



SECTION 22 – SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS)

22.1 sUAS Procedure

22.2 sUAS Request for Flight Form

22.3 sUAS Use Acknowledgement Form

Final version Nov. 2021

22.1 Small Unmanned Aircraft Systems (sUAS)

A. Objective

To protect employees and students from hazards associated with the use of small, unmanned aircraft systems (sUAS) on Harper College property. (Note: sUAS are units less than 55 lbs. in total weight, no UAS that are larger than 55 lbs. are allowed to be used.) To promote safe, responsible, and respectful sUAS operations and provide guidance to Harper College community on sUAS use.

B. Scope

This procedure includes all Harper College faculty, staff, students or third parties and is established to require and ensure compliance with all applicable laws, reduce safety risks, and preserve the security and privacy of the members either on or above Harper College property.

C. References

Northwestern University, Interim Policy on Unmanned Aircraft Systems. University of Oregon, Unmanned Aircraft System (UAS) Procedures. Columbia University, Use of Unmanned Aircraft Systems on University Campus and Property. North Central College: Unmanned Aircraft Systems.

Code of Federal Regulations: Title 14, Chapter I, Subchapter F, Part 107 Small Unmanned Aircraft Systems. <https://www.ecfr.gov/current/title-14/chapter-I/subchapter-F/part-107>
- [UAS Remote Identification Overview \(faa.gov\)](https://www.faa.gov/uas/remote-identification/overview)

D. Responsibilities

- **Environmental Health and Safety Office**
 - Developing, implementing, and administrating the sUAS procedure.
 - Conduct risk assessments of sUAS use.
 - Review, update and evaluate effectiveness of sUAS program as appropriate.
 - Investigating any injuries related to sUAS use.
- **Harper Employees and Students**
 - Understand when sUAS hazards are present and how to minimize them.
 - Reporting any additional hazards to their supervisor or EHS/ Risk Department.
 - Comply with procedures outlined in this document.
 - Report all accidents, and near misses to the EHS/Risk Department.
 - Inspect sUAS equipment for signs of damage before each use.
 - If the equipment is damaged or defective, do not use it.
- **Third Parties**
 - Have a contract with Harper College holding the College harmless from any claims, harm to individuals, or property loss resulting in such sUAS operations.
 - Provide proof of insurance required by Harper College.
 - Provide proof of Federal Aviation Administration (FAA) authorization to operate such UAS. (I.E. Small UAS Certificate of Registration or Certificate of Authorization)
 - Comply with all College procedures and notifications.



E. Definitions

- **Certificate of Authorization (COA):** a certificate granted to an individual or entity by the FAA to a public operator for a specific UAS activity outlining specific conditions for flight. Note this is limited to a specific aircraft, purpose, and location.
- **Federal Aviation Administration (FAA):** The United States Federal Agency that regulate unmanned aircraft system operations (UAS). Part of the U.S. Department of Transportation that regulates the U.S. airspace.
- **Harper College Property:** Includes any building, grounds, land, or facilities that are owned, leased, used, or controlled by Harper College.
- **National Airspace System:** The network of U.S. airspace, airports, landing areas, equipment, etc.
- **Remote ID:** The ability of a drone in flight to provide identification and location information that can be received by other parties.
- **Remote Pilot in Command (RPIC):** An individual with a pilot's certification who is responsible for flight operations.
- **Small Unmanned Aircraft (sUAS):** means an unmanned aircraft weighing less than 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft.
- **Visual Observer (VO):** Maintains the line of sight and assists the pilot in command

F. Federal Aviation Administration (FAA) Requirements & Safety Procedures

Authorization:

All sUAS operations require advance FAA authorization, which among other things requires obtaining a remote pilot certificate and adhering to certain flight restrictions (or obtaining an FAA exemption from such restrictions). For additional information about FAA authorization, please see the FAA's [UAS help page](#).

At Harper College there are two types of Authorized sUAS use.

- **Section 28.2** - sUAS Request for Flight Form: This form is for individuals who would like to schedule a one-time flight on Harper College Property.
- **Section 28.3** - sUAS Use Acknowledgement Form: This form is for Harper College Faculty and Staff who fly sUAS on a regular basis on campus, as a part of their everyday jobs, (i.e., Faculty in the Drone Technology and Applications Programs).

For any questions or clarification, please contact Environmental Health and Safety at ehsrm@harpercollege.edu

Registration:

Any UAS that weighs over 0.55 lbs. and is flown outdoors must be registered with the FAA and marked with a registration number. The FAA's online registration page for sUAS (between 0.55 and 55 lbs.) is available [here](#).

Remote ID - https://www.faa.gov/uas/getting_started/remote_id/

Remote ID provides information about drones in flight, such as the identity, location and altitude of the drone and its control station or take-off location. Remote ID helps the FAA, law enforcement, and other federal agencies find the control station when a drone appears to be flying in an unsafe manner or where it is not allowed to fly.

There are 3 ways drone pilots can meet the identification requirements of the Remote ID rule:

- Operate a Standard Remote ID Drone that broadcasts identification and location information of the drone and control station.



Harper College Environmental Health & Safety Procedure Manual

- Operate a drone with a remote ID broadcast module giving the drone's identification, location and take off information; a broadcast module is a device that can be attached to a drone, or a feature integrated with the drone.
- Operate without remote ID equipment at FAA- recognized identification areas sponsored by community-based organizations or schools.

Operation and Data:

The sUAS must only be operated under Part 107 of the Code of Federal Regulations or under provisions permitted for institutions of Higher Education (the guiding law is available here [PL 115-254, Section 350](#)) - [Educational Users \(faa.gov\)](#)

The Remote Pilot in Command (RPIC) must have a copy of the sUAS registration, remote pilot certificate, and college authorization during the duration of each flight. This must be available for inspection by Harper Police if requested.

Harper College has the right to request any, and all data obtained by sUAS flight on campus.

Safety Rules:

sUAS must be piloted in a manner consistent with FAA safety requirements including:

1. The use of sUAS inside a building is not permitted, except when authorized for instructional purposes in a suitable facility, (ex. gymnasium).
2. At Harper College, the operation of sUAS over people shall only be 0.55 lbs. or less.
3. The sUAS must only be operated in a manner which does not interfere with the flight path or operation of other manned aircraft.
4. The sUAS must not be flown within a 5-mile radius of any airport.
 - a. Note: sUAS flight is not allowed at the Harper College Learning and Career Center (LCC) in Prospect Heights due to the proximity to the Chicago Executive Airport.
5. The sUAS must be flown under 400 feet and remain clear of all surrounding obstacles such as utility lines, buildings, and other structures.
6. The sUAS pilot shall not attempt any reckless maneuvers that could result in injury or damage.
7. The sUAS must always remain within visual line of sight of the remote pilot. No flights may be operated during low light, nighttime, or severe weather conditions.
8. The drone must be operated in accordance with federal, state, and local law, and any Harper College or community-based safety guidelines.
9. The drone shall not be used for any unapproved monitoring or recording of individuals, performances, campus events, or any unlawful purposes.
10. The drone must be inspected before each flight to ensure that control links are working, there is sufficient power, and that all attachments are secure.

Severe Weather Conditions Restrictions

sUAS use shall not be allowed during the following weather conditions: Wind 20 mph or more, lightning, tornadoes, fog, heavy rain or snow, hail or ice, or poor visibility (at night when lighting is inadequate). If such conditions threaten while using a sUAS, stop immediately.



Emergency Response

In the event of an emergency or accident with any sUAS, which has caused damage to any individual or property, contact the Harper College Police Department at 847-925-6330 immediately. For any life-threatening emergencies dial 911, and for any non-life-threatening emergencies seek medical attention and then contact Harper Police Department whenever you are able.

If a drone accidentally lands on top of a campus building, do not attempt to retrieve it. Contact Facilities Management (847-925-6350) during operation hours or the Harper College Police Department (847-925-6330) in the off hours for the retrieval of the unit. Unauthorized personnel are not allowed up on the roof at any time to retrieve any personal property.

22.2 SMALL UNMANNED AIRCRAFT SYSTEM (SUAS) - REQUEST FOR FLIGHT APPLICATION

Faculty, staff, students, and/or third-party contractors* seeking to operate a sUAS on Harper College property for a **one-time flight** must submit the completed form below at least 48 business hours in advance. Submit form to EHS/Risk Management at ehsrm@harpercollege.edu

1. Applicant:

Name:
Phone Number:
Email:
Affiliation:
Purpose of Flight:
*Section for 3 rd Party Contractors:
Name of Harper Contact:
Must provide Certificate of Insurance with this application. Insurance must be a minimum of \$1M for bodily injury/property damage liability with Harper College written as additionally insured.

2. Pilot in Command and FAA Certificate of Registration:

Name:	
Phone Number:	
Email:	
License / Certification Number:	
Date Issued:	Date Expires:

3. Unmanned Aircraft System Information:

Make:
Model:
FAA Registration Number:
Weight:

4. Flight Details

Date(s)	Time(s)	Location	Comments

Include a copy of FAA Remote Pilot Certification and if applicable, certificates of insurance.

Any violations of the law (trespassing, illegal surveillance, reckless endangerment) or violations of Harper College procedure may subject the individual(s) to both criminal and/or disciplinary action. By submitting this form, you agree to comply with all FCC regulations and this procedure.

Contact the Department of Environmental Health, Safety and Risk Management with any questions regarding the UAS application at ehsrm@harpercollege.edu .



22.3 Small Unmanned Aircraft Systems (sUAS) Use Acknowledgment Form

ALL Faculty and Staff who use college owned or insured equipment, that is an unmanned aircraft system (UAS), as a part of their everyday job in the Drone Technology and Applications Program, must sign this form.

A. Safe Flying Requirement

I acknowledge that I must operate any equipment used for Harper College business in a safe, responsible manner and in compliance with the law. I will use sUAS on College business only as authorized by my supervisor. I have read and agree to follow the Unmanned Aircraft Systems Safety guidelines as outline in the Environmental Health & Safety Procedure Manual.

B. Physical Condition

I have no physical or mental condition that may impair my ability to use sUAS. If my condition changes such that my ability to fly an sUAS may be impaired, I shall notify my supervisor immediately.

C. sUAS Certificate of Registration

I am licensed to fly a sUAS. I have attached a photocopy of my Certificate of Registration from the FAA to this form. I will promptly notify Environmental Health, Safety and Risk Management if my license is suspended, revoked, or expires.

D. Accidents and Damaged Property

I shall report any accident involving a College owned or insured sUAS, immediately to Harper Police at (847-925-6330) for campus accidents. I will also notify my Supervisor, and Environmental Health, Safety and Risk Management as soon as safely possible.

E. College Insurance

I have been informed that any authorized sUAS flight of a College owned drone is covered by college insurance, but that it will not cover a pilot who intentionally caused injury or damage.

I have read and fully understand the provisions of the Small Unmanned Aircraft Systems Safety Procedure.

Print User's Full Name

User's Signature

Date

Department

Supervisor

Bring this form attached with a copy of your FAA Remote Pilot Certification to Environmental Health and Safety before using a College owned or insured Small Unmanned Aircraft System.

Leave Section Blank for Environmental Health and Safety

Applicant is Authorized: YES NO

Date of Check: _____

Expiration Date: _____