



Policy Type (choose one): **New** or Existing

Recommended By (Name, Title, Date):

Kyle Brown, Assist. VP, IT/CIO – August 29, 2019

Approved By (Name, Title, Date):

Zvi Szafran, President – March 3, 2020

Effective Date: Fall 2020

Last Review Date: December 4, 2019

Policy Contact: Environmental Health & Safety (EH&S) Coord.

Contact Phone: 315-386-7631

Drone Operation Policy

I. SCOPE

This policy applies to all persons operating a drone in airspace above SUNY Canton property. This includes airspace at the Alumni House and College Foundation land.

II. POLICY STATEMENT

SUNY Canton will comply with current FAA (Federal Aviation Administration) regulations and best management practices to ensure the safety and privacy of SUNY Canton students, faculty, staff, and visitors. This policy highlights the methods by which SUNY Canton will achieve compliance with [FAA Rule 107](#) (published in 2016). Any new governmental regulations will be incorporated into updates of this policy.

III. POLICY

There are two general categories of operation of small drones: Commercial/Research and Educational Use. These are defined by the FAA, and full descriptions can be found at the Know Before You Fly website (www.knowbeforeyoufly.org).

A. Rules for all Drones

1. The pilot must possess a valid FAA Remote Pilot License, Pilot license, or be a SUNY Canton student enrolled in a course to obtain one.
2. The pilot, or company, must have a valid flight plan approved by EH&S covering their planned flights.
3. Visual Line-of-Sight (VLOS) must be maintained for all flights.
4. Small drones may not operate over any persons not directly involved in the operation of the vehicle.
5. Operators must obey any FAA [Temporary Flight Restrictions \(TFRs\)](#).
6. Flight altitude must not exceed 400 feet, and flight speed must not exceed 100 mph.
7. Minimum weather visibility should be at least 3 miles.
8. Only daylight operations, defined as 30 minutes before official sunrise to 30 minutes after official sunset (local time), can be authorized. Official sunrise and sunset times for Canton, NY shall be used and may be found at www.weatherunderground.com.
9. Operators are responsible for performing preflight inspections.
10. Operation under the influence of drugs or alcohol is prohibited.
11. Operators should use the flowcharts included in this policy to ensure compliance.
12. All crashes and injuries related to drone operation must be reported to SUNY Canton University Police.

13. On property not owned by SUNY Canton, operators must follow all rules promulgated by the FAA and must comply with all protocols set forth by the appropriate property owner(s) and authority having jurisdiction.

B. Recreational Use

Operation of a drone for recreational use is not allowed at SUNY Canton.

C. Educational Use

Students may operate drones if they do so in a manner consistent with the most recent [FAA legal interpretations](#), and are in compliance with the basic rules set forth below. For flights related to compensation or collection of data for research projects, see section D. Commercial/Research Use.

1. In flights related to coursework, the majority of flying time must be related to an academic goal. Acceptable purposes include completion of aviation-related coursework and television, film, and photography-related coursework. Flights should be related to a faculty member's educational duties.
2. A course instructor can only provide minimal assistance to a student flying a drone.
3. Flights of autonomous drones must have a provision for emergency flight termination (i.e., killswitch).
4. A flight plan must be filed and approved for all flights. Priority will be given for flights within the Safe Fly Zone (SFZ).
5. College approved demonstrations and competitions are allowed more leeway as long as flight plans have been approved by EH&S.

D. Commercial/Research Use

The use of drones for commercial/research purposes is allowed if all other regulations in this policy have been met, the pilot has a valid license, and the pilot has submitted and received approval for a flight plan that includes the purpose of the flight. Faculty/Staff are encouraged to review and comply with the [Conflict of Interest policy](#) if they are using College property.

E. Public Entity Use

SUNY Canton does not have a Certificate of Authorization (COA) in place to allow drone flights by faculty or staff involved in research or other official duties. Any COA would require SUNY Canton certification of pilots and descriptions of all planned activities and drone types. The FAA does not have a process to manage multiple areas with multiple pilots. This policy will be updated as appropriate if progress is made towards obtaining a COA.

F. Responsibilities

1. Small Drone Operators

- Operators shall review the attached flowcharts to ensure they are authorized to fly.
- Operators will, for each flight, conduct a preflight inspection that includes the aircraft and control system to ensure safe operation.
- Aircraft markings are required for all small drone vehicles. These markings should allow determination of the operator's name and contact information.
- Operators engaged in commercial or public entity use must wear high-visibility garments (vest, shirt, jacket). Law enforcement activities are exempt from this provision.

2. SUNY Canton Police

SUNY Canton Police are authorized to order operators to suspend operation that is not consistent with this policy or FAA rules.

3. SUNY Canton Environment, Health & Safety shall...

- Maintain this policy, and provide guidance to operators.
- Approve flight plans and experimental activities.
- All experimental activities must have prior approval by the relevant Dean and/or Vice President.

IV. DEFINITIONS

Drone: Otherwise known as Unmanned Aircraft Systems (UAS) or Unmanned Aircraft Vehicle (UAV)

Autonomous Drone: Drones that are programmed and fly without direct control of a pilot.

V. OTHER RELATED INFORMATION

Applicable Guidelines and Resources

FAA recommended guidelines for all drone operators:

www.knowbeforeyoufly.org

SUNY Canton safety policies and guidance documents:

<http://www.canton.edu/ehs/>

FAA B4UFLY app for iOS and Android

https://www.faa.gov/uas/where_to_fly/b4ufly/

FAA Rule 107

https://www.faa.gov/uas/media/Part_107_Summary.pdf

FAA Request for Waiver

https://www.faa.gov/uas/request_waiver/

VI. PROCEDURES

Please see the attached procedural flowchart.

Emergencies

All emergencies at SUNY Canton shall be reported to SUNY Canton University Police at (315) 386-7777 or 911.

Emergencies include the following:

1. Auto crashes
2. Personal injury accidents
3. Fires
4. Requests for emergency medical services
5. Police issues such as theft of property
6. UAS crashes

All persons operating drones on campus should program the University Police number into their phones to ensure prompt reporting of emergencies.

VII. FORMS

FAA Request for Waiver

https://www.faa.gov/uas/request_waiver/

Drone Flight Application Form

<https://www.canton.edu/media/pdf/Drone-Flight-Application-Form.pdf>

VIII. AUTHORITY

None

IX. HISTORY

None

X. APPENDICES

SFZ Map

Procedural flowcharts for Commercial/Research Use and Educational Use

XI. FREQUENCY OF REVIEW AND UPDATE

December 4, 2024

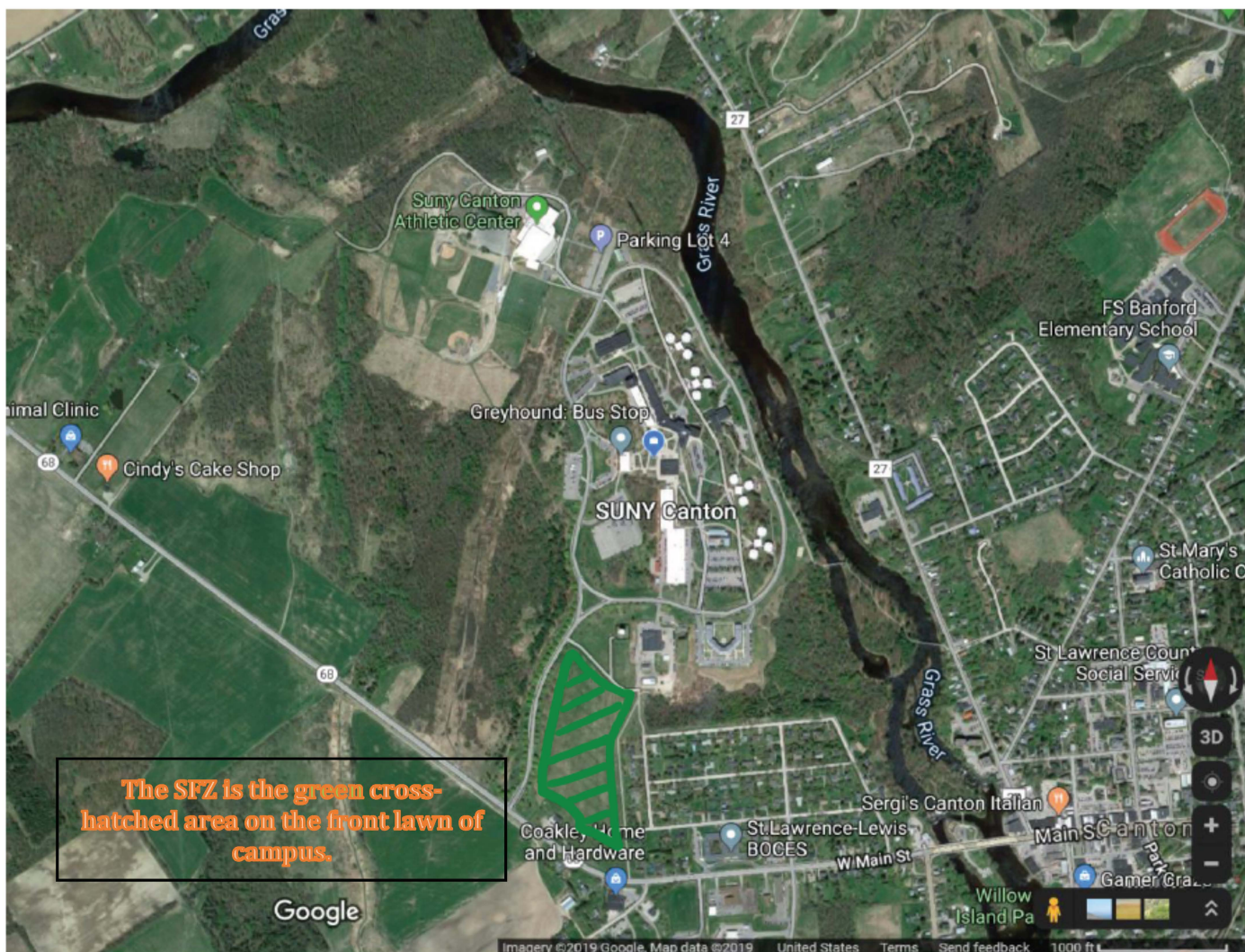
XII. SIGNATURES, TITLE, AND DATE OF APPROVAL

Zvi Szafran
Policy Approver – Printed Name


Policy Approver – Signature

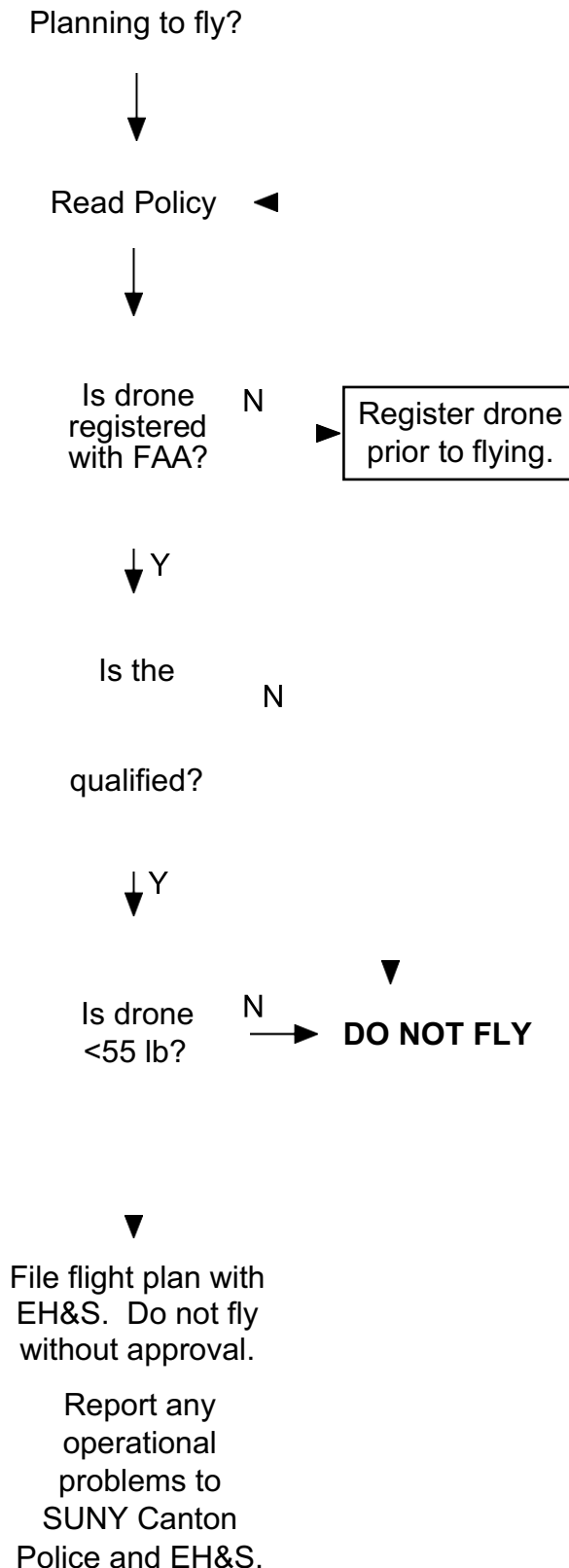
President
Title

3/3/20
Date of Approval



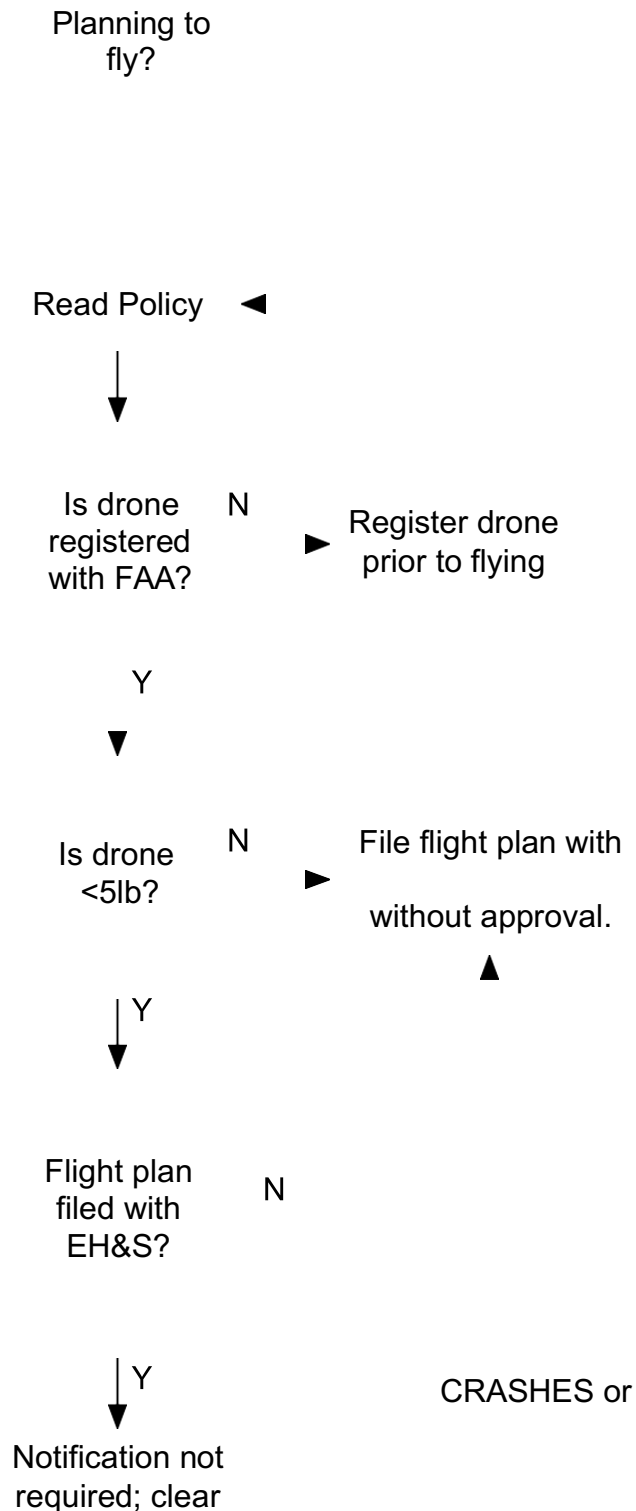
All pilots shall adhere to these FAA and SUNY Canton specific rules.

- Be >16 years old, have FAA certificate in hand, TSA vetted.
- Fly no higher than 400 feet and remain below any surrounding obstacles when possible.
- Keep your drone within line of sight at all times, and use an observer to assist if needed.
- Remain well clear of and do not interfere with manned aircraft operations, and you must see and avoid other aircraft and obstacles at all times.
- Do not intentionally fly over unprotected persons or moving vehicles, and remain at least 25 feet away from individuals and vulnerable property.
- Contact SUNY Canton EH&S before flying.
- Do not fly in adverse weather conditions such as in high winds or reduced visibility.
- Do not fly under the influence of alcohol or drugs.
- Ensure the operating environment is safe and that the operator is competent and proficient in the operation of the drone.
- Do not fly near or over sensitive infrastructure or property such as the electrical substation.
- Do not conduct surveillance or photograph persons outside of the Safe Fly Zones (SFZs).



All pilots shall adhere to these FAA and SUNY Canton specific rules.

- Fly no higher than 400 feet and remain below any surrounding obstacles when possible.
- Keep your drone in eyesight at all times, and use an observer to assist if needed.
- Remain well clear of and do not interfere with manned aircraft operations, and you must see and avoid other aircraft and obstacles at all times.
- Do not intentionally fly over unprotected persons or moving vehicles, and remain at least 25 feet away from individuals and vulnerable property.
- Contact SUNY Canton EH&S before flying.
- Do not fly in adverse weather conditions such as in high winds or reduced visibility.
- Do not fly under the influence of alcohol or drugs.
- Ensure the operating environment is safe and that the operator is competent and proficient in the operation of the drone.
- Do not fly near or over sensitive infrastructure or property such as the electrical substation. No flights over residential or academic buildings.
- Do not conduct surveillance or photograph persons outside of the Safe Fly Zones (SFZs).



CRASHES or

315-386-7777