



Carnegie Mellon University
Enterprise Risk Management

Uncrewed Aircraft System (UAS)/Drone Registration Process User Quick Reference

Owner:	Enterprise Risk Management/Environmental Health and Safety
Updated:	10/25/2022
Version:	Initial

Contents

USERGUIDE CONTENT	3
VIEWING THE REGISTRATION FORMS	3
NEW UAS/DRONE REGISTRATION FORM	4
REQUEST A CHANGE TO A UAS/DRONE REGISTRATION.....	10
RETIRE A UAS/DRONE REGISTRATION.....	14

USERGUIDE CONTENT

This UAS/Drone user guide provides direction regarding the completion of the following UAS/Drone Registration forms:

- New UAS/Drone registration for a university owned UAS/Drone vehicle.
- UAS/Drone change form for substantial changes to the UAS/Drone vehicle.
- UAS/Drone retirement form for UAS/Drone vehicles that are sold or retired.

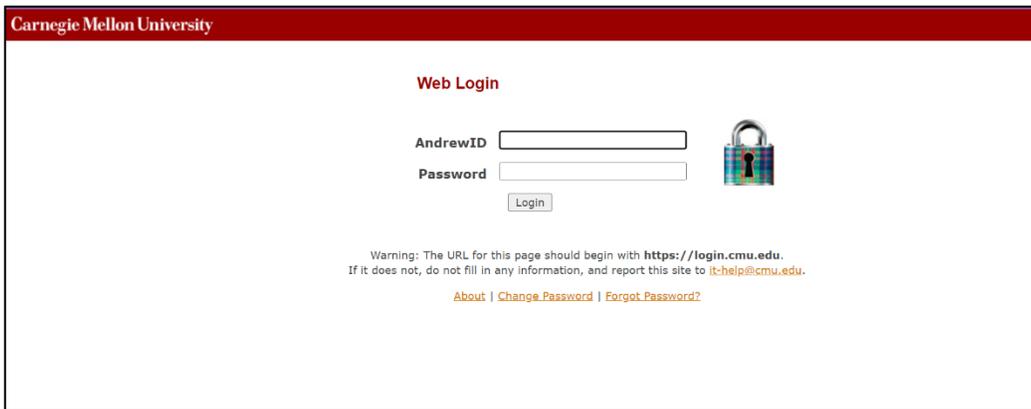
To access the UAS/Drone web page and view the UAS/Drone program, select the following link:
<https://www.cmu.edu/ehs/Workplace-Construction/drone.html>

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

VIEWING THE REGISTRATION FORMS

To view any of the registration forms described please 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:



Carnegie Mellon University

Web Login

AndrewID

Password 

Warning: The URL for this page should begin with <https://login.cmu.edu>.
If it does not, do not fill in any information, and report this site to it-help@cmu.edu.

[About](#) | [Change Password](#) | [Forgot Password?](#)

Figure 1 WebLogin Screen

After logging in, you will be directed to the UAS/Drone Portal which contains all 3 of the registration forms (Registration, Change Registration and UAS/Drone Retirement Form).

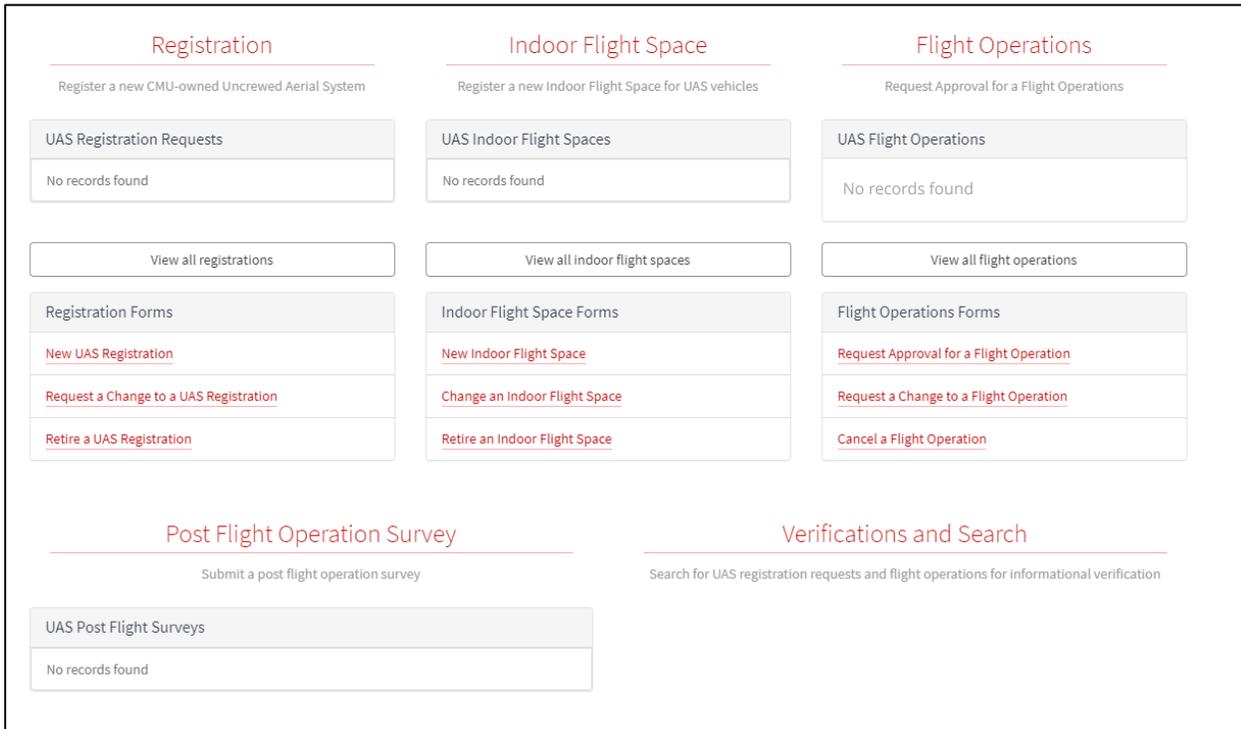


Figure 2 UAS/Drone Portal

NEW UAS/DRONE REGISTRATION FORM

The New UAS/Drone Registration Form is completed by the owner of the UAS/Drone vehicle. After you sign in, you will be in the UAS/Drone Portal within ServiceNow. On the right side of the screen are 2 ways to access the Registration Form. The first option is by clicking on the title Registration or by scrolling down towards the bottom of the page and selecting New UAS/Drone Registration.

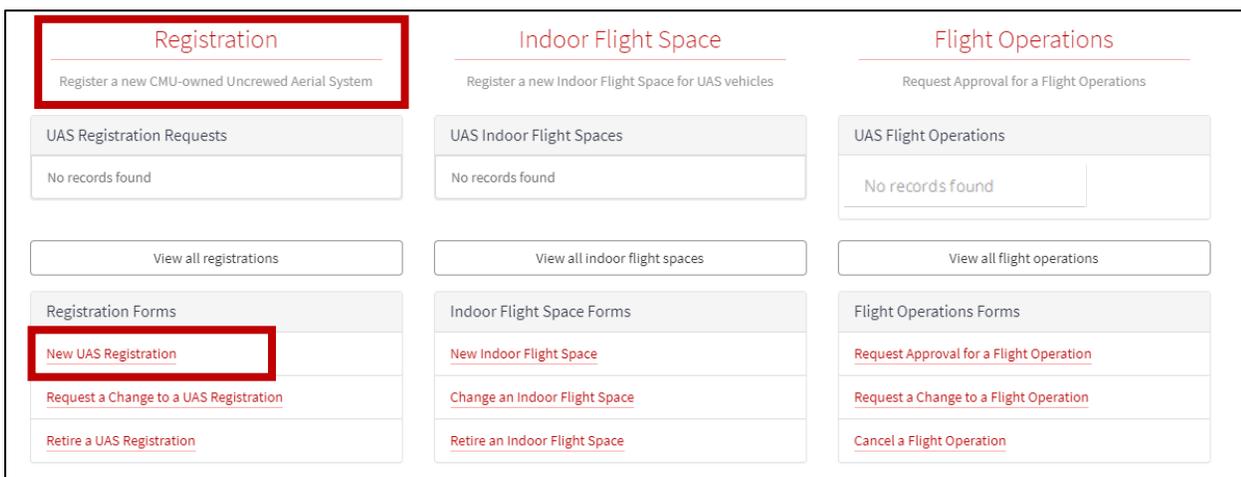


Figure 3 UAS/Drone Portal New Registration Form

At the bottom of the Registration 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.

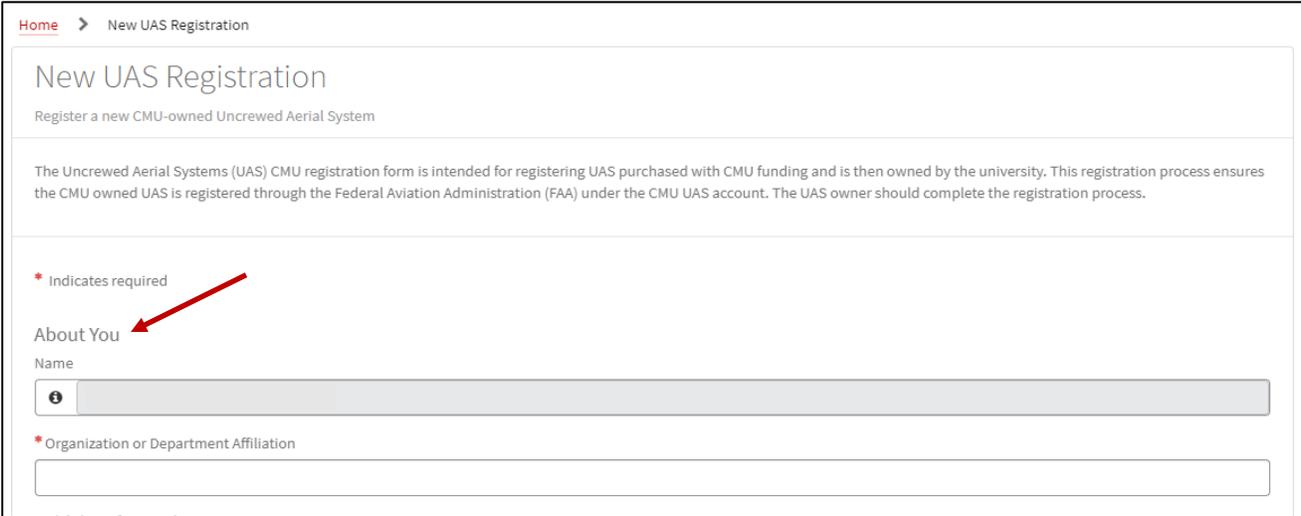
The screenshot displays the bottom portion of a registration form. At the top, under the heading "Submission", there are two checkboxes: "I have attached photos of the UAS" and "I attest the information I have entered is accurate", both marked with a red asterisk. Below these is an "Additional Comments" section with a question mark icon and a text input field. A red box highlights a "Required information" section containing ten items: "Organization or Department Affiliation", "Nickname", "Purchase", "Take Off Weight", "Remote ID Capabilities", "Estimated Value", "Photo Capabilities", "Recording Capabilities", "Primary Contact", "Secondary Contact", "Oracle String", "I have attached photos of the UAS", and "I attest the information I have entered is accurate". A red "Submit" button is located to the right of this section. At the bottom right, there is a paperclip icon and the text "* Add attachments".

Figure 4 UAS/Drone Registration Form Listing of the Required Sections

The registration form collects the following information:

About You:

The name field is atomically populated with your user information, verify this information is correct, then provide your origination or department affiliation.



Home > New UAS Registration

New UAS Registration

Register a new CMU-owned Uncrewed Aerial System

The Uncrewed Aerial Systems (UAS) CMU registration form is intended for registering UAS purchased with CMU funding and is then owned by the university. This registration process ensures the CMU owned UAS is registered through the Federal Aviation Administration (FAA) under the CMU UAS account. The UAS owner should complete the registration process.

* Indicates required

About You

Name

* Organization or Department Affiliation

Figure 5 UAS/Drone Registration Form About You Section

Vehicle Information:

The UAS/Drone details provides information about the drone and payload.

- Nickname: Enter the unique UAS/Drone identifier like a name or number the department has picked that is meaningful to you.
- Purchase: Select how the UAS/Drone was acquired, commercial purchased from a manufacturer, modified purchase, or custom built. Only one selection is needed for this question.
- Take Off Weight: Enter the total weight of the UAS/Drone in pounds (lb.). The total weight should include add UAS/Drone accessories such as batteries, camera, payload, etc.
- Estimated Value: Enter the replacement cost value of the UAS/Drone. Only numbers should be included in this response.
- PAS Number: Provide the property accounting asset number (PAS).
- Remote ID Capabilities: Identify if the UAS/Drone can be operated via a remote control.
- Photo Capabilities: Identify if the UAS/Drone can take photos while in operation.
- Recording Capabilities: Identify if the UAS/Drone can record video and/or audio while in operation.

Vehicle Information ? 

* Nickname ?
Enter a name or number the department has picked that is meaningful to you. 

* Purchase
 Commercially purchased - the UAS was purchased from a manufacturer
 Modified purchase - the UAS was purchased and modified for our purposes
 Custom built - the UAS was custom built

* Take Off Weight ?
Enter the total weight of the UAS in pounds (lbs). The total weight should include batteries, camera, payload, and more. 

* Estimated Value ?
Enter the replacement cost value of this vehicle. The format should include only numbers, two decimal places and optional commas. 

PAS Number ?
Property Account Service Number 

* Remote ID Capabilities
-- None -- 

* Photo Capabilities
-- None -- 

* Recording Capabilities
-- None -- 

Figure 6 Vehicle Information

UAS/Drone Picture:

A picture of the UAS/Drone you are registering is required as part of the registration process. At the end of the Registration Form is the paperclip option to add attachments.

UAS Pictures ←

Please attach a picture or pictures of the UAS you are registering. You can find the attachment button at the bottom of this form.

Owners ⓘ

* Primary Contact

* Secondary Contact

FAA Registration ⓘ

* Oracle String

Submission

* I have attached photos of the UAS

* I attest the information I have entered is accurate

Additional Comments ⓘ

Please provide any additional information that might assist us with your registration. ✕

Submit

Required information

Organization or Department Affiliation Nickname Purchase Take Off Weight Remote ID Capabilities Estimated Value Photo Capabilities Recording Capabilities Primary Contact

Secondary Contact Oracle String I have attached photos of the UAS I attest the information I have entered is accurate

* Add attachments

Figure 7 UAS/Drone Pictures Section

Owners:

Primary and Secondary Contact: Please enter two contacts who can answer questions regarding the UAS/Drone or the Registration Form.

Owners ⓘ ←

* Primary Contact

* Secondary Contact

Figure 8 Owners Section

FAA Registration:

Oracle String: The FAA charges a fee to register a UAS/Drone vehicle. Environmental Health and Safety (EHS) will process this registration, so your UAS/Drone is affiliated with the university. EHS will use your departments oracle string to cover the registration fee.



Figure 9 FAA Registration

Submission:

Please acknowledge that you have attached photos of the UAS/Drone, and that the information provided is accurate.



Figure 10 Submission Section

Additional Comments:

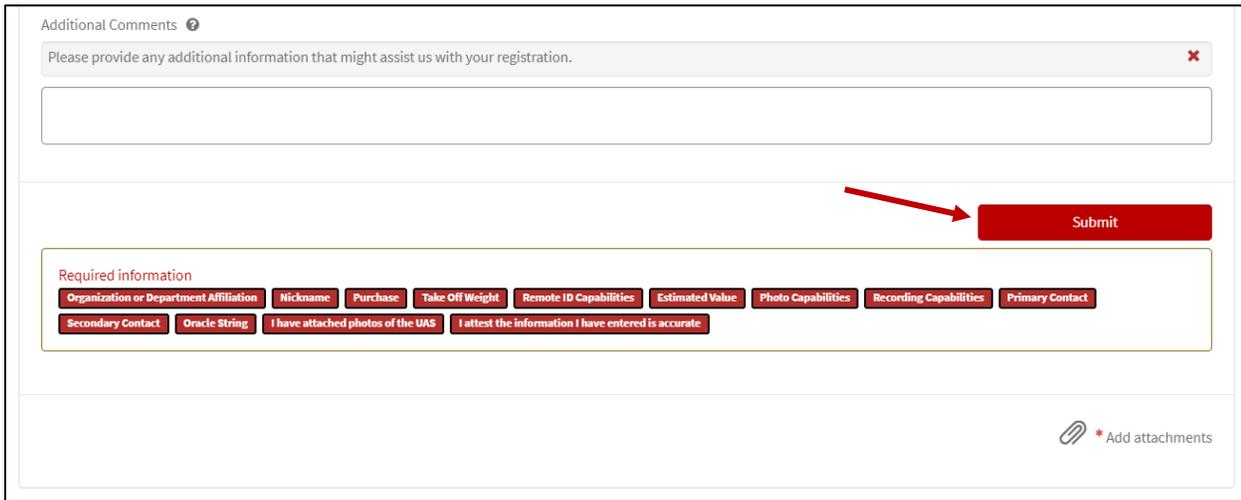
The text box can be used to provide any additional UAS/Drone details that will assist with the application process.



Figure 11 Additional Comments Section

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, and registration with the FAA.



The screenshot shows a web form interface. At the top, there is a section titled "Additional Comments" with a help icon and a text input field containing the placeholder text "Please provide any additional information that might assist us with your registration." Below this is a large empty text area. A red arrow points to a prominent red "Submit" button. Underneath the button is a "Required information" section containing several red buttons: "Organization or Department Affiliation", "Nickname", "Purchase", "Take Off Weight", "Remote ID Capabilities", "Estimated Value", "Photo Capabilities", "Recording Capabilities", "Primary Contact", "Secondary Contact", "Oracle String", "I have attached photos of the UAS", and "I attest the information I have entered is accurate". At the bottom right of the form, there is a paperclip icon and the text "* Add attachments".

Figure 12 Complete the Form

REQUEST A CHANGE TO A UAS/DRONE REGISTRATION

The Change to a UAS/Drone Registration Form notifies EHS of changes to the UAS/Drone vehicle. EHS will review the submitted changes to ensure insurance coverage continues to be maintained. EHS will also update the affiliated FAA registration as needed.

To access the Request a Change to a UAS/Drone Registration Form, move to the bottom of the UAS/Drone portal and select Request a Change to a UAS/Drone Registration.

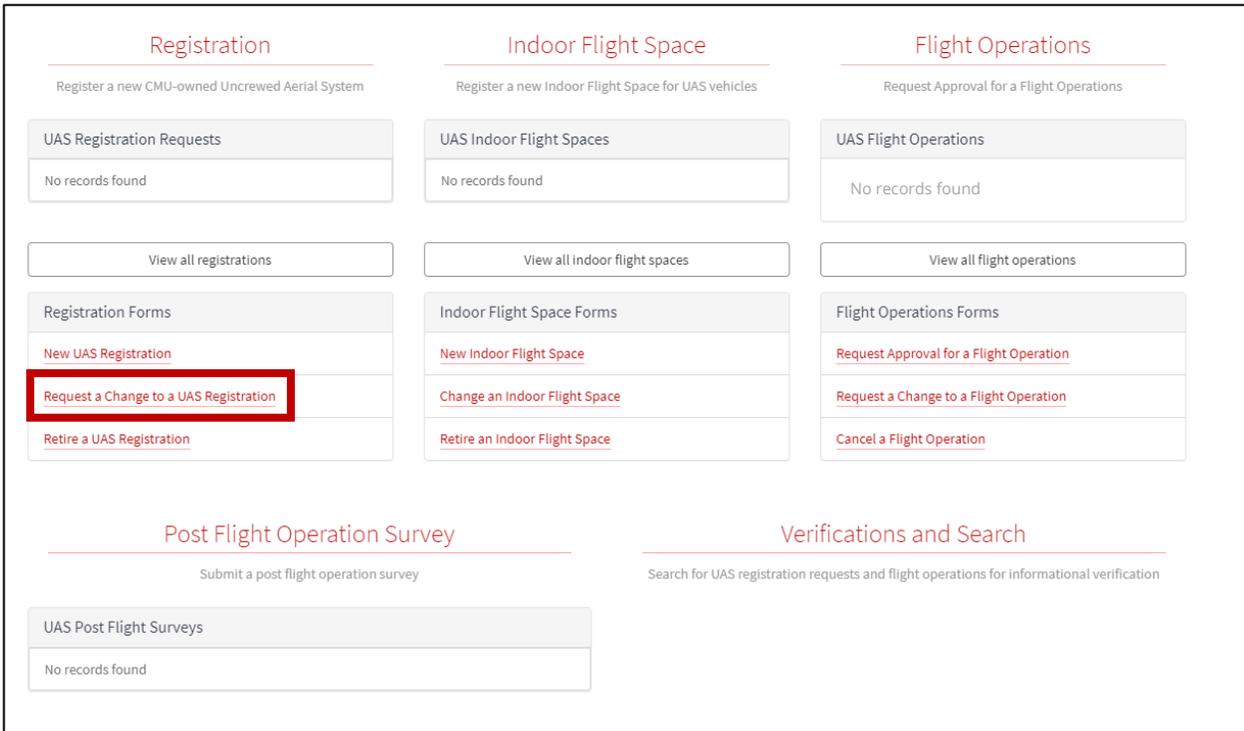


Figure 13 UAS/Drone Portal Request a Change to a Registration

At the bottom of the 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, you can expand/collapse the additional information text.

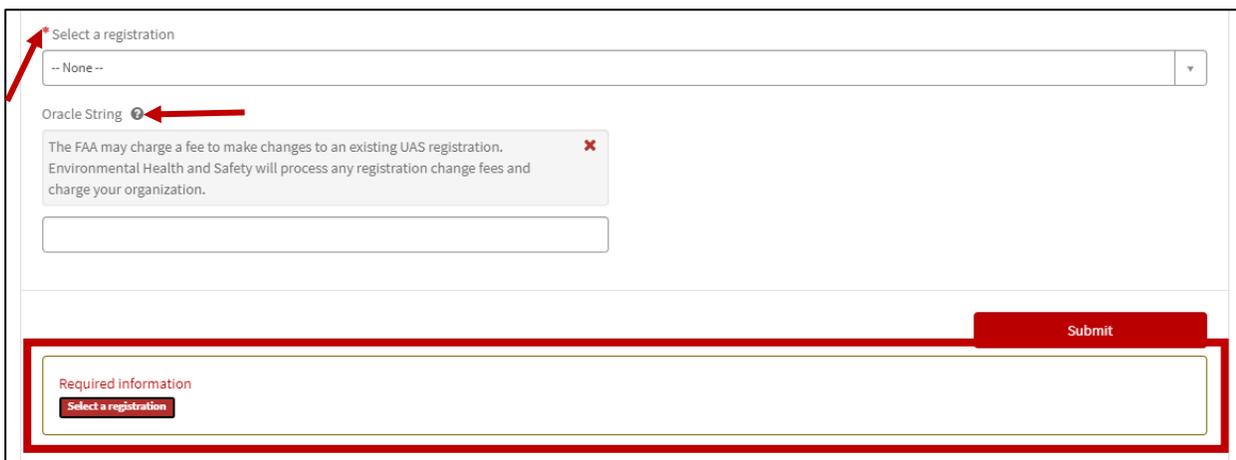
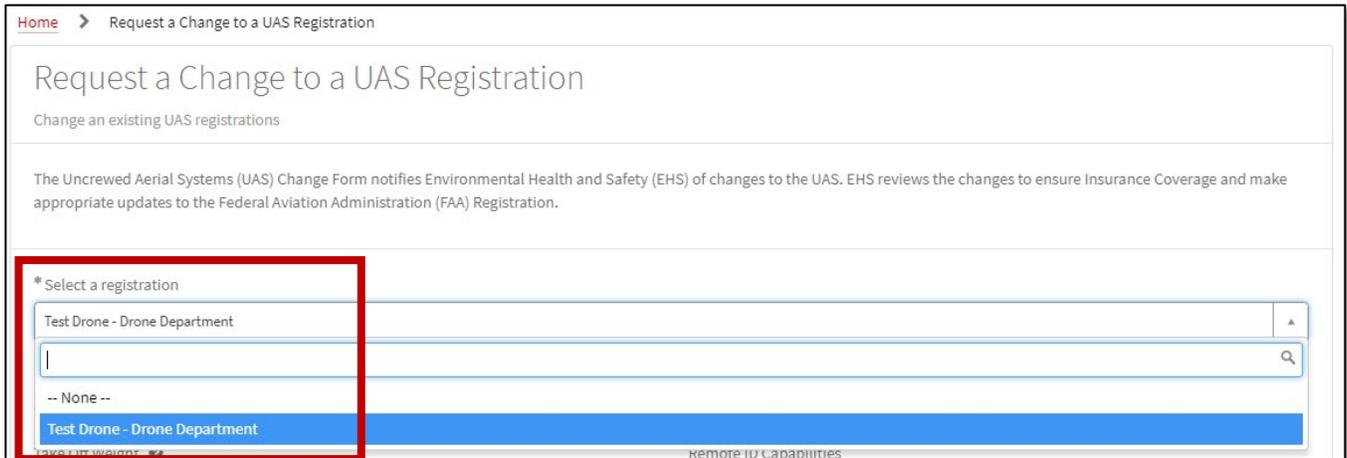


Figure 14 UAS/Drone Form Additional Information Text

Select a Registration:

By clicking on the drop-down menu, the UAS/Drone(s) registrations you have completed (i.e., are connected to your Andrew credentials) will appear. Select the name of the UAS/Drone you would like to change.

Once the UAS/Drone is selected, an option will appear to view the registration details. By selecting this link, you can view the original UAS/Drone registration.



Home > Request a Change to a UAS Registration

Request a Change to a UAS Registration

Change an existing UAS registrations

The Uncrewed Aerial Systems (UAS) Change Form notifies Environmental Health and Safety (EHS) of changes to the UAS. EHS reviews the changes to ensure Insurance Coverage and make appropriate updates to the Federal Aviation Administration (FAA) Registration.

*Select a registration

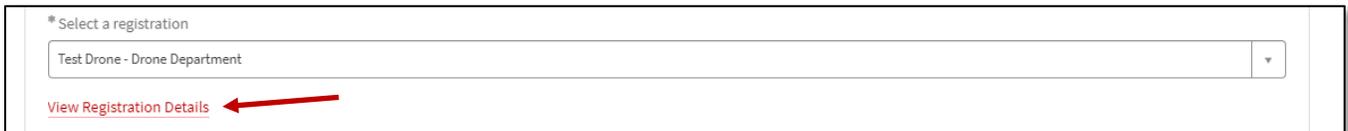
Test Drone - Drone Department

-- None --

Test Drone - Drone Department

Remote ID Capabilities

Figure 15 Select a Registration Section



*Select a registration

Test Drone - Drone Department

[View Registration Details](#)

Figure 16 View Registration Details Link

Requested Changes:

Complete the sections of the form that need to be updated with new information. Your options include:

- Take Off Weight: Enter the total weight of the UAS/Drone in pounds (lb.). The total weight should include add UAS/Drone accessories such as batteries, camera, payload, etc.
- Estimated Value: Enter the replacement cost value of the UAS/Drone. Only numbers should be included in this response.
- Remote ID Capabilities: Identify if the UAS/Drone can be operated via a remote control.
- Photo Capabilities: Identify if the UAS/Drone can take photos while in operation.
- Recording Capabilities: Identify if the UAS/Drone can record video and/or audio while in operation.
- PAS Number: Provide the property accounting asset number (PAS).
- Primary and Secondary Contact: Please enter two contacts who can answer questions regarding the UAS/Drone or the Registration Form.
- Oracle String: The FAA charges a fee to register a UAS/Drone vehicle. EHS will process this registration, so your UAS/Drone is affiliated with the university. EHS will use your departments oracle string to cover the restoration fee.
- Additional Comments: The text box can be used to provide any additional UAS/Drone details that will assist with the registration process.

- Attach documents: At the bottom of the form is the paperclip icon with the option to include attachments with the form.

View Registration Details

Requested Changes

Take Off Weight ⓘ
Enter the number of pounds (lbs). Enter the total weight that includes batteries, camera, payload, and more. ✖

Estimated Value ⓘ
Enter the replacement cost value of this vehicle. ✖

Primary Contact

Secondary Contact

Oracle String ⓘ
The FAA may charge a fee to make changes to an existing UAS registration. Environmental Health and Safety will process any registration change fees and charge your organization. ✖

Additional Comments ⓘ
Please provide any additional information that might assist us with your change. ✖

Remote ID Capabilities
-- None --

Photo Capabilities
-- None --

Recording Capabilities
-- None --

PAS Number

Submit

Add attachments

Figure 17 View Registration Details Section

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.

Additional Comments ⓘ
Please provide any additional information that might assist us with your change. ✖

Submit

Figure 18 Complete the Form

RETIRE A UAS/DRONE REGISTRATION

The UAS/Drone Retirement Form notifies the university that a UAS/Drone has been sold, destroyed, or retired. After completing the form, EHS will remove the FAA registration and if needed, assists the owner with the safe disposal. The completed form will be distributed to affiliated parties, i.e., contacts, insurance, etc.

To access the Retire a UAS/Drone Registration Form, move to the bottom of the UAS/Drone portal and select Retire a UAS/Drone Registration.

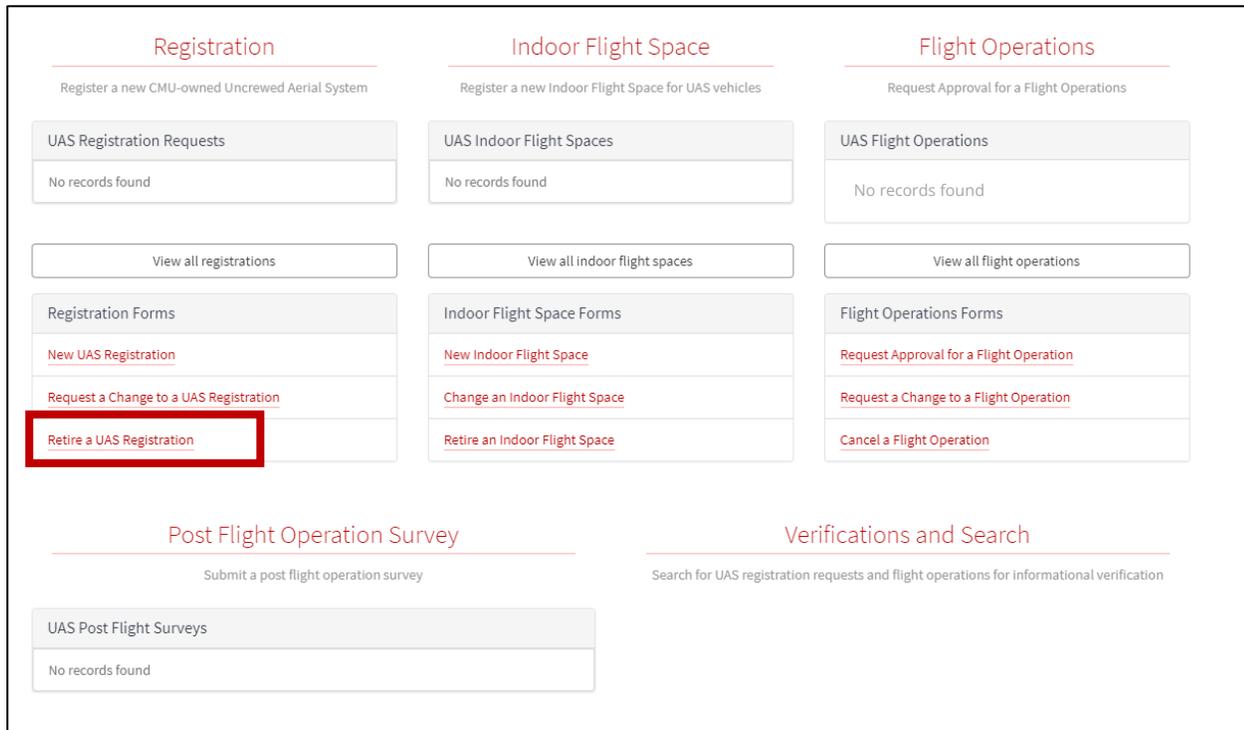
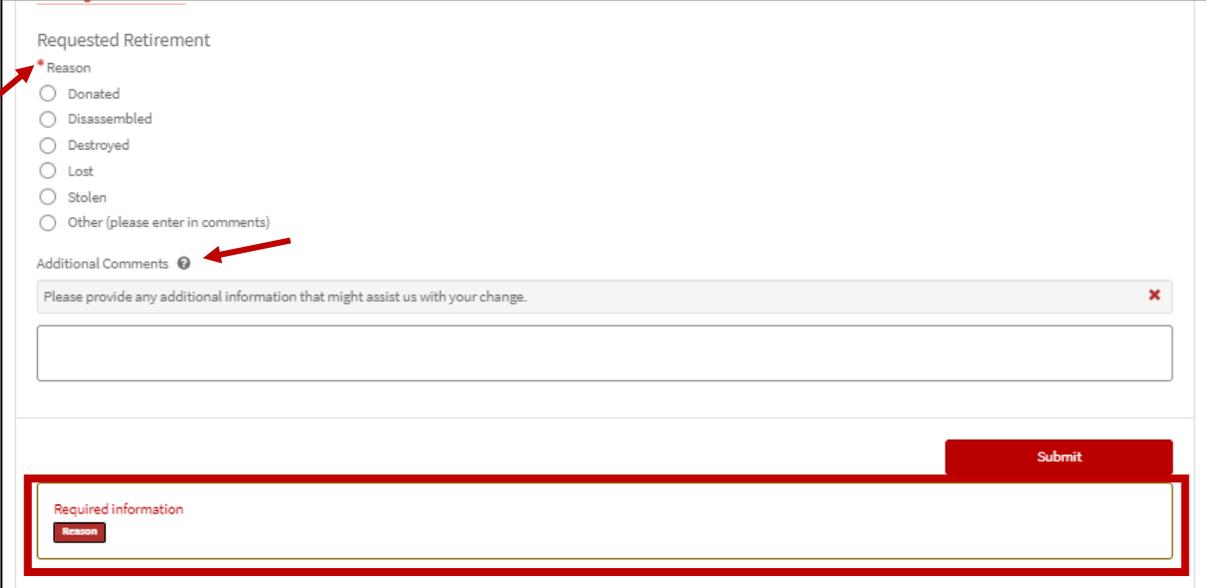


Figure 19 UAS/Drone Portal Retire a UAS/Drone Registration

At the bottom of the Retire a UAS/Drone Registration 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.



Requested Retirement

Reason

- Donated
- Disassembled
- Destroyed
- Lost
- Stolen
- Other (please enter in comments)

Additional Comments 

Please provide any additional information that might assist us with your change. 

Submit

Required information

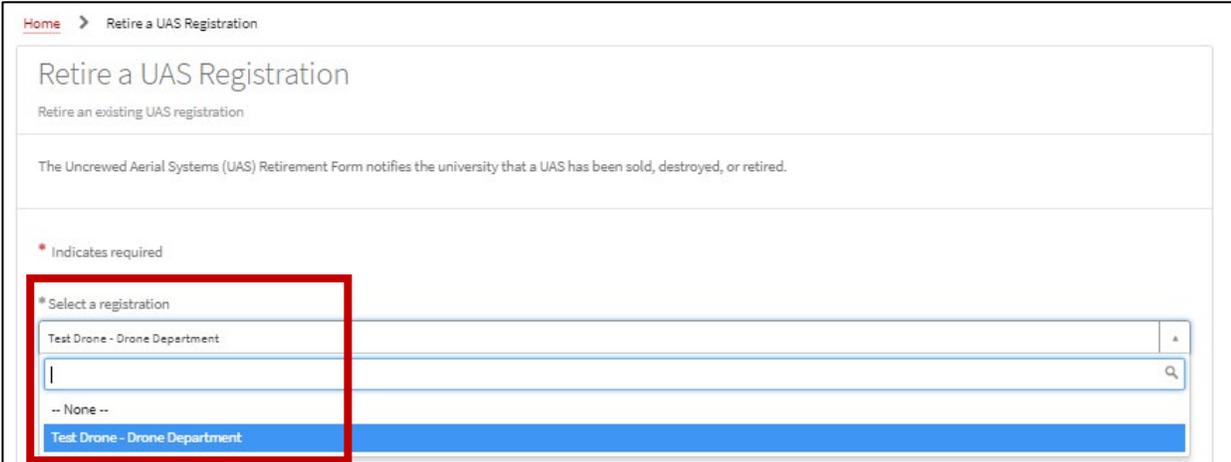
Reason

Figure 20 Additional Information Text

Select a Registration:

By clicking on the drop-down menu, the UAS/Drone(s) registrations you have completed (i.e., are connected to your Andrew credentials) will appear. Select the name of the UAS/Drone you would like to retire.

Once the UAS/Drone is selected, an option will appear to view the registration details. By selecting this link, you can view the original UAS/Drone registration.



Home > Retire a UAS Registration

Retire a UAS Registration

Retire an existing UAS registration

The Uncrewed Aerial Systems (UAS) Retirement Form notifies the university that a UAS has been sold, destroyed, or retired.

* Indicates required

* Select a registration

Test Drone - Drone Department

Search

-- None --

Test Drone - Drone Department

Figure 21 Select a Registration

*Select a registration
Test Drone - Drone Department
[View Registration Details](#)

Figure 22 View Registration Details

Requested Retirement:

Select the reason how or why the UAS/Drone you are retiring the UAS/Drone. Select one of the following options:

- Donated
- Disassembled
- Destroyed
- Lost
- Stolen
- Other (enter reason in the comment section)

Requested Retirement
* Reason
 Donated
 Disassembled
 Destroyed
 Lost
 Stolen
 Other (please enter in comments)

Figure 23 Requested Retirement

Additional Comments:

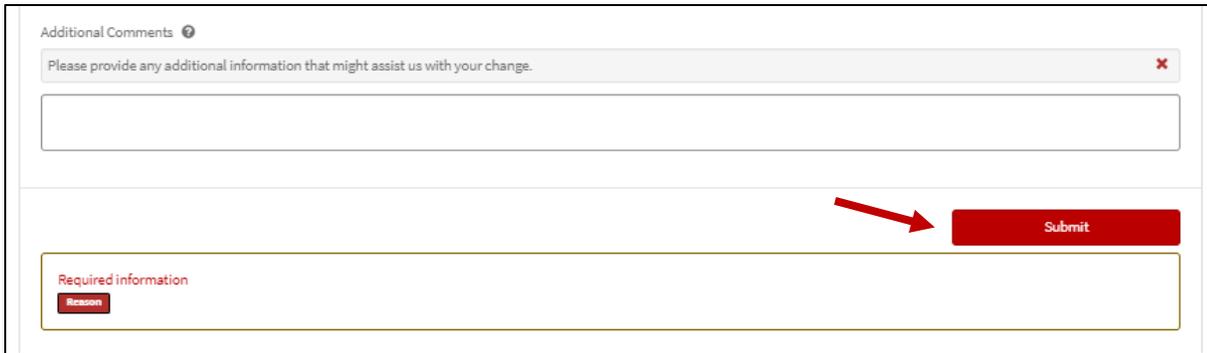
The text box can be used to provide any additional UAS/Drone details that will assist with the UAS/Drone retirement process.

Additional Comments ⓘ
Please provide any additional information that might assist us with your change. ✕

Figure 24 Additional Comments

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 screenshot shows a web form interface. At the top, there is a section titled "Additional Comments" with a help icon. Below the title is a text input field containing the placeholder text "Please provide any additional information that might assist us with your change." and a red "X" icon in the top right corner. Below this is a large empty text area. To the right of this area is a red "Submit" button, with a red arrow pointing to it from the left. Below the "Submit" button is a section titled "Required information" with a red "Reason" button.

Figure 25 Complete the Form