

# **Instructions:**

## **Preparing for UAS Flights at Texas A&M University**

Both Texas A&M University and the Texas A&M System have established requirements to ensure our compliance with federal FAA regulations for safely operating Unmanned Aircraft Systems (UAS) and Unmanned Aerial Vehicles (UAV) on university property and/or on university business. Due to our proximity to Easterwood Airport, campus properties are in stringently regulated/controlled airspace, which impacts our UAS operations, and limits flight ceiling height.

The SA committee meets monthly to consider application requests. UAS flight request applications must be submitted to the Supervising Authority (SA) Committee for compliance review, a minimum of 15 days prior to planned flight operations. Approvals are granted by the designated university SA. Any unapproved UAS/UAV flights are disruptive to university operations and will be referred for appropriate disciplinary action.

### **Steps:**

1. Texas A&M has established online resources for UAS requirements. Please familiarize yourself with the referenced requirements and materials at the following sites:

The TAMU System Regulation for UAS Operations

<http://policies.tamus.edu/24-01-07.pdf>

The TAMU Program for UAS Operations

<https://ehs.tamu.edu/programs/unmanned-aerial-systems/>

2. Go to the UAS Flight Request Application site, complete the online UAS application form, attach your supporting documents, and click "submit." Note that the system will not allow you to submit incomplete applications.

The TAMU System UAS Flight Application

<https://www.tamus.edu/business/risk-management/uas/uas-application/>

3. The SA Committee will evaluate your application request and supporting documents, and contact you with a list of any remaining documents that will be required. Complete applications will be reviewed by UAS staff, and placed on the SA Committee agenda for the next meeting.
4. If your project is such that your flight request application cannot be submitted prior to the 15 day deadline, please contact UAS staff at the Environmental Health and Safety Department (EHS) to discuss alternative options.
5. If you will be flying under an FAA Part 107 Certificate of Authorization (CoA) waiver, please submit your request directly to the FAA at: <http://www.faa.gov/uas/>

6. Supporting documentation includes the following if/as applicable:
  - a. FAA CoA (Certificate of Authorization or Waiver); CoA types include:
    - i. CoA for General Flight Operations
    - ii. CoA for Emergency Operations
    - iii. CoA for National Disaster Response
    - iv. CoA for Part 107 Waiver(s)
  - b. FAA Remote Pilot Certificate
  - c. Contingency Management Plan (as a Standard Operating Procedure (SOP))
  - d. Mishaps Response Plan (as an SOP)
  - e. Mission Brief and Safety Risk Matrix
  - f. Project-Specific and Site-Specific Safety Plan
  - g. Reportable Accident Report, for the past year and including current flight incidents
  - h. UAS Maintenance Plan (as an SOP)
  - i. Certificate of Insurance
  - j. Liability Waiver(s)
  - k. Current contract applicable to the proposed flight activity
  - l. UAS on University or System Inventory?
  - m. TAMU Inventory Asset Number for UAS(s)
  - n. Flight Category:
    - i. Part 107 Waiver CoA
    - ii. Hobbyist or Recreational Flight, including Educational Purpose
  - o. Flight Requestor :
    - i. Texas A&M University
    - ii. Texas A&M System
    - iii. Third Party Vendor or Contractor
    - iv. Other: \_\_\_\_\_

- p. UAS Flight Location:
    - i. TAMU Campus Proper:
    - ii. RELLIS Annex Campus:
    - iii. Other TAMUS campus:
    - iv. TAMUS Agency:
    - v. Non-TAMU property:
  - q. Texas A&M System UAS Flight Request Application completed, with support documents, and submitted to Supervising Authority (SA)
  - r. Supervising Authority (SA) Approval, via confirming email from the Texas A&M Vice President for Safety & Security or designated authority
  - s. Pedestrian Management Plan (as an SOP)
  - t. Photo(s) of each UAS (drone) documenting exterior installation of the FAA Tail Number
  - u. When using the new “Low Altitude Authorization and Notification Capability” (LAANC) System, capture and provide a screen shot of your LAANC Approval prior to flight(s)
7. FAA Part 107 Operating Rules; Summary from <https://www.faa.gov/uas/> :
- a. Unmanned aircraft must weigh less than 55 pounds, including payload, at takeoff
  - b. Fly in Class G airspace\*
  - c. Keep the unmanned aircraft within visual line-of-sight\*
  - d. Fly at or below 400 feet\*
  - e. Fly during daylight or civil twilight\*
  - f. Fly at or under 100 mph\*
  - g. Yield right of way to manned aircraft\*
  - h. Do not fly directly over people\*
  - i. Do not fly from a moving vehicle, unless in a sparsely populated area\*
  - j. For more detailed operating rules, please see:
    - i. Summary of the Part 107 Rule (PDF)
    - ii. Advisory Circular 107-2 (PDF)
    - iii. 14 CFR Part 107

\*These rules are subject to FAA waiver. For more information about applying for FAA waivers, visit **Request a Waiver** at [https://www.faa.gov/uas/request\\_waiver/](https://www.faa.gov/uas/request_waiver/)