



## Small Unmanned Aircraft Systems (sUAS) Guidelines and Use Restrictions

**Purpose:** To provide guidelines for the authorized use of *small unmanned aircraft systems (sUAS)* in conjunction with the university's "Policy on Use of Unmanned Aircraft Systems (UAS) a.k.a 'Drones'" ("UAS Policy"). As defined by the Federal Aviation Administration (FAA), small unmanned aircraft systems are those UAS weighing less than 55 lbs.

*Use of rockets and of UAS that are not classified as small UAS is not contemplated by these guidelines. Please contact the Office of Risk Services [insurance@neu.edu](mailto:insurance@neu.edu) for authorization and clearance to use rockets or UAS that fall outside the definition of sUAS.*

**Application:** These guidelines apply to use for any reason of sUAS indoors or outdoors and by Covered Persons as defined under the UAS Policy.

UAS Review Board approval and adherence to these guidelines in conjunction with the university's UAS Policy is required for authorized use of sUAS on Northeastern University property and for university purposes.

**Definitions:** For the purpose of these guidelines, terms used have the same meaning as provided in the university's UAS Policy.

### Use:

- The use of *sUAS* on any University Property or at any university activity is not permitted without authorization from the *UAS Review Board*. Contact the UAS Review Board at: [UASRB@northeastern.edu](mailto:UASRB@northeastern.edu) for an application relevant to your use.
- Any use of any *sUAS* on University Property or for university purposes must comply with currently in-force rules and regulations promulgated by the Federal Aviation Administration (FAA) and any other applicable local, state, federal or international regulations, rules or ordinances as well as the university's UAS Policy.
- Indoor Use - Indoor use is not regulated by the FAA, but indoor operations must be conducted in a manner that protects operators, spectators and property. Those planning indoor flights must still file an application and obtain approval of the flight safety plan from the UAS Review Board.



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- The Boston, Burlington, Dedham, Nahant, Seattle, Charlotte and San Jose campuses are within restricted ranges of airports and/or FAA registered heliports. The FAA severely restricts and may prohibit use of UAS in such controlled airspace. Applicants seeking university approval for *sUAS* use at these campuses will be required to provide evidence of an FAA waiver or authorization prior to any approved use of an *sUAS*.
- Third parties, vendors and contractors utilizing *sUAS* for purposes associated with a University facility or event must comply with currently in force FAA regulations as well as the university UAS Policy. Further, the third party or contractor must meet the requirements specific to the proposed use and have a contract approved by Office of General Counsel.
- Those wishing to secure authorization for *sUAS* use at or for NU must provide a written crash and recovery plan. The *sUAS* as well as any payload or attachments must be identifiable and recoverable in the event of a crash and a written plan should be in place to do so. (i.e. it is not acceptable to consider the devices or attachments “lost” because of inaccessibility).

### Payloads/Attachments

- Any payload or attachments to the *sUAS* must be carefully considered with regard to safety and potential breach of privacy. The application to the UAS Review Board must identify items, experiments, devices, attachments or any other instrument not used for the safe flight and navigation of the unmanned aircraft that will be on the *sUAS*.
- The payload (examples include, but are not limited to, cameras, phones, sensors, detectors, radars, etc.) of the unmanned aircraft must be safely secured to the unmanned aircraft.
- No animal or living creature may be used, transported, or considered part of the *sUAS*’ payload. Further, the *sUAS* may not be used in a manner that may have the effect of interfering with or harassing animals or wildlife.

### Location:

- *Except in limited circumstances, the UAS Review Board generally will not approve operation of sUAS above public open-air events, inside public venues or above thoroughfares, roads, or over construction sites.*



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- *sUAS* may not be used with pilots or observers on or within 50 feet of train tracks and/or over stationary or moving trains.
- *sUAS* shall not enter any other private property not owned or operated by Northeastern University, nor create a nuisance on, nor survey any other property, without permission from the affected landowner.
- *sUAS* may not be used to monitor or record activities where there is a reasonable expectation of privacy on University Property or at university-sponsored events. Examples include, but are not limited to, restrooms, locker rooms, residence halls, day care facilities, medical facilities, etc.
- *sUAS* shall not be used in an area where it could be used to record sensitive or confidential institutional or personal information which may be found, for example, in an individual's workspace, or on a computer or other electronic displays.
- Restrictions may also be imposed on inside or outside locations that are considered sensitive due to research or athletic activities.

### Operation Considerations

- The unmanned aircraft must be under control of the operator at all times and in sight of the operator or visual observer consistent with FAA regulations.
- The unmanned aircraft shall not be operated in a manner that creates a hazard to another person, property, animals or wildlife.
- The unmanned aircraft shall not interfere with any manned aircraft.
- *sUAS* use must stop and *sUAS* must land in the event any helicopter or manned aircraft is seen in the vicinity, particularly to allow unimpeded flight of any medical, law enforcement or emergency aircraft.
- If the *sUAS* is used as support for research, teaching or testing, faculty or staff members must supervise student use of the *sUAS*.
- The *sUAS* may not be operated at night or during weather conditions that would adversely impact visibility or the safe use of the unmanned aircraft.
- *sUAS* operators must immediately cease operation upon the request of the Northeastern University Police, Risk Management or Office of the General Counsel.



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- sUAS may not be flown in a Temporary Flight Restriction (TFR) area nor in “No Drone Zones” on university property or at university-sponsored events.

### Reporting

- Any crash, accident or incident in which a building, vehicle or other personal property is impacted or a person is, or may be, injured must be immediately reported to NUPD at 617-373-3333 by the Covered Person.
- Any incident in which the sUAS or any payload has been lost and has not been recovered must be immediately reported to NUPD at 617-373-3333 by the Covered Person.
- Any complaints about the use of the sUAS expressed to the Covered Persons or any other NU affiliate regarding the use of the sUAS must be immediately reported to NUPD at 617-373-3333.