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I. GENERAL

What is a small unmanned aircraft (UA)?

An unmanned aircraft (UA) – often called a “drone” – is an aircraft that can be operated without the possibility of direct human intervention from within or on the aircraft. A small UA is an unmanned aircraft weighing less than 55 pounds, including everything that is onboard or otherwise attached to the aircraft.

What is a small Unmanned Aircraft System (sUAS)?

A sUAS is a small UA and its associated elements (including communication links and the components that control the small UA) that are required for the safe and efficient operation of the small UA in the NAS.

What are the main rules that apply to WVU sUAS operations?

The Federal Aviation Administration (FAA) has amended its regulations and adopted specific rules for the operation of sUAS in the National Airspace System. Part 107 of Title 14 of the Code of Federal Regulations is the main rule that addresses the classification of sUAS, certification of sUAS remote pilots, and sUAS operational limitations. The FAA also published Advisory Circular 107-2 on June 21, 2016, that provides further guidance on the provisions of Part 107. Copies of these documents can be found at www.faa.gov/uas/.

In addition, the FAA previously released a memorandum addressing certain types of UAS use at educational institutions. The memorandum clarifies that student use of UAS at accredited educational institutions as a component of science, technology, and aviation-related educational curricula, or other coursework such as television and film production or the arts, can be operated under the rules governing hobby or recreational use. A copy of this document is available at www.faa.gov/uas/resources/uas_regulations_policy/media/Interpretation-Educational-Use-of-UAS.pdf.

In addition, all sUAS operations on any property owned, managed, or controlled by the West Virginia University Board of Governors for any purpose, or by individuals or entities on behalf of West Virginia University or its divisional campuses for official University-related business must first be approved by the West Virginia University sUAS (Drone) Operations Officer through the application process detailed in the WVU Small Unmanned Aircraft Systems Operations Review Policy (“Drone Review Policy”). The policy is available at https://strategicinitiatives.wvu.edu/policies/university-policies-policies/small-unmanned-aircraft-systems-suas-drones.
Who is responsible for administration of the sUAS policy at WVU?

The sUAS (Drone) Operations Officer at West Virginia University Police Department (UPD) is responsible for the implementation and enforcement of the sUAS policy on all WVU property. Another University administrator will be appointed by the Provost's Office to assist the sUAS (Drone) Operations Officer in processing a request and conducting an assessment of the application when the drone usage involves research or academic initiatives or curriculum. Other necessary University experts may be consulted as necessary to assist in evaluating the application.

The WVU Risk Management Unit and General Counsel’s Office coordinate approved sUAS operations by individuals or entities on behalf of West Virginia University or its divisional campuses for official University-related business use, including those that do not occur on WVU property.

II. WHO CAN FLY & WHERE?

Who is allowed to operate a sUAS on WVU property?

Under the Policy, operation of any sUAS on any property owned, managed, or controlled by the West Virginia University Board of Governors for any purpose, or by individuals or entities on behalf of West Virginia University or its divisional campuses for official University-related business, is prohibited unless first approved by the sUAS (Drone) Operations Officer.

Accordingly, students, faculty, staff, others affiliated with the institution, and third-parties can operate a sUAS on WVU property if operations are approved under the WVU Drone Review Policy and comply with FAA regulations.

I am a WVU student, can I operate my sUAS on WVU property?

Yes; if your operations are first approved under the WVU Drone Review Policy and comply with FAA regulations. The policy is available at https://strategicinitiatives.wvu.edu/policies/university-policies-policies/small-unmanned-aircraft-systems-suas-drones.

There are three avenues for students to comply with FAA regulations: (i) for hobby or recreational use, such as certain coursework, and other non-commercial purposes; (ii) for any other type of use under Part 107; or (iii) as a public aircraft operation under a Certificate of Waiver or Authorization issued by the FAA (Note that this applies in very limited circumstances).

It is important to note that students operating a sUAS as part of coursework are exempt from certain criteria (such as the Remote Pilot Certificate requirement). Under this exemption, you must be a West Virginia University student conducting sUAS operations as a component of a science, technology, or aviation related educational curricula or other coursework such as television and film production or the arts.

Additionally, students, including members of student organizations, may seek approval to fly for hobby or recreational use if they meet the FAA definition of model aircraft and all of the other requirements of the WVU Drone Review Policy. A model aircraft definition is:

1. The aircraft is flown strictly for hobby or recreational use;
2. The aircraft operates in accordance with a community-based set of safety guidelines and within the programming of a nationwide community-based organization (CBO);
3. The aircraft is limited to not more than 55 pounds, unless otherwise certified through a design, construction, inspection, flight test, and operational safety program administered by a CBO;
4. The aircraft operates in a manner that does not interfere with, and gives way to, any manned aircraft; and
5. When flown within 5 miles of an airport, the operator of the model aircraft provides the airport operator and the airport air traffic control tower (when an air traffic facility is located at the airport) with prior notice of the operation. Model aircraft operators flying from a permanent location within 5 miles of an airport should establish a mutually agreed upon operating procedure with the airport operator and the airport air traffic control tower (when an air traffic facility is located at the airport). For more information about contacting Air Traffic Controllers, please see below FAQ: How do I request permission from Air Traffic Control to operate in controlled airspace?


If you are not conducting sUAS operations for hobby or recreational use or as a component of a science, technology, or aviation related educational curricula or other coursework such as television and film production or the arts, then you must have a Remote Pilot Certificate to operate your sUAS on University property.

Regardless, in any circumstance, you cannot operate a sUAS without first obtaining approval through the WVU Drone Review policy.
I am a member of a WVU-related organization (i.e., a student club, sports team, fraternity, etc.), can I operate my sUAS on WVU property?

Yes; if your operations are first approved under the WVU Drone Review Policy and comply with FAA regulations. The policy is available at https://strategicinitiatives.wvu.edu/policies/university-policies-policies/small-unmanned-aircraft-systems-suas-drones. Please see the previous FAQ for more detailed information on student use.

I am a WVU faculty member or staff member, can I operate a sUAS on WVU property?

Yes, if you first obtain approval through the WVU Drone Review policy and comply with FAA regulations. This includes both personal usage and usage relating to University business, research, academic curriculum, or other usages of behalf of the University.

Notably, faculty members may be exempt from certain FAA regulations if they are assisting a West Virginia University student who is conducting sUAS operations as a component of a science, technology, or aviation related educational curricula or other coursework such as television and film production or the arts and such operations have been approved by the sUAS (Drone) Operations Officer.

Since the FAA regulates certain student sUAS operations differently, any faculty teaching a course or curricula that uses unmanned aircraft as a component of that course may provide limited assistance to students operating unmanned aircraft as part of that course without changing the character of the student’s operation. In other words, de minimis limited instructor participation in student operation of UAS as part of coursework is acceptable.

If you are faculty conducting sUAS operations for other reasons on any property owned, managed, or controlled by the West Virginia University Board of Governors for any purpose, or you are operating a sUAS on behalf of West Virginia University or its divisional campuses for official University-related business, the operations must first be approved by the sUAS (Drone) Operations Officer via the application process detailed in the WVU Drone Review Policy. The policy is available at https://strategicinitiatives.wvu.edu/policies/university-policies-policies/small-unmanned-aircraft-systems-suas-drones.

III. FLIGHT AUTHORIZATION

How do I apply for a West Virginia University Certificate of Authorization (COA)?

All operators must submit a completed application for a University COA to the following: drones@mail.wvu.edu or 992 Elmer Prince Drive, P.O. Box 6563, Morgantown, WV 26506-6563 at least ten (10) business days in advance of the proposed UA operation. The format of the application is detailed in the WVU Drone Review Policy. The policy is available at https://strategicinitiatives.wvu.edu/policies/university-policies-policies/small-unmanned-aircraft-systems-suas-drones.

If final approval is granted, the sUAS (Drone) Operations Officer will issue a University COA approval letter. A copy of the COA approval letter must be in possession of the operator at all times during the sUAS operations and must be presented to any University official or representative with control or jurisdiction over the activity, upon request.

What information is required in my WVU COA application?

Generally, the University COA application must include the following information:

- The name, address, telephone number, and email address of requester.
- A detailed description of the proposed sUAS operations and purpose.
- The location(s) of operations (including GPS coordinates, if available).
- The dates and times of UAS operations, including whether the operations will be recurring.
- Whether the requester is a West Virginia University student conducting sUAS operations as a component of a science, technology, or aviation related educational curricula or other coursework such as television and film production or the arts.
- The name and contact information for the Remote Pilot In Command (PIC) who will be operating the sUAS or under whose supervision the operation will be conducted.
- Whether a Visual Observer will be used for any operations.
- Whether someone other than the Remote PIC will manipulate the sUAS controls, and if so, the identity of that person.
- The type of sUAS (make(s) and model(s)) to be used for the operation(s).
- The sUAS registration number(s), if required.
- A list of any planned risk mitigation measures.
- Whether Air Traffic Control permission or other notification is required due to operations within controlled airspace or within five miles of an airport or heliport.
- Whether any Airspace Authorizations or waivers of any Part 107 provisions are required. The Waiver and/or Airspace Authorization must be approved by the FAA prior to submitting the COA application.
A copy of all Remote PIC’s current Remote Pilot Certificate(s).

If the operator is requesting a University COA in order to operate a sUAS over land not owned or controlled by the University, the operator must also receive written permission from the landowner prior to submitting the initial application. A copy of the written permission from the landowner, including the name and contact information for landowner(s), must be included with the application.

The WVU sUAS (Drone) Operations Officer can assist you through this process if you have any questions when completing the necessary application.

**How long is a University COA valid?**
University COAs expire one year after issuance, unless otherwise specified.

My University COA has expired or I need to change information on my COA application. What do I need to do?
COA holders must submit a new COA application when their COA has expired, or an amended COA application when any required information changes or requires updating, using the policy detailed in the WVU Drone Review Policy. The policy is available at https://strategicinitiatives.wvu.edu/policies/university-policies-policies/small-unmanned-aircraft-systems-suas-drones.

**IV. INSURANCE COVERAGE & ISSUES**

**Do I need insurance coverage to operate my sUAS?**
In certain circumstances, yes. For any use within the scope of employment at WVU (such as for marketing videos, research, or class/student activities) or any commercial or other use covered by Part 107, adequate liability insurance coverage will be required by the WVU sUAS (Drone) Operations Officer before issuing a University COA.

If you have questions about obtaining insurance coverage, please contact the University’s Risk Manager at 304-293-8441 or visit the following website: riskmanagement.wvu.edu/.

For hobby and recreational use by members of the University community, the need for insurance coverage will be determined on a case-by-case basis.

**What are the insurance requirements to operate a WVU owned sUAS?**
All WVU owned sUAS must be insured under the special unmanned aircraft liability policy provided to WVU by the West Virginia Board of Risk & Insurance Management (BRIM).

**What does this insurance coverage provide?**
BRIM provides aircraft liability insurance for the operation of sUAS. This coverage will defend WVU and WVU employees against third party claims of bodily injury or property damage that are allegedly caused by operation of the drone.

**What are the limits of coverage?**
The limits are $1,000,000 combined single limit of bodily injury and property damage liability.

**Does BRIM provide insurance coverage for damage to the sUAS?**
No, the cost to repair damage to a sUAS or to replace a stolen sUAS must be paid by the department.

**What is the approximate cost to purchase insurance for each sUAS?**
The cost per sUAS insured by the BRIM policy is based upon the number of sUASs insured under the policy. When all currently owned WVU sUASs are added to the BRIM policy, the cost per drone will be approximately $300 per year. As more sUASs are added to the policy (across the state and by WVU) this cost may decrease further. The policy term is July 1st through June 30th. sUASs added to the policy mid-term will be charged a pro-rated premium.

**Who is responsible for paying the insurance premium?**
The premium cost must be paid by the department that operates the sUAS.

**If I personally own a sUAS and have it insured, can I use it for WVU business purposes?**
Yes, if certain requirements are met. First, you must carry sUAS aircraft liability insurance limits equal to or greater than BRIM limits of $1,000,000. Second, a copy of your insurance policy must be submitted to Risk Management for approval prior to beginning use of your sUAS for University business purposes. Third, if you do not have liability insurance limits equal to those provided by BRIM or if you do not currently have insurance for your sUAS, it can be insured under the BRIM policy while being used for WVU business purposes only.
How do I apply for liability insurance under the BRIM policy?

There are two applications that must be completed to obtain coverage under the BRIM policy. One asks for information specific to the sUAS and the other asks for information specific to each pilot that will operate the sUAS. When ready to complete the application, please contact WVU Risk Management to obtain each application and for assistance in completing each application.

Mike Gansor: mike.gansor@mail.wvu.edu; 304-293-8441
Kelsey Richards: kelsey.richards@mail.wvu.edu; 304-293-2241

V. SPECIFIC ISSUES REGARDING FLIGHT

Can I fly my sUAS over a stadium, sporting, or other large events?

No. Initially, federal law restricts UAS from flying at or below 3,000 feet Above Ground Level (AGL) within a 3 nautical mile radius of any stadium with a seating capacity of 30,000 or more people during a Major League Baseball (MLB), regular or post-season National Football League (NFL), or NCAA Division I football game, or major motor speedway event. This temporary flight restriction applies to the entire U.S. domestic national airspace system, and takes effect starting one hour before the scheduled event time until one hour after the event concludes. Furthermore, for other stadiums, sporting, or other large events, no COA will be issued when the proposed activities present a risk of injury to persons or interference with or disruption of activities.

Can I fly my small UA over people?

No. Part 107 prohibits a person from flying a small UA directly over a person who is not under a safe cover, such as a protective structure or a stationary vehicle, without a waiver from the FAA. However, a small UA may be flown over a person who is directly participating in the operation of the sUAS, such as the Remote PIC, other person manipulating the controls, a Visual Observer, or crew members necessary for the safety of the sUAS operation, as assigned and briefed by the Remote PIC.

Can I fly my small UA at night?

No. Part 107 prohibits operation of an sUAS at night, which is defined as the time between the end of evening civil twilight and the beginning of morning civil twilight, without a waiver from the FAA. When sUAS operations are conducted during civil twilight, the small UA must be equipped with anti-collision lights that are capable of being visible for at least 3 miles. Small UA not operated during civil twilight are not required to be equipped with anti-collision lighting.

Can I fly multiple small UA at a same time?

No. A person may not operate or act as a Remote PIC or Visual Observer in the operation of more than one UA at the same time, without a waiver from the FAA.

Am I required to be able to see my small UA while it is flying?

Yes. The Remote PIC and person manipulating the controls must be able to see the small UA at all times during flight – this is called Visual Line of Sight (VLOS). The small UA must be operated closely enough to the control station to ensure visibility requirements are met during small UA operations. This requirement also applies to the Visual Observer, if used during the aircraft operation. VLOS must be accomplished and maintained by unaided vision, except vision that is corrected by the use of eyeglasses (spectacles) or contact lenses. Vision aids, such as binoculars, may be used only momentarily to enhance situational awareness.

What are some of the other operating limitations that apply to my small UA?

Under Part 107, small UA must be operated in accordance with the following limitations:

- Cannot be flown faster than a groundspeed of 87 knots (100 miles per hour);
- Cannot be flown higher than 400 feet above ground level (AGL), unless flown within a 400-foot radius of a structure and does not fly higher than 400 feet above the structure’s immediate uppermost limit;
- Minimum visibility, as observed from the location of the control station, may not be less than 3 miles; and
- Minimum distance from clouds must be no less than 500 feet below a cloud and no less than 2000 feet horizontally from the cloud.
- Careless or reckless operation is prohibited. Because sUAS have additional operating considerations that are not present in manned aircraft operations, there may be additional activity that would be careless or reckless if...
conducted using an sUAS. For example, failure to consider weather conditions near structures, trees, or rolling terrain when operating in a densely populated area could be determined as careless or reckless operation.

Note that these are only some of the important operating limitations. Other conditions and limitations may apply under FAA regulations and your specific University COA.

**Can I request a waiver of any of the Part 107 requirements?**

Yes. Part 107 includes the option to apply to the FAA for a Certificate of Waiver (CoW). A CoW allows an sUAS operation to deviate from certain provisions of Part 107. The waivable sections of Part 107 are:

- Section 107.25 — Operation from a moving vehicle or aircraft.
- Section 107.29 — Daylight operation.
- Section 107.31 — Visual line of sight aircraft operation.
- Section 107.33 — Visual observer.
- Section 107.35 — Operation of multiple small unmanned aircraft systems.
- Section 107.37(a) — Yielding the right of way.
- Section 107.39 — Operation over people.
- Section 107.41 — Operation in certain airspace.
- Section 107.51 — Operating limitations for small unmanned aircraft.

**How do I request a waiver of Part 107 requirements?**

If you believe that your proposed operations will require any Part 107 waivers or Airspace Authorizations, prior to filing a COA application, you must submit a Waiver and/or Airspace Authorization Application to the FAA via their website at: [www.faa.gov/Dronezone/](http://www.faa.gov/Dronezone/).

The Waiver and/or Airspace Authorization must be approved by the FAA prior to submitting this COA application. Applicants are encouraged to submit their application at least 90 days prior to the start of the proposed operation in order to obtain timely FAA approval.

You must also notify the sUAS (Drone) Operations Officer that you are filing a Waiver and/or Airspace Authorization Application. The sUAS (Drone) Operations Officer will provide you with the appropriate information to list in the Responsible Person portion of the FAA Waiver or Airspace Authorization Application.

The FAA has indicated that it will strive to complete review and adjudication of waivers within 90 days; however, the time required for the FAA to make a determination regarding waiver requests will vary based on the complexity of the request. The amount of data and analysis required as part of the application will be proportional to the specific relief that is requested. For example, a request to waive several sections of Part 107 for an operation that takes place in a congested metropolitan area with heavy air traffic will likely require significantly more data and analysis than a request to waive a single section for an operation that takes place in a sparsely-populated area with minimal air traffic. If a CoW is granted, that certificate may include specific special provisions designed to ensure that the sUAS operation may be conducted as safely as one conducted under the provisions of Part 107.

**What is a Remote Pilot in Command (PIC)?**

A Remote PIC is a person who holds a remote pilot certificate with an sUAS rating and has the final authority and responsibility for the operation and safety of an sUAS operation conducted under Part 107. A Remote PIC must obtain a remote pilot certificate with an sUAS rating issued by the FAA prior to sUAS operation.

**What is a Remote Pilot Certification?**

A remote pilot certificate with an sUAS rating is a license that may be issued by the FAA when a person meets and maintains the following eligibility requirements, as applicable:

- Be at least 16 years of age.
- Be able to read, speak, write, and understand the English language. (The FAA may make an exception if the person is unable to meet one of these requirements due to medical reasons, such as a hearing impairment.)
- Be in a physical and mental condition that would not interfere with the safe operation of an sUAS.
- Pass the initial aeronautical knowledge test at an FAA-approved knowledge testing center (KTC).

The Remote PIC must have this certificate easily accessible during all flight operations.
If I do not have a Remote Pilot Certification, can I still operate a sUAS?

A person who does not hold a remote pilot certificate may operate the sUAS, as long as he or she is directly supervised by a Remote PIC and the Remote PIC has the ability to immediately take direct control of the sUAS. Additionally, you may operate a sUAS without a Remote Pilot Certificate if you are a West Virginia University student conducting sUAS operations as a component of a science, technology, or aviation related educational curricula or other coursework such as television and film production or the arts, and you possess a valid University Certificate of Authorization (COA) issued for that purpose under WVU Drone Review Policy. Finally, if you are a student and/or a member of recognized student organization, you may operate a sUAS without a Remote Pilot Certificate, if you are flying for hobby or recreation purposes meeting the statutory definition of “model aircraft” and you possess a valid COA under the WVU Drone Review Policy.

What is a Visual Observer?

A Visual Observer (VO) is a person acting as a flight crew member who assists the small UA Remote PIC and the person manipulating the controls to see and avoid other air traffic or objects aloft or on the ground.

Am I required to use a Visual Observer while conducting sUAS operations?

No, the use of a VO is optional provided the Remote PIC is able to see the UA during the entire flight.

Are there any physical or mental limitations that apply to sUAS operation?

Yes. Being able to safely operate the sUAS relies on, among other things, the physical and mental capabilities of the Remote PIC, person manipulating the controls, VO, and any other direct participant in the sUAS operation. No person may participate in the operation of an sUAS if they know or have reason to know that they have a physical or mental condition that could interfere with the safe operation of the sUAS.

Obvious examples of physical or mental incapacitations that could render a person incapable of performing their sUAS operational duties include, but are not limited to, such things as:

- The temporary or permanent loss of the dexterity necessary to operate the control station to safely control the small UA.
- The inability to maintain the required “see and avoid” vigilance due to blurred vision.
- The inability to maintain proper situational awareness of the small UA operations due to illness and/or medication(s), such as after taking medications with cautions not to drive or operate heavy machinery.
- A debilitating physical condition, such as a migraine headache or moderate or severe body ache(s) or pain(s) that would render a person unable to perform sUAS operational duties.
- A hearing or speaking impairment that would inhibit a person from effectively communicating with each other. In a situation such as this, the Remote PIC must ensure that an alternative means of effective communication is implemented. For example, a person who is hearing impaired may be able to effectively use sign language to communicate.

Can I participate in sUAS operations while impaired?

NO! Part 107 does not allow operation of an sUAS if the Remote PIC, person manipulating the controls, or VO is unable to safely carry out his or her responsibilities. It is the Remote PIC’s responsibility to ensure all crewmembers are not participating in the operation while impaired. While drug and alcohol use are known to impair judgment, certain over-the-counter medications and medical conditions could also affect the ability to safely operate a small UA. For example, certain antihistamines and decongestants may cause drowsiness. Part 107 prohibits a person from serving as a Remote PIC, person manipulating the controls, VO, or other crewmember if he or she:

- Consumed any alcoholic beverage within the preceding 8 hours;
- Is under the influence of alcohol;
- Has a blood alcohol concentration of .04 percent or greater; and/or
- Is using a drug that affects the person's mental or physical capabilities.

VI. REGISTRATION

Do I need to register my UAS with the FAA?

Yes. Federal law requires that all unmanned aircraft flown outdoors that weigh more than .55 pounds must be registered with the FAA by their owners and marked with a registration number. UAS weighing more than 0.55 pounds and less than 55 pounds may be registered online at https://registermyuas.faa.gov/or by using a FAA paper-based registration process. The weight limit includes everything that is on board or otherwise attached to the aircraft at the time of takeoff.
In addition, registration, if required by law, is a prerequisite for approval of a University Certificate of Authorization for any UAS operations as detailed in the WVU Drone Review Policy. The policy is available at https://strategicinitiatives.wvu.edu/policies/university-policies-policies/small-unmanned-aircraft-systems-suas-drones.

If the sUAS is owned by WVU, then it should be registered in the name of the University and not an individual.

If I am required to register, is there a penalty for failing to register?
Yes. Under federal law, failure to register an unmanned aircraft may result in regulatory and criminal penalties. The FAA may assess civil penalties up to $27,500. Criminal penalties include fines of up to $250,000 and/or imprisonment for up to three years.
Failure to comply with federal law may also result in adverse action under applicable University policies as well.

If I am required to register, do I have to mark my UAS with my registration number?
Yes. According to the FAA, if you complete registration using the web-based registration process and satisfy the registration requirements, you may use a permanent marker, label, or engraving, as long as the number remains affixed to the aircraft during routine handling and all operating conditions and is readily accessible and legible upon close visual inspection. The number may also be enclosed in a compartment that is readily accessible, such as a battery compartment.

Does my sUAS need to be in good condition?
Yes. All sUAS must be maintained in a condition for safe operation. Prior to flight, the Remote PIC is responsible for conducting a check of the sUAS and verifying that it is actually in a condition for safe operation.

VII. AIRSPACE ISSUES

What is the National Airspace System?
The Federal Aviation Act of 1958 established the Federal Aviation Administration and made it responsible for the control and use of navigable airspace within the United States. The FAA created the National Airspace System (NAS) to protect persons and property on the ground, and to establish a safe and efficient airspace environment for civil, commercial, and military aviation. The NAS is made up of a network of air navigation facilities, Air Traffic Control facilities, airports, technology, and appropriate rules and regulations that are needed to operate the system.

What are the types of airspace?
The FAA has designated six classes of airspace, in accordance with International Civil Aviation Organization (ICAO) airspace classifications. Airspace is broadly classified as either controlled or uncontrolled. Airspace designated as Class A, B, C, D, or E is controlled airspace. Class F airspace is not used in the United States. Class G airspace is uncontrolled airspace.

How can I tell what class of airspace I’m in?
Referring to the current aeronautical chart of the intended operating area will aid in determining the airspace you may be in. Aeronautical charts and a Chart User’s Guide are available on the FAA’s website (http://faacharts.faa.gov/). These charts are the FAA’s official source of airspace classifications.

Additionally, the FAA's B4UFLY app, which is designed to help recreational UAS flyers know where it’s safe to fly, shows users if they are in controlled airspace (Class B, C, D, or E airspaces) in a given or planned location. If the app’s status indicator is yellow (“Use Caution – Check Restrictions”), a user is in uncontrolled (Class G) airspace. Additional guidance is also available in the “Where to Fly” section of the FAA’s website.

Under Part 107, operators must pass an aeronautical knowledge test to obtain a Remote Pilot Certificate. This test will quiz prospective operators on how to use aeronautical charts to determine airspace classifications.

In what airspace can I fly my small UA?
Though many sUAS operations will occur in uncontrolled airspace, there are some that may need to operate in controlled airspace. Operations in Class B, Class C, or Class D airspace, or within the lateral boundaries of the surface area of Class E airspace designated for an airport, are not allowed unless the operator has prior authorization from air traffic control (ATC).
How do I request permission from Air Traffic Control to operate in controlled airspace?

If you are operating in controlled airspace pursuant to a University COA, you must provide advance notice of operations to the airport operator, the airport air traffic control tower (when an air traffic control facility is located at the airport), and the sUAS (Drone) Operations Officer for flights within 5 miles of an airport.

Importantly, operators should notify the sUAS (Drone) Operations Officer first before requesting permission from Air Traffic Control. If required, the sUAS (Drone) Operations Officer will assist you in preparing necessary and appropriate Letters of Agreement with Air Traffic Control officials for recurring or long-term sUAS operations.

Importantly, in Morgantown, nearly the entire campus of West Virginia University is within five (5) miles of the Morgantown Municipal Airport. Accordingly, if an operator plans to fly a drone on WVU's Morgantown Campus under the rules for model aircraft, it is likely the operator must contact the Morgantown Municipal Airport (MGW) at 304-292-8229. Moreover, if flying near Ruby Memorial Hospital, the operator must also contact WVUH Medical Command at 304-598-4100. Additionally, for Part 107 operators, MGW and the surrounding area is in controlled airspace. Therefore, Part 107 operators should determine whether their operations will require an airspace authorization from the FAA before submitting a University COA application.

VIII. ACCIDENT REPORTING

If my sUAS is involved in an accident, am I required to report it?

Yes, if the accident involves serious injury to any person or any loss of consciousness by anyone due to or as a result of the sUAS or damage to any property, other than the small UA, if the cost is greater than $500 to repair or replace the property. The Remote PIC is required to report an accident to University Police Department at 304-293-2677 immediately. The accident report should also be submitted to the sUAS (Drone) Operations Officer at University Police. The sUAS (Drone) Operations Officer will assist the Remote PIC or operator with submitting an accident report with the FAA and/or NTSB, if necessary or appropriate. The Remote PIC will be expected to cooperate in the process.

What if I have an accident and am not sure about whether I should report it?

If you are unsure whether you should report an accident, you should report it.

How do I report an accident?

Report all qualifying accidents to University Police Department at 304-293-2677 immediately.

Within 24 hours, accidents must be reported to the sUAS (Drone) Operations Officer at University Police using the standard accident reporting form that is Exhibit B of the WVU Drone Review Policy. The completed form should be emailed to drones@mail.wvu.edu or physically delivered to the UPD office located at 992 Elmer Prince Drive, P.O. Box 6563, Morgantown, WV 26506-6563. The policy is available at https://strategicinitiatives.wvu.edu/policies/university-policies-policies/small-unmanned-aircraft-systems-suas-drones.

The sUAS (Drone) Operations Officer will evaluate the accident report and assist the Remote PIC or operator with filing a report with the FAA and/or NTSB, if necessary or appropriate. The Remote PIC will be expected to cooperate in the process, if requested.