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## ASUN Operating Procedure - 8004

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### Operating Procedure Synopsis

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**Title:** Unmanned Aircraft Systems (UAS), (Drones)

**Approval Date/Revision Date(s):**

**Review Date(s):** 5/2018, 5/2019, 5/2020

**Executive Cabinet Liaison:** Vice Chancellor for Economic and Workforce Development

**Responsible Manager:** Vice Chancellor for Economic and Workforce Development

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### A. Purpose and Scope

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The purpose of this operating procedure is to mitigate the risks for individuals, programs and organizations that could be affected as a result of Unmanned Aircraft Systems (UAS) operation, and to ensure compliance with ASU System policies, federal, state and local laws, as well as rules and regulations or contracts. By creation of this procedure, ASUN asserts its intent to monitor its institutions' airspace from 400 feet above ground level (AGL) to ground level. The Vice Chancellor for Economic and Workforce Development is the coordinator for UAS operations for ASU-Newport and will oversee the approval process for all UAS flights on university property or at any university sponsored class, lab or event. This procedure shall apply to all faculty, staff, students, volunteers, vendors, and all visitors (invitees and licensees) that wish to operate an UAS on any university property or at any university sponsored class, lab or event.

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### B. Definitions

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**Invitee-** Individuals or entities who visit ASUN property, by invitation of a faculty member, staff member, or registered student organization for a specified purpose which benefits ASUN.

**Licensee-** Individuals or entities who visit ASUN property for their own benefit or pleasure, and are not invited by a faculty member, staff member, or registered student organization.

**Reasonable Expectation of Privacy-** Locations where there is an objective expectation of privacy. Examples include but are not limited to restrooms, residence halls, and health treatment and medical facilities. Using a UAS to record or observe areas such as camps or campus settings where minors are cared for or taught is prohibited unless approved by the UAS Coordinator.

**Remote Pilot Airman Certificate (Part 107 Certificate)-** A person who has passed the FAA Part 107 Exam.

**UAS FAA Registration Number-** A unique identifier number as defined under 14 CFR Part 47, "Aircraft Registration". This is typically the FAA-issued registration number or the serial number, if authorized during registration.

**UAS Flight Request Form-** ASUN's form to request UAS operations on campus or at an ASUN sponsored class, lab or event.

**UAS Operator (Remote Pilot-in-command)-** A person who holds a remote pilot certificate with a sUAS rating and has final authority and responsibility for the operation and safety conducted under Part 107.

**Unmanned Aircraft System (UAS), (sUAS-Small Unmanned Aircraft System)-** means an unmanned aircraft and associated elements, to include communication links and components that make up the unmanned

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

aircraft, that are required for the pilot in command to operate safely and efficiently in the national airspace system (NAS), (Public Law 112-95, Section 331(8)).

**University Sponsored Event-** Any ASUN sanctioned, hosted, or affiliated event including but not limited to student meetings, and university promotional gatherings.

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### **C. Procedures**

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The steps included for this procedure is as follows:

1. The use of UAS is permitted for educational or research purposes.
2. UAS Operators must obtain prior approval from the ASUN UAS Coordinator or his/her designee at least two-weeks prior to the use of an UAS (see attached form).
3. UAS Operators must provide a plan for conducting flights, by completing the UAS Flight Request Form, specifying all items listed on the form, as well as specific areas on or off campus where the flight will occur.
4. Air Traffic Control (ATC) or the airport manager of the local municipal airport must be provided prior notification to any and all flights, since ASUN is within five miles of controlled airspace at each campus location, federal law, § 101.41.
5. UAS Operators must comply with all applicable federal, state and local laws, rules and regulations, as well as all ASU System policies.
6. UAS Operators must have a Remote Pilot Airman Certificate (Part 107 certification), with a small UAS rating, or fly under the direct supervision of a person who holds a Remote Pilot Airman Certificate.
7. UAS Operators must be familiar with prohibited flight locations, to include public assembly areas, obstacles in the area of flight, or residential housing facilities. Operations in prohibited areas must be approved and accompanied by a waiver obtained from the FAA and any other documentation required by law.
8. UAS systems may not photograph, video, or monitor locations on campus where identifiable members of the ASUN community are present without written consent. Contact the Vice Chancellor for Economic and Workforce Development for additional information.
9. All UAS systems must be properly registered with the FAA, and a copy of the registration must accompany any operations on campus or at a university sponsored event.
10. Emergency procedures must at a minimum detail Lost Link, Lost Visual and Low Voltage and accompany the UAS Flight Request Form.

### **Violations of Authority**

Violations of law, to include illegal surveillance, trespassing or, reckless endangerment, or any violations of policy may subject the individual to both criminal and/or disciplinary action. Damages or injuries caused as a result of UAS operations will be the responsibility of the UAS Remote Pilot in Command.

ASUN or the ASU System Office, maintain the authority to suspend any and all operations of UAS not in compliance, or that create a danger to persons or university property.

### **Safety Guidelines**

All safety guidelines must adhere to the guidelines described in Part 107.

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### **D. Related Information**

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Attached- UAS Flight Request Form