MEMORANDUM FOR RECORD

October 31, 2016

FR:  Susan J. Hunter, Ph.D.
     President

RE:  Use of Unmanned Aerial Systems (UAS)

Attached is a copy of the University of Maine’s (UM) Standard Operating Procedure (SOP) for the Use of Unmanned Aerial Systems (UAS) a term that includes equipment commonly referred to as Unmanned Aerial Vehicles (UAV).

The SOP describes how UAS equipment, owned or operated, both on and off campus by faculty, staff, students, volunteers or guests, will be managed at the University of Maine (UM). Any other parties not affiliated with the university are prohibited from operating personal UAS equipment on or over property owned and/or operated by UM without prior approval.

Questions concerning the UAS SOP should be directed, in writing, to UMaine’s Review Committee (Attn: Executive UMS-Safety, Health Services, Transportation and Security (Wayne Maine)).

Thank you,

Susan J. Hunter, Ph.D.
President
Unmanned Aerial Systems (UAS) Operations Safety Policy

Scope:

This policy applies to:

- University of Maine System (UMS) employees and students operating unmanned aircraft systems in any location as part of their University employment or as part of University activities;
- The operation by any person of unmanned aircraft system or model aircraft on or above UMS property;
- The purchase of unmanned aircraft systems with funding through the University of Maine System, including university accounts, grants, or University Foundation accounts, and;
- The hiring for or contracting for any unmanned aircraft services by a UMS unit.

Policy Statement:

The operation of unmanned aircraft systems including drones and model aircraft is regulated by the Federal Aviation Administration (FAA) and relevant state law. UMS has established procedures required to ensure compliance with those legal obligations and to reduce risks to safety, security and privacy.

Reason for Policy:

The UMS must comply with FAA requirements, state laws, and any other locally applicable laws or regulations regarding unmanned aircraft systems. Inherent risks in the operation of such equipment require additional insurance provisions and policy considerations.

Appropriate and Prohibited Uses:

UAS shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to:

- Restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and health treatment rooms.
- UAS shall not be used to monitor or record residential hallways, residential lounges, or the insides of campus daycare facilities.
- UAS shall not be used to monitor or record sensitive institutional or personal information, which may be found, for example, on an individual's workspaces, on computer or other electronic displays.
- Or any other areas governed by existing privacy/trespassing laws.

Definitions:

UMS Property – Buildings, grounds, and land that are owned by UMS or controlled by UMS via leases or other formal contractual arrangements to house ongoing UMS operations.

Unmanned Aircraft Systems (UAS) - UAS are also known as or may be characterized as Drones. According to the FAA, a UAS is the unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft. UAS may have a variety of names including quadcopter, quadrotor, etc. FAA regulation applies to UAS regardless of size or weight.
UAS Review and Approval Process

As domestic UAS use continues to grow, so have concerns about safety, privacy, regulation and the potential for abuse, therefore drones are not allowed on UMS property or for UMS business without authorization from the UMS UAS Review Committee.

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<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>UMS - SEM Director</td>
<td>Maintain drone inventory and request applications</td>
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<td>Maintain policy and procedures</td>
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<tr>
<td>UMS Risk Manager</td>
<td>Review and establish insurance requirements</td>
</tr>
<tr>
<td>Independent Pilot/Safety Officer Consultant</td>
<td>Provide technical support and guidance</td>
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Obtaining Approval:

To obtain authorization UMS users must complete a request for UAS operations form 30 days in advance. This review and approval process must start well in advance. Approvals require working with a variety of university partners and potentially outside agencies. Non-UMS users must submit their applications 90 days in advance.

It is the responsibility of the equipment owner/applicant to provide the necessary written documentation to meet the requirements outlined University of Maine and all local, state and federal agencies. It is your responsibility to ensure that all required items included in the final approved form are followed as written. Any variations must be approved by the UAS Review Committee.

This form (and all accompanying documents/forms) must be completed and submitted to the UMS Executive Safety and Environmental Management (UMS - SEM) Director or Designee prior to operating any UAS equipment on UMS property or conducting UMS business off campus.

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Safety and Environmental Management
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