

ISU Procedures for UAS “Drone” Use

Hobbyist drone flights

A “Hobbyist” is defined in the University’s [Unmanned Aircraft Systems Policy 6.1.40](#) as an “Illinois State University student or employee who flies privately-owned model aircraft for recreational purposes.”

Illinois State University has designated a single location for UAS flights by Hobbyists. No flights are permitted after sunset or before sunrise. This location is near the University Recycling Center, which is accessible from Gregory Street in Normal. See Appendix 1 for a map of this location. Note that while this location is just outside the Class D controlled airspace of the Central Illinois Regional Airport, notifications to the FAA may still be required (see below).

1. Each UAS must be [registered with the FAA](#) prior to flying on University Property if the UAS, including aircraft and additional system equipment, weighs 0.55 lbs. or greater. You will need this registration number to obtain authorization to fly on University Property.
2. Review the [FAA Model Aircraft Operating Standards](#).
3. Within 90 minutes prior to the flight, notify the ISU Police Department (phone (309) 438-8631) and the FAA of the flight through the [B4UFLY](#) application. The B4UFLY application is available to download for free at the [App Store for iOS](#) and [Google Play store for Android](#). Flights of multiple UAS during the same timeframe can be reported together. The FAA through the B4UFLY application may ask about the nature of your flight, including the altitude, number of UAS, airspeed, etc.
4. Submitting the [UAS Flight Contact Information Form](#) to University Risk Management is not required for flights at the Hobbyist Location.

On-University Property Flights for University or Commercial Purpose

Only flights by FAA-certified Remote Pilots are permitted. The Remote Pilot is responsible for following all FAA regulations pertaining to the flight. All flights are contingent on University approval.

1. Obtain permission from the individuals who are responsible for the areas over which the UAS will be flying. No flights are allowed before sunrise or after sunset unless the Remote Pilot has received an FAA waiver for nighttime operations. Be sure to inform them of the intended purpose, location, and duration of the flight. A list of contacts for scheduling University spaces is available with [Conference Services](#).
2. Submit the [UAS Flight Contact Information form](#) to University Risk Management **at least five (5) business days prior to the planned flight**. You will be informed within four (4) business days of submission whether the University approves or denies the flight.
3. Within 90 minutes prior to the flight, notify:
 - (a) the ISU Police Department (phone (309-438-8631)); and
 - (b) the FAA of the flight through the [B4UFLY](#) application.
4. If a University department or group is using a third-party for the flight, the third party must provide proof of FAA certification and proof of sufficient and applicable UAS liability insurance coverage when submitting the request to University Risk Management for flight approval.

Off-University Property Flights for University Purpose

All flights for University Purposes (e.g. research) must be operated by an FAA-certified Remote Pilot for operation of University-owned aircraft, if the activity occurs within the United States. The Remote Pilot is responsible for following all FAA regulations pertaining to the flight (or regulations of the local jurisdiction if conducted outside of the United States). All flights are contingent on prior approval by University Risk Management.

1. If a flight is to be conducted outside of the United States using a University-owned UAS, contact both
 - (a) the University's Export Control Officer (export@illinoisstate.edu or 309-438-0615) several weeks before attempting to take the UAS out of the United States, and
 - (b) University Risk Management for a determination of UAS liability coverage, which is dependent upon the country in which the flight occurs.
2. Prior to conducting flights at off-University Property locations, permissions from the property owner(s) and/or local jurisdiction is required. See [Appendix 2](#) for the Landowner Permission form to be submitted with the [UAS Flight Contact Information Form](#).
3. Submit the [UAS Flight Contact Information form](#) to University Risk Management **at least five (5) business days prior to the planned flight**. You will be informed within four (4) business days of submission whether the University approves or denies the flight.
4. If a University entity is using a third-party for the flight, the third party must provide proof of FAA certification and proof of insurance coverage when submitting the request for prior approval from University Risk Management.

University-sponsored news organizations

University-sponsored news organizations, including WGLT, the Vidette and TV-10, like other authorized University departments and personnel, are required to comply with the Procedures listed above when planning to fly a UAS. It is acknowledged, however, that from time to time these University-sponsored news organizations will have a need for immediate UAS flights to facilitate timely news reporting. When such a need occurs, the University-sponsored news organization is authorized to bypass the requirement to submit the [UAS Flight Contact Information form](#) no less than five (5) business days in advance of the flight under the following parameters:

1. Flights must occur off University-controlled property and within McLean County. On-campus flights and those outside of McLean County must still go through the normal advance approval procedures.
2. Flights must take place only over public spaces, except for those flights over private property where written Landowner Permission has been granted by the Landowner.
3. A notice in advance of the flight (minimum 90 minutes when possible) must still be provided to local law enforcement.
4. The [UAS Flight Contact Information form](#) must still be completed no later than one (1) business day after the flight takes place.
5. Flights related to special events for which advance public notice/publication were made available are still subject to the minimum five (5) business days advance flight requirement.

University-sponsored flights over University Farm property

The University's Farm property, located near Lexington, IL, has over 300 acres to support research and outreach activities of the Department of Agriculture. All University personnel and sponsored third parties are required to comply with the On-University Property Flights for University or Commercial Purpose procedure listed above when planning to fly a UAS over University Farm property. However, for time-sensitive needs of the Farm, including but not limited to spraying and health assessment of crops, and with approval from Risk Management, a blanket authorization covering a series of flights can be considered as long as the [UAS Flight Contact Information form](#) is submitted no less than five (5) business days in advance of the first flight in that series.