

Use of Unmanned Aircraft Systems Policy

Purpose

To provide a policy regarding the use of unmanned aircraft systems (UAS) on SUNY Maritime College.

Definitions

UAS includes any unmanned aircraft system that can be operated remotely and has no pilot embarked. This includes personal, commercial, or government owned UASs. Drones are considered UASs. The FAA classifies UAS use as one of three types:

- Public - Governmental
- Civil Operations - Non-Governmental
- Model Aircraft - Hobby or recreation only

SUNY Maritime College includes both SUNY Campus in Throggs Neck, New York, as well as the training ship TS EMPIRE STATE VI.

Background

The use of personal, commercial and government UASs has increased exponentially. This has resulted in safety and privacy concerns on college campuses. Additionally, SUNY Maritime College is located in the restricted area encompassing LaGuardia International Airport's (LGA) Airspace, under the Throggs Neck Bridge, and adjacent to a military facility, thereby raising additional safety concerns and regulatory considerations. The Code of Federal Aviation Regulations, §CFR 107 addresses Small Unmanned Aircraft Systems. This policy is established to require and ensure compliance with all applicable laws, reduce safety risks, and preserve the security and privacy of members of the Maritime College community.

Responsibility

The Vice President for Finance and Administration is responsible for establishing and updating this policy as required. Maritime College Chief, University Police Department (UPD) is the responsible Officer. The UPD maintains the authority to "ground" or suspend operations of any UAS that is not compliant with FAA regulations, this policy, or presents a danger to Maritime College property or to the College community.

Policy

1. All faculty, employees, students, contractors, volunteers, and the general public present on Maritime College property are governed by this policy.
2. Any use of a personal and/or hobby/recreational UAS (drone) from or above SUNY Maritime College's buildings, campuses, or properties is strictly prohibited at all times.
3. The use of commercial and government owned drones is permitted only for educational and research purposes, surveying and monitoring the College facilities material condition, certain public affairs events, and marketing as approved by the Vice President for Finance and Administration. The procedures outlined in paragraph 4 of this section must be followed.
4. The use of commercial/government owned UASs is permitted under the following circumstances:
 - Any commercial/government UAS use must receive prior approval by SUNY Maritime College using the attached form (Attachment A: UAS Operation Request Form). This form must be submitted for review at least one week prior to operations. Along with this form the owner/operator must include:
 - License: The UAS operator must have a FAA Remote Pilot Airman Certificate or license.
 - Flight Plan: The owner/operator must file a "flight plan" including date, time, and duration of flight and operational area. Since SUNY Maritime College is located in the restricted area for LGA airspace final authorization must be received from LGA Air Traffic Control. CFR 107.41 "Operation in certain airspace", No person may operate a small unmanned aircraft in Class B, Class C, or Class D airspace or within the lateral boundaries of the surface area of Class E airspace designated for an airport unless that person has prior authorization from Air Traffic Control (ATC). It is the responsibility of the Owner/Operator to also coordinate with the Throggs Neck Bridge Authority prior to operations.
 - Certificate: The owner/operator must provide proof of a Special Airworthiness Certificate/Restricted Category/Section 333 Waiver or Authorization (COA) for civil aircraft;
 - Proof of Insurance: Any commercial use must provide a certificate of specific drone use insurance naming SUNY Maritime College as additional insured with a minimum of \$5 million in general liability insurance;
 - A contract operator must be accompanied by a representative of the College at all times while operating a drone.
 - UASs must not operate over areas where people assemble such as sports venues, fields, formations, graduation ceremonies, etc.
 - The UAS is not permitted to photograph, video, or monitor areas of the College where members of the Maritime College community would have a reasonable

expectation of privacy such as, locker rooms, restrooms, individual residence rooms, or other private area;

- UASs may not operate over the Navy Operational Support Center facility or be used to monitor, or take photography/videos the facility.
- UAS may not operate in proximity of security facilities at SUNY Maritime College such as the front or pier security gates and perimeter fence lines, or be used to monitor, or take photography/videos those facilities without specific permission from the University Police Department.
- UAS operators must comply with all federal (FAA), State of New York and New York City laws;

5. Any violations of law (trespassing, illegal surveillance, reckless endangerment) or violations of College policies may subject the individual(s) to both criminal and/or disciplinary action. Students who violate this policy will be subject to discipline as stated under the Standards for Student Conduct. Damages/injuries occurring to College property or individuals will be the responsibility of the UAS operator.



Scott Dieterich
Vice President, Finance and Administration
SUNY Maritime College

Maritime College

Commercial/Government UAS Operations Request Form

NOTE: ANY USE OF A PERSONAL AND/OR HOBBY/RECREATIONAL UAS (DRONE), FROM, OR ABOVE SUNY MARITIME COLLEGE'S BUILDINGS, CAMPUSES, OR PROPERTIES IS STRICTLY PROHIBITED AT ALL TIMES.

Commercial or government personnel wishing to operate UAS (i.e., drones) on/over Maritime College or as part of a Maritime College activity must submit ~~the request~~ this form to the Vice President for Finance and Administration for approval.

NOTE: Please submit Flight Requests at least one week prior to proposed flight date. This gives the College adequate time to thoroughly review requests and provide response. Operations are not considered approved until final signature is received from the Vice President of Finance and Administration or his/her designated representative.

Requestor Name:

Requesting Department (must be Maritime College entity):

Requestor Email:

Requestor Phone Number:

Remote Pilot Name:

Remote Pilot Status (Faculty/Staff/Contractor/Government):

Contractor/Government agency name:

Note: Contractors/Government agency operators (must be represented by Maritime College Department)

Remote Pilot Email (if different from requestor):

Remote Pilot Phone Number (if different from requestor):

Remote Pilot Certificate:

UAS Make and Model:

UAS FAA Registration Number:

Flight Narrative:

Describe proposed operation and reason for flying

FAA Authorization Category:

Proposed Flight Location (include list of polygon coordinates for proposed flight parameters and provide map with location identified):

Flight Duration (flight dates, times, frequency):

Specific Mission Profiles:

Step-by-step flight procedures per mission

Anticipated operating restrictions:

E.g., weather, conflicting with other operations, TFRs, NOTAMS

Risk Analysis: Identify safety issues specific to this operation (e.g., lost link communications, fly aways, flight obstructions etc.), and define the proposed mitigations:

Proof of insurance must be attached to this request. Any commercial use must provide a certificate of specific drone use insurance naming SUNY Maritime College as additional insured with a minimum of \$5 million in general liability insurance;

FAA Waivers:

Will Photos/ Video be captured?

Yes

No

Note: Third Party Operators capturing content will need approval from the Office of Communications prior to use of content.

ASSURANCES:

I will abide by all applicable policies and procedures while conducting UAS operations under the auspices of SUNY Maritime College or as part of a Maritime College related activity.

I will secure all necessary approvals prior to conducting UAS operations.

If and when approval is granted, I will conduct thorough pre-flight check prior to each flight and will make note of any modification need to UAS prior to flight.

I will fly in a manner that does not cause or create undue hazards to persons or property.

I will not take photographs, videos, or monitor areas of the College where members of the Maritime College community would have a reasonable expectation of privacy such as, locker rooms, restrooms, individual residence rooms, or other private area;

I understand that I may not overfly the Navy Operational Support

In the case of an incident causing serious injury or harm to personnel and or damage to property other than the UAS itself, I will immediately notify Maritime College UPD and provide a detailed and accurate description of what occurred. I understand I'm responsible for any damages/injuries occurring to College property or individuals resulting from any negligent act or misconduct during this operation.

Requestor Signature: _____

Requestor Name: _____

Requestor Company: _____

Date of Submission: _____

Maritime College Approval/Disapproval

Maritime College Representative Name: _____

Maritime College Representative Signature: _____

Maritime College Department: _____

Maritime College Department Head Signature: _____

Reviewed by Director of Communications: _____

Name: _____

Date: _____

Recommendation: Approve Disapprove

Notes:

Reviewed by Chief University Police: _____

Name: _____

Date: _____

Recommendation: Approve Disapprove

Notes:

Reviewed by Director of Public Safety: _____

Name: _____

Date: _____

Recommendation: Approve Disapprove

Notes:

Vice President for Finance and Administration:

Name: _____

Date: _____

Determination: Approved Disapproved

Notes:

Note: Additional approvals may be needed based on proposed operations.

