

[AGENCY NAME]
Unmanned Aircraft Systems
Operations and Policy Manual

Template for Oregon State Agencies, Counties, Cities, Special Districts, and Other Public Bodies

Version: [Draft / Adopted Version]
Effective Date: [Date]
Review Cycle: [Annual / Biennial]
Program Owner: [Office / Division / Program]
Custodian: [UAS Program Manager / Policy Owner]

Prepared as a customizable policy and operations manual. All bracketed items should be reviewed and completed by the adopting agency before approval.

How to Use This Template

Template purpose: This manual is written for a generic Oregon public agency UAS program. It is intentionally broad enough for transportation, public works, planning, environmental, emergency management, parks, utilities, natural resources, and general administrative uses. Public safety and law enforcement material is separated into optional annexes. Non-public-safety agencies should not adopt those annexes unless the agency has an actual need and legal authority for those missions.

Bracketed text such as [AGENCY NAME], [PROGRAM MANAGER], and [RETENTION PERIOD] identifies items that should be customized before adoption.

This template should be reviewed by agency counsel, the agency records officer, information security staff, risk management, procurement, and the official with authority to approve agency aviation or UAS operations.

The manual is current to the legal sources reviewed on June 9, 2026. Federal and Oregon UAS laws can change. The UAS Program Manager should verify the law during each annual review and before high-risk operations.

The core manual is intended for routine civil/public agency operations under 14 CFR Part 107 unless an agency specifically elects to operate under a public aircraft Certificate of Waiver or Authorization or another FAA authorization.

Primary Customization Checklist

| Item | Agency Action |
|------------------------------|---|
| Agency identity and approval | Insert agency name, division, policy owner, approval authority, effective date, and review interval. |
| Program authority | Identify the UAS Program Manager, flight operations coordinator or chief pilot, records officer, IT/security lead, and procurement lead. |
| Mission types | Select authorized mission categories and delete those that do not apply. |
| Operating authority | State whether flights will generally be conducted under Part 107, a public aircraft COA, emergency COA, or a combination. |
| Data policy | Set retention periods, storage systems, public posting location, third-party storage terms, and intergovernmental disclosure rules. |
| Training and currency | Set agency-specific flight currency, annual review, platform checkout, and records requirements. |
| Public safety annex | Adopt only if the agency conducts public safety, emergency response, incident support, fire, SAR, or disaster operations. |
| Law enforcement annex | Adopt only for a law enforcement agency or a non-law-enforcement agency providing UAS support to law enforcement under counsel-reviewed procedures. |

Revision and Approval Record

| Version | Date | Summary of Change | Reviewed By | Approved By |
|---------|--------|---|-----------------|----------------|
| 0.1 | [Date] | Initial agency customization from template. | [Name / Office] | [Name / Title] |
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1. Policy Statement, Scope, and Authority

1.1 Policy Statement

[AGENCY NAME] uses Unmanned Aircraft Systems (UAS) only for authorized public purposes, only under appropriate operational control, and only when the operation can be conducted safely, legally, and in a manner that respects privacy, civil liberties, public records obligations, and the trust placed in public agencies.

The agency will manage UAS operations as aviation activity. All UAS operations must be planned, briefed, documented, and reviewed commensurate with mission risk. The Remote Pilot in Command has final authority over the safe conduct of a flight and may cancel, postpone, modify, or terminate a flight when safety, regulatory compliance, equipment condition, weather, airspace, crew readiness, public concerns, or mission conditions warrant that decision.

1.2 Purpose

- Establish a consistent agency framework for UAS governance, mission approval, flight operations, safety management, data handling, maintenance, training, and reporting.
- Support responsible use of UAS for public missions such as infrastructure inspection, mapping, environmental assessment, transportation, engineering, planning, emergency management, utilities, parks, natural resources, communications, and other agency functions.
- Ensure compliance with applicable FAA regulations, Oregon statutes, Oregon administrative rules, public records requirements, agency information security policies, records retention schedules, and procurement requirements.
- Separate optional public safety and law enforcement content from general agency UAS operations so that agencies do not unintentionally adopt procedures that do not apply to their mission or legal authority.

1.3 Scope

This manual applies to:

- All [AGENCY NAME] employees, volunteers, interns, and agents who plan, approve, support, crew, pilot, maintain, procure, store, process data from, or otherwise participate in agency UAS operations.
- All UAS owned, leased, borrowed, loaned to, or operated by or on behalf of [AGENCY NAME].
- Contracted UAS services when the work is performed for [AGENCY NAME] or when agency data, agency property, public operations, or agency-managed missions are involved.
- Joint operations when [AGENCY NAME] has operational control, shares operational control, provides personnel, requests a UAS mission, or receives UAS data.

This manual does not regulate private UAS operators generally. A local agency adopting this template should treat it as an internal agency operating policy unless separate legal authority exists for externally applicable rules, such as a park rule adopted under express statutory authority.

1.4 Authority

| Authority | How it applies |
|----------------------------------|---|
| 14 CFR Part 107 | Baseline FAA operating rule for most routine small UAS operations. Requires a remote pilot certificate or direct supervision by a certificated remote pilot, preflight inspection, compliance with operating limitations, airspace authorization when required, and safety event reporting. |
| 14 CFR Part 48 and FAA DroneZone | FAA aircraft registration and marking requirements for covered unmanned aircraft. |
| 14 CFR Part 89 | Remote ID requirements for UAS required to be registered with the |

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| | FAA, subject to applicable exceptions. |
| 49 CFR Part 830 | NTSB notification and reporting requirements for aircraft accidents and listed serious incidents. |
| ORS 837.300 to 837.390 and ORS 837.995 | Oregon UAS statutes, including definitions, law enforcement restrictions, public body registration, data policy requirements, weaponization restrictions, private property provisions, critical infrastructure provisions, and preemption. |
| OAR 738-080-0045 and 738-080-0050 | Oregon Department of Aviation public body UAS registration and annual reporting rules. |
| ORS 192.001 and ORS 192.311 to 192.478 | Oregon public records policy, inspection, exemptions, and related public records procedures. |
| Agency rules, policies, and contracts | Agency-specific records retention, IT security, procurement, vehicle, safety, privacy, risk, contracting, and incident response policies. |

1.5 Relationship to Other Policies

This manual supplements, and does not replace, agency policies on records management, information security, privacy, procurement, vehicle use, risk management, emergency management, media relations, public records, workplace safety, incident command, and contract administration. If there is a conflict between this manual and a law, regulation, FAA authorization, court order, contract, or agency policy with higher authority, the higher authority controls. The UAS Program Manager must coordinate with counsel before approving a mission where a conflict or legal uncertainty is identified.

This manual is intended to be used with the agency's existing safety, risk management, procurement, information technology, public records, privacy, cybersecurity, emergency management, and incident response policies. When UAS operations are conducted with another agency, contractor, mutual aid partner, emergency management entity, public safety agency, or federal partner, the agency shall identify which entity has operational control of the flight before operations begin. The agency shall also review applicable host-agency, land-management, emergency response, incident command, or aviation procedures before conducting operations in another agency's operational area.

1.6 Program Exceptions

Exceptions to this manual may be approved only by [APPROVAL AUTHORITY] after consultation with the UAS Program Manager. Exceptions involving legal compliance, law enforcement support, public records, privacy, data retention, cybersecurity, procurement, operations over people, beyond visual line of sight, operations from moving vehicles, operations in controlled airspace, operations near emergency response aircraft, or operations under a COA must be reviewed by counsel or other appropriate subject matter experts before flight unless an emergency requires immediate action. Any emergency deviation must be documented within [72 hours] or sooner if required by law or FAA authorization.

2. Definitions and Acronyms

Customization note: Agencies should preserve definitions that are drawn from federal and Oregon law. Agencies may add internal terms, but should avoid redefining statutory or FAA terms in a way that changes their legal meaning.

| Term | Definition |
|------------------------|--|
| Agency UAS | A UAS owned, leased, borrowed, operated, contracted for, or otherwise used for an authorized [AGENCY NAME] mission. |
| Airspace authorization | FAA authorization, including LAANC or manual authorization, permitting UAS operations in controlled airspace or in other airspace where authorization is required. |

| | |
|--|---|
| Certificate of Waiver or Authorization (COA) | An FAA authorization issued to a public operator or other eligible entity for specific UAS operations not otherwise covered by Part 107 or standard rules. |
| Crewmember | A person directly involved in setup, launch, recovery, control, visual observation, payload operation, communications, safety, or mission support. |
| Emergency COA (ECO A) | An expedited FAA authorization for certain emergency UAS activity, generally coordinated through the FAA for qualifying public operations. |
| LAANC | Low Altitude Authorization and Notification Capability, the FAA system that supports near real-time airspace authorization where available. |
| Mission Commander / Project Lead | The agency person responsible for the operational purpose of the mission, coordination with the UAS Program Manager, site access, safety coordination, and use of mission data. This person is not the RPIC unless separately designated. |
| Operational control | The authority over initiating, conducting, or terminating a flight. Operational control must be clear before any UAS mission begins. |
| Remote Pilot in Command (RPIC or PIC) | The person designated before or during the flight who is directly responsible for and has final authority over the operation of the small UAS. |
| Remote ID | FAA-required broadcast identification and location information for UAS required to comply with Part 89, unless an exception applies. |
| Small UAS | A small unmanned aircraft and associated elements weighing less than 55 pounds at takeoff, including everything on board or attached to the aircraft. |
| Unmanned Aircraft System (UAS) | An unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and control components. |
| Visual Observer (VO) | A trained crewmember who assists the RPIC with see-and-avoid, obstacle awareness, communications, ground safety, and mission awareness. |

Common Acronyms

| Acronym | Meaning |
|---------|--|
| AGL | Above Ground Level |
| ATC | Air Traffic Control |
| COA | Certificate of Waiver or Authorization |
| CFR | Code of Federal Regulations |
| ERP | Emergency Response Plan |
| FAA | Federal Aviation Administration |
| FRIA | FAA-Recognized Identification Area |
| GNSS | Global Navigation Satellite System |
| GPS | Global Positioning System |
| LAANC | Low Altitude Authorization and Notification Capability |
| NAS | National Airspace System |
| NOTAM | Notice to Air Missions |
| NTSB | National Transportation Safety Board |
| ODAV | Oregon Department of Aviation |
| OAR | Oregon Administrative Rules |
| ORS | Oregon Revised Statutes |
| PASP | Project Aviation Safety Plan |
| PII | Personally Identifiable Information |
| RPIC | Remote Pilot in Command |
| SMS | Safety Management System |
| SOP | Standard Operating Procedure |
| TFR | Temporary Flight Restriction |
| UAS | Unmanned Aircraft System |
| VO | Visual Observer |

3. Program Governance, Roles, and Responsibilities

A UAS program needs a clear chain of responsibility. A single person may hold more than one role in a small agency, but the manual should still identify who is accountable for policy, flight safety, records, data, maintenance, procurement, and annual reporting.

| Role | Core Responsibilities |
|---|---|
| Agency Head or Designee | Approves the agency UAS program, adopts this manual, assigns program authority, resolves policy issues, and ensures resources are available for safe operations. |
| UAS Program Manager | Owns the program, maintains this manual, approves pilots and aircraft for agency use, maintains fleet and registration records, coordinates annual ODAV reporting, reviews missions, manages audits, and serves as primary point of contact for UAS policy questions. |
| Flight Operations Coordinator / Chief Pilot | Oversees operational procedures, pilot standardization, mission planning quality, platform checkouts, crew coordination, flight logs, and operational risk management. In a small agency this role may be held by the UAS Program Manager. |
| Remote Pilot in Command | Has final authority and responsibility for safe flight; verifies aircraft condition, crew readiness, airspace, weather, Remote ID, registration, mission authorization, site suitability, emergency procedures, and postflight reporting. May cancel, modify, or terminate the mission. |
| Visual Observer | Maintains visual scan, assists with traffic and obstacle avoidance, monitors ground hazards, supports communications, and communicates changes to the RPIC. A VO must be briefed before flight and trained for the mission environment. |
| Payload Operator / Sensor Operator | Operates cameras or sensors only under the direction of the RPIC and mission plan, avoids unnecessary collection, and follows data handling rules. |
| Mission Requester / Project Lead | Defines the public purpose, provides mission location and access needs, coordinates site safety, obtains landowner or facility coordination when needed, and confirms how data will be used. |
| Records Officer / Data Steward | Ensures flight logs, imagery, video, maps, incident records, maintenance logs, registration documents, and public records are retained and disposed according to policy and law. |
| Information Security / IT Lead | Reviews systems used to store, transmit, process, or share UAS data; approves cloud storage or third-party platforms; supports incident response for lost devices or data exposure. |
| Maintenance / Inventory Coordinator | Maintains aircraft inventory, battery records, maintenance logs, firmware history, repair status, and airworthiness release after maintenance. |
| Procurement / Contract Administrator | Ensures aircraft purchases and UAS services are procured through approved channels and that contracts include safety, insurance, data, records, cybersecurity, and operational control terms. |
| Public Information Officer | Coordinates public-facing UAS program information, website posting, media inquiries, public complaints, and mission notifications where appropriate. |

3.1 Safety Review and Program Review

The agency should establish a UAS Safety Review Group appropriate to program size. For a small program, the group may consist of the UAS Program Manager, chief pilot, records officer, IT/security representative, and a supervisor from the primary user division. For a larger program, the group should include program leadership, operations, records, legal, risk, procurement, and mission representatives. The group should meet at least annually and after any reportable mishap, major incident, significant policy change, or introduction of new aircraft or new mission type.

- Review flight activity, incident trends, near-misses, equipment issues, pilot currency, training, maintenance, data retention, public complaints, and legal updates.
- Approve corrective actions and assign responsible persons and deadlines.
- Assess whether new mission types, aircraft, software, payloads, or data systems require updated training, procedures, or counsel review.
- Review annual ODAV reporting before submission when feasible.

3.2 Operational Control

Operational control means the authority over initiating, conducting, or terminating a flight. The entity exercising operational control is responsible for the safety, regulatory compliance, mission approval, and termination decision for the flight.

Before any UAS operation involving more than one agency, a contractor, a mutual aid partner, or a host agency, the UAS Program Manager or designee shall determine and document which entity has operational control. The following questions should be used to make that determination:

1. Which agency or entity requested or ordered the aircraft?
2. Which agency or entity is paying for the aircraft, service, or operator?
3. Which agency or entity is directing the aircraft, assigning the mission, or controlling the flight objectives?
4. Which agency or entity is benefiting from the aircraft operation?

When the answers point to more than one entity, the participating agencies shall identify the lead agency before flight. The Remote Pilot in Command retains final authority over the safe operation of the aircraft and may delay, modify, or terminate the flight when safety, airspace, weather, equipment, crew readiness, or legal compliance requires it.

Agency employees shall not direct the operation of an aircraft or UAS that is outside the agency's operational control unless authorized by written agreement, incident command assignment, mutual aid agreement, contract, or other lawful authority.

4. Authorized Missions and Prohibited Uses

4.1 Authorized Mission Categories

UAS may be used only for authorized public purposes that are consistent with agency mission, law, policy, and approved procedures. The adopting agency should select from the examples below and delete categories that do not apply.

| Mission Category | Examples | Adopt? |
|--|---|------------|
| Infrastructure and facility inspection | Bridges, roads, airports, buildings, towers, roofs, water systems, stormwater infrastructure, utilities, rights of way, construction progress, damage assessment. | [Yes / No] |
| Mapping, survey, and engineering support | Orthomosaic mapping, photogrammetry, volumetric measurement, construction documentation, topographic support, asset inventory. | [Yes / No] |
| Environmental and natural resources | Habitat mapping, shoreline assessment, vegetation monitoring, erosion assessment, waterway documentation, wildlife-adjacent work with appropriate approvals. | [Yes / No] |

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|--|--|------------------|
| Emergency management and damage assessment | Post-storm, flood, earthquake, wildfire, landslide, hazardous access, shelter or infrastructure assessment. Adopt Annex A if used for incident response. | [Yes / No] |
| Training and proficiency | Pilot currency, equipment checkout, controlled environment exercises, safety drills, data handling exercises. | [Yes / No] |
| Public information and outreach | Documentation of public projects, educational demonstrations, public meetings, media materials, subject to privacy and public records controls. | [Yes / No] |
| Public safety support | Search and rescue support, fire support, incident overwatch, evacuation route assessment, disaster response. Optional. Adopt Annex A. | [Yes / No / N/A] |
| Law enforcement support | Only for law enforcement agencies or counsel-reviewed support to law enforcement. Optional. Adopt Annex B. | [Yes / No / N/A] |

4.2 Prohibited Uses

Unless specifically authorized by law, written agency approval, FAA authorization when required, and counsel review, UAS shall not be used for:

- Personal, recreational, political, campaign, or non-agency purposes.
- General surveillance of persons, homes, private property, workplaces, events, or constitutionally protected activity unrelated to an approved agency mission.
- Collection of data beyond the stated mission objective when avoidable.
- Operations intended to harass, annoy, intimidate, or interfere with a person, property owner, aircraft, emergency responder, wildlife, or lawful activity.
- Operations in a way that functions as a dangerous weapon or involves firing a bullet or projectile, unless a specific statutory exception, FAA authorization, notification, public notice, insurance, and counsel-reviewed mission approval are in place.
- Operations that interfere with manned aircraft, emergency aircraft, airport operations, wildfire aviation, medevac operations, or other UAS operations.
- Flights over people, moving vehicles, controlled airspace, beyond visual line of sight, from a moving vehicle, or using multiple aircraft by one pilot unless permitted under Part 107, waiver, COA, or another FAA authorization and approved by the UAS Program Manager.
- Use of privately owned UAS for agency business unless specifically authorized in writing by the UAS Program Manager and risk management, and unless registration, insurance, data, and maintenance requirements are satisfied.

4.3 Public Trust and Data Minimization

Agency UAS operations should be planned to collect only the data needed for the authorized mission. Pilots and payload operators should use altitude, camera angle, sensor settings, geofencing, masking, or post-processing controls when feasible to reduce unnecessary capture of people, license plates, homes, backyards, and other sensitive details. Incidental capture should be managed according to the agency data policy and records retention schedule.

5. Federal and Oregon Legal Compliance

Legal review note: This section summarizes key legal requirements for program administration. It should be verified during

agency adoption and annual review. It does not substitute for legal advice.

5.1 FAA Operating Authority

Agency UAS operations shall be conducted only under an FAA-recognized operating authority. The standard operating pathway for most agency missions is 14 CFR Part 107. The agency may use another pathway only when approved by the UAS Program Manager, legal counsel when appropriate, and the appropriate FAA process.

Authorized pathways may include:

1. **14 CFR Part 107.** The default operating authority for most small UAS operations under 55 pounds.
2. **Public Aircraft Certificate of Waiver or Authorization.** A public aircraft COA may be used when appropriate for qualifying governmental operations.
3. **Emergency COA.** An emergency COA may be requested for qualifying urgent governmental operations when the operation cannot be completed under standard Part 107 authority.
4. **Special Government Interest Waiver.** An SGI waiver may be requested for urgent operations that support a critical public good and require expedited FAA action.
5. **FAA waiver or exemption.** Operations outside Part 107 limitations may require a Part 107 waiver, exemption under 49 U.S.C. § 44807, aircraft certification, or another FAA authorization.

The agency shall not assume that a governmental mission is automatically exempt from FAA rules. The Remote Pilot in Command shall verify the applicable operating authority before flight.

| Operating Authority | Use When | Program Requirements |
|---------------------|--|---|
| Part 107 | Routine small UAS missions under 55 pounds that can comply with Part 107 operating rules or an FAA Part 107 waiver. | FAA-certificated remote pilot; FAA registration; Remote ID when required; airspace authorization when required; compliance with Part 107 limitations and reporting. |
| Public aircraft COA | Governmental functions where public aircraft status is appropriate and the agency has an FAA COA covering the operation. | COA compliance; agency responsibility for pilot qualification, airworthiness, operational control, safety oversight, and any reporting required by the COA. |
| Emergency COA | Qualifying emergency operations requiring expedited FAA authorization. | Agency emergency authority, FAA coordination, defined mission, defined airspace, documentation, and post-operation reporting. |
| Contractor Part 107 | UAS services performed by a vendor under agency contract. | Contract terms must assign operational control, pilot qualifications, insurance, records, data, cybersecurity, public records, incident reporting, and compliance duties. |

5.2 Part 107 Baseline Requirements

The RPIC must ensure compliance with all applicable Part 107 requirements. At minimum, mission planning must address: remote pilot certificate and recency; aircraft registration; condition for safe operation; preflight inspection; medical fitness; visual line of sight; right-of-way to other aircraft; operations over people and vehicles; airspace authorization; airport vicinity; prohibited or restricted areas; NOTAMs and TFRs; operating limitations; accident reporting; and any waiver conditions.

Under 14 CFR 107.19, the RPIC must be designated before or during flight and is directly responsible for and the final authority over the small UAS operation. Under 14 CFR 107.9, reportable safety events must be reported to the FAA no later than 10 calendar days after a qualifying operation involving serious injury, loss of consciousness, or covered property damage.

5.3 Airspace, LAANC, NOTAMs, and TFRs

- Before flight, the RPIC must verify airspace classification, UAS facility map status where applicable, airport proximity, heliports, special use airspace, military training routes, TFRs, NOTAMs, parachute operations, wildfire TFRs, stadium TFRs, and other temporary restrictions.
- Controlled airspace operations must have an FAA authorization through LAANC or FAA DroneZone/manual authorization unless conducted under a COA that covers the operation.
- The RPIC must carry or have electronic access to authorizations, waivers, COAs, and mission documents during the operation. Physical copies are preferred by the FAA.
- Operations near wildfire, emergency response, medevac, law enforcement, military, or utility aviation require heightened deconfliction. When in doubt, do not launch until the airspace is coordinated.

Incident Airspace, TFRs, and SGI Coordination

- Before each flight, the Remote Pilot in Command shall check applicable airspace, NOTAMs, LAANC status, Temporary Flight Restrictions, special use airspace, military training routes when relevant, and local airport or heliport activity.
- UAS operations inside an incident TFR shall not occur unless authorized by the FAA and coordinated with the official in charge of the on-scene emergency response activity. For urgent governmental operations, the agency may request an SGI waiver when the mission directly supports a critical public good and cannot reasonably wait for a standard authorization process.
- For routine agency operations, SGI procedures should not be used as a convenience tool. SGI should be reserved for urgent circumstances such as emergency response, disaster response, wildfire support, search and rescue support, critical infrastructure protection, or other time-sensitive governmental missions.
- If an agency UAS operation may affect incident aircraft, emergency response aircraft, medevac aircraft, firefighting aircraft, or other crewed aircraft, the UAS shall remain grounded until deconfliction has occurred.

5.4 FAA Registration, Marking, and Remote ID

Each agency UAS that must be registered with the FAA must be registered before flight and marked as required by FAA rules. FAA registrations should be tracked in the fleet inventory with expiration dates. UAS operations must also comply with Remote ID through a standard Remote ID aircraft, an FAA-accepted broadcast module, or another lawful method or exception. The RPIC must verify Remote ID compliance as part of preflight.

5.5 Oregon Public Body UAS Registration

ORS 837.360 requires a public body, other than an educational institution, to register a UAS with the Oregon Department of Aviation before operating it in the airspace over Oregon. Educational institutions register as a user of UAS rather than registering each individual aircraft under that statute. ODAV may impose a civil penalty of up to \$10,000 for a violation, and evidence obtained in violation of the registration requirement is not admissible in judicial or administrative proceedings and may not be used to establish reasonable suspicion or probable cause.

OAR 738-080-0045 requires public bodies to register each UAS with the FAA before ODAV registration. ODAV registration requires the public body name, operator contact information, year, make, model, serial number,

weight class, color, and FAA registration number. The rule currently lists fees of \$25 for each UAS under 55 pounds and \$50 for each UAS weighing 55 pounds or more. Educational institutions have separate user registration requirements and no ODAV registration fee under the rule.

5.6 Oregon Annual UAS Reporting

ORS 837.360 requires a public body that registers one or more UAS to provide an annual report to ODAV summarizing the frequency of use during the preceding calendar year, the purposes for which UAS were used, and how the public can access the agency policies and procedures established under ORS 837.362. OAR 738-080-0050 requires the annual written report to be submitted by January 31 for the preceding calendar year. The UAS Program Manager is responsible for preparing or coordinating this report unless the agency assigns that duty to another position.

5.7 Oregon UAS Data Policies

ORS 837.362 requires a public body operating a UAS to establish policies and procedures for the use, storage, accessing, sharing, and retention of data resulting from UAS operations, including video and audio recordings. The public body must post or otherwise make available those policies and procedures and the text of ORS 192.345. The policies must include retention time, specifications for third-party storage including handling, security, and access, and a policy on disclosure through intergovernmental agreements.

5.8 Oregon Public Records and Retention

UAS data and records created, received, or retained by a public body may be public records. The agency records officer must identify applicable retention schedules for flight logs, mission requests, imagery, video, maps, derived products, incident records, maintenance records, training records, registration records, and annual reports. Public records requests must be processed under agency procedures and Oregon Public Records Law. Potential exemptions should be evaluated record by record by the records officer and counsel.

5.9 Private Property, Critical Infrastructure, Parks, and Local Rules

- UAS operations should avoid intentional, knowing, or reckless harassment or annoyance of owners or occupants of privately owned premises. Repeated overflights after notice from a property owner can create civil risk under Oregon law, subject to statutory exceptions and defenses.
- UAS operations over or near critical infrastructure should be coordinated with the owner/operator where feasible, even when a public body exemption or other exception may apply. Do not rely on an exception when written coordination can be obtained.
- Local governments should be aware that Oregon law generally preempts local regulation of UAS ownership or operation except as expressly authorized by statute. This manual is an internal agency policy and should not be used as a public regulatory code without counsel review.
- Operations in parks, natural areas, wildlife areas, cultural sites, tribal lands, airports, schools, ports, utility facilities, and sensitive public spaces may require additional authorization, public notice, environmental review, or coordination.

5.10 Law Enforcement Restrictions

Optional law enforcement material: Law enforcement agencies and agencies providing support to law enforcement should review Annex B. Non-law-enforcement agencies should not adopt law enforcement operating language unless they actually support law enforcement operations and counsel approves the procedures.

6. Acquisition, Inventory, Registration, and Contractor Services

6.1 Acquisition Approval

No agency UAS, payload, Remote ID module, controller, flight software, cloud service, battery system, or mission-critical accessory may be purchased, leased, borrowed, accepted as a donation, or placed into service without approval by the UAS Program Manager and compliance with agency procurement and IT/security requirements.

- The requesting program must describe the mission need, expected use, data type, required sensors, operating environments, training requirements, lifecycle costs, maintenance support, Remote ID compliance, cybersecurity considerations, and whether grant or federal restrictions apply.
- The UAS Program Manager should evaluate compatibility with existing fleet, pilot training, maintenance capacity, spare parts, data systems, and agency risk tolerance.
- The IT/security lead should review manufacturer cloud services, mobile applications, account structures, firmware update pathways, telemetry storage, geofencing dependencies, data export controls, and authentication methods.
- The records officer should review data outputs, metadata, retention, public records implications, and how data will be stored and searched.

6.2 Inventory and Registration Tracker

The UAS Program Manager must maintain an inventory for all agency UAS and required Remote ID equipment. The inventory should include at least: year, make, model, serial number, aircraft type, weight, color, FAA registration number and expiration, ODAV registration number and expiration, Remote ID serial number, assigned unit, assigned pilots, maintenance status, battery sets, payloads, software/firmware version, and disposal status.

6.3 Marking and Documents

Each UAS must be marked with the FAA registration number in a manner required by FAA rules. The agency should also label aircraft cases and batteries with agency asset numbers. Registration documents, airspace authorizations, waivers, COAs, aircraft manuals, checklists, and emergency contact information must be accessible to the RPIC during operations.

6.4 Contractor UAS Services

Contracted UAS services must be reviewed before use. The contract, purchase order, intergovernmental agreement, or task order should specify operational control, operating authority, pilot qualifications, aircraft registration, Remote ID compliance, insurance, safety plan, site coordination, data ownership, public records duties, retention, cybersecurity, incident reporting, indemnity (insurance), and deliverables.

Before using a contractor UAS operator, the agency shall determine whether the agency or the contractor has operational control of the flight. The contract, scope of work, purchase order, or task order should identify:

1. The operating authority for the flight.
2. The Remote Pilot in Command.
3. The entity responsible for airspace authorization.
4. The entity responsible for aircraft registration, Remote ID compliance, and aircraft marking.
5. The entity responsible for maintenance records and airworthiness.

6. The entity responsible for data handling, storage, retention, cybersecurity, and public records compliance.
7. The entity responsible for incident, accident, or mishap reporting.
8. The process for stopping, delaying, or modifying operations due to safety concerns.

Contractor aircraft and pilots shall meet applicable federal, state, local, agency, and contract requirements. The agency may request proof of pilot certification, aircraft registration, Remote ID compliance, insurance, maintenance records, data security practices, and flight logs before, during, or after the operation.

| Contract Term | Minimum Requirement |
|-------------------------------|--|
| Operational control | Identify who has authority over launch, flight, termination, mission changes, and emergency actions. |
| Pilot qualifications | Require Part 107 remote pilot certificate and any agency-required platform or mission qualifications. |
| Aircraft compliance | Require FAA registration, Remote ID compliance, manufacturer maintenance, and appropriate condition for safe operation. |
| Insurance | Require coverage appropriate to mission risk, including aviation/UAS liability when available. |
| Data and public records | State that data created for the agency may be a public record and must be delivered, stored, secured, retained, and disposed according to agency requirements. |
| Privacy and collection limits | Limit collection to mission scope and require prompt deletion or segregation of incidental data if approved by records policy. |
| Incident reporting | Require immediate notification of injury, property damage, flyaway, lost link, lost aircraft, battery fire, data loss, public complaint, law enforcement contact, or FAA/NTSB reportable events. |

7. Personnel Qualifications, Training, and Currency

7.1 Remote Pilot Minimum Qualifications

- Hold a current FAA Remote Pilot Certificate with a small UAS rating, or operate only under the direct supervision of a certificated RPIC who can immediately take direct control, if permitted for the training event.
- Complete agency UAS orientation, this manual review, privacy/data training, records awareness, emergency response briefing, and platform-specific training before acting as RPIC for agency missions.
- Demonstrate platform proficiency for each aircraft family before unsupervised operations.
- Maintain FAA aeronautical knowledge recency and agency currency requirements.
- Self-ground when the pilot has a physical or mental condition, fatigue, medication, stress, distraction, or workload issue that could interfere with safe operation.

7.2 Visual Observer Minimum Qualifications

- Complete agency VO training before participating in operational missions.
- Understand scanning technique, airspace awareness, crew communications, lost link procedures, emergency landing zones, ground hazard monitoring, and how to communicate clearly with the RPIC.
- Be able to maintain awareness of the unmanned aircraft, surrounding airspace, obstacles, people, animals, vehicles, and mission hazards.
- Avoid distractions unrelated to the VO role during critical phases of flight.

7.3 Training Curriculum

| Training Area | RPIC | VO | Payload Operator | Program Staff |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Agency UAS manual and policy | Required | Required | Required | Required |
| FAA Part 107 / operating rules | Required | Awareness | Awareness | Awareness |
| Airspace, LAANC, NOTAMs, TFRs | Required | Awareness | Awareness | Awareness |
| Aircraft systems and preflight | Required | Awareness | As needed | As needed |
| Emergency procedures | Required | Required | Required | Awareness |
| Crew Resource Management / Threat and Error Management | Required | Required | Recommended | Recommended |
| Privacy, public records, retention, and data handling | Required | Required | Required | Required |
| Mission planning and risk assessment | Required | Recommended | Recommended | Recommended |
| Maintenance and battery safety | Required | Awareness | Awareness | As needed |
| Optional public safety annex | If assigned | If assigned | If assigned | If assigned |
| Optional law enforcement annex | Only if assigned and authorized | Only if assigned and authorized | Only if assigned and authorized | Only if assigned and authorized |

7.4 Currency

The agency should set a clear and auditable currency standard. The following is a suggested baseline that may be modified based on mission risk and agency size:

- RPICs must complete FAA recurrent training or otherwise satisfy FAA aeronautical knowledge recency as required.
- RPICs must complete at least three takeoffs and landings with each assigned aircraft family within the preceding 90 days before conducting unsupervised operational missions, or complete a supervised proficiency flight.
- RPICs assigned to higher-risk missions should log at least [10] flight hours on the assigned platform or similar make/model before unsupervised mission work. The agency may allow up to [5] hours of simulator time if appropriate.
- Each RPIC must complete an annual agency UAS policy, privacy, safety, and emergency procedures review.
- VOs must complete annual refresher training and participate in at least one briefing or drill each year.

7.5 Training Records

The UAS Program Manager or Training Officer must maintain a master file for each RPIC, VO, payload operator, maintenance designee, and other assigned crewmember. The file should include certificates, training dates, platform checkouts, test results, currency, flight logs, incident involvement, corrective actions, and expiration dates.

7.6 Duty Time, Fatigue, and Fitness for Flight

Remote pilots, visual observers, payload operators, and other UAS crewmembers shall be fit for duty before participating in flight operations. A person may not serve as Remote Pilot in Command, visual observer, or required crewmember when the person knows or has reason to know of a physical, mental, medical, fatigue-related, or other condition that would interfere with safe operation.

The agency may establish stricter internal duty, rest, and flight-time limits based on mission type, environmental conditions, operational tempo, and risk. For extended operations, emergency response operations, wildfire support, disaster response, field deployments, or training events, the UAS Program Manager or Incident Supervisor should evaluate fatigue risk and may reduce flight periods, rotate pilots, require rest periods, or suspend operations.

8. Safety Management System

The agency UAS program will use a scalable Safety Management System built around four components: safety policy, safety risk management, safety assurance, and safety promotion. The purpose is to identify hazards, reduce risk, learn from operations, and create a culture where personnel can raise safety concerns without fear of retaliation for good-faith reporting.

| SMS Component | Agency Practice |
|------------------------|---|
| Safety policy | Adopt this manual, define authority, assign roles, set training and reporting expectations, and make safety a program responsibility. |
| Safety risk management | Use mission planning, site surveys, risk assessments, crew briefings, weather and airspace review, and mitigation before flight. |
| Safety assurance | Review flight logs, maintenance logs, incidents, near-misses, deviations, public complaints, audits, and corrective actions. |
| Safety promotion | Share lessons learned, provide refresher training, brief hazards, encourage reporting, and review changes in law, technology, and operating environments. |

8.1 Hazard Identification

Hazards should be considered in three broad categories: aircraft and equipment, operating environment, and human factors. Hazards should be documented in the Project Aviation Safety Plan or risk worksheet when they are mission-specific, and in the program risk register when they are recurring.

| Hazard Category | Examples |
|------------------------|---|
| Aircraft and equipment | Battery condition, propellers, motors, firmware, payload mount, Remote ID, compass/GNSS performance, control link, sensor failure, ground control station, device overheating, software updates. |
| Operating environment | Airspace, weather, wind, precipitation, smoke, dust, darkness, terrain, wires, towers, trees, people, vehicles, wildlife, private property, public events, emergency aircraft, wildfire TFRs, RF interference, magnetic interference. |
| Human factors | Fatigue, workload, distraction, normalization of deviance, overreliance on automation, poor crew communication, pressure to complete the mission, loss of situational awareness, inadequate briefing, unclear authority. |

8.2 Risk Assessment Matrix

| UAS Risk Assessment Worksheet | | | | |
|---|------------------|-----------------|----------------|-------------------|
| Assess the risks involved with the proposed operations. Use additional sheets if necessary. | | | | |
| Risk Assessment Matrix | | | | |
| Likelihood | Severity | | | |
| | Negligible IV | Marginal III | Critical II | Catastrophic I |
| Frequent A | | | | |
| Probable B | | | | HIGH 4 |
| Occasional C | | | Serious 3 | |
| Remote D | | Medium 2 | | |
| Improbable E | LOW 1 | | | |

| Severity Scale Definitions | |
|----------------------------|--|
| Catastrophic | Results in fatalities and/or loss of system |
| Critical | Severe injury and/or major system damage |
| Marginal | Minor injury and/or minor system damage |
| Negligible | Less than minor injury and/or less than minor system damage. |

| Likelihood Scale Definition | |
|-----------------------------|--|
| Frequent | Likely to occur often |
| Probable | Will occur several times |
| Occasional | Likely to occur sometime |
| Remote | Unlikely to occur, but possible |
| Improbable | So unlikely, it can be assumed it will not occur |

Sample risk assessment

| Assess the risks involved with the proposed operation. Use additional sheets if necessary. | | | |
|--|-------------------------------------|------------------|---------------|
| Describe the Hazard: | Pre-Mitigation hazards rate out as: | | |
| | Likelihood A-E | Severity I-IV | Risk Level |
| 1. Mid-air collision with another aircraft | D | I | 3 |
| 2. Collision with personnel | C | II | 3 |
| 3. Collision with vehicles | B | II | 4 |
| 4. UAS operating outside of approved area | B | II | 3 |
| 5. UAS operating outside of performance envelope | D | II | 3 |
| 6. Fire | D | II | 2 |
| 7. Loss of link | C | II | 3 |
| 8. Laceration from spinning blades | C | II | 3 |
| 9. Wildlife such as eagles or seagulls | C | III | 2 |
| 10. Collision with obstruction | C | II | 3 |
| 11. Air intrusion | B | II | 1 |
| 12. Ground intrusion | C | II | 1 |
| 13. Adverse Weather | C | II | 3 |

Pre-mitigation Overall Rating:

| Mitigations: | Post-Mitigation hazards rate out as: | | |
|---|--------------------------------------|------------------|---------------|
| | Likelihood A-E | Severity I-IV | Risk Level |
| 1. NOTAM will be filed and local NOTAMS checked. Deconfliction will be done on scene using visual observers and situational awareness. | E | I | 2 |
| 2. Flight patterns will be planned to avoid people on the ground during takeoff and landings. Non-participating people will remain clear of the ground control station so as to not distract the operators. Takeoff/landing areas will be established to minimize risk. Overflight of the personnel be minimized. Observers will be kept at a safe distance from the launch/recovery area and out of the flight path of the aircraft. | D | II | 2 |
| 3. Vehicles will be parked clear of approach and departure routes. Flight pattern will avoid non-participating vehicles. | E | IV | 1 |
| 4. Boundaries will be briefed and maps will be reviewed. Geo-fencing employed if required. | D | IV | 1 |
| 5. RPIC will verify that all control surfaces are with operational limitations immediately after take-off and before beginning operation. | C | IV | 1 |
| 6. RPIC will be immediately notified of fire. Fire extinguisher on site, and ERP plan reviewed. | E | II | 1 |
| 7. In case of loss link and the UAS does not return to launch and leaves the defined operating area as described in the NOTAM, the UAS will be considered a fly-away. The appropriate ATC having jurisdiction over the airspace will be notified with the last location, heading, speed, and approximate battery/time remaining of the UAV. | C | IV | 1 |
| 8. Checklist procedures will be followed to ensure that personnel stay clear of rotating blades. | D | II | 2 |
| 9. Personnel and VOs will be briefed on the hazard and be advised to be on the lookout for hazardous wildlife. | C | III | 2 |
| 10. Prior to operating, the RPIC and VOs will conduct a walkthrough to check for obstructions and mark them on a map. | E | IV | 1 |
| 11. VOs will monitor airspace, and CTAF will be monitored if flying within controlled airspace. Communication protocols in place. | E | I | 2 |
| 12. VOs and crew will monitor ground for any ground based intrusions. Communication protocols in place. | E | I | 2 |
| 13. Flight crew will monitor weather and ensure UAS is flown within Part 107 requirements. | C | II | 2 |
| Post-Mitigation Overall Rating: | | | 2 |

Missions rated Critical may not proceed without UAS Program Manager approval and documented mitigation. Missions rated High require documented mitigation and RPIC concurrence. Missions rated Medium require mitigation or acceptance by the RPIC and mission lead. Missions rated Low may proceed under standard procedures if all required checks are complete.

8.3 Check 3 GPS Method

As a practical field tool, crews should use a “Check 3 GPS” habit before each operation:

- Check Gear: aircraft, batteries, propellers, payload, controller, Remote ID, memory cards, firmware status, first aid kit, fire extinguisher, PPE, and documents.
- Check Plan: mission objective, site, airspace, weather, NOTAMs/TFRs, permissions, launch/recovery, emergency landing zones, communications, data plan, and public interaction plan.
- Check Skills: RPIC currency, VO readiness, platform proficiency, fatigue, workload, crew roles, abnormal procedures, and authority to stop the operation.

8.4 Stop-Work / Stop-Flight Authority

Any crewmember may call for a pause or stop if they observe a condition that may affect safety. The RPIC must evaluate the concern and may not continue until the concern has been resolved, mitigated, or documented as acceptable. Stop-flight authority applies before launch, during flight, during battery change, during data collection, and during postflight handling if a safety or data security issue exists.

8.5 Voluntary and Mandatory Reporting

- Mandatory reports include injuries, property damage, flyaways, lost aircraft, lost link with unsafe behavior, collisions, fire, battery thermal events, emergency landings, public complaints, data loss, FAA/NTSB reportable events, law enforcement contact, or deviations from authorization.
- Voluntary reports may include hazards, near-misses, unclear procedures, equipment concerns, fatigue concerns, public interaction concerns, or suggestions for safer operations.
- Good-faith safety reporting should be treated as non-punitive unless the report reflects intentional misconduct, gross negligence, falsification, reckless operation, or knowing violation of law or policy.

8.6 Aviation Risk Assessment Questions

Before conducting a UAS operation, the Remote Pilot in Command and mission lead should consider the following questions:

1. Is the flight necessary?
2. Who is in charge of the mission?
3. Have all known hazards been identified and communicated?
4. Should the operation be stopped because of changes in communications, weather, confusion, equipment, competing priorities, or personnel readiness?
5. Is there a safer or more effective way to complete the mission?
6. Is the mission being driven by an inappropriate sense of urgency?
7. Can the planned action be justified if reviewed later?
8. Are there crewed or uncrewed aircraft in the area?
9. Does the operation have a safe exit, landing, lost-link, or termination plan?
10. Would the operation violate any law, rule, authorization, waiver, policy, or manufacturer limitation?
11. Are communications becoming tense, unclear, or unreliable?
12. Is the operation deviating from the approved mission plan?

If the answer to any question creates a safety concern, the Remote Pilot in Command shall delay, modify, or stop the operation until the concern is resolved.

9. Mission Request, Authorization, and Planning

9.1 Mission Request

Every operational mission must begin with a defined public purpose. The mission requester or project lead should submit a mission request using the form in Appendix F or an approved electronic equivalent. Routine training in designated practice areas may be approved through a standing training plan.

9.2 Project Aviation Safety Plan

A Project Aviation Safety Plan (PASP) is required for missions outside designated practice areas, missions involving contractors, operations near controlled airspace or airports, operations near public events, operations involving multiple aircraft or crews, missions with public safety involvement, or any mission rated Medium or higher after initial risk screening.

| PASP Element | Required Information |
|--------------------------------|---|
| Mission objective | Clear statement of public purpose and intended deliverables. |
| Dates and location | Operational period, staging area, launch/recovery, mission area, coordinates, maps. |
| Operating authority | Part 107, waiver, COA, ECOA, or contractor authority. |
| Crew | RPIC, VO, payload operator, mission lead, trainee, contractor, safety officer. |
| Aircraft and payload | Make/model, registration, Remote ID, payload, batteries, mission-specific equipment. |
| Airspace | Class, LAANC/manual authorization, NOTAMs, TFRs, airports, heliports, special use airspace, frequencies. |
| Site hazards | Wires, towers, terrain, people, vehicles, wildlife, trees, water, construction, RF/magnetic interference, public access. |
| Risk mitigation | Altitude limits, geofence, VO placement, sterile area, signage, landing zones, communication plan, weather minimums, emergency plan. |
| Data plan | Data to collect, storage, access, retention, public records, third-party systems, intergovernmental sharing. |
| Notifications and coordination | Landowner/facility coordination, airport/ATC if required, incident command, public affairs, law enforcement if applicable, contractors. |

The Project Aviation Safety Plan should address, at minimum:

1. Mission objective and operational need.
2. Agency, division, program, project manager, and UAS Program Manager contact information.
3. Remote Pilot in Command and assigned crew.
4. Aircraft, payload, Remote ID status, FAA registration, and Oregon public body registration status when applicable.
5. Operating authority, airspace authorization, LAANC approval, COA, SGI waiver, or other FAA authorization when required.
6. Location, coordinates, operating area, launch and recovery sites, emergency landing areas, and map attachments.

7. Land ownership or site-control status, including permission for launch and recovery when needed.
8. Nearby airports, heliports, seaplane bases, private strips, helipads, special use airspace, military training routes, TFRs, NOTAMs, and known aviation hazards.
9. Weather minimums, lighting conditions, terrain, ground hazards, utility lines, towers, roadways, railways, waterways, public access areas, wildlife, and environmental considerations.
10. Communications plan, including crew communications, emergency contacts, and airspace coordination contacts when needed.
11. Data objective, data type, payload settings, data storage location, retention category, and public records considerations.
12. Privacy controls, including measures to avoid unnecessary collection of uninvolved persons, occupied structures, or unrelated private activity.
13. Site control measures, including signage, cones, barriers, visual observers, public contact plan, and ground hazard mitigation.
14. Emergency procedures for lost link, flyaway, low battery, crash, injury, fire, intrusion, or crewed-aircraft conflict.
15. Postflight documentation, including flight logs, maintenance discrepancies, incident reports, data intake, and retention entries.

9.3 Site Survey

The RPIC or designated planner should conduct a remote site assessment before the mission and an onsite survey before flight. The survey should identify launch and recovery sites, emergency landing zones, VO positions, public access controls, crew staging, obstacles, RF or magnetic interference, privacy-sensitive areas, wildlife or livestock, roads and rail, overhead utilities, heliports, airports, and areas to avoid.

9.4 Crew Briefing

Before each operational period, the RPIC must conduct a crew briefing. The briefing should include roles, mission objective, aircraft and payload, airspace, weather, launch/recovery, flight boundaries, lost link, emergency procedures, communications, sterile cockpit expectations, public interaction plan, data plan, stop-flight authority, and any crew concerns.

9.5 Public Interaction and Site Control

The agency should manage public interaction in a professional and transparent manner. When feasible, use signage, cones, vests, a designated public contact, or advance notice to explain that a UAS operation is underway. The RPIC should not be the primary public contact while the aircraft is in flight. If a member of the public raises a concern, the crew should listen respectfully, avoid argument, document the concern, and elevate it after the flight unless safety requires immediate action.

10. Standard Flight Operations Procedures

10.1 Day-Before or Pre-Mission Review

- Confirm mission approval, public purpose, site access, operating authority, registration, Remote ID, pilot assignment, VO assignment, aircraft status, insurance or contract coverage, and data handling plan.
- Review airspace, LAANC/manual authorization, NOTAMs, TFRs, weather, obstacles, launch/recovery area, emergency landing zones, and communications.
- Confirm that batteries are charged and balanced, firmware changes have been assessed, memory cards are available, and required documents are accessible.
- Confirm that flight logs, risk worksheet, PASP, and incident report form are available in paper or electronic form.

10.2 Site Setup

- Establish launch/recovery area with clear visibility, sufficient space, and protection from public intrusion.
- Identify emergency landing zones and avoid zones.
- Position VOs to cover the mission area without gaps in communication.
- Check for wires, towers, trees, antennas, water, moving vehicles, pedestrians, animals, terrain, construction equipment, and other hazards.
- Assess RF and magnetic interference when operating near metal structures, vehicles, power infrastructure, urban canyons, canyons, forests, or communications sites.
- Verify final weather, airspace, NOTAMs, TFRs, and emergency aircraft activity before launch.

10.3 Preflight

- Verify RPIC, crew, and mission authority.
- Inspect airframe, arms, landing gear, propellers, motors, payload mount, sensors, gimbal, lights, Remote ID, batteries, controller, mobile device, antennas, memory card, and software status.
- Verify aircraft registration, Remote ID status, compass/IMU/GNSS status, home point, return-to-home altitude, battery warnings, lost-link settings, geofence settings, and obstacle sensing configuration.
- Review control inputs and verify positive control response.
- Verify that the aircraft is in condition for safe operation and that the mission remains within authorized limitations.
- Complete crew briefing and document the preflight check.

10.4 Launch and Flight

- Announce launch and confirm crew readiness.
- Climb to a safe check altitude and verify stability, control link, video link, telemetry, battery status, GNSS, and Remote ID.
- Maintain visual line of sight unless operating under an authorization that permits otherwise.
- Yield right-of-way to all crewed aircraft and discontinue the operation or land when required.
- Maintain sterile cockpit during takeoff, landing, emergencies, low altitude flight near obstacles, lost link recovery, and other high workload periods.
- Maintain mission boundaries and avoid unnecessary collection outside the mission area.
- Monitor battery, weather, people, vehicles, air traffic, lost link warnings, geofence warnings, sensor warnings, and crew communications.
- Do not continue a mission when aircraft condition, airspace, weather, crew readiness, public safety, data compliance, or mission conditions no longer support safe operation.

10.5 Landing and Postflight

- Announce landing and confirm landing zone is clear.
- Power down aircraft and controller according to manufacturer instructions.
- Inspect aircraft, propellers, payload, batteries, and controller for damage, overheating, debris, loose components, or abnormalities.
- Secure data, batteries, aircraft, and accessories.
- Complete flight log, battery log, maintenance notes, data transfer, and post-operation debrief.
- Document hazards, near-misses, deviations, public complaints, unusual events, and lessons learned.

10.6 Abnormal and Contingency Procedures

| Condition | Expected Response |
|--|---|
| Manned aircraft or emergency aircraft observed | Descend or land immediately if required to maintain separation. Announce to crew. Do not relaunch until safe. |
| Lost link | Follow pre-briefed lost link procedure and RTH settings. Monitor for expected behavior. Notify crew. Prepare emergency landing or recovery. |
| Low battery | Return and land before critical battery. Use contingency landing zone if primary landing zone is not reachable. |
| GNSS/compass issue | Stop mission. Transition to appropriate mode only if trained and safe. Land as soon as practical. |
| Flyaway or loss of control | Warn crew and people on ground. Attempt recovery if safe. Activate RTH or flight termination only according to training and when necessary to protect people or aircraft. Report event. |
| Battery fire or thermal runaway | Move people away, use appropriate fire extinguisher or containment if trained, call 911 if needed, preserve evidence, report. |
| Public enters launch/recovery area | Pause launch or abort landing as appropriate. Use VO or site lead to clear area. |
| Loss of video feed | Continue only if the RPIC can maintain safe flight and mission does not depend on payload view for safety. Otherwise return and land. |
| Controller or app failure | Use backup device or lost link/RTH procedures as trained. Land when safe. |
| Weather deterioration | Return and land before limits are exceeded. Document condition and decision. |

Flyaway, Lost Link, or Loss of Visual Contact

If the aircraft experiences a flyaway, lost command-and-control link, loss of visual contact, or other unrecoverable abnormal condition, the Remote Pilot in Command shall:

1. Announce the emergency to the crew.
2. Attempt to regain control using manufacturer procedures and the approved lost-link procedure.
3. Notify any affected aircraft, airspace coordinator, dispatch, flight following contact, or incident supervisor when applicable.
4. Clear the affected operating area when necessary.
5. Suspend nearby flight operations if continued operation may create a hazard.
6. Wait for the expected remaining battery or fuel duration when needed before beginning recovery.
7. Search for the missing aircraft only when it can be done safely and lawfully.
8. Preserve evidence and flight logs when an accident, injury, property damage, or regulatory reporting event may have occurred.

9. Complete required internal, FAA, NTSB, ODAV, insurer, and interagency reports as applicable.

11. Emergency Response, Mishaps, and Reporting

11.1 Priority of Actions

When an accident, incident, crash, flyaway, injury, fire, or serious anomaly occurs, the crew should follow these priorities:

1. Start a log of actions, times, calls, and decisions as soon as practical.
2. Assess the situation and determine whether there is danger to people, aircraft, property, responders, or the public.
3. Protect people. Life safety takes priority over aircraft, data, and property.
4. Protect property from unnecessary further damage when safe to do so.
5. Preserve evidence. Do not disturb wreckage, batteries, memory cards, controller logs, or site conditions unless needed for safety or to prevent further damage.
6. Notify through the agency chain of command and required external reporting pathways. Do not delay required notification because complete details are not yet available.
7. Recover equipment only when safe and when release or documentation is complete.
8. Complete post-incident reports, corrective actions, and safety review before returning the aircraft or crew to mission status if required.

11.2 Immediate Notifications

| Event | Notify |
|---|---|
| Injury, serious injury, fire, threat to public, hazardous material, or emergency | 911 first, then agency supervisor and UAS Program Manager. |
| FAA Part 107 safety event | FAA within 10 calendar days when criteria are met. |
| NTSB accident or listed serious incident | NTSB immediately and by the most expeditious means when 49 CFR Part 830 criteria are met. |
| Lost aircraft, flyaway, unsafe lost link, collision, or substantial property damage | Agency supervisor, UAS Program Manager, property owner if applicable, FAA/NTSB if reportable. |
| Public complaint or privacy concern | UAS Program Manager, Public Information Officer or records/privacy officer, and supervisor. |
| Data loss, device loss, unauthorized disclosure, or suspected compromise | IT/security lead, records officer, UAS Program Manager, and agency incident response process. |
| Law enforcement operation or evidence concern | Law enforcement chain of command, agency counsel, records/evidence officer, and Annex B procedures. |

For operations conducted with another agency, contractor, emergency response partner, dispatch center, or incident command structure, the Remote Pilot in Command or mission lead shall also notify the designated operational contact for that entity. If the event occurred during interagency aviation operations, wildfire operations, incident response, or other aviation-managed operations, the agency should determine whether a SAFECOM or equivalent aviation safety report is required or appropriate.

11.3 Return-to-Service After Incident

An aircraft involved in a crash, hard landing, propeller strike, motor anomaly, battery event, flyaway, abnormal lost link, water exposure, significant software anomaly, or suspected structural issue may not be returned to service until inspected, repaired if needed, test flown in a safe environment if appropriate, and released by the UAS Program Manager or Maintenance Coordinator. The release must be documented in the maintenance log.

11.4 Emergency Drills

The UAS Program Manager should conduct at least one annual emergency response drill or tabletop exercise. The drill should include lost link, crash with injury, battery fire, public complaint, and data incident components. Public safety agencies should integrate UAS emergency procedures into incident command training when UAS are used at incidents.

12. Data Management, Privacy, Cybersecurity, and Public Records

12.1 Data Governance Principles

- Collect only what is reasonably necessary for the authorized mission.
- Identify expected data products before flight, including still imagery, video, thermal imagery, LiDAR, orthomosaics, point clouds, telemetry, flight logs, and derived maps.
- Assign a data steward before the mission when data will be retained or shared.
- Store data only in approved agency systems unless temporary field storage is necessary and documented.
- Restrict access based on agency role, mission need, public records obligations, and applicable confidentiality requirements.
- Retain and dispose of data under the agency records retention schedule and legal hold requirements.
- Document third-party storage, contractor platforms, cloud systems, and intergovernmental sharing as required by ORS 837.362.

Agency UAS data shall be collected only for an approved agency purpose. UAS operators and observers shall take reasonable steps to minimize unnecessary collection of uninvolved persons, occupied structures, private activities, license plates, or other information unrelated to the approved mission.

When practicable, cameras and sensors should be oriented away from occupied structures, private gatherings, or unrelated activity. The agency shall not conduct random surveillance. UAS data shall be stored, secured, retained, disclosed, and destroyed in accordance with agency information technology policies, cybersecurity policies, public records laws, records retention schedules, and the agency's posted UAS data policy.

12.2 Default Data Retention Framework

The agency must select retention periods consistent with Oregon public records requirements and agency retention schedules. The following framework is a policy starting point and must be customized:

| Data Type | Suggested Handling | Retention Placeholder |
|---|---|-------------------------------------|
| Administrative records | Mission requests, approvals, PASPs, risk assessments, authorizations, waivers, registrations, annual reports. | [Agency schedule / insert citation] |
| Flight logs and telemetry | Retain enough to verify compliance, maintenance, safety assurance, and annual reporting. | [Agency schedule / insert period] |
| Routine imagery/video with no ongoing business need | Review, retain deliverables, dispose of raw data when allowed. | [Insert period, e.g., 30-180 days] |
| Project deliverables | Orthomosaic, inspection images, engineering maps, reports, asset records. | [Agency project record schedule] |
| Incidental PII or private property images | Limit access, segregate if needed, delete when no longer required and allowed by retention schedule. | [Insert period] |
| Public safety incident data | Handle under incident, emergency management, fire, or evidence-related | [Insert schedule] |

| | | |
|----------------------|--|-------------------|
| | schedules if applicable. | |
| Law enforcement data | Handle under Annex B, evidence rules, public records, court orders, and law enforcement retention schedules. | [Insert schedule] |

12.3 Website Posting and Public Availability

Before operational use, the agency should post or otherwise make available the UAS data policies and procedures required by ORS 837.362 and the text of ORS 192.345. The posting should also identify a public point of contact, public records request instructions, and the annual UAS report location if the agency posts annual reports.

12.4 Third-Party Storage and Software

- Third-party UAS data systems, cloud processing tools, mapping platforms, vendor portals, and mobile applications must be reviewed by IT/security and procurement before use.
- Contracts must identify where data will be stored, who may access it, security controls, breach notification, deletion or return requirements, public records support, audit rights, subcontractors, and intergovernmental sharing restrictions.
- Field crews should avoid uploading agency data to personal accounts, unapproved cloud services, social media, or vendor systems not approved for the mission.

12.5 Public Records Requests

Personnel receiving a request for UAS data or records must promptly route the request to the agency public records coordinator. Crewmembers should not release data directly unless authorized by agency public records procedures. The agency should preserve potentially responsive data while the request is processed and should coordinate with counsel when exemptions, privacy, safety, law enforcement, critical infrastructure, cybersecurity, tribal, or third-party rights may be implicated.

13. Maintenance and Continued Airworthiness

13.1 General

The agency must operate only UAS that are in a condition for safe operation. The RPIC must perform or verify a preflight inspection before each flight. Aircraft must be maintained in accordance with manufacturer guidance. If manufacturer guidance is incomplete, the agency should use documented industry best practices and conservative inspection intervals.

13.2 Maintenance Records

Each UAS must have a maintenance log that records inspections, damage, repairs, firmware/software changes, hardware changes, battery events, payload changes that affect performance, test flights, anomalies, and return-to-service approvals. Records should include date, aircraft identifier, person performing maintenance, description, parts replaced, software/firmware version, test flight results, and return-to-service decision.

13.3 Preflight and Periodic Inspection

| Inspection Type | Minimum Content |
|---------------------------------|---|
| Preflight | Airframe, propellers, motors, landing gear, payload, mounts, controller, antennas, batteries, Remote ID, software status, memory, compass/GNSS/IMU, failsafe settings, RTH altitude, control inputs, launch area. |
| Daily or operational period | Flight critical parts, battery set condition, controller devices, payload mounting, case damage, spares, fire extinguisher, first aid kit, documentation. |
| Weekly or monthly program check | Software update review, firmware inventory, battery cycle review, wiring, corrosion, propeller/motor condition, lost-link behavior in a safe simulated environment if appropriate. |
| Post-maintenance test flight | Required after changes or repairs that could affect flight performance, control, sensors, power, payload, software, or failsafe behavior. |

Each agency-owned UAS shall receive a documented periodic inspection at least annually, or more frequently if required by the manufacturer, agency policy, operational tempo, repair history, or mission risk. The inspection should include, at minimum:

1. Confirmation that the aircraft configuration conforms to the manufacturer's design or approved agency configuration.
2. Airframe condition and serviceability.
3. Propellers, motors, arms, landing gear, payload mounts, and attachment points.
4. Ground Control Station condition and serial number.
5. Aircraft serial number, FAA registration, Remote ID status, and Oregon public body registration status when applicable.
6. Firmware, software, geofencing, Remote ID, and configuration status.
7. Battery condition, cycle count, charging equipment, and battery storage condition.
8. Preflight checklist completion.
9. System diagnostics.
10. Ground motor run or equivalent system check.
11. Payload, sensor, charger, case, and peripheral equipment status.
12. Missing, damaged, or unserviceable kit items.

Maintenance discrepancies shall be documented and corrected before further flight unless the Remote Pilot in Command determines the discrepancy does not affect safe operation and the aircraft remains airworthy under applicable regulations, manufacturer limitations, and agency policy.

13.4 Batteries

- Use only approved batteries and chargers.
- Track battery identification, cycle count, condition, swelling, damage, storage voltage, temperature, and retirement.

- Do not use damaged, swollen, overheated, over-discharged, or questionable batteries.
- Transport and store batteries in accordance with manufacturer guidance and agency safety policy.
- Keep an appropriate fire extinguisher, containment method, or fire response plan available during charging and operations.

13.5 Firmware, Software, and Configuration Changes

Firmware and software changes can alter aircraft behavior, failsafe settings, Remote ID, geofencing, flight modes, sensor function, or data handling. Updates should be reviewed before installation when feasible, documented in the maintenance log, and followed by a controlled test flight if the update affects flight performance or critical systems. The agency should avoid installing major updates immediately before operational missions unless required for safety or compliance.

14. Interagency Operations and Mutual Aid

Interagency operations require clear authority, clear operational control, compatible communications, common safety expectations, and a shared understanding of data ownership and public records responsibilities. Before a joint mission, participating agencies should identify who owns the mission, who controls the flight, who may task the aircraft, who may receive data, who handles public records requests, and who reports incidents.

- Use written agreements, mission tasking documents, incident action plans, or PASPs when time allows.
- Identify a single RPIC for each aircraft and a single airspace coordination point for multi-aircraft or incident operations.
- For emergency management or public safety incidents, integrate UAS into the incident command structure and deconflict with crewed aircraft.
- For contractor or mutual aid operations, confirm insurance, registration, Remote ID, operating authority, training, data handling, and incident reporting before launch.
- When [AGENCY NAME] receives UAS data from another public body, the records officer should determine whether it becomes an agency record and how it must be retained or disclosed.

15. Optional Annex A: Public Safety and Emergency Operations

Optional annex: Adopt this annex only if the agency conducts public safety, emergency response, fire, search and rescue, disaster response, incident management, or emergency management missions. Agencies that do not conduct these operations should delete or mark this annex “Not adopted.”

15.1 Purpose

This annex provides supplemental procedures for UAS support to public safety and emergency operations. It does not create law enforcement authority. Law enforcement operations must follow Annex B and ORS 837.310 to 837.345.

15.2 Public Safety Mission Types

- Drones as a First Responder
- Search and rescue support, subject to incident command and applicable authority.
- Fire support, wildfire damage assessment, structure fire overwatch, fire perimeter mapping, and post-fire documentation.

- Disaster damage assessment for floods, storms, earthquakes, landslides, hazardous access, infrastructure failure, or evacuation route assessment.
- Hazardous materials or dangerous scene assessment from a safe standoff distance, with appropriate sensor limitations and responder coordination.
- Incident mapping, overwatch, public information support, and resource coordination when integrated into incident command.

15.3 Incident Command Integration

- UAS operations at incidents should be requested, assigned, and deconflicted through the Incident Commander or designated air/operations function.
- The RPIC retains final authority over flight safety even when operating under incident command tasking.
- Crewed aircraft have priority. UAS operations must be suspended when deconfliction cannot be assured.
- UAS crews should monitor assigned incident communications, CTAF/UNICOM or other aviation frequencies when appropriate and lawful, and any air operations briefings applicable to the incident.
- UAS data should be delivered through approved incident data pathways and retained under applicable incident records schedules.

15.4 Emergency COA and Special Authorization

When an emergency mission requires operations outside Part 107 or existing authorizations, the agency may seek an Emergency COA or other FAA authorization if eligible. The request should be coordinated through the agency official authorized to request emergency airspace support. The agency must document the emergency need, location, altitude, operating period, crew, aircraft, deconfliction plan, and reporting requirements.

Optional: Incident TFR and SGI Operations

This section applies only to agencies conducting emergency response, public safety, disaster response, wildfire support, search and rescue support, or other urgent governmental operations.

UAS operations within an incident TFR shall not be conducted unless authorized by the FAA and coordinated with the official in charge of the on-scene emergency response activity. When an urgent UAS operation supports a critical public good and requires expedited FAA action, the agency may request a Special Government Interest waiver.

The agency shall document:

1. The emergency or public interest basis for the request.
2. The operating area and requested altitude.
3. The aircraft, Remote Pilot in Command, and supporting crew.
4. The requested deviation or authorization.
5. The airspace coordination method.
6. The incident command, dispatch, or emergency management contact.
7. The start time, expected duration, and termination conditions.
8. The deconfliction plan for crewed aircraft and other UAS.

Optional: Unauthorized UAS Sightings During Incident Operations

This section applies only when agency personnel are supporting incident operations where unauthorized UAS activity may create a hazard to crewed aircraft, emergency responders, or the public.

If unauthorized UAS activity is observed near an incident, personnel should report the activity through the appropriate incident, dispatch, aviation, or supervisory channel. The report should include, when safely observable:

1. Time of sighting.
2. Location.
3. Direction of flight.
4. Approximate altitude.
5. Size, color, or description.
6. Flight pattern.
7. Remote ID information if available.
8. Operator location if known.

Personnel shall not create a greater hazard by attempting to locate, confront, pursue, disable, interfere with, or seize a UAS or operator unless specifically authorized by law and agency policy. If operator contact is appropriate, personnel should make a simple safety request and refer enforcement issues to law enforcement when necessary. Safety of flight and responder safety take priority over locating the operator.

Optional: BVLOS SGI TFR Deconfliction

This section applies only to agencies participating in wildfire, emergency response, or other incident aviation operations where a non-agency UAS TFR may conflict with emergency aircraft operations.

If a non-agency UAS TFR or BVLOS SGI operation conflicts with an urgent incident response, the agency shall coordinate through the appropriate dispatch, emergency management, aviation, FAA, or incident command channel before entering the affected airspace. Agency aircraft shall not enter restricted airspace until deconfliction has occurred and the appropriate authorization has been received.

15.5 Public Safety Data

Public safety data may involve sensitive images of injuries, homes, critical infrastructure, emergency response, disaster impacts, or vulnerable persons. Access must be restricted to personnel with a mission need. Public release should be coordinated with the Public Information Officer, incident command, records officer, and counsel. If a mission may produce evidence or support a criminal investigation, Annex B should be consulted before flight if time allows, and counsel should be notified.

16. Optional Annex B: Law Enforcement Operations

Law enforcement only: This annex should be adopted only by a law enforcement agency or by an agency that provides UAS support to law enforcement under a counsel-reviewed interagency agreement. Oregon law imposes specific restrictions on law enforcement UAS operations. Non-law-enforcement agencies should not use this annex for routine agency missions.

16.1 Oregon Law Enforcement Baseline Rule

ORS 837.310 provides that, except as otherwise provided in ORS 837.310 to 837.345, a law enforcement agency may not operate a UAS, acquire information through UAS operation, or disclose information acquired through UAS operation. Information obtained in violation of those statutes, and evidence derived from it, is not admissible in judicial, administrative, arbitration, or other adjudicatory proceedings and may not be used to establish reasonable suspicion or probable cause.

16.2 Authorized Law Enforcement UAS Pathways

| Pathway | Operational Limitation |
|--|--|
| Warrant | A law enforcement agency may operate, acquire information, or disclose information if a warrant authorizes UAS use. The warrant must specify the authorized period and may not authorize operation for more than 30 days without renewal on motion and good cause. |
| Exigent circumstances | Permitted when the agency has probable cause to believe a person has committed, is committing, or is about to commit a crime and exigent circumstances make obtaining a warrant unreasonable. Document facts supporting probable cause and exigency. |
| Written consent | Permitted to acquire information about an individual or property when that individual has given written consent for those purposes. Maintain the consent record. |
| Search and rescue | Permitted for search and rescue activities as defined in Oregon law. Coordinate through the appropriate incident structure and document mission purpose. |
| Emergency assistance to an individual | Permitted when the agency reasonably believes there is an imminent threat to life or safety, documents the factual basis, and an official files the required sworn statement with circuit court not more than 48 hours after the emergency operation begins. |
| Governor-declared emergency | Permitted during a declared state of emergency when used only for preserving public safety, protecting property, or damage/erosion/contamination assessment and only in the geographic area specified in the proclamation. |
| Crime or accident scene reconstruction | Permitted for reconstruction of a specific crime scene or accident scene, or similar physical assessment, related to a specific investigation. The operation period under this section may not exceed five days. |
| Training | Permitted for training in UAS use and information acquisition. Images or other information acquired during training, and derivative evidence, may not be used in adjudicatory proceedings or to establish reasonable suspicion or probable cause. |

16.3 Law Enforcement Mission Approval

- Identify the statutory pathway before flight and document it in the law enforcement UAS mission record.
- Obtain warrant, written consent, sworn statement, or other legal documentation as required before flight unless exigent circumstances apply.
- Limit flight area, sensor use, altitude, time, and data collection to the legal purpose.
- Separate training data, incidental data, evidentiary data, and public safety data in records systems.
- Coordinate with prosecutor, agency counsel, evidence custodian, and public records officer as appropriate.
- Do not use UAS for general surveillance, crowd monitoring, investigative fishing expeditions, or intelligence gathering outside an authorized statutory pathway.

16.4 Support by Non-Law-Enforcement Agencies

When a non-law-enforcement agency provides UAS personnel, aircraft, or data support to a law enforcement agency, the support must be reviewed by counsel unless immediate emergency circumstances prevent advance review. The mission record should identify the requesting law enforcement agency, statutory basis, operational

control, RPIC, data custodian, data transfer method, evidence handling requirements, and public records responsibilities. Non-law-enforcement pilots should not independently decide law enforcement legal questions in the field.

When a law enforcement agency conducts UAS operations during a broader emergency, disaster, search and rescue, wildfire, or public safety incident, the agency must comply with both the law enforcement restrictions in this annex and the applicable incident airspace, SGI, TFR, privacy, reporting, and operational control provisions of this manual. Nothing in the incident operations annex expands law enforcement authority beyond what is permitted by Oregon law, federal law, court order, warrant, consent, emergency authority, or other applicable legal authorization.

17. Appendices and Forms

The following forms may be used as written, converted into agency electronic systems, or replaced with equivalent agency forms. Forms should be kept simple enough for field use and complete enough to support annual reporting, safety assurance, records retention, and legal compliance.

Appendix A: Customization Matrix

| Section | Decision Needed | Agency Selection / Notes |
|-------------------------|---|--------------------------|
| Cover | Agency name, version, effective date, custodian. | [Insert] |
| 1.4 Authority | Add agency-specific authority and remove authorities that do not apply. | [Insert] |
| 3 Roles | Identify role holders and alternates. | [Insert] |
| 4 Mission categories | Select authorized mission categories. | [Insert] |
| 5.1 Operating authority | Part 107, COA, ECOA, contractor, or combination. | [Insert] |
| 5.6 Annual reporting | Assign ODAV annual report owner and due date workflow. | [Insert] |
| 7 Currency | Set platform currency and annual refresher requirements. | [Insert] |
| 12 Data | Set retention periods, storage systems, and website posting location. | [Insert] |
| 15 Annex A | Adopt, delete, or mark not adopted. | [Insert] |
| 16 Annex B | Adopt, delete, or mark not adopted. | [Insert] |

Appendix B: Legal Requirements Quick Checklist

| Requirement | Completed By | Due / Frequency | Evidence of Completion |
|--|---|---|--|
| FAA registration | [UAS Program Manager] | Before flight and before expiration | FAA registration certificate and fleet tracker |
| FAA marking | [RPIC / Program Manager] | Before flight | Aircraft label / photo / inspection |
| Remote ID compliance | [RPIC] | Before each flight | Preflight checklist and fleet tracker |
| ODAV UAS registration | [UAS Program Manager] | Before operating in Oregon and annual renewal as required | ODAV registration record |
| ODAV annual report | [UAS Program Manager / Records Officer] | January 31 for preceding calendar year | Submitted report |
| ORS 837.362 data policy | [Program Manager / Records Officer] | Before operations and annually reviewed | Website posting or public availability record |
| Text of ORS 192.345 made available | [Records Officer] | Before operations and after legal updates | Website posting or public availability record |
| Public records retention schedule assigned | [Records Officer] | Before operations | Retention matrix |
| Part 107 pilot certificate and recency | [RPIC / Training Officer] | Before assignment and recurrently | Pilot master file |

| | | | |
|----------------------------|--------------------------|--------------------------------------|---------------------------------------|
| FAA airspace authorization | [RPIC] | Before controlled airspace operation | LAANC/manual authorization record |
| FAA/NTSB reporting | [RPIC / Program Manager] | As required by event | Report confirmation and incident file |

Appendix C: Agency UAS Program Information Sheet

| Field | Agency Entry |
|---|------------------------|
| Agency name | [Insert] |
| Program owner/division | [Insert] |
| UAS Program Manager | [Name / phone / email] |
| Flight Operations Coordinator / Chief Pilot | [Name / phone / email] |
| Records Officer | [Name / phone / email] |
| IT/Security Lead | [Name / phone / email] |
| Public Information Officer | [Name / phone / email] |
| Risk/Insurance Contact | [Name / phone / email] |
| Counsel | [Name / phone / email] |
| ODAV annual report owner | [Name / phone / email] |
| Public UAS policy website location | [URL] |

Appendix D: UAS Fleet Inventory and Registration Tracker

| Aircraft ID | Make/Model | Serial No. | Weight Class | Color | FAA Reg./Exp. | ODAV Reg./Exp. | Remote ID SN | Assigned Unit | Status |
|-------------|--------------|------------|--------------|---------|-----------------|-----------------|--------------|---------------|----------------------------|
| [UAS-001] | [Make/Model] | [Serial] | [<55 / >=55] | [Color] | [Number / Date] | [Number / Date] | [Serial] | [Unit] | [Active / Maint / Retired] |
| | | | | | | | | | |
| | | | | | | | | | |

Appendix E: Personnel Credential and Currency Tracker

| Name | Role | FAA Cert. | FAA Recency | Agency Training | Platform Checkout | 90-Day Currency | Annual Review | Notes |
|--------|----------------|------------|-------------|-----------------|-------------------|-----------------|---------------|---------|
| [Name] | [RPIC/VO/etc.] | [No./Date] | [Date] | [Date] | [Aircraft] | [Date] | [Date] | [Notes] |
| | | | | | | | | |

Appendix F: Mission Request and Approval Form

| Field | Entry |
|---------------------------------------|--------------------------------------|
| Mission title | [Insert] |
| Requesting program/project | [Insert] |
| Mission objective and public purpose | [Insert] |
| Requested date/time | [Insert] |
| Location / coordinates / map attached | [Insert] |
| Operating authority | [Part 107 / COA / ECOA / Contractor] |
| Aircraft / payload requested | [Insert] |
| RPIC / VO / crew | [Insert] |
| Expected data products | [Insert] |
| Data storage and retention | [Insert] |
| Known hazards | [Insert] |
| Permissions or coordination needed | [Insert] |
| PASP required? | [Yes / No] |
| Risk rating before mitigation | [Low / Medium / High / Critical] |
| Approval decision and conditions | [Approved / Denied / Conditions] |

Appendix G: Project Aviation Safety Plan Template

| Element | Entry |
|---------|-------|
|---------|-------|

| | |
|---|----------|
| Project / mission name | [Insert] |
| Mission objective | [Insert] |
| Date(s) and operational period | [Insert] |
| Location, coordinates, map | [Insert] |
| RPIC and crew | [Insert] |
| Aircraft, payload, Remote ID, registration | [Insert] |
| Airspace class and authorization | [Insert] |
| Airports/heliports/CTAF/ATC contacts | [Insert] |
| NOTAMs/TFRs/special use airspace | [Insert] |
| Weather minimums and forecast | [Insert] |
| Launch/recovery and emergency landing zones | [Insert] |
| VO locations and communications plan | [Insert] |
| Public/site control plan | [Insert] |
| Privacy/data collection boundaries | [Insert] |
| Hazard analysis and mitigation | [Insert] |
| Emergency response plan and contacts | [Insert] |
| Postflight data and records plan | [Insert] |

Appendix H: Site Survey and Risk Assessment Worksheet

| Hazard | Present? | Risk Level | Mitigation / Notes |
|--|----------|------------|--------------------|
| Controlled airspace / airport / heliport | [Y/N] | [L/M/H/C] | [Insert] |
| TFR / NOTAM / special use airspace | [Y/N] | [L/M/H/C] | [Insert] |
| Manned aircraft / emergency aircraft | [Y/N] | [L/M/H/C] | [Insert] |
| People, vehicles, public access | [Y/N] | [L/M/H/C] | [Insert] |
| Private property / sensitive areas | [Y/N] | [L/M/H/C] | [Insert] |
| Wires, towers, trees, cranes, structures | [Y/N] | [L/M/H/C] | [Insert] |
| Terrain, water, cliffs, roads, rail | [Y/N] | [L/M/H/C] | [Insert] |
| RF/magnetic/GNSS interference | [Y/N] | [L/M/H/C] | [Insert] |
| Weather, wind, smoke, visibility | [Y/N] | [L/M/H/C] | [Insert] |
| Wildlife/livestock/environmental sensitivity | [Y/N] | [L/M/H/C] | [Insert] |
| Data/privacy/public records sensitivity | [Y/N] | [L/M/H/C] | [Insert] |
| Crew fatigue/proficiency/workload | [Y/N] | [L/M/H/C] | [Insert] |

Appendix I: Crew Briefing Checklist

- Mission objective and public purpose.
- RPIC, VO, payload operator, mission lead, trainee, and public contact roles.
- Aircraft, payload, Remote ID, registration, battery plan, and expected flight profile.
- Airspace, NOTAMs, TFRs, weather, local traffic, and emergency aircraft concerns.
- Launch/recovery area, emergency landing zones, avoid areas, VO positions, and public control.
- Communications plan, callouts, lost link, abort, emergency, and stop-flight procedures.
- Data collection limits, privacy-sensitive areas, and data storage plan.
- Crew questions, concerns, and final go/no-go decision.

Appendix J: Preflight, In-Flight, and Postflight Checklists

| Phase | Checklist |
|-----------|---|
| Preflight | Mission approved; RPIC current; crew briefed; aircraft registered; Remote ID verified; airspace/TFR/NOTAM checked; weather checked; aircraft inspected; batteries checked; RTH/lost link set; launch area clear; data plan confirmed. |
| In-flight | Maintain VLOS; monitor battery, telemetry, aircraft, airspace, |

| | |
|------------|--|
| | people, vehicles, weather, mission boundaries, VO calls, and payload collection; yield to aircraft; pause or abort if safety changes. |
| Postflight | Land safely; power down; inspect aircraft and batteries; secure data; complete flight log; document maintenance issues; debrief crew; report incidents or concerns; store equipment. |

Appendix K: Emergency Response Checklist and Contact Roster

| Action | Completed / Notes |
|---|-------------------|
| Start log of times, calls, and actions. | [] |
| Protect people. Call 911 if needed. | [] |
| Secure area and prevent additional injury or damage. | [] |
| Preserve aircraft, batteries, controller, memory cards, and scene evidence if safe. | [] |
| Notify supervisor and UAS Program Manager. | [] |
| Determine FAA Part 107 reportability. | [] |
| Determine NTSB Part 830 reportability. | [] |
| Notify property owner or facility owner if appropriate. | [] |
| Notify IT/security if data, device, or account issue exists. | [] |
| Complete agency incident report. | [] |
| Remove aircraft from service pending inspection if required. | [] |

| Contact | Name | Phone | Email |
|---------------------------------|-------------------------|----------|----------|
| Emergency | 911 | 911 | N/A |
| UAS Program Manager | [Name] | [Phone] | [Email] |
| Agency Supervisor | [Name] | [Phone] | [Email] |
| Records Officer | [Name] | [Phone] | [Email] |
| IT/Security | [Name] | [Phone] | [Email] |
| Counsel | [Name] | [Phone] | [Email] |
| NTSB Response Operations Center | [Insert current number] | [Insert] | [Insert] |
| FAA UAS Support / Reporting | [Insert] | [Insert] | [Insert] |

Appendix L: UAS Incident / Accident Report

| Field | Entry |
|---------------------------------------|----------|
| Date/time/location | [Insert] |
| Mission name and operating authority | [Insert] |
| RPIC and crew | [Insert] |
| Aircraft ID and payload | [Insert] |
| Description of event | [Insert] |
| Injuries or medical response | [Insert] |
| Property damage | [Insert] |
| Aircraft damage | [Insert] |
| Lost link/flyaway/fire/battery event? | [Insert] |
| Weather/airspace conditions | [Insert] |
| Immediate actions taken | [Insert] |
| Notifications made | [Insert] |
| FAA report required/submitted? | [Insert] |
| NTSB report required/submitted? | [Insert] |
| Corrective actions | [Insert] |
| Return-to-service decision | [Insert] |

Appendix M: UAS Data Intake, Retention, and Disposition Log

| Mission | Data Type | Storage Location | Access Limits | Retention Schedule | Disposition Date | Notes |
|-----------|-----------------------------|------------------|---------------|--------------------|------------------|---------|
| [Mission] | [Photos/video/thermal/etc.] | [System/path] | [Roles] | [Schedule] | [Date] | [Notes] |
| | | | | | | |

Appendix N: Maintenance Log

| Date | Aircraft ID | Maintenance / Inspection | Parts / Firmware | Performed By | Test Flight | Return to Service |
|--------|-------------|--------------------------|------------------|--------------|-------------|-------------------------|
| [Date] | [ID] | [Description] | [Parts/version] | [Name] | [Y/N/Notes] | [Approved/Not approved] |
| | | | | | | |

Appendix O: ODAV Annual Report Worksheet

Use this worksheet to prepare the annual report due to ODAV by January 31 for the preceding calendar year. Agencies may use an ODAV-provided form or an equivalent internal report if accepted by ODAV.

| Reporting Element | Agency Entry |
|---------------------------------------|---|
| Reporting calendar year | [Year] |
| Public body name | [Agency] |
| Registered UAS used during year | [List or attach fleet report] |
| Frequency of use | [Number of flights / hours / missions by aircraft or program] |
| Purposes of use | [Summary by category: inspection, mapping, emergency, training, etc.] |
| Public access to ORS 837.362 policies | [Website URL or method of public availability] |
| Contact for report | [Name / title / phone / email] |
| Submitted to ODAV on | [Date] |

Appendix P: Public Website Posting Template

[AGENCY NAME] uses unmanned aircraft systems for authorized public purposes, including [insert mission categories]. The agency operates UAS in compliance with applicable FAA requirements, Oregon law, and agency policies. The agency has adopted policies and procedures for the use, storage, access, sharing, and retention of UAS data. The public may access the agency UAS policy at [URL] and may access the text of ORS 192.345 at [URL or posted text]. Public records requests may be submitted through [agency public records process].

Appendix Q: Contractor UAS Services Checklist

- Contract or purchase order approved.
- Scope of work and mission objective defined.
- Operational control assigned.
- Part 107 certificate verified.
- Aircraft FAA registration and Remote ID verified.
- Insurance verified.
- Safety plan/PASP reviewed.
- Data ownership and public records terms included.
- Storage and cybersecurity terms included.
- Incident reporting requirements included.
- Deliverables and retention requirements included.

- Public communications plan established if needed.

18. Sources Consulted and Legal References

This template synthesizes the uploaded agency and public safety UAS documents together with current public legal sources. The source list is included to help reviewers understand the policy lineage and to support agency-specific legal review.

18.1 Uploaded Source Documents

- Oregon Department of Forestry Air Operations Policy.
- DPSST A-450/S-373 Incident UAS Operations Training Project Aviation Safety Plan.
- Oregon Department of Transportation UAS Operations Manual, September 2024.
- DHS NUSTL Small Unmanned Aircraft System Program Documentation for Public Safety: Recommendations and Templates, November 2025.

18.2 Key Legal References Reviewed

- 14 CFR Part 107, Small Unmanned Aircraft Systems: <https://www.ecfr.gov/current/title-14/chapter-1/subchapter-F/part-107>
- 14 CFR Part 89, Remote Identification of Unmanned Aircraft: <https://www.ecfr.gov/current/title-14/chapter-1/subchapter-F/part-89>
- FAA Remote ID: https://www.faa.gov/uas/getting_started/remote_id
- FAA LAANC: https://www.faa.gov/uas/getting_started/laanc
- FAA DroneZone: <https://faadronezone-access.faa.gov/>
- 49 CFR Part 830 and NTSB UAS advisory: <https://www.nts.gov/investigations/process/Documents/NTSB-Advisory-Drones.pdf>
- ORS 837.300 to 837.390 and ORS 837.995: https://www.oregonlegislature.gov/bills_laws/ors/ors837.html
- OAR 738-080-0045 and OAR 738-080-0050: <https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=3467>
- ODAV aircraft and public use UAS registration and renewal: <https://www.oregon.gov/aviation/doing-business-with-odav/pages/registration-renewal.aspx>
- ORS 192.345 and Oregon Public Records Law: https://www.oregonlegislature.gov/bills_laws/ors/ors192.html