

GUIDELINES FOR THE OPERATION OF UNMANNED AIRCRAFT SYSTEMS AT SOUTHEAST MISSOURI STATE UNIVERSITY

Southeast Missouri State University establishes the following Guidelines to govern the operation by any person of a Small Unmanned Aircraft System (sUAS) on or above a Southeast Missouri State University campus or university properties. These guidelines are established to support the use of sUAS in ways that ensure the safety and protect the privacy of all members of the University community, and promote compliance with all applicable federal and state laws. These guidelines cover the Southeast Missouri State University campus and related facilities in Cape Girardeau; the River Campus; Regional Campuses in Sikeston, Kennett and Malden; the David M. Barton Agriculture Research Center, and all other university owned properties.

Southeast Missouri State University, consistent with the regulations and guidance from the Federal Aviation Administration, allows the operation of a sUAS on or above university property for permitted University Operations (e.g. marketing, athletics, etc.), educational and recreational purposes (for which a Section 107 Remote Pilot in Command Certification is optional) and research or sUAS-dedicated curriculum purposes (for which a Section 107 Remote Pilot In Command Certification is mandatory) provided that all operations are in compliance with the following guidelines:

- 1) The operation of the sUAS is to support University Operations (e.g. marketing, athletics, etc.), and is a component of research, science, technology, communication, art, or related coursework at Southeast; or 2) recreational and hobby use is conducted at the designated location for UAS operation at Southeast Missouri State University (*A designated space is being identified and will be communicated no later than January 1, 2019. Until such time, recreational and hobby use is prohibited on university property*).¹ The University reserves the right to restrict use to Southeast-affiliated persons.
- Absent a Part 107 Waiver, operation of the sUAS aircraft must adhere to these restrictions:
 - Flights must be below 400 feet and clear of surrounding obstacles.
 - Flights may not exceed 100 mph.
 - sUAS must be in visual sight of its operator at all times.
 - sUAS may not operate over any persons not participating in the operation or in a building or other covered structure.²
 - sUAS must remain clear of all manned aircraft operations. Note: Southeast Health has frequent medical helicopter flights coming and going and all sUAS

¹ Insurance coverage can be obtained through the carrier of one's choice. An inexpensive resource for sUAS insurance coverage is the Academy of Model Aeronautics which includes insurance coverage as a membership benefit - <https://www.modelaircraft.org/joinnew.aspx?s=print>.

² This restriction does not apply to sUAS operations in secured sUAS research and development areas.

operations must not be in proximity to or interfere with medical helicopter flights.³

- Anyone intending to operate a sUAS at Southeast Missouri State University must complete and submit the Request Permission to Fly form (found at: www.semo.edu/dronecompliance) at least two weeks before their proposed flight. A copy of the approved Permission to fly Form will need to be kept on site with the operator during the sUAS operation.
- No flights are allowed in proximity of large gatherings of people or sporting events.
- Per FAA Part 107, flights are allowed starting 30 minutes before official sunrise and 30 minutes after official sunset with appropriate anti-collision lighting.
- sUAS must weigh less than 55 pounds.
- No reckless operation.
- sUAS may not be used to photograph, video, record or monitor areas or locations where members of the University community or members of the general public would have a reasonable expectation of privacy.
- The operator must safely ground and suspend operations of any sUAS when ordered by a University Police Officer or public safety official.
- sUAS use must comply with all federal, state, and local laws and guidelines.
 - The operator of a sUAS weighing between .55 to 55 pounds must register the sUAS with the FAA.
 - Information on FAA rules and online registration can be accessed at: <http://www.faa.gov/uas/registration>.
 - Registration of a sUAS aircraft under .55 pounds is not required, but all other safety restrictions apply.
 - The operator must hold a Remote Pilot Certificate or other applicable credential from the FAA should it be necessary for the sUAS activity. The operator will be required to keep a copy of their Remote Pilot Certificate on them while using a sUAS on University Property.
 - The operator shall review all pertinent sUAS operational manuals and safety guidelines. (Physical copies are located in the President's Office. Materials can also be accessed online).⁴
- Recreational and educational operators may not receive any compensation (including cost reimbursement, honorarium, or pay) directly or indirectly related to operation of the sUAS.
- Any use for instructional, research, or commercial purposes by Southeast faculty, students, and staff must comply with all FAA Part 107 or Section 333 requirements. (https://www.faa.gov/uas/media/Part_107_Summary.pdf , [https://www.faa.gov/uas/beyond the basics/section 333/333 authorizations/medi](https://www.faa.gov/uas/beyond_the_basics/section_333/333_authorizations/medi)

³ If the approved sUAS flight is taking place on or near Southeast Missouri State University owned/controlled property the following Airport contacts should be used: Cape Girardeau ATC: 573-334-3843, Kennett Airport: 573-888-1339, Malden Airport: 573-776-4406, Sikeston Airport: 573-471-2037, Southeast Health Heliport 573-331-6620. It is the operator's responsibility to fully research all airports within 5 mile proximity of the sUAS operation and contact those as are necessary.

⁴ DJI Phantom 4 Documents & Manuals: <https://www.dji.com/phantom-4/info#downloads>

DJI Phantom 2 Documents & Manuals: <http://www.dji.com/phantom-2/info#downloads>

DJI Matrice 600 Documents & Manuals: <https://www.dji.com/matrice600/info#downloads>

DJI Inspire 2: Documents & Manuals: <https://www.dji.com/inspire-2/info#downloads>

[a/University-of-Pennsylvania-14755.pdf](https://www.semo.edu/University-of-Pennsylvania-14755.pdf). Flight restrictions in these guidelines may be modified through compliance with the FAA waiver application and approval process and must be done in coordination with the Office of the President and the University's Research and Grant Development Office.

- **Commercial Operation of sUAS**

- All civil commercial sUAS use must comply with all federal, state and local laws and guidelines and operators must obtain a Part 107 Certification, a Section 333 Exemption, or a "Special Airworthiness Certificate" issued by the FAA.
- Commercial use of a sUAS from or above Southeast Missouri State University property is permitted only for educational, research, or University-related purposes.
- An external contract/commercial sUAS operator must provide proof of \$1 million in general liability insurance on an occurrence basis, with a certificate of insurance naming "the Board of Regents of Southeast Missouri State University, its officer, employees, students and agents" as an additional insured. Proof of insurance shall be submitted to the University's risk management department prior to flight operations.
- All external contract/commercial sUAS operators must be accompanied by a representative of Southeast Missouri State University at all times when operating a sUAS on University property.

- **Penalties for Violation of University sUAS Guidelines**

- Any violation of law (trespassing, illegal surveillance, reckless endangerment, etc.) or violation of this policy may subject the individual responsible for the violation to disciplinary action and/or prosecution.
- Any damages or injuries to property or individuals during the operation of a sUAS on Southeast Missouri State University property, other than for a University authorized research or educational use, shall be the sole financial responsibility of the sUAS operator. However, an operator shall be solely liable for negligent or intentional use outside of the authorized research or educational use.

For questions regarding the operation of a sUAS at Southeast Missouri State University, you may contact:

- Office of the President: 573-651-2222
- Office of Research and Grant Development: 573-651-2018
- Department of Public Safety: 573-651-2215
- Facilities Management: 573-651-2214