

Administrative Procedure
Chapter 3 – General Institution

AP 3580 USE OF UNMANNED AIRCRAFT SYSTEMS (UAS) ON
DISTRICT PROPERTY

The Vice President, Business Services or designee

Operator(s)

- g) Prior experience of Operator(s)
- h) All forms of data (including imagery) to be collected
- i) Intended use of

- b) Owner must be at least 13 years of age and a United States citizen or legal permanent resident in order to register.
2. Any person flying a UAS would be considered an "Operator," which requires some conditions to be met prior to flying a UAS:
 - a) Operator must be at least 17 years old
 - b) Operator must take an aeronautical knowledge test and obtain an FAA UAS operator certification.
 - c) Operator will need to obtain an FAA UAS operator certificate every 24 months.
 3. Any person flying a UAS within 5 miles of an airport or other airspace (heliport) must obtain permission from the airport or control tower prior to flying UAS within this 5-mile radius.
 4. UAS' used for commercial purposes must have a Special Airworthiness Certificate (SAC). Any Contractor hired to film with a UAS must present this certificate to District prior start of any work.
 5. Prior to commencing flight operations, the UAS operator must have in possession the appropriate procedures and any documentation to ensure safe, legal and appropriate operation.

Requirements During Operation

During flight operations, Operators must

reduced visibility.

- i) Maximum altitude of 400 feet. Institutional airspace includes that portion of the air space between the surface of the ground and 300 feet above the ground or above a building or structure erected on the property.
- j) UAV must stay well away from manned aircraft, especially low-flying helicopters.
- k) UAV may not be flown in a manner which interferes with ground vehicles or traffic.
- l) UAV may not be flown inside buildings.
- m) UAV may not be used to monitor or record sensitive institutional or personal information which may be found, for example, on an individual's workspaces, on computer or other electronic displays.
- n) UAV