

sUAS Flight Management Checklists

(To be completed by the operator and maintained as a record of the operation for TBD time.)

Planning CHECKLIST			
Outside	Inside		Resources and notes
<input type="checkbox"/>	<input type="checkbox"/>	Familiarize self with Princeton Safety and Operational Standards and applicable FAA operational conditions by taking the "sUAS Training For Operators at Princeton" on the Princeton Employee Learning Center: www.princeton.edu/training	View the training by going to Environmental Health & Safety under the "Training By Department" tab. Click "eLearning" at the top and look for "sUAS Training For Operators at Princeton" in the General Safety section.
<input type="checkbox"/>	<input type="checkbox"/>	Register sUAS with FAA.	https://registermyuas.faa.gov/
<input type="checkbox"/>	<input type="checkbox"/>	Mark aircraft with registration number.	
<input type="checkbox"/>	<input type="checkbox"/>	Request and receive approval to use sUAS on campus.	drones@princeton.edu
<input type="checkbox"/>	<input type="checkbox"/>	Complete signed contract pertaining to sUAS operation with Invitees. Submit copy of finalized agreement.	drones@princeton.edu
Pre-Flight CHECKLIST			
Outside	Inside		Resources and notes
<input type="checkbox"/>	<input type="checkbox"/>	Check the B4UFLY app or FAA website on the day of each flight to make sure there are no TFRs (Temporary Flight Restrictions) in our area.	Download B4UFly App FAA B4UFly Website
<input type="checkbox"/>	<input type="checkbox"/>	Obtain weather and visibility conditions report within the hour prior to the flight.	Trenton regional conditions available at 609-538-8690
<input type="checkbox"/>	<input type="checkbox"/>	Record visibility information in the space to the right. Verify minimum visibility of 3 miles.	
<input type="checkbox"/>	<input type="checkbox"/>	Inform all non-participating people in the immediate flight field that it is reserved for sUAS operations and that they must stay clear of the area. (Do not fly if people remain in the way.)	
<input type="checkbox"/>	<input type="checkbox"/>	Display signage at indoor entry points "No Entry – Unmanned Aircraft Operations". Wear safety vest to enhance visibility of the operation outdoors..	
<input type="checkbox"/>	<input type="checkbox"/>	Verify that the communication/control link is functioning prior to commencing the flight plan.	
<input type="checkbox"/>	<input type="checkbox"/>	Notify if the flight plan is cancelled or substantively modified.	drones@princeton.edu
Emergency management			
			Resources and notes

<input type="checkbox"/>	<input type="checkbox"/>	In the event of an accident that requires immediate assistance or other emergencies, call the Department of Public Safety.	609-258-3333
<input type="checkbox"/>	<input type="checkbox"/>	Report any crash, injury or property damage incident to Environmental Health and Safety immediately.	Incident Report Form