



## UAS (Drone) Use Approval Process

Unmanned Aircraft Systems (UAS) use will fall into one of three categories as defined by the FAA: Government use, Commercial use, and Private/Hobbyist use. Each category requires the UAS operator to follow different procedures before UAS use. Before using a UAS/Drone on or above University of Akron (UofA) property, or elsewhere on behalf of the University, the following instructions apply.

### UofA-Owned UAS & Non-Owned UAS operated for University purpose

- Operator must comply with all applicable federal (FAA), state, and local laws.
- The policy applies to UofA operations both on and off campus.
- Operator must request prior approval from the Department of Safety at least two weeks in advance of the proposed use of the UAS using the UofA UAS (Drone) Use Application. Approval will require submission of a flight plan, including date, time and duration of flight, as well as the operational area.
- Operator must possess a copy of the approved UofA UAS Operations Application at all times during flight activity, and present to UAPD or University representatives upon request.
- If required, operator must obtain and provide a copy of the FAA authorization to operate a UAS. Instructions for seeking FAA approval and safe operation information are available at [www.faa.org/uas](http://www.faa.org/uas) and [knowbeforeyoufly.org](http://knowbeforeyoufly.org)
- UAS must only be operated by an employee as part of their employment or student as part of an academic/research program.
- UAS purchase must be coordinated with UofA Purchasing to ensure purchasing compliance, compliance with export controls, and weight and wingspan limits for insurance coverage.
- UofA Owned UAS must be securely stored when not in use and a check-out log maintained when UAS is in use.
- UAS may not operate over areas of assembly, stadium, or populated areas without specific, prior approval from the Department of Safety.
- Because the UofA main campus is within 5 nautical miles of an airport or heliport; notification to the airport/heliport may be required. Risk Mgmt & Safety will work with the operator to verify the notification has been made.

- In addition to the above requirements, operation of a UAS used for a University purpose at an off-campus location is subject to all requirements/laws/policies of that location.

### **UAS operated by Contracted Vendor**

- Contracted Vendor must comply with all applicable federal (FAA), state, and local laws.
- Contracted Vendor must provide a copy of the FAA authorization to operate a UAS.
- Contracted Vendor/ UofA Contracting Department must request prior approval from the Department of Safety at least two weeks in advance of the proposed use of the UAS through the UofA UAS (Drone) Use Application. Approval will require submission of a flight plan, including date, time and duration of flight, as well as the operational area.
- Operator must possess a copy of the approved UofA UAS Operations Application at all times during flight activity, and present to UAPD or University representatives upon request.
- UofA Contracting Department must have a signed contract with vendor approved through UofA Purchasing
- Signed contract with vendor must include a request for a Certificate of Insurance indicating General Liability, Aviation Liability, or equivalent including UAS coverage of at least \$1M and name UofA as an additional insured.
- UAS may not operate over areas of assembly, stadium, or populated areas without specific, prior approval from the Department of Safety.
- Because the UofA main campus is within 5 nautical miles of an airport or heliport; notification to the airport/heliport may be required.  
Operator must provide documentation as part of the application process of said notification.
- Any violations of law (trespassing, illegal surveillance) or violation of University policies may subject the operator to criminal and/or disciplinary action. Damages or injuries occurring to University property or individuals will be the responsibility of the UAS operator / Contracted Vendor.

### **Private/Hobbyist Use (On or Above University Property)**

- Private/Hobbyist use on or above University property must comply with all applicable federal (FAA), state, and local laws and may be subject to applicable University rules.