

Texas Tech University System

Regulation 01.04

Unmanned Aircraft Systems (UAS)

Approved: December 20, 2017

Next Scheduled Review: December 2022

1. General

- a. The operation of unmanned aircraft systems (UAS), as it relates to TTUS and components is subject to Title 14 of the Code of Federal Regulation (14 CFR) Part 107. Particular attention is given to pilot certification, aircraft requirements, operational airspace, and operating rules.
- b. Unmanned aircraft system (UAS) is an unmanned aircraft and associated elements that are required for the pilot in command to operate safely and efficiently in the national airspace and includes communication links and the components that control the unmanned aircraft. The term “drone” is often used interchangeably with UAS.
- c. The use of UAS can make significant contributions to our academic mission and may assist in various aspects of facilities maintenance, law enforcement and athletics and presents inherent risks to property damage, bodily injury, privacy and reputation. These risks must be effectively managed and treated.
- d. UAS operations, conducted in the course and scope of our mission as a higher education institution are subject to Federal Aviation Administration regulations.
- e. Effective mitigation of the inherent risks associated with UAS operations, including the purchase of aircraft or the component parts, are consistent with the goals of enterprise risk management. Property damage, bodily injury, compliance with regulations and assuring privacy are central inherent risks.

2. Standards

- a. Component Institutions should adopt operating policies, approval protocol and purchasing procedures applicable to UAS including, but not limited to:
 - i. Centralized Approval – Approval to proceed with acquisition of a UAS or the parts to assemble should be centralized to an executive administrator.
 - ii. Third Party – An approval protocol applicable to parties outside Texas Tech University System or its components wishing to operate a UAS on property owned by or for which a contractual arrangement has been negotiated to house on going TTUS or component operations.
 - iii. Students/Hobbyists – An approval protocol applicable to recreational operation of UAS on TTUS or component owned or leased property.

- iv. Pilot Certification – Requiring UAS pilots be compliant with current FAA regulations applicable to pilots given the nature of operation.
 - v. Appropriate Insurance Coverage – Evidence of valid and current insurance must be reviewed and approved by the Texas Tech University System Office of Risk Management. An insurance carrier issued certificate of insurance is the most common documentation used. Important: Insurance cannot be obtained before the UAS is purchased. Insurance companies require the UAS registration number/serial number before placing coverage.
- b. The above elements should be applied across the institution.

3. Reporting Requirements

- a. Before February 1st each year each component shall provide a copy of or link to the current UAS operating policy and a completed copy of the Unmanned Aircraft System exposure register available at <http://www.texastech.edu/offices/risk-management/quick-resources-guide.php> and should be emailed to TTUSRM@ttu.edu. This information assures components have given appropriate attention to compliance with Federal regulations, institutional operating policy, and allows TTUS ORM to periodically identify and analyze the UAS exposure to advise appropriate mitigation strategies.

4. Other

- a. TTUS Office of Risk Management will provide guidance and consultation regarding risk management and insurance related to UAS operations. Additional topic specific information is available on the TTUS Office of Risk Management website under “Quick Resources Guide.”

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