



Policies and procedures

Subject Unmanned Aerial System (UAS) Policy
Department Office of the COO, Research Center
Approved by Marissa Madrigal, Chief Operating Officer
Effective date April 14, 2020

POLICY

The purpose of this policy is to establish guidelines for Metro's unmanned aerial system (UAS) usage and to establish standards and procedures for the use, access, storage, retrieval and dissemination of the images and data collected. This policy and procedure document is intended to satisfy the requirements of ORS 837.362.

Definitions

Unmanned Aerial System (UAS): means an unmanned aircraft and its associated elements capable of sustaining flight with no pilot on board. It is commonly referred to as an unmanned aerial vehicle (UAV) or a drone, as defined by ORS 837.300.

Public body: has the meaning given that term in ORS 174.109.

Metro: means the metropolitan service district of the Portland metropolitan area, a municipal corporation established and existing pursuant to Section 14 of Article XI of the Oregon Constitution, ORS chapter 268, and the Metro Charter..

Policy

Metro may use unmanned aerial systems in any lawful way that will help facilitate Metro's work for the community and its residents. This may include, but is not limited to:

1. Monitoring and inspecting natural area properties, parks and trails
2. Viewing areas that are otherwise difficult to access due to heavy vegetation or topographical features
3. Transportation planning and analysis
4. Land use analysis
5. Inspecting Metro's facilities and Metro-regulated facilities and sites
6. Measuring natural resources and physical structures
7. Illustrating storytelling videos and promotional materials
8. Analyzing disaster debris storage and transfer potential and assessing damage after a disaster

9. Other evaluation, measurement, documentation and assessment activities that enable efficient management and stewardship of Metro's facilities and properties and public resources

Data and imagery collected will primarily be used for internal use. Metro will store the data for an indefinite time period, but in no event less than the time required by law. Certain data (such as that used to monitor properties) may lend itself to a more lengthy retention period than other data (such as that used to create a promotional video).

At Metro's discretion and subject to Oregon's public records laws, Metro may make images and data available to the general public. Metro may also disclose the data to other governmental agencies through an intergovernmental agreement.

Unless Metro has an approved Certificate of Waiver or Authorization (COA), Metro will only conduct UAS operations during daylight hours.

Any use by Metro must comply with constitutional rights, privacy rights and Federal Aviation Administration (FAA) regulations.

Metro will make available to the public its UAS policies and procedures.

Additional Considerations

A. Third Party Storage of Data:

If data is collected via a third party or contractor, these third party providers must comply with the same obligations as Metro to securely store the data.

B. UAS Coordinator:

The Metro Chief Operating Officer will appoint a Metro UAS Coordinator. In addition to ensuring that Metro's UAS policies and procedures conform to current laws, regulations and best practices, the Coordinator will:

1. Ensure all of Metro's authorized operators comply with both the Federal Aviation Administration and the Oregon Department of Aviation regulations, as well as Metro's own internal UAS policy
2. Further develop operational and safety procedures for UAS deployment and operations
3. Establish inspection, maintenance and record-keeping procedures
4. Ensure Metro has registered every Metro UAS with the Oregon Department of Aviation, as required by ORS 837.360 and the Federal Aviation Administration as required by OAR 738-080-0045
5. Develop procedures for storage, security and access of the data collected, regardless of whether the data is collected by Metro or on behalf of Metro
6. Ensure that all data collected has an accompanying collection report. This report will detail the date of collection, the name of the pilot in command, the location of the collection, and a brief description of the type of data collected
7. Submit an annual report to the Oregon Department of Aviation summarizing the frequency of Metro's drone usage and the purpose for this use, as is required under ORS 837.360(6)

C. UAS Pilots:

Only FAA certified remote pilots may serve as Pilot-in-command for UAS operations.

D. Prohibited Uses of UAS:

No Metro employee or third party contractor may use the UAS video surveillance equipment to:

1. Harass, intimidate or discriminate against any individual or group
2. Conduct personal business of any type

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RECORD OF APPROVAL

By the signature below, this policy is adopted under authority of Metro Code 2.20.030.

Category: Administrative Policy
Authority: Metro Code Provision 2.20.030
Supersedes: N/A
Explanation: This policy establishes guidelines for Metro's unmanned aerial system (UAS) usage and standards and procedures for the use, access, storage, retrieval and dissemination of the images and data collected. This policy and procedure document is intended to satisfy the requirements of ORS 837.362.

Be it so ordered:

Signature:

DocuSigned by:

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Marissa Madrigal, Chief Operating Officer

April 13, 2020

Date:

cc: Jeff Frkonja, Research Center
Heidi Rahn, Capital Asset Management