

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 property, or elsewhere on behalf of the University, the following instructions apply.

Government Use (BGSU-Owned UAS)

- Operator requesting approval to operate a UAS/Drone are required to read and comply with BGSU Policy # 3341-6-50. The policy applies to BGSU operations both on and off campus.
- Operator must request prior approval from the office of Risk Management at least two 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 BGSU Police or University representatives upon request.
- Operator must comply with all applicable federal (FAA), state, and local laws.
- FAA requirements and safe operation guidelines are available at <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 BGSU Purchasing to ensure purchasing compliance, compliance with export controls, and weight and wingspan limits for insurance coverage.
- UAS may not operate over areas of assembly, stadium, or populated areas without specific, prior approval from Risk Management.
- Because of the BGSU campus proximity to an airport with high volumes of aircraft training activity and instrument approach procedures, notification is required to the Wood County Regional Airport at least one day prior to planned flight.
- 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. Drones operated only off-campus require initial notification only to Risk Management to ensure insurance coverage.

Commercial Use (Contracted Vendor)

- Contracted Vendor requesting approval to operate a UAS/Drone is required to read and comply with BGSU Policy # 3341-6-50.
- Contracted Vendor/ BGSU Contracting Department must request prior approval from the office of Risk Management at least two 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 BGSU Police or University representatives upon request.
- Contracted Vendor must comply with all applicable federal (FAA), state, and local laws.
- BGSU Contracting Department must have a signed contract with vendor approved through BGSU 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 BGSU as an additional insured.
- A representative of the University must accompany a contracted operator 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.
- Because of the BGSU campus proximity to a teaching airport, notification is required to the Wood County Regional Airport at least one day prior to planned flight.
- 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)

- Per BGSU Policy # 3341-6-50, Private/Hobbyist use on or above University property is prohibited.