



**Property:** Buildings, grounds, land, and airspace owned, leased, or controlled by or controlled by SHSU.

**UAS Advisory Committee** The SHSU [UAS Advisory Committee \(Committee\)](#) is comprised of appointed representatives from the Office of Research and Sponsored Programs (ORSP) - Office of Environmental Health & Safety (EH&S), Center for Innovation & Technology, College of Science & Engineering Technology, the Center for Excellence in Digital Forensics, and the TSUS Office of General Counsel as ex officio. This Committee is charged with reviewing purchases of UAS equipment, requests for use of a UAS, and appeal of the policy, procedures, or Committee decisions. Further, the Committee is responsible for establishing compliant procedures for use of UAS.

4. Approvals and/or denials will be communicated to the requestor with copy to the University Police by EH&S. EH&S shall maintain copies of all UAS requests and disposition of same.
5. Any University employee, student, or unit seeking to purchase a UAS, the parts to assemble a UAS, or UAS services with University funds, including funds disbursed through a University account or grant funds, must have the prior approval of the UAS Advisory Committee and use purchasing codes provided in this document.
6. Prior to using UAS over SHSU property, a third party must be authorized under a contract through SHSU's Procurement Office, Facilities Use Agreement with UAS provision or by execution of a Memorandum of Understanding upon receipt of approval for operations from the UAS Advisory Committee. Third parties planning to use UAS over SHSU property must provide the requisite commercial general liability insurance with a minimum limit per occurrence of \$1,000,000 and a minimum aggregate of \$2,000,000. In addition, the third party must list The Texas State University System Board of Regents/Sam Houston State University as additional insured and hold the University harmless from any resulting claims or harm to individuals and damage to University property. Third parties must submit proof of FAA UAS registration and FAA PIC authorization in the form of an FAA remote pilot certificate, FAA 333 Exemption, or FAA CERTIFICATE OF WAIVER OR AUTHORIZATION (COA). FAA documents will be retained by the office of EHS & RM.
7. During approved operation of a UAS for purposes of recording or transmitting visual images, operators must take all reasonable measures to avoid violations of areas normally



