

COLLEGE OF LAKE COUNTY UNMANNED AIRCRAFT SYSTEMS (UAS) OR DRONE PROCEDURES

An unmanned aircraft system (UAS) is an unmanned aircraft and the equipment necessary for the safe and efficient operation of that aircraft. An unmanned aircraft is a component of a UAS. It is defined by statute as an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft (Public Law 112-95, Section 331(8)).

USE OF UNMANNED AIRCRAFT SYSTEMS OR DRONES

- A. The College of Lake County recognizes that UASs or drones are a technology with the potential for use in multiple areas that would benefit the College and students. This procedural document is intended to address issues related to the ownership and operation of UASs that are owned by the College, operated on behalf of the College, or operated on College property.
- B. The use of UASs brings with it various issues including federal, state and local laws, and Federal Aviation Administration (FAA) legal compliance and liability issues on the part of the College, owner and operator.
- C. It is the policy of the College that all UASs operated by or on behalf of the College or on College property shall be:
 - Registered as required by federal, state and local legislation, and FAA UAS rules;
 - Government Entities
 - Government entities or organizations (e.g. law enforcement agencies, public universities, state governments, local municipalities) have 2 options for flying UAS:
 - Fly under the small UAS rule <https://www.ecfr.gov/current/title-14/chapter-I/subchapter-F/part-107> – follow all rules under 14 CFR part 107, including aircraft and pilot requirements
 - or
 - Obtain a blanket public Certificate of Waiver or Authorization (COA) – permits nationwide flights in Class G airspace at or below 400 feet, self-certification of the UAS pilot, and the option to obtain emergency COAs (e-COAs) under special circumstances
 - Contact https://www.faa.gov/uas/contact_us to learn more about public COAs.
 - For general help questions, comments, or complaints about UAS programs within the FAA, please contact the FAA via email at UAShelp@faa.gov or call 844-359-6982. UAS registration and assistance with pilot certification can be obtained at www.faa.gov/uas.
 - Registered with the appropriate entity (requestor’s academic division, contractor’s affiliated with Facilities Department, or law enforcement entities working with the College’s Police Department) using the College of Lake County Request to Operate UAS Form and forward the approved form to the College’s Risk Manager;
 - Appropriately insured (the College’s coverage will automatically extend to staff, faculty and students) with approved application and all outside contractors must provide a certificate of insurance; and

- Operated safely and in compliance with all federal, state and local legislation, and FAA UAS rules, as well as all College policies and procedures.
- D. UASs that are not College owned or operated on behalf of the College, are not permitted on College property unless specifically authorized in writing by the Vice President of Business Services and Finance/CFO or Vice President of Educational Affairs.
- E. **Campus Restrictions:** Grayslake campus - due to the proximity to the Regional Airport, the operation of UASs must be regulated as it pertains to flight altitude per the FAA regulations. Due to urban related safety considerations, no UASs will be operated on the Southlake or Lakeshore campuses without express written permission from the Vice President of Business Services and Finance/CFO or Vice President of Educational Affairs.
- F. **Authorization to Operate UASs for Educational Purposes:** Instructors seeking to utilize UASs for educational purposes, must first:
- Obtain written authorization through their Dean and Vice President of Educational Affairs;
 - Assure that the UAS in question is in good working order and properly registered per federal, state and local regulations;
 - File a Request to Operate UAS Form with the College of Lake County; and
 - Operational use of approved UASs must be under the direct supervision of the requesting instructor and in compliance with all federal, state, local, and College restrictions.
- G. **Authorization to Operate UASs for Non-Educational Purposes:** Persons seeking to utilize a UAS for non-educational purposes, must first:
- Obtain written authorization through their Director and Vice President of Business Services and Finance/CFO;
 - Assure that the UAS in question is in good working order, and properly registered per federal, state and local regulations;
 - Confer and provide Certificate of Insurance to the Budget & Risk Manager that there is appropriate insurance covering the operation of the UAS;
 - File a Request to Operate UAS Form with the College of Lake County; and
 - Operation of approved UAS must be under the direct supervision of the requesting party and in compliance with all federal, state, local, and College restrictions.
- H. **FAA Compliance and Lawful Operation:** UAS used by or on behalf of the College, or by individuals on College property, will be operated in compliance with current FAA regulations and recommendations. Further information can be found at www.knowbeforeyoufly.org. Regulations include, but are not limited to, the following:
- UAS must weigh less than 55 lbs;
 - Visual Line of Sight must be maintained at all times;
 - Will not operate over any persons not directly involved in the operation of the UAS (see exceptions in Section K);
 - Operations will occur only during daylight hours;
 - Operations must be under 400 ft. of altitude;

- No careless or reckless operational use;
 - Operators must be at least 17 years of age;
 - UASs must be registered with the FAA. Additionally, they must meet any state or municipal registration requirements, if appropriate;
 - UASs will not operate within 5 miles of a registered airport; and
 - A preflight inspection will be done whenever operating a UAS system.
- I. **Storage of College-Owned UASs:** All College-owned UASs must be stored in a safe and secured location where they are not accessible to any person who is not authorized to operate them.
- J. **Storage and Distribution of Images and Data Collected During UAS Operation:** The images and data collected during the operation of UASs owned by the College are considered College property. Therefore, they shall be maintained by authorized College personnel and can only be used for College approved purposes. Any images that are not deemed necessary for College approved purposes upon consultation with affected parties shall be permanently deleted at the end of each academic year.
- K. **Appropriate and Prohibited Uses:**
- UASs shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with College policy and Illinois law;
 - UASs shall not be used to monitor or record sensitive institutional or personal information which may be found on an individual's workspace, computer, or other electronic displays;
 - UASs shall not be allowed to fly inside of any College buildings, unless approved by Vice President of Business Services and Finance/CFO or Vice President of Educational Affairs;
 - Operators shall be mindful of the safety of people and risk of property damage and aware of potential failure modes for their systems. All built-in safety features shall be tested before flying;

The College of Lake County administration reserves the right to amend or otherwise revise this document as necessary to reflect future changes made to UAS policy and procedures.