Uncrewed Aircraft System (UAS)/Drone Post-Flight Operations Survey
User Quick Reference

Owner:	Enterprise Risk Management/Environmental Health and Safety
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Contents

USERGUIDE CONTENT

This UAS/Drone user guide provides direction regarding the completion of the Post-Flight Operations Survey.

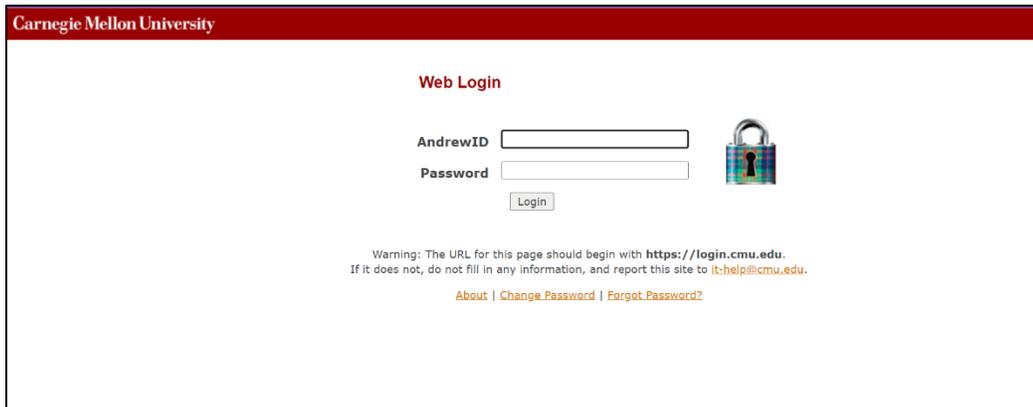To access the UAS/Drone web page and view the UAS/Drone program, select the following link: https://www.cmu.edu/ehs/Workplace-Construction/drone.html

For additional assistance with the registration process, email drones@andrew.cmu.edu.

VIEWING THE POST-FLIGHT OPERATIONS SURVEY

After completing your approved flight operations, you will be prompted to complete the Post-Flight Operations Survey. This survey is intended to help Environmental Health and Safety track details regarding the completed UAS/Drone flights.
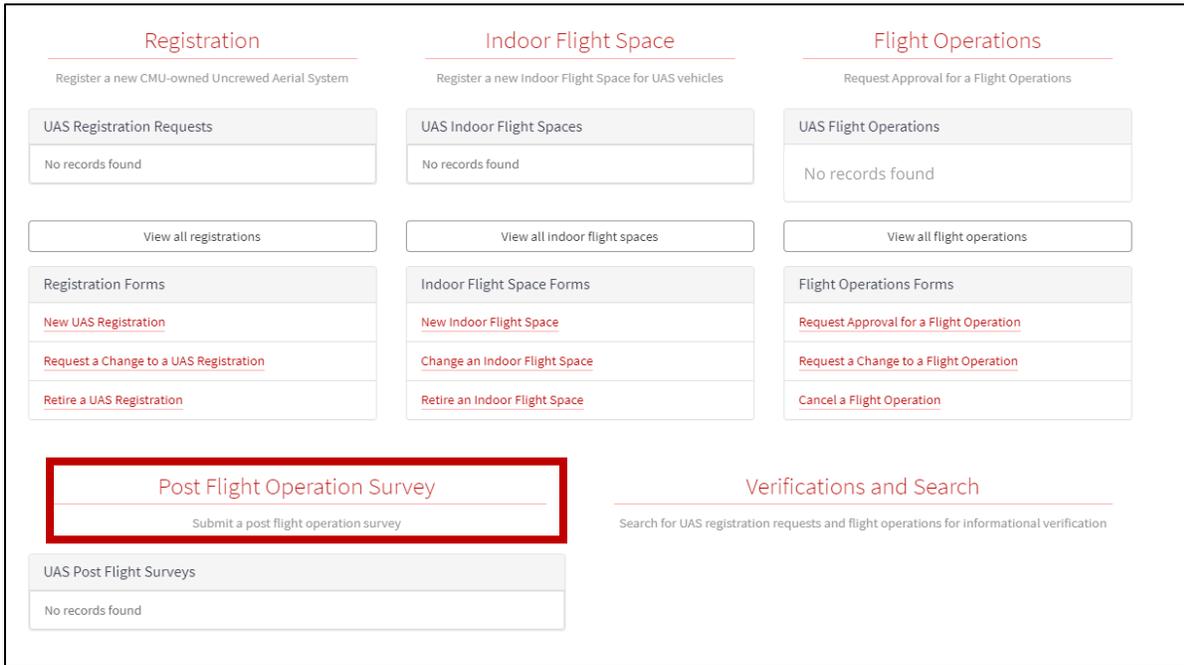
To view the Post-Flight Operations Survey sign into the web application, open a web browser, and go to: https://cmu.service-now.com/uas

The web login screen for Carnegie Mellon University will appear:

After logging in, you will be directed to the UAS/Drone Portal which contains UAS/Drone forms as well as the Post-Flight Operations Survey.

Once you select Post-Flight Operations Suvey you will find a dropdown menu with your completed flights. Select the flight you are using for the survey.

At the bottom of the Request Approval for a Flight Operation Form, you will find a listing of the required sections. The sections will disappear once answers have been provided. All questions with asterisk (*) require a response prior to submitting the form.

By clicking on the ❓ symbol found throughout the form you can expand/collapse the additional information text.

The survey collects the following information:
Survey:
The survey collets information on the completed UAS/Drone flight by answering "How did the flight go?"
If you would like to provide additional information regarding the flight, you can use the open text field.

Complete the Form:
Click on the red submit button when all the required fields have been completed. The form will be submitted to EHS for review.

The completed form is submitted to EHS who will review and document the survey response.