

## (UAS) Operations - Application Process Review Guidance Document

### Application Approval Process

#### Step 1: Applicant

- Applicant fills out the (UAS) Operations – Application Form
  - Complete out the UAS Additional Operators Information Form (if required)
  - Complete the UAS Part 107 Certification or Recreational/Hobby Use application forms.
  - Complete 333 Exemption Form (Requires further development)
  - Add any additional information requested.

- Applicant email, send, or deliver the completed/signed application to the UMS Executive Safety and Environmental Management (SEM) Director or Designee at:

University of Maine  
Safety and Environmental Management  
5784 York Village, Building #7  
Orono, ME 04469

Phone: 207-581-4055  
Fax: 207-581-4085  
Email: [sem@maine.edu](mailto:sem@maine.edu)

- SEM will assign a control number, and review the application, include special instructions and send the application (and a signature/comment form) to the next approver.

#### Step 2: Review by the UMS Executive SEM Director or Designee

- Will perform the initial review of the application and any additional documents submitted by the applicant. Include any comments in the special instructions and sign UAS Application Approval form. Send the application and approval form to the next reviewer.

#### Step 3: Review by the Committee Safety Officer (Pilot Member)

- Review the application and any additional documents submitted by the applicant. Include any comments in the special instructions and sign UAS Application Approval form. Send the application and approval form back to the **UMS Executive SEM Director or Designee**.

#### Step 4: Review by the UMS Risk Manager or Designee

- Review the application and any additional documents submitted by the applicant. Include any comments in the special instructions and sign UAS Application Approval form. Send the application and approval form back to the **UMS Executive SEM Director or Designee** for final review and approval.

#### Step 6: Approval the UMS Executive SEM Director or Designee

- Final review and approval of the application and comments submitted by other members.
- Once final approval is obtained, a copy of the application and related documents shall be sent back to the applicant.
- SEM will provide an updated copy of the updated inventory log to the UMS Risk Manager, the Director of ORSP, and to each campus police/security departments to monitor UAS activities.
- SEM maintains an electronic and hard copy of the approved application.

Note: If at any time during the approval process, that significant changes need to be made to the application, the UMS Executive SEM Director or Designee will contact the applicant for correction. Any corrections to the application should also include a new signature.

**Frequently Asked Questions:**

1. What UMS mission areas could be enhanced by UAS usage?

*Answer: UAS usage has the potential to enhance our teaching, research, and public service missions.*

2. Does the (UAS) Operations - Application Process apply to UAS that are owned by UMS operating units and/or owned personally by individual members of the UMS community?

*Answer: YES.*

3. Does the (UAS) Operations - Application Process apply to UMS community members who want to operate a personally-owned UAS on property that is not owned or managed by UMS?

*Answer: NO.*

4. Who sits on UMS UAS Review Committee?

*Answer: The Review Committee includes the following:*

Name	Role
UMS Executive SEM Director or Designee	Maintain drone inventory and request applications Maintain policy and procedures
UMS Risk Manager	Review and establish insurance requirements
Pilot/Safety Officer	Provide technical support and guidance

5. Can a UMS community member, or a person who is not part of the UMS community, apply to operate a UAS on campus for any purpose?

*Answer: YES, the (UAS) Operations - Application Process applies to such usage.*

6. What are the concerns that necessitate (UAS) Operations - Application Process?

*Answer: Safety, privacy, and potential abuse.*

7. Is the UAS Application Form the only document that an applicant needs to submit to the UMS Executive SEM Director or Designee for the consideration of the UAS Review Committee?

*Answer: In most instances, the answer to this question is 'NO'. Applicants will need to attach supporting documents to the application form. The Review Committee will decide if an application is complete, i.e. has the correct supporting documents to ensure compliance with all local, state and Federal statutes and regulations, given the stated reason for UAS usage.*

8. Is there any anywhere on campus where someone can operate a UAS for entertainment, without going through UAS application process?

*Answer: NO, not at this time.*