



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

SPACE INSTITUTE AT TULLAHOMA

Unmanned Aircraft Systems

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University of Tennessee Space

Institute Safety Office

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Section 1. Scope.

This policy applies to all persons who use or intend to use UAS either on University of Tennessee Space Institute property or in connection with University employment. This policy supplements the University of Tennessee's rule on the use of unmanned aircraft, Chapter 1720-01-02-.06, and applies to University units even though Chapter 1720-01-02-.06 exempts University units.

Section 2. Definitions.

- a. The term "FAA" means the Federal Aviation Administration, which is the federal government agency that regulates the national airspace system, including, without limitation, the operation of UAS.
- b. The term "University property" means any and all real property owned by The University of Tennessee and either controlled or operated by The University of Tennessee Space Institute, including the air above the property necessary for the reasonable use and enjoyment of the property.
- c. The term "University unit" means any and all academic, administrative, or auxiliary departments or divisions of the University or any other official entities of the University, functioning through University employees acting within the scope of their University employment.
- d. The term "unmanned aircraft" means a device that is used or is intended to be used for flight in the air without an individual in or on the device.
- e. The term "unmanned aircraft systems" or "UAS" means unmanned aircraft and associated elements that are required for safe and efficient operation of that aircraft in the national airspace system.

Section 3. UAS Coordinator.

The UAS Coordinator for the University of Tennessee Space Institute is the Safety Coordinator. The Safety Coordinator may delegate the authority to approve and disapprove of UAS usage in his absence to one of the following persons: the Assistant Safety Coordinator, Director of Facilities, or Safety Administrative Assistant. The UAS Coordinator is responsible for: (1) reviewing, approving, and providing guidance for UAS operations on University property or in connection with University employment; and (2) establishing procedures to implement and enforce this policy.

Section 4. Operation of UAS.

a. UAS must not be operated:

- (1) In a manner that violates this policy, including without limitation, violating federal, state, or local laws or regulations;
- (2) Inside University buildings or facilities;
- (3) On University-owned streets or University-owned sidewalks;
- (4) Above a human being who is either not directly participating in the operation of the unmanned aircraft or not located under a covered structure that can provide reasonable protection from a falling unmanned aircraft;
- (5) Outside the hours of official sunrise and sunset; or
- (6) In a manner that blocks or substantially impedes vehicular, bicycle, pedestrian, or other traffic;
- (7) In a manner that blocks or substantially impedes entrances or exits to University property;
- (8) In a manner that substantially disrupts or interferes with University operations, events, or activities;
- (9) In a manner or in a place that unreasonably threatens the health or safety of another person;
- (10) In a manner that monitors or records an area where a person has a reasonable expectation of privacy; or
- (11) In a manner or in a place that unreasonably threatens damage to University property.

b. All classes of UAS weighing between .55 and 55 pounds:

- (1) Must give way to manned aircraft at all times;
- (2) Must not be flown above 400 feet;

- (3) Must not be flown over people not involved in the operation of the aircraft; and
 - (4) Must not be flown in a manner that violates Section 4(a).
- c. All persons operating UAS must give prior notice of the operation to the airport operator and the airport air traffic control tower for all airports and heliports within a five (5) mile radius of the proposed area of UAS operation. NOTE: The UTSI campus is not within five (5) miles of an active airport or heliport).
- d. All persons who use UAS on University property or in connection with University employment are personally responsible for complying with:
 - (1) Federal, state, or local laws or regulations, including without limitation, [FAA regulations](#) (e.g., operational, registration, licensing, and notification requirements) and export control regulations; and
 - (2) University rules, policies, procedures, contracts, and research grants.
- e. The UAS Coordinator may grant exceptions to this policy that are in the best interests of the University as long as the exceptions do not violate any federal, state, or local law or regulation.

Section 5. Process of Requesting Approval of Use of UAS.

- a. The person requesting approval for the use of the UAS (the “requester”) on University property or in connection with University employment must notify the UAS Coordinator in writing at least seven (7) calendar days in advance of the planned date of operation of the UAS by utilizing the UAS Approval Form (unless the UAS is operated as required by law or by law enforcement or emergency personnel acting under the authority of law).
 - (1) The UAS Approval Form must be completed in its entirety and delivered to the UAS Coordinator (electronically, by mail, or in person) at least seven (7) calendar days prior to the planned date of operation of the UAS.
 - (2) The requester must agree to comply with all of the operational requirements described in Section 4.
 - (3) The requester must provide a date, time, location and purpose for the operation of the UAS.

- b. The requestor must, at a minimum, demonstrate to the UAS Coordinator that the operation of the UAS will be in compliance with this policy, including without limitation, the operational, registration, licensing, and notification requirements set forth in [FAA regulations](#). The UAS Coordinator may request additional information or clarification from the requestor, and may provide direction or other requirements as a condition of approving the UAS operation.
- c. The requestor must provide a copy of the registration (with the FAA) of the device, proof of completion of [FAA required training](#), and proof of appropriate licensing (if applicable).
- d. The UAS Coordinator, in consultation with the Office of Risk Management and the Office of the General Counsel, may impose requirements relating to proof of insurance and the execution of releases of liability with respect to UAS operations by persons who are not University employees.
- e. If the UAS Coordinator approves of the use of the UAS, a signed UAS Approval Form will be returned to the requesting operator. The requestor must retain the copy of the approved UAS Approval Form and have it in his/her possession while operating the UAS at the approved time and date.
- f. The UAS Coordinator may provide a blanket approval to operate UAS.

Section 6. Purchases of UAS by University Units.

- a. University units must comply with [FISCAL POLICY FI0405](#) with respect to purchases of UAS. University units should consult with the UAS Coordinator before purchasing UAS with University funds in order to ensure that the proposed use(s) of the UAS will be in accordance with this policy, FAA regulations, and export control regulations.
- b. University units must comply with [FISCAL POLICY FI0605](#) with respect to using, recording, controlling, maintaining, repairing, transferring, and disposing of UAS.
- c. University units must notify the Office of Risk Management about UAS purchased with University funds. The Office of Risk Management is authorized to develop procedures to implement the notification requirement.

Section 7. Export Control Regulations.

The United States Department of State (Export Control Regulations) and the United States Department of Commerce (International Traffic in Arms Regulations) regulate export control over various types of UAS. University employees who plan on designing, building, modifying, and/or dismantling UAS must give prior notice to the appropriate campus or institute export control office. In addition, with respect to UAS purchased by University units, the Office of Risk Management will conduct an initial export control review of each UAS purchase and the proposed use of the UAS and, when appropriate, will request a more detailed assessment or other involvement by the appropriate campus or institute export control office.

Section 8. Consequences for Policy Violations.

- a. Individuals who violate this policy may be required to cease operation of their UAS immediately and until policy compliance is achieved.
- b. Individuals who violate this policy may be held accountable for their actions in accordance with law and applicable University disciplinary policies and procedures. The UAS Coordinator is authorized to notify the FAA and/or law enforcement of violations of this policy, law, and/or regulations.
- c. The UAS Coordinator may consider an individual's history of compliance or non-compliance with this policy in determining whether to grant a request to operate a UAS.
- d. Egregious violations of this policy may result in the confiscation of the UAS by University of Tennessee Space Institute Safety personnel. Egregious violations include but may not be limited to the following:
 - (1) Operating a UAS when UAS request has been denied;
 - (2) Operating UAS in a manner that unreasonably threatens the health or safety of another person;
 - (3) Operating UAS when an airport operator or air traffic control tower has denied the individual's request to operate a UAS;
 - (4) Interfering with airplane and/or helicopter flight;
 - (5) UAS flight that obviously exceeds 400 feet; or
 - (6) Repeated failure by any operator or university unit to follow these established procedures.