

## Interim Guidelines

### UAV Policy Implementation Recurring Time-Sensitive Observations Off-Campus June 5, 2017

On June 23, 2014, Provost Youatt, Executive Vice President Udpa, and Vice President Hsu transmitted to Deans, Directors, and Chairpersons an Interim Policy entitled “University Use of Uncrewed Aerial and Submersible Vehicles (“Drones”).” Recently, representatives of MSU Extension, CANR, and CVM have advocated for an expedited approval process for time-sensitive UAV observing flights off campus, in support of their service provision to their traditional clients and stakeholders. Those requests are consistent with Section C-5 of the interim Policy, which states:

“The UAV and USV Review Board shall develop internal procedures for expedited review of operating plans intended to address short-lived phenomena (*e.g.*, flooding).”

This document summarizes the plan for such expedited review, while meeting the objectives of the Interim Policy.

1. The requirements of Section B (“UAV and USV Development or Commercial Acquisition”) of the Interim Policy remain unchanged, and compliance with those requirements is a prerequisite for application of the expedited off-campus operations review procedures described below.

- In other words, proposals to develop or acquire drones should be sent once (unless changed), as soon as possible, to the UAV and USB Board, with information addressing the following requirements of Section B-4:

- “a. Any prerequisite licenses are in-hand or properly in-process,
- b. The acquiring unit understands, and has a credible plan for on-going compliance with the applicable governmental regulatory constraints, and
- c. The acquiring unit understands, and has a credible plan for on-going compliance with the MSU operating guidelines....”.

2. Similarly, the requirements of Section C (“UAV and UAS Operations”) of the Interim Policy for on-campus operations remain unchanged.

3. With respect to the requirements of Section C (“UAV and USV Operations”), of the Interim Policy for off-campus operations, subsequent to “Development or Commercial Acquisition” approval by the UAV and USV Board, are governed by Sections C-1, C-3, and C-4.

3. Procedurally, it is the intention of the Board that the requirements of Section C-3-a,d-h be submitted for approval once (unless changed) as early as the responsive information is known to the proposer(s).

4. Procedurally, and in compliance with Sections C-3-b,c of the Interim Policy, it is the intention of the Board that each operational day and locale be submitted for approval, contemporaneous with or subsequent to the submission described in #3 above.

5. To maximize the likelihood that short-lived off-campus phenomena can be observed successfully, date and locale information may be submitted for approval by e-mail to [butlerrh@msu.edu](mailto:butlerrh@msu.edu) with a copy to [haberich@msu.edu](mailto:haberich@msu.edu) in OVPRGS. Within five business days of submission receipt, OVPRGS staff will:

- i. confirm the locale information provided by proposer(s) addresses airfield proximity issues vis-a-vis general and commercial aviation flight safety;
- ii. analyze the locale and date information provided by proposer(s) for each specific flight in light of Section 4-C of the Interim Policy:

“The envisioned operation must not pose an unacceptable threat to health, safety, privacy, or the environment, either in an absolute sense or compared to other methods of obtaining the desired information”,

such analysis to include the clarity and acceptability of the permission obtained from the property owner/controller and submitted for review by the proposer(s);

- iii. distribute a recommendation to the UAV and USB Board via e-mail in “One Business Day Unanimous Consent Agenda” mode; and
- iv. communicate the result in writing to the proposer(s): either “approval”, “disapproval”, or “held for more information and/or in-person discussion.”

6. In instances of submissions requesting re-visit flights over specific locales recently approved, OVPRGS staff will attempt to expedite review, to compress the review period to three business days.

7. In all instances, the responsibility for off-campus flight safety remains with the FAA-certified “pilot in charge”.