

## STANDARD ADMINISTRATIVE PROCEDURE

### 24.01.07.M0.01 Unmanned Aircraft Systems (UAS)

*Approved April 3, 2018*

*Next Scheduled Review: April 3, 2023*

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#### Standard Administrative Procedure Statement

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The following standard administrative procedure (SAP) outlines the requirements to oversee safe and compliant UAS and model aircraft activity being performed (a) on or above property under Texas A&M University's purview; (b) by university employees and students, regardless of location; and (c) by contractors hired by the university to conduct UAS operations. Additionally, the UAS SAP will support and direct the efforts and responsibilities of the UAS Supervising Authority.

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#### Definitions

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##### [System Regulation 24.01.07 - Definitions](#)

UAS Supervising Authority – The TAMU President created the TAMU UAS Supervising Authority to oversee safe and compliant UAS activity being performed (a) on or above property under TAMU purview; (b) by TAMU employees as part of their employment, regardless of the location; and (c) by contractors hired to conduct UAS operations on or above property under TAMU purview or on TAMU's behalf.

Pilot in Command (PIC) – The person ultimately responsible for the safe operation of the UAS. Typically, the pilot is who manipulates the UAS controls.

TAMU Program and/or operation – Any UAS/Model aircraft flight that is funded by the University, conducted by a student organization, or undertaken under the scope, direction, or election of a college, department, class, university office, or their representatives.

Part 107 – The FAA's replacement for 333 exemptions and the Civil COA. Part 107 covers the requirements and limitations all small UAS (sUAS) operators must follow for aircraft which are between .55 and 55 pounds in total weight (at takeoff) and flown in the national airspace (NAS). Waivers to the provisions of any limitation are issued by the FAA, upon request of the operator, and are issued as a Certificate of Waiver (CoW) from an established limitation. UAS over 55

pounds must comply with FAA regulations relating to airworthiness and may require a licensed pilot to fly.

Public operations (governmental) – Whether an operation qualifies as a public aircraft operation is determined on a flight-by-flight basis under the terms of the statute. The considerations when making this determination are aircraft ownership, the PIC and the purpose of the flight. For public aircraft operations, the FAA issues a public Certificate of Waiver or Authorization (COA) that permits public agencies and organizations to operate a particular aircraft, for a particular purpose, in a particular area. A public COA allows a governmental entity’s UAS operator to use a defined block of airspace and includes special safety provisions unique to the proposed operation. Accepted public uses include law enforcement, firefighting, border patrol, disaster relief, search and rescue, aeronautical research and development, military training and other government operational missions.

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## **Roles, Responsibilities, and Process**

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1. TAMU UAS Supervising Authority Membership
  - 1.1 The TAMU UAS Supervising Authority is a committee made up of representatives from the following units:
    - Environmental Health and Safety, Texas A&M University (chair of committee)
    - Vice President for Research, Texas A&M University
    - Texas A&M AgriLife
    - Texas A&M Transportation Institute
    - Texas A&M Engineering Experiment Station
    - Texas A&M Engineering Extension Service
  - 1.2 In addition, a representative from the following areas is invited to serve in an advisory role on the committee but will not be considered a voting member:
    - AgriLife EHS
    - Athletics, Texas A&M University
    - College of Geosciences, Texas A&M University
    - Marketing and Communications, Texas A&M University
    - Insurance Services, Texas A&M University
    - SSC, Texas A&M University
    - Student Affairs, Texas A&M University
    - University Police, Texas A&M University
    - Others, as needed
  - 1.3 The administration representative on the committee is from

- Office of Safety and Security
2. TAMU UAS Supervising Authority is outlined in System Regulation 24.01.07.
  3. TAMU Employee Responsibilities are outlined in System Regulation 24.01.07.
  4. UAS Flight and Maintenance Records requirements are found in System Regulation 24.01.07.
  5. UAS Flight Authorization Request Process
    - 5.1 Approval must be obtained through the TAMU UAS Supervising Authority prior to any UAS operations that meet the criteria outlined in this SAP.
    - 5.2 Requests can be submitted electronically using the TAMU UAS Flight Authorization application found at <https://www.tamus.edu/business/risk-management/uas/uas-application/>.
      - 5.2.1 The TAMU UAS Supervising Authority will evaluate the operational risks and make a determination on whether insurance should be procured for the proposed operation. The PIC is bound by all requirements outlined in the TAMU UAS Supervising Authority approval document.
      - 5.2.2 Operators who will fly over TAMU facilities and property must notify the Texas A&M University Police Department with the following information at a minimum:
        - (1) The FAA-issued registration number of the UAS,
        - (2) Where the UAS will operate, and
        - (3) Date and time period the UAS will be operating.
      - 5.2.3 Operators who will fly over TAMU facilities and property must notify Easterwood Air Traffic Control Tower prior to flight. In the event that the Air Traffic Control Tower expresses a conflict with another planned flight, the operator will halt all activities until the conflict is resolved. Any direction given by Easterwood Air Traffic Control Tower supersedes instruction/approval from the TAMU Supervising Authority.
      - 5.2.4 All operators are required to have contingency management and mishap response plans that provide the following, at a minimum:
        - (1) Loss of control or connection to the unmanned aircraft, including loss of control link, loss of GPS and loss of power,
        - (2) Actions on sighting of a piloted aircraft, and
        - (3) Actions upon a crash of the unmanned aircraft.

- 5.2.5 Operation of a UAS by a third party or others over TAMU property must be under a contract which (a) holds TAMU harmless from any resulting claims or harm to individuals; (b) provides that the UAS operator is responsible for damage to TAMU property; and (c) provides that the UAS operator will obtain insurance as required by TAMU.
- 5.2.6 Contractors, third party vendors and other third parties planning use of UAS over TAMU property must abide by all provisions within this SAP.
- 5.2.7 When operating a UAS for purposes of recording or transmitting visual images, operators must take all reasonable measures to avoid violations of areas normally considered private, and follow Texas laws as found in Government Code Title 4 Subtitle B Chapter 423. Texas state law provides that a person who knowingly or intentionally captures an image of an individual or privately owned real property with the intent to conduct surveillance on the individual or property captured in the image commits a Class C misdemeanor.

6. Sanctions

- 6.1 Any violations of this regulation by a TAMU employee will be dealt with in accordance with applicable University policies and procedures, which may include disciplinary action up to and including termination.
- 6.2 Legal remedies regarding physical presence on agency/trespassing and other legal action may also be pursued against contractors, third party vendors or other third parties that operate UAS in violation of this SAP.

7. Summary of the Major Provisions of Part 107

<p><b>Operational Limitations</b></p>	<ul style="list-style-type: none"> <li>• Unmanned aircraft must weigh less than 55 lbs. (25kg).</li> <li>• Visual line-in-sight (VLOS) only; the unmanned aircraft must remain within VLOS of the remote pilot in command and the person manipulating the flight controls of the small UAS. Alternatively, the unmanned aircraft must remain within VLOS of the visual observer.</li> </ul>
	<ul style="list-style-type: none"> <li>• At all times the small unmanned aircraft must remain close enough to remote pilot in command and the person manipulating the flight controls of the small UAS for those people to be capable of seeing the aircraft with the vision unaided by any device other than corrective lenses.</li> <li>• Small unmanned aircraft may not operate over any persons not directly participating in the operation, not under a covered structure, and not inside a stationary vehicle.</li> <li>• Daylight-only operations, or civil twilight (30 minutes before official sunrise to 30 minutes after official sunset, local time) with appropriate anti-collision lighting.</li> <li>• Must yield right of way to other aircraft.</li> <li>• May use the visual observer (VO) but not required.</li> <li>• First-person view camera cannot satisfy “see-and-avoid” requirement but can be used as long as requirement is satisfied in other ways.</li> <li>• Maximum groundspeed of 100 mph (87 knots).</li> </ul>

	<ul style="list-style-type: none"> <li>• Maximum altitude of 400 feet above ground level (AGL) or, if higher than 400 feet AGL, remain within 400 feet of a structure.</li> <li>• Minimum weather visibility of 3 miles from control station.</li> <li>• Operations in Class B, C, D, and E airspace are allowed with the required ATC permission.</li> <li>• Operations in Class G airspace are allowed without ATC permission.</li> <li>• No person may act as a remote pilot in command or VO for more than one unmanned aircraft operation at one time.</li> <li>• No operations from a moving aircraft.</li> <li>• No operations from a moving vehicle unless the operation is over a sparsely populated area.</li> <li>• No careless or reckless operations.</li> <li>• No carriage of hazardous materials.</li> <li>• Requires preflight inspection by the remote pilot in command.</li> <li>• A person may not operate a small unmanned aircraft if he or she knows or has reason to know of any physical or mental condition that would interfere with the safe operation of a small UAS.</li> <li>• Foreign-registered small unmanned aircraft are allowed to operate under part 107 if they satisfy the requirements of part 375.</li> <li>• External load operations are allowed if the object being carried by the unmanned aircraft is securely attached and does not adversely affect the flight characteristics or controllability of the aircraft.</li> <li>• Transportation of property for compensation or hire allowed provided that- <ul style="list-style-type: none"> <li>○ The aircraft, included its attached systems, payload and cargo weigh less than 55 pounds total;</li> <li>○ The flight is conducted within visual line of sight and not from a moving vehicle or aircraft; and</li> <li>○ The flight occurs wholly within the bounds of a State and does not involve transport between (1) Hawaii and another place in Hawaii through airspace outside Hawaii; (2) the District of Columbia and another place in the District of Columbia; or (3) a territory or possession of the United States and another place in the same territory or possession.</li> </ul> </li> <li>• Most of the restrictions discussed above are waivable if the applicant demonstrates that his or her operation can safely be conducted under the terms of a certificate of waiver.</li> </ul>
<p><b>Remote Pilot in Command Certification and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Establishes a remote pilot in command position.</li> <li>• A person operating a small UAS must either hold a remote pilot airman certificate with a small UAS rating or be under the direct supervision of a person who holds a remote pilot certificate (remote pilot in command).</li> <li>• To qualify for a remote pilot certificate, a person must: <ul style="list-style-type: none"> <li>○ Demonstrate aeronautical knowledge by either: <ul style="list-style-type: none"> <li>▪ Passing an initial aeronautical knowledge test at an FFA- approved knowledge testing center; or</li> <li>▪ Hold a part 61 pilot certificate other than student pilot, complete a flight review within the previous 24 months, and complete a small UAS online training course provided by the FFA.</li> </ul> </li> <li>○ Be vetted by the Transportation Security Administration.</li> <li>○ Be at least 16 years old</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>Part 61 pilot certificate holders may obtain a temporary remote pilot certificate immediately upon submission of their application for a permanent certificate. Other applicants will obtain a temporary remote pilot certificate upon successful completion of TSA security vetting. The FFA anticipates that it will be able to issue a temporary remote pilot certificate within 10 business days after receiving a completed remote pilot certificate application.</li> <li>Until international standards are developed, foreign- certified UAS pilots will be required to obtain an FFA-issued remote pilot certificate with a small UAS rating.</li> </ul> <p>A remote pilot in command must:</p> <ul style="list-style-type: none"> <li>Make available to the FFA, upon request, the small UAs for inspection or testing, and any associated documents/records required to be kept under the rule.</li> <li>Report to the FFA within 10 days of any operation that results in at least serious injury, loss of consciousness, or property damage of at least \$500.</li> <li>Conduct a preflight inspection, to include specific aircraft and control stations system checks, to ensure the small UAS is in a condition of safe operation.</li> <li>Ensure that the small unmanned aircraft complies with the existing registration requirements specified in § 91 .203(a) (2). A remote pilot in command may deviate from the requirements of this rule in response to an in-flight emergency.</li> </ul>
<b>Aircraft Requirements</b>	<ul style="list-style-type: none"> <li>FFA airworthiness certification is not required. However, the remote pilot in command must conduct a preflight check of the small UAS to ensure that it is in a condition for safe operation.</li> </ul>
<b>Model Aircraft</b>	<ul style="list-style-type: none"> <li>Part 107 does not apply to model aircraft that satisfy all of the criteria specified in section 336 of Public Law 112-95.</li> <li>The rule codifies the FFA’s enforcement authority in part 101 by prohibiting model aircraft operators from endangering the safety of the NAS.</li> </ul>

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## Related Statutes, Policies, or Requirements

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[System Regulation 24.01.07, \*Unmanned Aircraft System\*](#)

[System Regulation 24.01.01, \*Risk Management Programs\*](#)

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## Office of Responsibility

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Office of Safety and Security