



# Administration & Finance

Policy & Procedure

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**Issuing Office:** Office of Environmental Health and Safety    **Policy Number:** FY17-OEHS-001-00

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**Policy Name:** Interim Policy on Safe and Compliant Use of Drones

**Original Date Issued:** August 15, 2016    **Effective Date:** September 1, 2016

**Revised:**

**Purpose of Policy:**

This policy describes the University's approach to the safe and compliant use of Unmanned Aircraft Systems (UAS) ("Drones") on university property. This policy was developed to protect the safety and privacy of faculty, staff, students, visitors and neighbors while facilitating the appropriate use of drones for teaching, research and operations.

**Applicable to:** All members of the university community in all facilities owned or operated by the University. Members of the community include students, faculty staff, contractors and visitors.

**Background:**

The regulation of drones has recently been simplified with the publication of a final Federal Aviation Administration (FAA) regulation. This is an interim policy because the new FAA Rule effective in August 2016 is more than 600 pages in length and likely to be the subject of FAA guidance and interpretation in the months to come.

"Drones" or Unmanned Aircraft Systems (UAS) are any aircrafts weighting more the 1.1 pounds that are remotely controlled of any size and includes all associated support systems, control stations, data links, telemetry, communications and navigation equipment.

The University of Massachusetts Boston is located in close proximity to Logan Airport and in the flight path for some runways. Drone usage can interfere with aircraft landing or taking off from Logan and therefore close coordination is needed with the Logan Air Traffic Controller.



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## **Policy:**

Under the FAA regulations, drones can be used in two ways;

Recreational Uses: The use of drones on or in University-owned, rented or leased property and buildings by individuals for recreational or hobby purposes is strictly prohibited.

Teaching, Research and Operational Uses: At this time, the FAA regulations are complex and interpretations are changing. In some cases an FAA approval may be required for drone usage. As such anyone planning to use a drone on University property or for University work not on University property must contact the Office of Environmental Health and Safety (OEHS) at (617) 287-5445 for guidance on how to meet the FAA requirements.

## **Procedures:**

Submit a Proposed Operating Plan Any student, faculty, staff or contractor intending to use a drone on University property or for University work not on University property must complete a "UAS / Drone Proposed Operating Plan". The complete plan is submitted to the OEHS at least two weeks in advance of the planned operation. The Plan must include copies of any FAA required licenses or permissions. EHS will review the plan in conjunction with other departments and determine if FAA approvals are adequate. Contracting for UAS services by any UMB department will require coordination with the Office of Contracts and Compliance. No drone operations will be allowed without prior written approval by EHS.

Request to Purchase a UAS/Drone Students, faculty or staff intending to use University funds, which includes grant funds, to purchase a UAS / drone must request prior approval from the Office of Contracts and Compliance. This approval must be obtained before a requisition is submitted.

## **Enforcement and Consequences**

Potential violations of this policy will be reviewed and decided by the Office of Environmental Health and Safety. OEHS will report incidents of non-compliance to the Office of Human Resources and /or the Dean of Students for appropriate remedial actions.



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The Department of Public Safety is authorized to confiscate drones in violation of this policy and there may be other consequences beyond the university.

If any university community member is aware of a drone being flown without appropriate approvals required by this policy, they must immediately notify their supervisor and the Office of Environmental Health and Safety.

**Oversight Department:** Office of Environmental Health and Safety

**Responsible Party within Department:** OEHS Director

**Monitoring:** OEHS will prepare a regular report to document requests and approved drone activity. The report will be distributed to members of the “UAS-Drone Working Group” consisting of representatives from OEHS, Department of Public Safety, Student Affairs, Emergency Management and Business Continuity, Facilities, Government Relations and the Office of the Provost.

**Attachment:** UMB Unmanned Aircraft System (UAS) Proposed Operating Plan (template)

**Related documents:**

- *FAA Small UAS Rule* <https://www.faa.gov/uas/> Effective August 29, 2016
- Special Rule for Model Aircraft 79 Fed. Reg.36172 (June 25, 2015)
- “Drone Safety On and Off Campus” *Campus Consortium for Environmental Excellence (C2E2)* July 2016

**Authority:**

FAA and state laws, regulations, standards and codes.



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## Unmanned Aircraft Systems (UAS) Proposed Operating Plan

Please supply the requested information to the Office of Environmental Health and Safety (OEHS) at least two weeks prior to the planned operation. Use of UAS must be approved in writing by OEHS before operation can commence.

### Contact Information

Name \_\_\_\_\_

Department/company \_\_\_\_\_

Address \_\_\_\_\_

Phone                      Office \_\_\_\_\_

                                    Cell \_\_\_\_\_

Email \_\_\_\_\_

Operation    Description of the UAS (make and model): \_\_\_\_\_

Proposed dates and times of operation \_\_\_\_\_

Location with description of land use and populations therein

\_\_\_\_\_

Purpose of operation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identity of pilot(s) or remote operator (s) \_\_\_\_\_



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Data Describe all forms of data including imagery to be collected and how data will be used

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Advance Notice:

Describe the advance notice process to alert responsible and impacted University parties, local officials and neighbors of upcoming flights

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Describe the advance notice process to alert Logan Airport or other local airports or heliports

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FAA Approval:

Provide copies of FAA required approvals or permissions for the pilot or operator and the aircraft including a Certificate of Authorization (COA) or Section 333 Permit and FAA Airman Medical Certificate or valid US Driver's license.

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Additional Information:

Provide a Certificate of Liability Insurance evidencing appropriate coverage

Dean or Department Head

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Signature