



Processes and Procedures for the Use of Small Unmanned Aircraft Systems (sUAS) under Title 14 of the Code of Federal Regulations (14 CFR) Part 107

The Federal Aviation Administration (FAA) has jurisdiction over all navigable airspace in the United States and is responsible for ensuring the safe and efficient oversight and management of the national airspace system (NAS). All aircraft, whether manned or unmanned, are subject to FAA rules and regulations, and violations carry severe federal penalties. The FAA rule established in 14 CFR part 107, integrates civil small Unmanned Aircraft Systems (sUAS) into the NAS and allows sUAS operations for many different non-hobby and non-recreational purposes without requiring airworthiness certification, exemption, or a Certificate of Waiver or Authorization (COA).

The **CSUB Unmanned Aircraft Systems Review Board (UASRB)** is charged with the responsibility of (1) developing internal policies, processes, and procedures needed to obtain authorization for the use of sUAS on University property, and for other university-related purposes off campus; (2) reviewing and approving of internal requests for the use of sUAS; and (3) monitoring the use of sUAS by CSUB personnel to ensure that CSUB complies with all applicable local, state, and federal rules, regulations, statutes, and laws.

Application Procedure

The UASRB has established the following simplified processes and procedures to guide CSUB personnel who propose to develop and/or use a sUAS at CSUB. The following step-by-step process is designed to enable users to access the relevant materials and submit required documents needed for permission to use a sUAS:

STEP BY STEP GUIDE TO OPERATING SMALL UNMANNED AIRCRAFT SYSTEMS ON CSUB CAMPUS UNDER 14 CFR PART 107

1. [Read the Summary of the Small UAS Rule \(Summary of Small Unmanned Aircraft Rule-Part 107\)](#), Subpart B.
2. To become a certified UAS Pilot, enroll in the initial [Become a Drone Pilot \(faa.gov\)](#).
3. Drone equipment must be registered with the FAA. [Register your sUAS](#).



4. Drone equipment must also be registered with CSUB Grants, Research, and Sponsored Programs Office. Complete the [CSUB sUAS Registration Form](#) (allow 7-10 business days for processing).
5. Obtain Liability Insurance - Contact the Director of Safety & Risk Management for Instructions - [sUAS Liability Insurance](#).
6. Submit a Flight Request- [CSUB sUAS Flight Request Form](#) (please allow 7-10 business days for processing).
7. Download the [B4UFLY Smartphone App](#) (*Alerts UAS operators of restrictions or requirements at the location where they want to fly*).
8. Following each approved flight, Submit a Flight Report- [CSUB sUAS Post-Flight Reporting Form](#).

Maintenance and Storage of Equipment and Instrumentation

All sUAS must be registered with the Office of Grants, Research, and Sponsored Programs.

The physical maintenance, storage and preparation of UASs operated and owned by CSUB will be the responsibility of the relevant unit or academic program area. Direct responsibility rests first with the remote pilot in command (PIC), and then with the faculty, staff, student researchers, or volunteers, named in the Flight Operations Plan.

Aside from any fixed, onboard systems (i.e., temperature loggers, GPS, barometers, navigation cameras), the maintenance (including calibration) of any sensor instrumentation is the responsibility of the PIC or faculty who filed the Flight Operations Plan.

Registration and Document Retention

All authorized aircraft in a UAS on CSUB campus must be registered with the Office Grants, Research, and Sponsored Programs, and with the FAA Aircraft Registration Branch. Registration with the FAA is a statutory requirement (See Title 49 §§ 44101 – 44104, and 14 CFR part 47).



All sUAS on campus should be registered with the Office of Grants, Research, & Sponsored Programs. This applies to both existing UASs and any new UAS purchases being contemplated. All new UAS systems and system component acquisitions should be processed via requisitions (P-card purchases are not appropriate) and registered with the Office of Grants, Research, & Sponsored Programs upon receipt.

Data Storage and Use

The Provost or designee may review and modify assignment of responsibilities for the maintenance and storage of sUAS and other related equipment, as needed. Any university owned UAS and related support equipment will be stored in appropriate facilities designated in the approved Flight Operations Plan.

CSUB Policy on the Use of Unmanned Aircraft Systems (UAS) prohibits the unlawful photography and surveillance on public or private property. As such, the PIC for a project will perform due diligence to ensure proper use of the data as specified by this procedure and by local, state, and federal regulations. This includes data review by an individual designated by the remote PIC to eliminate sensitive, compromising, or otherwise inappropriate material (e.g. attributes that identify individuals such as, but not limited to, recognizable faces, license plate numbers on vehicles, etc.) 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.

Compliance with Applicable Regulations and Law

The UASRB and sUAS operator (PIC) are responsible for compliance with all relevant FAA regulations. The operator and all relevant campus entities (including Departments, Schools, Administrative units) 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 interests of the public at large.



Report of Accidents

All accidents that result in vehicle repair, property damage or injury must be documented in operations logs for each UAS. Accidents involving injury and/or property damage (excluding the UAS) must be reported to the UASRB within 24 hours of the incident.

The remote pilot of a small UAS is required to report an accident to the FAA within 10 days if the accident results (a) in serious injury to any person or in any loss of consciousness, AND/OR (b) damage to any property, other than the UAS, if the cost is greater than \$500 to repair or replace the property (whichever is lower).

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