Special Authority for Unmanned Aircraft Systems (COA) (https://www.faa.gov/uas/advanced_operations/section_333/)

XII. Revision History

Original adoption date: August 13, 2020

AF.004.2: Clerical revisions made on October 5, 2020.

AF.004.3: On 4/21/2021, the Policy was updated, with the updates effective March 29, 2021. This version includes minor updates to the Policy definitions and additional substantive changes.