

California State University, Los Angeles

Unmanned Aircraft Systems

Guidelines

I. PURPOSE OF THIS GUIDELINE

California State University, Los Angeles (Cal State LA) must comply with the rules and regulations of the Federal Aviation Administration (FAA) regarding the legal use of Unmanned Aerial Vehicles or Unmanned Aircraft Systems (hereinafter, together, UAS) (commonly referred to as drones). The purpose of the guideline is to ensure the legal and safe use of unmanned aircraft, noting that inherent risks are involved in the operation of such equipment and necessitate proper safety practices, additional insurance protections, and requisite oversight and authority for the operation of unmanned aircraft on Cal State LA property, at Cal State LA-sponsored events, or offsite in support of Cal State LA business, research, teaching, and/or other university-related endeavors.

II. APPLICATION

This guideline applies to the operation of all UAS, on or above University property, by persons including (but not limited to): Cal State LA employees (including faculty, staff, administrators, state or foundation personnel, volunteers, and all other employees); students; businesses, contractors, or persons acting under the direction and/or control of Cal State LA; and visitors. This guideline also applies to the operation of unmanned aircraft on or above non-University property, in support of Cal State LA-sponsored or Cal State LA-sanctioned activities.

All outdoor flights involving an unmanned aircraft weighing 0.55 pounds or more are noted to require FAA approval. Additionally, a [UAS Use Application](#) must be completed and submitted to Risk Management-Environmental, Health, & Safety (RMEHS) for review and Cal State LA UAS Review Committee (see Section V) approval. Indoor use, although not subject to FAA rules and regulations, is still subject to review and approval by the Cal State LA UAS Review Committee. Emergency landings and landings for emergency support (e.g. Flight for Life) are not governed by this guideline.

III. SCOPE

All faculty, staff, administrators, or students who wish to operate a UAS (drone) on campus or in the course of the research, teaching, or other university-related endeavors must work with the Office of Research and Sponsored Programs (ORSP) and the UAS Review Committee to ensure their appropriate legal use. Cal State LA operators must ensure compliance with all campus policies and procedures, as well as applicable FAA regulations before flying a UAS. Violations of rules or incidents in which damage to property or injury occurs as a result of UAS use may subject the operator to criminal and/or civil penalties when negligent behavior is involved.

Additionally, any faculty, staff, administrators, or students operating a UAS for hobby or recreational purposes (i.e., for purely personal use) are advised to consult with the local chapter of the Academy of Model Aeronautics (AMA) to locate an AMA-sanctioned location where such use is approved. Cal State LA is not sanctioned by the AMA, and any use of a UAS requiring registration with the FAA (i.e., weighing 0.55 pounds or more) on a California State University campus or elsewhere as an agent of Cal State LA will require prior approval by the UAS Review Committee. General Hobby or recreational use of all unmanned aircraft is prohibited on campus.

The Director of Research and Sponsored Programs (or designee) will assist individuals with securing approvals needed from the FAA and others for utilization of UAS/UAV use in research, teaching, and/or other university-related endeavors once the Cal State LA UAS Review Committee has determined that the planned use is legal and appropriate.

IV: DEFINITIONS USED IN THIS GUIDELINE

Aircraft: Any vehicle, machine, or device capable of being introduced into the flight, including, but not limited to: fixed-wing airplanes, gliders, ultra-lights, helicopters, lighter-than-air ships such as blimps and hot air balloons, Remotely Piloted Vehicles (RPVs), Unmanned Aerial Vehicles (UAVs), Unmanned Aircraft Systems (UAS), drones, model aircraft, and rockets.

Campus or University Property: Land and buildings owned or controlled by Cal State LA, including property leased by or on behalf of the University or licensed for University use.

ATC: Air Traffic Control. ATC is a service provided by Air Traffic Controllers who direct aircraft on the ground and through controlled airspace and can provide advisory services to aircraft in non-controlled airspace. The primary purpose of ATC worldwide is to prevent collisions, organize and expedite the flow of air traffic, and provide information and other support for pilots.

Civil Operations: Any UAS operation that is not a “public operation” (as defined below) is a civil operation. All UAS operations for commercial purposes, including for University business, teaching, and/or research (with some exceptions noted in this guideline), are civil operations.

COA: Certificate of Waiver or Authorization. Pursuant to FAA regulations, a COA is an authorization issued by the Air Traffic Organization to a public operator for a specific UAS activity. With the issuance of Part 107 (see below), COAs are no longer required for most small UAS (55 pounds or less) civil operations.

Model Aircraft: Pursuant to FAA regulations, a model aircraft is “an unmanned aircraft that is (1) capable of sustained flight in the atmosphere; (2) flown within visual line of sight of the person operating the aircraft; and (3) flown for hobby or recreational purposes.” Model aircraft are not considered by the FAA to be UAS and have different regulations. An aircraft used for Cal State LA academic, research, or business is not considered a model aircraft, regardless of its nature or design.

Non-Owned UAS: A UAS that is operated on or over Cal State LA property as part of a University-sanctioned activity, but is not owned by the University.

Part 107: FAA Final Rule of Operation and Certification of Small Unmanned Aircraft Systems, 49 CFR Part 107 (the “small UAS Rule”). This rule governs civil/commercial operations of small UAS (less than 55 lbs. total weight, including the aircraft) by a Remote Pilot in Command or under the direct supervision of a certified Remote Pilot. For purposes of this guideline, all UAS operations at Cal State LA are governed by Part 107 unless they are “public operations” conducted under Section 333. Exemption (see below) and/or COA. A few examples of operations that may be conducted under Part 107 include (but are not limited to):

- Flying a UAS for a research project
- Flying a UAS in connection with a class assignment
- Flying a UAS over agricultural crops or construction sites for inspection
- Flying a UAS near, but not over, an athletic practice

A Part 107 Airspace Authorization or Waiver (see below) may be needed to perform more restrictive Part 107 operations.

Part 107 Airspace Authorization: An authorization granted by the FAA under Part 107 for a specific location or broad areas governed by a single ATC jurisdiction, therefore accommodating the vast majority for requests to restricted or controlled airspace under § 107.41 (such as flying within a 5-mile radius of an airport). An airspace authorization is a mechanism under which a proponent may seek ATC approval for their operation.

Part 107 Airspace Waiver: A waiver granted by the FAA under Part 107 when the proponent can demonstrate that their UAS can operate safely in controlled airspace without having to seek prior ATC authorization. Applicants for a Part 107 Airspace Waiver must demonstrate safety mitigations through equipment, technology, and/or other operational parameters in accordance with § 107.200. Processing times for airspace waivers are noted by the FAA to be significantly longer compared to airspace authorizations and require additional safety justification.

Section 333 Exemption: FAA exemption from certain approval requirements based on Section 333 of the FAA Modernization and Reform Act of 2012 (FMRA), which grants the Secretary of Transportation the authority to determine whether an airworthiness certificate is required for a UAS to operate safely in the National Airspace System (NAS).

Public Operations: A COA is required for “public operations”, as defined in 49 U.S.C §§ 40102(a)(41), 40125. Examples of public operations include, but are not limited to, law enforcement, aeronautical research, firefighting, and biological or geological resource management. Public operations do not include operations for which the university earns compensation (for example, under a grant or contract).

Unmanned Aircraft System(s) (UAS): A UAS consists of an Unmanned Aerial Vehicle (UAV) and the components necessary to operate and control the UAV. A UAS is commonly referred to as a drone. According to the FAA, a UAS is an unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft. A UAS may have a variety of names, including “quadcopter”, “hexacopter”, “quadrotor”, etc. FAA regulations apply to a UAS regardless of size or weight. A “small UAS” (sUAS) qualifying for operation pursuant to Part 107 consists of a small unmanned aircraft (which, as defined by statute and regulation, is an unmanned aircraft weighing less than 55 pounds, including everything onboard) and the equipment necessary for the safe and efficient operation of that aircraft.

V. GUIDELINE STATEMENT:

Launching or landing aircraft on university property, or flying over it, creates risks to the institution and community for several reasons:

- The main campus is within the core of the Los Angeles population area, and the population and building density of the main campus is high, creating safety risks to persons and property;
- Aircraft takeoff and landings, and the noise associated with them, generally create a distraction and have the potential to interfere with instruction and research;
- Aircraft may pose other unacceptable risks to the community including invasion of privacy, unauthorized solicitations, distracted driving, and more;

It is noted that the use of Unmanned Aircraft Systems (UAS) can make significant contributions to research and academic activities at Cal State LA in a variety of disciplines. Additionally, aerial photography with a UAS can potentially assist in agricultural research and land management, teaching, athletics, and other support functions. However, the operation of a UAS poses safety hazards to persons and property, and can result in legal liability; therefore a UAS flight must be carried out by those with proper training and authority. As noted previously, the operation of a UAS is regulated by the Federal Aviation Administration (FAA). Therefore the procedures outlined within the guideline are required to ensure compliance with those

legal obligations and to reduce risks to safety, security, and privacy. Anyone operating (or assisting in operating) a UAS that takes off from, lands on or flies over University property, or on or over other property for University-sanctioned activities, wherever situated, must comply with this guideline.

Applicability: All faculty, staff, administrators, or students who wish to operate a UAS on campus or in the course of the research, teaching, athletic practices, or other University-related endeavors shall comply with this guideline.

UAS Review Committee: The Cal State LA UAS Review Committee is composed of the Director of Research and Sponsored Programs (or designee) as Chair, the Director of RMEHS (or designee), the University Chief of Police (or designee), the University Associate Vice President of Research (or designee), and the University Associate Vice President of Public Affairs (or designee).

The UAS Review Committee is responsible for the review, approval, and oversight of UAS operations at Cal State LA. An approval from the UAS Review Committee provides a minimum level of assurance that the operators are aware of the additional FAA permitting requirements, and are prepared and capable of operating the UAS safely and responsibly. Only approved UAS Committee operations are covered in this guideline.

Procedures for Authorization to Operate a UAS:

1. All members of the University community are personally responsible for complying with FAA regulations, state and federal laws, and university policies with respect to the operation of a UAS, whether the use is personal, recreational, or for University business, research, teaching, athletic training, etc.
2. Any University employee or student wishing to operate a UAS as part of their University employment or as part of a University program must do either a public operation under a Section 333 Exemption and Certificate of Waiver or Authorization (COA) issued by the FAA or as a civil operation under Part 107.
 - a. For public operations (see definition above), the California State University system maintains a blanket Section 333 Exemption and COA, which an operator at Cal State LA may use. Alternatively, the operator may obtain a separate COA and provide a copy to the Cal State LA UAS Review Committee. A COA, even with a Section 333 Exemption, is noted to be highly restrictive and difficult to obtain.
 - b. For all civil operations (see definition above) under Part 107:
 - i. Authorization to fly may be granted by the Cal State LA UAS Review Committee after completion of all required documentation and proof of compliance with Part 107 pre-flight requirements (consisting primarily of Remote Pilot in Command (PIC) certification under FAA examination) by the person or persons operating the flight controls. Under some circumstances, a person may be allowed to operate UAS flight controls without a Remote PIC certification, under the direct supervision of a certificate holder, and subject to an immediate takeover of flight controls by the certified pilot. More information about Part 107 requirements is available from the UAS Review Committee. Additionally, see the FAA Summary of Small Unmanned Aircraft Rule referenced below.
 - ii. Operators must comply with Part 107 requirements and restrictions, as listed in the FAA's Summary of Small Unmanned Aircraft Rule (Part 107), except to the extent that a Part 107 Airspace Authorization or Part 107 Airspace Waiver is granted for any of these restrictions. Not all restrictions can be authorized or waived. Authorizations or waivers may be requested for:

1. Flying at night (§ 107.29)
 2. Flying directly over a person or people (§ 107.39)
 3. Flying from a moving vehicle or aircraft, not in a sparsely populated area (§ 107.25)
 4. Flying multiple aircraft with only one pilot (§ 107.35)
 5. Flying beyond the pilot's visual line of sight (§ 107.31)
 6. Flying above 400 feet (§ 107.51B)
 7. Flying near or in controlled airspace (§ 107.41)
3. For UAS use in foreign countries, and when foreign nationals are involved in any University activity using a UAS, the Office of General Counsel (OGC) will assist in determining legal requirements and verifying that the requirements have been met.
 4. Any University employee, student, or unit purchasing a UAS (or the parts to assemble a UAS) or UAS services with University funds, or funds being distributed through a University account, including grant funds, must contact the UAS Review Committee to assess the operator's ability to obtain a COA, Section 333 Exemption, Part 107 Certification, other necessary FAA authorizations/waivers, or meet other applicable compliance requirements.
 5. Recreational or hobbyist use of a UAS or model aircraft on or over University property (i.e., for use unrelated to a University-sponsored academic, research, or business purpose) is not permitted, except for registered Student Organization use as discussed below. On occasion, however, a UAS may be used in connection with a course or project, where the operator is a student under the supervision of an instructor. In such cases, the use may qualify as hobbyist/recreational use and must comply with the applicable FAA regulations for such use. Pursuant to FAA guidance issued May 4, 2016, faculty members may assist students with such uses, provided that:
 - a. No compensation is received by anyone in connection with the flight operation;
 - b. The student primarily retains operational control, the faculty member has all required FAA certifications and permissions to operate the UAS, and the faculty member's manipulation of the aircraft is incidental and secondary to the student's (e.g., the faculty member steps in to regain control in the event the student begins to lose control, to terminate the flight, etc.);
 - c. The student is not operating the UAS primarily for the benefit of, or as a substitute for, the faculty member when the faculty member does not have a COA, Section 333 Exemption, or Part 107 Certification to operate the UAS; and
 - d. The primary purpose of the course is not UAS flight instruction, and a UAS flight is only one part of the curriculum.
 6. Registered Student Organizations (RSOs) in good standing may obtain University approval for the operations of a UAS on University property. The UAS must be properly registered with the FAA and be labeled with the assigned UAS registration number. The operation of the UAS must comply with the law at all times. The restrictions and requirements for operation as set forth below will apply to UAS operation by RSOs. RSOs should contact the Cal State LA UAS Review Committee a minimum of two weeks prior to the anticipated operation of the UAS.

Restrictions and Requirements for Operation:

1. 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. The use of a UAS must comply with any other applicable University policies. Additionally, the use of a UAS for video or electronic surveillance must comply with

Cal State LA Academic Policy Manual 648 (University Policy on Video Monitoring and Surveillance Activities). In general, all uses of a UAS must comply with the following:

- a. Do not use a UAS to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to the interior of any building or anything seen through a building window. Flight/photography adjacent to campus residential facilities, apartments, residence halls, the two campus-based high schools, the Hertzberg-Davis Forensic Science Center, and/or the Los Angeles Football Club Training Center is not permitted.
 - b. Do not operate or participate in the use of a UAS while under the influence of alcohol or drugs, or in a reckless or careless manner.
 - c. Unless express permission is received from BOTH the FAA and Cal State LA UAS Review Committee, a UAS shall not be operated directly over persons who are non-participants in the flight operations.
 - d. Do not fly a UAS beyond the line of sight. Use of a Visual Observer is permitted in accordance with the applicable regulation; however, the use of a Visual Observer does not relieve the Remote PIC and any other person operating the flight controls of the responsibility to maintain a clear Visual Line of Sight (VLOS) at all times.
 - e. Do not fly a UAS inside a building, or use it to see inside a building. Exceptions (such as the Los Angeles State Animal Science Pavilion) may be authorized by the Cal State LA UAS Review Committee and the college/department governing the utilization of the building.
 - f. Law enforcement officers conducting UAS flights for law enforcement purposes are exempt from 7(a) and 7(e) but must comply with all other applicable FAA regulations.
2. The operation of a non-owned UAS requires approval from the Cal State LA UAS Review Committee. All non-owned UAS operators must provide liability insurance in the type and amount prescribed by the Office of Risk Management, along with proof of FAA certification.
 3. Requests to launch, fly, and/or land unmanned aircraft on University property will be reviewed based on the following criteria:
 - a. Relationship to a specific University program or approved activity;
 - b. Justification of the need to take off or land on campus as opposed to offsite;
 - c. Whether or not the operator(s) have all required licenses, permits, and clearances to operate the aircraft as proposed;
 - d. Whether or not the appropriate insurance coverage is in place, in acceptable types and amounts, and proof of which has been provided to the university; and
 - e. Any other factor deemed pertinent by Facilities Management, the Office of Risk Management, and/or the Cal State LA Public Safety Department.

Full details of the request to take off, land, or fly a UAS over University property must be received by the UAS Review Committee not less than 14 days prior to the requested takeoff, flight, or landing. The UAS Review Committee will

coordinate the request with the Cal State LA Police Department, Office of Risk Management, and other administrative units where necessary.

Flight Operations Proposals: In addition to the Procedures for Authorization to Operate a UAS Section noted above, the submission of a Flight Operations Proposal to the UAS Review Committee is also required. The Flight Operations Proposal should occur as part of the process for any research, instructional, or other University-related endeavor using a UAS (i.e., when submitting a grant application to ORSP for a project using a UAS; when submitting to a curriculum committee a course syllabus that includes activities involving a UAS; or when submitting to the “University Committee on the Protection of Human Subjects” or “University Institutional Animal Care and Use Committee” a proposal that involves the use of a UAS). Similarly, a Flight Operations Proposal must be submitted to the UAS Review Committee prior to any acceptance of materials or funding for any operations of a UAS. The Flight Operations Proposal must be approved by the UAS Review Committee as a Flight Operations Plan before the aircraft can be deployed.

Flight Operations Proposals should minimally address the following elements:

1. Primary Purpose, nature (research, instruction, other), and the goals of the work to be undertaken;
2. Justification for the need for a UAS;
3. Type of vehicle(s)/equipment to be utilized and the manner in which it/they will be operated, including FAA registration numbers;
4. The identity of the pilot(s) or other remote operator(s);
5. Airworthiness of the proposed UAS;
6. Training of involved personnel, including the pilot(s)/operator(s), and visual observers;
7. Dates/schedule of activities to be undertaken;
8. Locale(s) and flight plan for operations (including proposed height above ground level);
9. In cases where a COA application is being sought for airspace over land not owned by the University, the request to the UAS Review Committee must include a letter of collaboration from each non-University party involved;
10. All forms of data (including imagery) to be collected;
11. Provisions for the security of the equipment, both during the outside of operation and of any sensitive data collected;
12. Sources and nature of financial support for the projects, if applicable, including expenses such as equipment and insurance;
13. Communications plan for notifying Los Angeles ATC, campus police, local landowners, and regional police agencies, as appropriate, in the overflight radius of planned operations each time a UAS is flown; and
14. Written affirmation, in the case of a Public Use COA, that the UAS will be used only for noncommercial, research purposes.

Once the UAS Review Committee has reviewed a request, it will provide a report with the recommendation to the President or President’s designee. Approval of the request is at the discretion of the President or President’s designee.

Flight Operations Logs: All pilots or operators must maintain an up-to-date flight operations log while using a UAS. Operations logs must include launch and landing dates, flight times, locations, approximate flight paths, altitudes, a brief qualitative description of the data collected, and the names of Cal State LA faculty, staff, administrators, or students involved. Pilots and operators must possess the Flight Operation Plan, Flight Operation Logs, and any documentation that the law may require during the deployment of the UAS. The UAS Review Committee may review this material at any time. Any complaint against authorized flight activity or damage incurred related to flight activity (excluding the UAS) must be reported within 24 hours to the Office of Risk Management and Public Safety Department, which will inform the UAS Review Committee.

Summary Report: A summary report at the conclusion of an approved UAS Flight Operations Plan must be filed with the UAS Review Committee within 30 days of the expiration date. UAS operators who fail to file a summary report will not be approved for new Flight Operations Proposals until their summary reports are current.

Data Storage and Use: Only approved projects may collect data under the auspices of Cal State LA. Furthermore, the UAS, and all data collection instruments installed, must have university property tags (if necessary) for tracking purposes, and designated campus storage locations identified in the Flight Operations Plan. Data collected using a UAS that does not adhere to these guidelines that violate any federal, state, or local law or that is not approved by the UAS Review Committee cannot be published with a Cal State LA affiliation. The collection of such data without prior approval may be construed as research misconduct. Any data sharing or distribution is the responsibility of the UAS operator and should generally be publically available within one year of the data collection flight or termination of the data collection project.

This guideline prohibits unlawful photography and surveillance of the public or private property. As such, the UAS operator for a project will perform due diligence to ensure proper use of the data as specified by this guideline and local, state, and federal regulations. This includes data review by an individual designated by the UAS operator to eliminate sensitive, compromising, or otherwise inappropriate material (e.g., attributes that identify individuals such as but not limited to, recognizable faces or license plate numbers on vehicles) before data are distributed for analysis, stored on a server with broader access, or made public in any way. When a UAS is operated in conjunction with a partner agency (e.g., County, State, Federal, or NGO), and the agency has first access to the data, the agency will perform the prescribed due diligence.

Purchasing and Registration: Before any university faculty, staff, student, or unit purchases a UAS (or the parts to assemble a UAS) for university use, a review by RMEHS is required to assess the university's ability to obtain insurance coverage for the requested use and that the use is consistent with university policies and insurance requirements.

To protect the University and others, UAS liability insurance is mandatory for all UAS activity by University faculty, staff, volunteers, and students. RMEHS is the only office authorized to register University-owned UAS. Once your UAS is registered, it will automatically be covered for liability. Procurement of hull damage coverage is optional and may be arranged at the same time. See Section VI. for additional information.

Document Retention: Copies of the COA, Section 333 Exemption, or Part 107 Certification will be maintained by RMEHS, or designee, in addition to the Flight Operations Proposal, Proof of Insurance, Flight Operations Log(s) (if necessary), and the Summary Report.

Compliance with Applicable Regulations and Law: The UAS Review Committee and UAS operator are responsible for compliance with all relevant FAA regulations. Both the applicant and the campus should ensure that the proposed UAS operations:

- Comply with applicable laws, government regulations, and University policies;
- Do not pose a threat to health, safety, privacy, or the environment;
- Include appropriate steps to manage and mitigate associated risks; and
- Serve the mission of the University and the interests of the public at large.

Flight Operation Procedures: Prior to commencing flight operations, the UAS operator must have in possession of the appropriate procedures and any documentation to ensure safe, legal, and appropriate operation. During flight operations of the aircraft, pilots must have in their possession documentation that includes, but may not be limited to, the following:

1. COA, Section 333 Exemption, or Part 107 Certification from the FAA;
2. Current Operation Logs of all flights and data collected;

3. Proof of access to public or private property associated with flight operations, if necessary;
4. Contact procedures to Los Angeles ATC and Cal State LA Campus Police.

VI. COMPLIANCE

Any violations of this guideline will subject the responsible persons to disciplinary action following applicable University policies and procedures.

Unauthorized or improper use of a UAS may also subject the responsible persons to civil or criminal liability.

Insurance - University Owned UAS: When University-owned UAS are operated by faculty, staff, volunteers, or students for university purposes, they are covered for liability provided the aircraft is appropriately registered as described herein. If a Certificate of Insurance is requested by venues for off-campus use, please contact RMEHS.

Insurance - Non-University Owned: Insurance is required from non-university owned UAS operators, including on behalf of the University, to protect against claims for injuries to persons or damage to property that may arise from or in connection with the ownership, maintenance, or use of the UAS. A Certificate of Insurance as described herein shall be provided during the application process.

Aviation or Aircraft Liability Insurance: UAS operators using non-Cal State-owned craft on university property must provide evidence of Owned / Non-Owned aviation liability insurance coverage with a limit of no less than \$1,000,000. A Certificate of Insurance showing your policy applies to aircraft liabilities, in the amount stated, that names Cal State LA, Cal State LA Auxiliary Services, Inc., and the California State University Board of Trustees as Additionally Insured shall be provided during the application process. Such insurance shall be primary without any right of contribution from any other insurance.

The certificate holder and additional insured should be shown as follows:

Cal State LA
c/o Risk Management and EHS
5151 State University Drive
Los Angeles, CA 90032

If applicable, Auto Liability insurance for Owned, Non-Owned, Leased, Hired, and Borrowed autos with split limits of \$500,000 per person (personal injury), \$1,000,000 per accident occurrence (personal injury), and \$100,000 per accident occurrence (property damage), OR combined single limits of \$1,000,000 per occurrence to cover such claims as may be caused by any act, omission, or negligence of Contractor or its officers, agents, representatives, assigns, or Subcontractors. Cal State LA and the California State University Board of Trustees shall be named as Additionally Insured on the Contractor's policy." For questions about this requirement or its applicability, please email rmehs@calstatela.edu.

Worker's Compensation Insurance: If applicable, commercial users must carry statutory limits as required by the State of California.

The University reserves the right to modify these requirements based on its determination of the risk associated with the proposed activity. The following types of coverage may be needed for the use of UAS and ancillary business activities: Commercial Property, Professional Liability, Auto Liability, and General Liability.

Incidents and Accidents: The FAA requires notification of certain UAS accidents. Part 107.9 requires an accident be reported within 10 days after an operation that involves:

Serious injury to any person or any loss of consciousness; or
Collision with other Uncrewed Aircraft Systems; or
Damage to any property, other than the small uncrewed aircraft, unless one of the following conditions is satisfied:
The cost to repair (including material and labor) does not exceed \$500; or
The fair market value of the property does not exceed \$500 in the event of a total loss
When any incidents or accidents occur that involve damage to Cal State LA property, or injury or damage to the property of others it must be reported to RMEHS. The pilot in command shall make the report online within five days using the appropriate report form:

[REPORT OF INCIDENT](#) (for damage to University property or injuries to third parties)

[FIRST REPORT OF INJURY](#) (for employee injuries only, including student employees)

VII. GUIDELINE REFERENCES

Federal Aviation Administration:

FAA Summary of Small Unmanned Aircraft Rule: https://www.faa.gov/uas/media/Part_107_Summary.pdf

FAA Modernization and Reform Act of 2012 (Pub. K. 112-95): <https://www.congress.gov/112/plaws/publ95/PLAW-112publ95.pdf>

Recreational use of UAS/Model Aircraft:

https://www.faa.gov/uas/getting_started/model_aircraft/

FAA Complete Small UAS Rule:

<https://www.federalregister.gov/documents/2016/06/28/2016-15079/operation-and-certification-of-small-unmanned-aircraft-systems>

UAS Frequently Asked Questions:

<https://www.faa.gov/uas/faqs/>

Request a Part 107 Waiver or Operation in Controlled Airspace:

https://www.faa.gov/uas/request_waiver/

Section 333 Petition Checklist and Guidance:

https://www.faa.gov/uas/getting_started/fly_for_work_business/beyond_the_basics/section_333/how_to_file_a_petition/media/Section-333-Petition-Checklist.pdf

Guidelines for Submitting a Petition for Exemption:

<http://aes.faa.gov/Petition/>

FAA Memorandum, Educational Use of Unmanned Aircraft Systems (UAS):

https://www.faa.gov/uas/resources/uas_regulations_policy/media/interpretation-educational-use-of-uas.pdf