Section 405. Policy for Use of District Unmanned Aircraft Systems (UAS)

UAS Purpose and Scope

405.1   The purpose of an UAS for the District, is to augment the existing mosquito monitoring and control program. Images collected using the UAS that contain personally identifiable information (PII) will not be retained. At no time shall District UAS be used for any purpose other than District business.

405.2   Each UAS mission must comply with Federal, State, and Local UAS regulations and adhere to restrictions made by air traffic control services that monitor the airspace of the operation.

405.3 UAS missions may be conducted only after the land owner or property manager has provided prior and verifiable permission for the operation, or when legal authority for the operation is provided.

UAS Operations

405.4 Only District employees that hold a valid Remote Pilot license which is issued by the US Federal Aviation Administration (FAA) and a properly trained flight crew are permitted to operate and participate in an operation that involves the use of UAS.

405.5 All operations that involve UAS must include a pilot in command (PIC) and at least one visual observer (VO).

405.6 The PIC and VO must maintain an unaided visual line of sight (VLOS) with the UAS.

405.7 Appropriate personal protective equipment must be used during all operations that involve UAS including safety glasses during UAS takeoff and landing.

405.8 The PIC may fly the UAS only if satisfied that the flight can be made safely. The PIC should conduct a preflight inspection, to include specific UAS and control station systems checks, to ensure that the UAS is in a condition for safe operation. The PIC should conduct a pre-mission survey of the flight area to evaluate local geography, identify hazards, minimum weather visibility of 3 miles from control station, and determine where PIC and VO should be positioned so that VLOS with the UAS is maintained throughout the operation. The PIC will always seek to minimize the risk of injury, property damage, and intrusion of privacy when planning and conducting operations with UAS. The UAS may not be flown within 25 feet of any person.

405.9   The elevation above ground level (AGL) that the UAS is flown should be minimized, preferably less than 100 feet AGL, and may not exceed 400 feet AGL.

405.10   All incidents of UAS loss of control, collisions (person, animal, or structure) must be reported verbally to the supervisor of the PIC as soon as it is safe, and a written summary of the incident provided to the supervisor of the PIC within one (1) working day of the incident.

405.11   The PIC shall report to FAA within ten (10) days of any operation that results in at least serious injury, or property damage of at least $500.

UAS Data Management

405.12   A maintenance record book must be maintained for each UAS.   A flight log book that records all UAS operations should be made by the PIC for each operation and retained for at least three (3) years after an operation (per ACMAD policy §800).

405.13   The PIC is responsible for destroying all photographs or videos (originals and copies) that are made using the UAS within seven (7) working days from the conclusion of each UAS operation if they contain PII. PII includes, but is not limited to, images of a face or vehicle license plate.

405.14   The PIC is responsible to make sure that no photograph or video (originals and copies) that are made using the UAS are shared with anyone outside the District without the written permission of the General Manager of the District. Data collected by the UAS, including photographs and or videos shall be used only by the District in accordance with its stated mission and objectives.

405.15 Flight imagery will be stored on a computer that is not connected to the internet to protect against data security risks.