

**Policy Title**

*Use Of Unmanned Aircraft Systems (UAS) On University Tacoma Campus and Property*

**Policy Statement:**

The operation of an unmanned aircraft system (UAS), a drone, is regulated by the Federal Aviation Administration (FAA). As a public institution University of Washington Tacoma establishes the following policy to govern the operation by any person of a UAS from or above the campus buildings or properties. This policy extends to any and all property owned, rented, leased, and controlled by the University.

**Purpose of policy:**

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 campus community. This policy primarily responds to FAA guidelines and requirements that promote the safe and responsible use of unmanned aircraft.

**Who is governed by this policy:**

All faculty, employees, students, contractors, volunteers, and the general public that are on all property owned, rented, leased, and controlled by the University.

**Statement of authority within the University:**

The Use of University Facilities (UUF) committee establishes policies, guidelines and procedures for use of university facilities by UW Tacoma students, faculty and staff and by members of the surrounding community. The committee has been delegated the authority to regulate the use of all campus facilities under [RCW 28B.20.130](#) and [WAC 478-136](#).

**Citation of relevant local, state, or federal laws:**

[RCW 28B.20.130](#),

[WAC 478-136](#).,

[Executive Order #22 Helicopter and Airborne Vehicle Policy](#)

FAA regulations: <https://www.faa.gov/uas/>

City of Tacoma Noise Ordinance:

<https://cms.cityoftacoma.org/cedd/special%20events/NoiseAbateCode.pdf>

**Consequences of Violating Policy:**

Any violations of law (trespassing, illegal surveillance, reckless endangerment) or violations of University policies may subject the individual(s) to both criminal and/or disciplinary action. Damages/injuries occurring to University property or individuals will be the responsibility of the UAS operator.

**Description of Procedures for uses of unmanned aircraft systems: Academic/Education:**

- The use of drones is permitted only for educational or research purposes.
  - Must obtain prior approval
  - Must provide date/time, purpose, and length of UAS operations, as well as the area of the campus where the UAS will be used.
  - Must comply with all Federal, State and City laws.
  - Must have experience in operating the UAS and operate them in a responsible manner.
  - Verification of insurance by UW Procurement Services may be required if part of service contract. Commercial General Liability Insurance must specifically include drone activity and personal injury liability at \$1,000,000 threshold minimum.
  - If using personal drone, supplemental insurance is required. If equipment is owned by UW Tacoma and UWT property is damaged in the drone activity associated with the event, then the internal user may be responsible for restoration.
  - Must not operate over areas of public assembly, residential buildings or areas of construction.
  - Must not photograph, video, or monitor areas where other members of the University community or members of the general public would have a reasonable expectation of privacy. Proximity to residence halls may have additional distance restrictions to maintain privacy. Must not carry cargo and/or sling-loads.

**Recreational Use:**

- The use of drones for hobby or recreational use on University of Washington Tacoma property is **restricted** to open green spaces controlled, owned or leased by the University and UAS must be at least 200 feet from all campus buildings. Proximity to residence halls may have additional distance restrictions to maintain privacy.

### **Institutional /Commercial Use:**

- All civil (commercial, contract, or University owned) operated UAS's must comply with all federal (FAA), state, and local laws.
- Must obtain prior approval from the UUF in advance of the proposed use of the UAS.
- A University owned or commercial UAS must comply with FAA regulations by obtaining and producing a "333 Exemption" or a "Special Airworthiness Certificate" prior to use on the campus. (See [www.faa.gov](http://www.faa.gov))
- The use of commercially owned Unmanned Aircraft Systems a/k/a Drones (for hire or otherwise) is permitted only for educational or research purposes.
- A UAS operator must provide a certificate of insurance naming University of Washington Tacoma as an additional insured with a minimum of in general liability insurance written on an occurrence basis. Internal users, including staff, students, and faculty, differ in requirements than external users (Conference Services clientele).
  - Internal Event User - Supplemental insurance is not required. If an outside contractor is providing the drone services, Commercial General Liability insurance must specifically include drone activity and personal injury liability at \$1,000,000 threshold minimum. Verification of insurance inclusion by UW Procurement may be required if part of service contract. If UWT property is damaged in the drone activity associated with the event, then the internal user will be responsible for restoration.
  - External Event User – supplement insurance is required for the drone activity to include personal injury liability at the \$1,000,000 threshold minimum.
- A commercially owned (University or contract) operator must file a "flight plan" including date, time, and duration of flight and operational area prior to commencing the UAS flight.
- A contract operator must be accompanied by a representative of the University at all times.
- The UAS must be operated in a responsible manner.
- The UAS may not operate over areas of public assembly, stadium, or populated areas.
- The UAS is not permitted to photograph, video, or monitor areas of the University where other members of the University community would have a reasonable expectation of privacy. (See above). Must not carry cargo and/or sling-loads.

### **FAA Regulations**

The FAA classifies UAS use as one of three types:

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

Effective December 21, 2015, the FAA began a registration process for all UAS devices weighing between 0.55 pounds and 55 pounds that are used for hobby or recreational purposes. The owner must be 13 years of age or older and a U.S. citizen or legal permanent resident. Additional information and the on-line registration may be obtained at <http://www.faa.gov/uas/registration/>.

**Failure to register:**

Civil and criminal penalties may apply for failure to register a UAS. Those penalties are on a sliding scale based on the circumstances of the situation and may include a formal warning to monetary fines and/or prosecution.

Using a UAS to take photos/videos for personal use is recreational. Using the same device to take photos/videos for compensation or sale is commercial use; commercial use requires an FAA Sec. 333 Exemption or a Special Airworthiness Certificate. A Certification of Waiver or Certificate of Authorization means an FAA grant of approval for a specific unmanned operation. (See [www.faa.gov](http://www.faa.gov))

**Responsible University Office and Officers for enforcement:**

The Department of Campus Safety & Security maintains the authority to "ground" or suspend operations of any UAS that is not compliant with this policy, or presents an imminent danger to University property or to University community.

**Links to supporting information:**

[Use of University Facilities \(UUF\) Tacoma](#)