

Metropolitan Wastewater
MANAGEMENT COMMISSION



partners in wastewater management

**Policy for Operation of
Small Unmanned Aerial Systems
(Drones)**

Metropolitan Wastewater Management Commission

May 18, 2022

Final

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1.0 Purpose and Scope

The purpose of this policy is to establish guidelines for safe, efficient, and lawful operations of small Unmanned Aerial Systems (sUAS) by the Metropolitan Wastewater Management Commission (MWMC). This document was written and approved for use in conjunction with the Metropolitan Wastewater Management Commission's small Unmanned Aerial Systems Operations Manual (Operations Manual).

Operational requirements and procedures for the operation of sUAS by City of Eugene or City of Springfield (City) employees who work on behalf of the MWMC and are functioning as a Pilot in Command (PIC) are documented in the Operations Manual and addresses the following:

- Authorized Uses
- Privacy
- Safety
- Training and Authorization of PICs
- Storage of Media and Data

2.0 Policy

Small Unmanned Aerial Systems (sUAS), also referred to as drones, may be utilized by MWMC to implement the partnership mission to protect our community's health and the environment by providing high-quality wastewater services to the Eugene-Springfield metropolitan area in partnership with Eugene, Springfield and Lane County. All MWMC drone operations will be in accordance with this policy, the MWMC's Operations Manual, state laws and regulations, federal laws and regulations, and all state and federal Constitutional guarantees.

3.0 Authorized and Prohibited Use

3.1 Authorized Use

The authorized uses of sUAS within MWMC may include, but are not limited to, the following cases:

- Construction Management and Code Compliance: Pre-project planning, post-project documentation, inspection for contract specifications, code, permits, and environmental compliance.
- Environmental Monitoring & Documentation: Vegetation type and health, thermal characteristics, spills and leaks, erosion, hydrology, tree canopy cover, wildlife, streams/waterways, pre- and post-project monitoring.
- Inspections: Surveys and assessments of facilities, assets, or infrastructure such as buildings, bridges, towers, roads, and properties for potential acquisition.
- Mapping & Photogrammetry: Remote Sensing with thermal or optical sensors or LiDAR (Light Detection and Ranging), photos to produce digital elevation models, orthomosaics, land use maps, 3D models, and contours.
- Marketing & Outreach: Capture videos and still photographs for production of informational or promotional media.

- Disaster Response & Recovery: Perform or assist other departments or agencies with inspection of properties, facilities, and assets during and after natural disasters or emergencies. Provide aerial review and situational awareness of areas affected by natural disasters or emergencies.
- Training: Ongoing or initial assessment and evaluation of PICs or student operators.

3.2 Prohibited Use

The use of personal sUAS equipment by MWMC to conduct business is prohibited. PICs shall operate sUAS equipment in accordance with the requirements ORS 837.300- .390. On no occasion shall sUAS be used to:

- Conduct random surveillance activities or target any person(s) with the intent of gathering any information about the individual(s).
- Harass, intimidate, or discriminate against any individual or group.
- Intentionally disturb wildlife or other animals, with the exception of an approved wildlife damage mitigation program.
- Conduct personal business of any type.
- Fly for recreation.

4.0 Privacy

Refer to Operations Manual for a statement on privacy. MWMC must have an authorized purpose for sUAS operations, to record imagery or data with sUAS, or use sUAS-collected information. sUAS operations will be conducted in a professional, ethical and legal manner. PICs shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy. In addition, PICs shall comply with ORS 163. 700- .701, referring to invasion of personal privacy. PICs shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, planning and following a flight path only in public places, and deactivating or turning imaging devices away from places where a person would have a reasonable expectation of privacy during sUAS operations.

5.0 Safety

Safety of drone operations is of utmost concern. The safety of all operations should be considered during every flight. Part 107 requirements must be followed at all times, as well as safety requirements as outlined in the Operations Manual.

6.0 Training Requirements and Operational Proficiency

Prior to operating as PIC for MWMC, individuals must obtain and have a current FAA Part 107 Remote Pilot certificate with a sUAS rating, and the candidate must be approved to operate as a Student Operator by their Supervisor, Section Manager, and Division Manager. Additional requirements for training and operational proficiency for PICs can be found in Section 8 of the Operations Manual.

Approved Student Operators must operate under the direct supervision of an assigned PIC to complete the flight training requirements specified in the Operations Manual. Upon completion of training requirements, Student Operators must receive a recommendation of approval from their

Supervisor, Section Manager, Division Manager and the Executive Officer or designee to operate as PIC for MWMC.

7.0 Storage of Media and Data

The MWMC will follow the [Oregon Secretary of State's records retention schedule](#) for images, data, or other media acquired via sUAS operations.

Specifically, the MWMC shall per [166-200-0235](#) – Administrative Use:

- Retain Pre-Flight Checklists for up to three years
- Retain images and video data for routine use for up to one year
- Retain images and video data for project use for up to ten years
- Retain images and video data for special events permanently

For further clarification on records retention visit:

<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=590>


The MWMC will follow its intergovernmental agreement with the cities of Eugene and Springfield to store, access and handle data collected as part of the sUAS program on each city's respective data servers or cloud storage services.

The MWMC will post these policies and its sUAS procedures (operating manual) on the "Documents" page at mwmcpartners.org.

The MWMC will follow [Oregon Revised Statute 192.345](#) and will post its text on the "Documents" page at mwmcpartners.org.

8.0 Authorizing Signatures

CREATION (Original):

Approved By:		Dates:	5/24/2022
Author:	Loralyn Spiro, Lead Communications Coordinator		
Responsible Party:	Public Information Program		
Replaces:	N/A - New Policy		