

Pacific Lutheran University
Unmanned Aircraft Systems (Drones and Model Aircraft) Use
Approval Process

Unmanned Aircraft Systems (UAS) use will fall into one of three categories as defined by the FAA: Commercial Use (contracted vendor); Private/Hobbyist use for educational purposes; and Private/Hobbyist use for personal use (on or above university property). Each category requires the UAS operator to follow different procedures. Before using a UAS/Drone on or above University property, or elsewhere on behalf of the University, the following instructions apply.

Private/Hobbyist Use for Educational Purposes:

- Operator requesting approval to operate a UAS/Drone is required to read and comply with PLU's Unmanned Aircraft Systems Policy. The policy applies to PLU operations both on and off campus.
- Operator must request prior approval from the office of Risk Management at least four weeks in advance of the proposed use of the UAS using the 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 UAS Operations Application at all times during flight activity, and present to PLU Campus Safety or University representatives upon request.
- Operator must comply with all applicable federal (FAA), state, and local laws.
- 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 and knowbeforeyoufly.org
- Faculty, staff or students may only operate UAS as part of their employment or as part of an academic/research program
- UAS purchase must be approved by the Academic Dean or Division Vice-President and coordinated with PLU Risk Management and Business Office to ensure purchasing compliance and insurance coverage.
- UAS may not operate over areas of assembly, stadium, or populated areas without specific, prior approval from Risk Management.
- PLU is located within 5 nautical miles of the McChord Airfield at Joint Base Lewis McChord (JBLM). UAS operators are required to make the following notifications to JBLM of their planned flight. Operator must maintain a record of these notifications to include the date, time and name of the individual notified at JBLM.
 - ***Coordination call 24 hours prior to McChord Tower (253) 982-5824***
 - ***Coordination call 1 hour prior to McChord Tower (253) 982-5824***
 - ***Notify McChord Tower (253) 982-5824 when operations are complete***
 - ***Provide the name and phone number of the Point of Contact on site who can cancel the operation if needed***
- In addition to the above requirements, operation of a University owned UAS at an off-campus location is subject to all requirements/laws/policies of that location.

Commercial Use (Contracted Vendor)

- Contracted Vendor requesting approval to operate a UAS/Drone is required to read and comply with PLU's Unmanned Aircraft Systems Policy. The policy applies to PLU operations both on and off campus.
- Contracted Vendor and the department contracting the vendor must request prior approval from the office of Risk Management at least four weeks in advance of the proposed use of the UAS through the 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 UAS Operations Application at all times during flight activity, and present to PLU Campus Safety or University representatives upon request.

- 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.
- PLU department must have a signed contract with vendor approved through PLU's Contract Review and Approval Process
- Signed contract with vendor must include a request for a Certificate of Insurance indicating General Liability, Aircraft Liability including UAS coverage of at least \$1M per occurrence with PLU endorsed as additional insured. PLU's Risk Management office must receive the Certificate of Insurance at least 4 weeks prior to the scheduled use.
- A representative of the University must accompany a contracted operator at all times during UAS operations on or above University property.
- UAS may not operate over areas of assembly, stadium, or populated areas without specific, prior approval from Risk Management.
- PLU is located within 5 nautical miles of the McChord Airfield at Joint Base Lewis McChord (JBLM). UAS operators are required to make the following notifications to JBLM of their planned flight. Operator must maintain a record of these notifications to include the date, time and name of the individual notified at JBLM.
 - *Coordination call 24 hours prior to McChord Tower (253) 982-5824*
 - *Coordination call 1 hour prior to McChord Tower (253) 982-5824*
 - *Notify McChord Tower (253) 982-5824 when operations are complete*
 - *Provide the name and phone number of the Point of Contact on site who can cancel the operation if needed*
- 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 for Personal Use (On or Above University Property)

- Per PLU's Unmanned Aircraft Systems (Drones and Model Aircraft) Policy, Private/Hobbyist personal use on or above University property is prohibited.