

Appendix

Contents

A: NTIA Best Practices

B: Cost Benefit Analysis Example

C: Pre/Post Flight Checklist Example

D: Aircraft Maintenance Log Example

E: First Report-MT State Fund Form

F: Report of Incident Form-Risk Management & Tort Defense, DOA

G: Loss Instructions, §2-9-303, MCA

H: UAS Training Example

Appendix A

Original Document Link
Here

Voluntary Best Practices for UAS Privacy, Transparency, and Accountability

Consensus, Stakeholder-Drafted
Best Practices Created
in the NTIA-Convened
Multistakeholder Process

May 18, 2016

“Unmanned Aircraft Systems (UAS) technology continues to improve rapidly, and increasingly UAS are able to perform a variety of missions with greater operational flexibility and at a lower cost than comparable manned aircraft. ...

–President Barack Obama

Charge from the President

As compared to manned aircraft, UAS may provide lower-cost operation and augment existing capabilities while reducing risks to human life. Estimates suggest the positive economic impact to U.S. industry of the integration of UAS into the NAS could be substantial and likely will grow for the foreseeable future.

The combination of greater operational flexibility, lower capital requirements, and lower operating costs could allow UAS to be a transformative technology in the commercial and private sectors for fields as diverse as urban infrastructure management, farming, and disaster response. Although these opportunities will enhance American economic competitiveness, our Nation must be mindful of the potential implications for privacy, civil rights, and civil liberties. The Federal Government is committed to promoting the responsible use of this technology in a way that does not diminish rights and freedoms.

By the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to establish transparent principles that ... promote the responsible use of this technology in the private and commercial sectors, it is hereby ordered as follows: ...

There is hereby established a multi-stakeholder engagement process to develop and communicate best practices for privacy, accountability, and transparency issues regarding commercial and private UAS use in the NAS. The process will include stakeholders from the private sector. Within 90 days of the date of this memorandum, the Department of Commerce, through the National Telecommunications and Information Administration, and in consultation with other interested agencies, will initiate this multi-stakeholder engagement process to develop a framework regarding privacy, accountability, and transparency for commercial and private UAS use.”

President Barack Obama

FEBRUARY 15, 2015

Consensus, Stakeholder-Drafted Best Practices Created in the NTIA-Convened Multistakeholder Process

I. Introduction

The benefits of commercial and private unmanned aircraft systems (UAS) are substantial. Technology has moved forward rapidly, and what used to be considered toys are quickly becoming powerful commercial tools that can provide enormous benefits in terms of safety and efficiency. UAS integration will have a significant positive economic impact in the United States. Whether UAS are performing search and rescue missions, allowing farmers to be more efficient and environmentally friendly, inspecting power lines and cell towers, gathering news and enhancing the public's access to information, performing aerial photography to sell real estate and provide insurance services, surveying and mapping areas for public policy, delivering medicine to rural locations, providing wireless internet, enhancing construction site safety, or more—society is only just beginning to realize the full potential of UAS. UAS technology is already bringing substantial benefits to people's daily lives, including cheaper goods, innovative services, safer infrastructure, recreational uses, and greater economic activity. Inevitably, creative minds will devise many more UAS uses that will save lives, save money and make our society more productive.

However, the very characteristics that make UAS so promising for commercial and non-commercial uses, including their small size, maneuverability and capacity to carry various kinds of recording or sensory devices, can raise privacy concerns. As a result, individuals may be apprehensive about the adoption of this technology into everyday life. In order to ensure that UAS and the exciting possibilities that come with them live up to their full potential, operators should use this technology in a responsible, ethical, and respectful way. This should include a commitment to transparency, privacy and accountability.

The purpose of this document is to outline and describe voluntary Best Practices that UAS operators could take to

advance UAS privacy, transparency and accountability for the private and commercial use of UAS.¹UAS operators may implement these Best Practices in a variety of ways, depending on their circumstances and technology uses, and evolving privacy expectations. In some cases, these Best Practices are meant to go beyond existing law and they do not—and are not meant to—create a legal standard of care by which the activities of any particular UAS operator should be judged. These Best Practices are also not intended to serve as a template for future statutory or regulatory obligations, in part because doing so would make these standards mandatory (not voluntary) and could therefore raise First Amendment concerns.

1 The National Telecommunications and Information Administration (NTIA) has convened a series of multi-stakeholder efforts as a way to increase privacy protections based upon the Administration's framework for consumer information privacy. On February 15, 2015, President Obama issued a Presidential Memorandum instructing NTIA to convene such a process to develop and communicate best practices for privacy, accountability, and transparency issues regarding commercial and private UAS use in the National Airspace System. These Voluntary Best Practices are the result of that multi-stakeholder engagement process.

II. Applicability

These voluntary Best Practices for UAS focus on data collected via a UAS, which includes both commercial and non-commercial UAS. The only section applicable to newsgatherers and news reporting organizations is Section V considering that their activity is strongly protected by the First Amendment to the Constitution of the United States. There is also an Appendix entitled, “Guidelines for Neighborly Drone Use” that is intended to be a quick and easy reference guide for recreational UAS operators.

These Best Practices do not apply to data collected by other means—for instance, a company need not apply these Best Practices to data collected via the company’s website. These Best Practices do not apply to the use of UAS for purposes of emergency response, including safety and rescue responses.

Nothing in these Best Practices shall:

- Be construed to limit or diminish freedoms guaranteed under the Constitution;
- Replace or take precedence over any local, state, or federal law or regulation;
- Take precedence over contractual obligations or the representations of entities contracting UAS operators. However, entities contracting UAS operators should consider these Best Practices when setting the terms of a contract for UAS use, and UAS operators should consider these Best Practices when choosing to accept a contract for UAS use; or

- Impede the safe operation of a UAS.

UAS operators should comply with all applicable laws and regulations. These Best Practices are intended to encourage positive conduct that complements legal compliance. Operators who are aware of other best practices that may apply specific guidance to technologies deployed on or through UAS should consider how to incorporate that guidance into their privacy and security policies and practices.

These Best Practices are also not intended to serve as a template for future statutory or regulatory obligations, in part because doing so would raise First Amendment issues.

III. Definitions

The term “*consent*” means words or conduct indicating permission. Consent must be informed and conduct indicating permission may be express or implied, depending on the context.

“*Covered data*” means information collected by a UAS that identifies a particular person. If data collected by UAS likely will not be linked to an individual’s name or other personally identifiable information, or if the data is altered so that a specific person is not recognizable, it is not covered data.

The term “*data subjects*” refers to the individuals about whom covered data is collected.

The terms “*where practicable*” and “*reasonable*” depend largely on the circumstances of the UAS operator, the sensitivity of data collected, and the context associated with a particular UAS operation.

IV. Voluntary Best Practices

These voluntary Best Practices for UAS focus on data collected via a UAS, which includes both commercial and non-commercial UAS. The only section applicable to newsgatherers and news reporting organizations is Section V considering that their activity is strongly protected by the First Amendment to the Constitution of the United States. There is also an Appendix entitled, “Guidelines for Neighborly Drone Use” that is intended to be a quick and easy reference guide for recreational UAS operators.

These Best Practices do not apply to data collected by other means—for instance, a company need not apply these Best Practices to data collected via the company’s website. These Best Practices do not apply to the use of UAS for purposes of emergency response, including safety and rescue responses.

1. Inform Others of Your Use of UAS

1(a) Where practicable, UAS operators should make a reasonable effort to provide prior notice to individuals of the general timeframe and area that they may anticipate a UAS intentionally collecting covered data.²

1(b) When a UAS operator anticipates that UAS use may result in collection of covered data, the operator should provide a privacy policy for such data appropriate to the size and complexity of the operator, or incorporate such a policy into an existing privacy policy. The privacy policy should be in place no later than the time of collection and made publicly available. The policy should include, as practicable:

- (1) the purposes for which UAS will collect covered data;³
- (2) the kinds of covered data UAS will collect;

- (3) information regarding any data retention and de-identification practices;⁴
- (4) examples of the types of any entities with whom covered data will be shared;
- (5) information on how to submit privacy and security complaints or concerns; and
- (6) information describing practices in responding to law enforcement requests.

Material changes to the above should be incorporated into the privacy policy.

2. Show Care When Operating UAS or Collecting and Storing Covered Data

2(a) In the absence of a compelling need to do otherwise, or consent of the data subjects, UAS operators should avoid

2 What qualifies as a practicable and reasonable effort to provide prior notice will depend on operators’ circumstances and the context of the UAS operation. For example, delivery UAS operators may provide customers with an estimated time of delivery. Real estate professionals using UAS may provide a home seller (and possibly immediate neighbors) with prior notice of the estimated date of UAS photography of the property. Hobbyist UAS operators may not need to notify nearby individuals of UAS flight in the vicinity.

3 These Best Practices recognize that UAS operators may not be able to predict all future uses of data. Accordingly, these Best Practices do not intend to discourage unplanned or innovative data uses that may result in desirable economic or societal benefits.

4 If it is not practicable to provide an exact retention period, because, for example, the retention period depends on legal hold requirements or evolving business operations, the UAS operator may explain that to data subjects when disclosing its retention policies.

using UAS for the specific purpose of intentionally collecting covered data where the operator knows the data subject has a reasonable expectation of privacy.

- 2(b) In the absence of a compelling need to do otherwise, or consent of the data subjects, UAS operators should avoid using UAS for the specific purpose of persistent and continuous collection of covered data about individuals.
- 2(c) Where it will not impede the purpose for which the UAS is used or conflict with FAA guidelines, UAS operators should make a reasonable effort to minimize UAS operations over or within private property without consent of the property owner or without appropriate legal authority.
- 2(d) UAS operators should make a reasonable effort to avoid knowingly retaining covered data longer than reasonably necessary to fulfill a purpose as outlined in § IV.1(b). With the consent of the data subject, or in exceptional circumstances (such as legal disputes or safety incidents), such data may be held for a longer period.
- 2(e) UAS operators should establish a process, appropriate to the size and complexity of the operator, for receiving privacy or security concerns, including requests to delete, de-identify, or obfuscate the data subject's covered data. Commercial operators should make this process easily accessible to the public, such as by placing points of contact on a company website.⁵

3. Limit the Use and Sharing of Covered Data

- 3(a) UAS operators should not use covered data for the following purposes without consent: employment eligibility, promotion, or retention; credit eligibility; or health care treatment eligibility other than when expressly permitted by and subject to the requirements of a sector-specific regulatory framework.
- 3(b) UAS operators should make a reasonable effort to avoid using or sharing covered data for any purpose that is not included in the privacy policy covering UAS data.
- 3(c) If publicly disclosing covered data is not necessary to fulfill the purpose for which the UAS is used, UAS operators should avoid knowingly publicly disclosing data collected via UAS until the operator has undertaken a reasonable effort to obfuscate or de-identify covered data—unless the data subjects provide consent to the disclosure.

- 3(d) UAS operators should make a reasonable effort to avoid using or sharing covered data for marketing purposes unless the data subject provides consent to the use or disclosure. There is no restriction on the use or sharing of aggregated covered data as an input (e.g., statistical information) for broader marketing campaigns.

4. Secure Covered Data

- 4(a) UAS operators should take measures to manage security risks of covered data by implementing a program that contains reasonable administrative, technical, and physical safeguards appropriate to the operator's size and complexity, the nature and scope of its activities, and the sensitivity of the covered data.

Examples of appropriate administrative, technical, and physical safeguards include those described in guidance from the Federal Trade Commission, the National Institute of Standards and Technology (NIST) Cybersecurity Framework, and the International Organization for Standardization's 27001 standard for information security management.

For example, UAS operators engaging in commercial activity should consider taking the following actions to secure covered data:

- Having a written security policy with respect to the collection, use, storage, and dissemination of covered data appropriate to the size and complexity of the operator and the sensitivity of the data collected and retained.⁶
- Making a reasonable effort to regularly monitor systems for breach and data security risks.
- Making a reasonable effort to provide security training to employees with access to covered data.
- Making a reasonable effort to permit only authorized individuals to access covered data.

5. Monitor and Comply with Evolving Federal, State, and Local UAS Laws

- 5(a) UAS operators should ensure compliance with evolving applicable laws and regulations and UAS operators' own privacy and security policies through appropriate internal processes.

5 This may be as simple as talking to an individual who approaches the UAS operator with a concern.

6 As with the privacy policy referenced in § IV.1(b), UAS operators may modify a broader existing security policy to incorporate data collected via UAS. A security policy should include, at minimum, such basic steps as keeping software up to date and downloading security patches for known vulnerabilities.

V. Best Practices for Newsgatherers and News Reporting Organizations

Newsgathering and news reporting are strongly protected by United States law, including the First Amendment to the Constitution. The public relies on an independent press to gather and report the news and ensure an informed public.

For this reason, these Best Practices do not apply to newsgatherers and news reporting organizations. Newsgatherers and news reporting organizations may use UAS in the same manner as any other comparable technology to capture, store, retain and use data or images in public spaces. Newsgatherers and news reporting organizations should operate under the ethics rules and standards of their organization, and according to existing federal and state laws.

Appendix

Guidelines for Neighborly Drone Use

Drones are useful. New, fairly cheap drones are easy to use. But just because they are cheap and simple to fly doesn't mean the pictures and video they take can't harm other people. The FAA and partner organizations have put safety guidance online at <http://knowbeforeyoufly.org>. But even safe flight might not respect other people's privacy. These are voluntary guidelines. No one is forcing you to obey them. Privacy is hard to define, but it is important. There is a balance between your rights as a drone user and other people's rights to privacy. That balance isn't easy to find. You should follow the detailed "UAS Privacy Best Practices", on which these guidelines are based, especially if you fly drones often, or use them commercially. The overarching principle should be peaceful issue resolution.

1. If you can, tell other people you'll be taking pictures or video of them before you do.
2. If you think someone has a reasonable expectation of privacy, don't violate that privacy by taking pictures, video, or otherwise gathering sensitive data, unless you've got a very good reason.
3. Don't fly over other people's private property without permission if you can easily avoid doing so.
4. Don't gather personal data for no reason, and don't keep it for longer than you think you have to.
5. If you keep sensitive data about other people, secure it against loss or theft.
6. If someone asks you to delete personal data about him or her that you've gathered, do so, unless you've got a good reason not to.
7. If anyone raises privacy, security, or safety concerns with you, try and listen to what they have to say, as long as they're polite and reasonable about it.
8. Don't harass people with your drone.

Supporters

As of June 2016

Amazon	New America's Open Technology Institute
Association for Unmanned Vehicle Systems International (AUVSI)	News Media Coalition
Center for Democracy and Technology	Newspaper Association of America (NAA)
Commercial Drone Alliance	NetChoice
Consumer Technology Association	Online Trust Alliance (OTA)
CTIA	PrecisionHawk
Digital Content Next (DCN)	Radio Television Digital News Association (RTDNA)
Future of Privacy Forum	Small UAV Coalition
Intel	Software & Information Industry Association (SIIA)
National Association of Broadcasters (NAB)	U.S. Chamber of Commerce
	X (Formerly Google [x])

To add your organization to the list of supporters, please email drones@fpf.org

“As the President recognized when he directed NTIA to convene this process, these best practices can help promote Commerce priorities by allowing the industry to grow, develop and innovate while helping to build consumer trust.”

– U.S. Secretary of Commerce Penny Pritzker

“The best practices agreed to by a diverse group of stakeholders—including privacy and consumer advocates, industry, news organizations and trade associations—represent an important step in building consumer trust, giving users the tools to innovate in this space in a manner that respects privacy, and providing accountability and transparency.”

– NTIA Deputy Assistant Secretary Angela Simpson

The best practices were developed by a group of stakeholders convened by the
National Telecommunications and Information Administration.

This is not a government publication.

More information about the NTIA process is available at www.ntia.doc.gov.
An easy to read summary of the best practices is available at www.fpf.org

Appendix B

The UAS Program Minimum Cost-Benefit Analysis Model Form
UAS Program/Device Cost Benefit Analysis

Date _____
Department/Organization _____
Organizational Contact/Requester _____
New Program? Y N Adding resources to an existing program? Y N
Phone _____ Email _____

_____ Approved _____ Denied

Authorizing Signature _____ Date _____

Business Need Justification

[Describe the business objectives and outcomes desired. Fully describe the purpose for which this product is needed. Describe your requirements for the product/service.]

Goals & Objectives

[What goals or objectives are identified that will meet the business need?]

Current Solution

[How are the business needs currently being met?]

What options are available?

[Describe viable options, including risks and benefits of each. Describe the market research you performed to identify the options.]

Options Analysis

[Give an analysis of the options to solve the business need; this should include initial procurement costs, ongoing operational costs for [X] years, savings opportunities, risks and/or risk reductions, estimated staff hours to manage a solution and staff time saved, etc.]

- Option 1 (May be current method of operations)
 - List all costs or verifiable estimate of total costs
 - Risks
 - Benefits

- Option 2
 - List all costs or verifiable estimate of total costs
 - Risks
 - Benefits

Appendix C

Pre-Flight Checklist

Pilot In Command:	FAA Reg. No.:	Date:
Observer (Optional):	Location:	
UAS Model: DJI Phantom 3 Pro		

Purpose of Flight (Check 1): **Recreation** **Commercial** ⁽¹⁾ **SAR** ⁽²⁾ **Other (Describe):**

NOTES: (1) - Commercial sUAS license required (2) – Authorization by applicable authority required

Authorization for flight in restricted airspace: (Required for flight in restricted airspace only, otherwise NA)

Authorized by: _____ **Title:** _____

A. Pre-Start Checklist

Important: Complete all check list items in the order they are presented. If you cannot check off an item **STOP!** and correct the problem before continuing.

No.	Item	Acceptable Condition	Sat.
1	Airspace	Unrestricted airspace or flight authorized	
		Potential obstructions near intended flight path identified	
2	Weather	Visibility >=3 miles/500 ft., Wind <=15mph, Precip. - None	
3	sUAS Airframe/Props	No structural defects visible	
4	sUAS Battery	Sufficient for intended flight, not less than 75%	
5	Controller Battery	Sufficient for intended flight, not less than 75%	
6	Display Device Battery	Sufficient for intended flight	
7	Memory Card	Installed, sufficient memory space available for flight	
8	Observer	Present, briefed and ready (Only if designated, otherwise NA)	
9	Camera Gimbal Lock	Removed	
10	Display Device	On	
11	Controller Power	On	
12	sUAS Power	On	
13	sUAS Status Lights	Flashing GREEN	
14	Camera Check	FPV camera view normal	
15	Compass Calibration	Compass calibrated for current location	
16	Flight Limits Set	Alt. <=120 meters, Dist. <=500 meters	
17	Flight Mode Set to GPS	Controller mode switch in "P", display status GREEN - RTF	
18	Take-Off Location	Clear for >=25ft. radius, no overhead obstructions	

B. Motor Start Checklist

No.	Item	Acceptable Condition	Sat
1	sUAS Motor Start	sUAS motors start and run at idle, no abnormal noise	
2	Home Point	Home Point Set	
3	Hover Check	Flight and Camera Gimbal control responses normal	
4	Flight Telemetry	Telemetry normal (Bat, Alt, Dist., etc.)	

READY FOR FLIGHT

Notes:

Flight Operations

The following information obtained from, Know Before You Fly, (Web Site: knowbeforeyoufly.org) is not a checklist but rather a list of guidelines that should be followed by the pilot in command during flight. The pilot in command should be sufficiently familiar with these guidelines to implement them during flight without referring to this document.

- Follow community-based safety guidelines, as developed by organizations such as the [Academy of Model Aeronautics \(AMA\)](#).
- Fly no higher than 400 feet and remain below any surrounding obstacles when possible.
- Keep your sUAS in eyesight at all times, and use an observer to assist if needed.
- Remain well clear of and do not interfere with manned aircraft operations, and you must see and avoid other aircraft and obstacles at all times.
- Do not intentionally fly over unprotected persons or moving vehicles, and remain at least 25 feet away from individuals and vulnerable property.
- Contact the airport or control tower before flying within five miles of an airport.
- Fly no closer than two nautical miles from a heliport with a published instrument flight procedure.
- Do not fly in adverse weather conditions such as in high winds or reduced visibility.
- Do not fly under the influence of alcohol or drugs.
- Ensure the operating environment is safe and that the operator is competent and proficient in the operation of the sUAS.
- Do not fly near or over sensitive infrastructure or property such as power stations, water treatment facilities, correctional facilities, heavily traveled roadways, government facilities, etc.
- Check and follow all local laws and ordinances before flying over private property.
- Do not conduct surveillance or photograph persons in areas where there is an expectation of privacy without the individual's permission (see AMA's [privacy policy](#)).

Users of commercial and recreational UAS should be aware that in remote, rural and agricultural areas, manned aircraft, including fixed-wing aircraft and helicopters, may be operating very close to ground level. Pilots conducting agricultural, firefighting, law enforcement, emergency medical, wildlife survey operations and a variety of other services all legally and routinely work in low-level airspace. Operators controlling UAS in these areas should maintain situational awareness, give way to, and remain a safe distance from these low-level, manned airplanes and helicopters.

Notes:

Landing/Post Flight Check List

A. Landing Checklist

No.	Item	Acceptable Condition	Sat
1	Landing Location	Clear for ≥ 25 ft. radius, no overhead obstructions	

B. Post-Flight Checklist

No.	Item	Acceptable Condition	Sat
1	sUAS Power	Off	
2	Controller Power	Off	
3	Display Device Power	Off	
4	Camera Gimbal Lock	Installed	
5	Memory Card	Removed if image download desired. If flying in support of an incident response or SAR effort, ensure imagery is presented to the designated individual.	

Notes:

Appendix D

Appendix E

Original Form Link Here



MONTANA STATE FUND
P.O. Box 4759
Helena, MT 59604-4759

First Report

Fax: 406-495-5020
Voice: 800-332-6102

Claims Examiner Date Stamp

Worker

Dept Code: (if applicable)

Last Name		First Name		M.I.	Date of Birth	Social Security Number	
Home address				City	State	Postal Code	
Phone Number () -	Education <input type="checkbox"/> Less Than High School <input type="checkbox"/> GED or High School Diploma <input type="checkbox"/> Beyond High School	Gender <input type="checkbox"/> Male <input type="checkbox"/> Unknown <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Not Married <input type="checkbox"/> Unknown	Number of Dependents			

Wages

Date Hired	Gross earnings for four pay periods preceding the injury.	1 Date / Amount /	2 Date / Amount /	3 Date / Amount /	4 Date / Amount /	
Employment Status <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer		Number of days worked per week:	Wage: <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Other: <input type="checkbox"/> Day <input type="checkbox"/> BI-weekly <input type="checkbox"/> Year			
In addition to gross earnings cited above worker received: <input type="checkbox"/> Board & Room <input type="checkbox"/> Overtime <input type="checkbox"/> Bonus <input type="checkbox"/> Commissions <input type="checkbox"/> Other:			Estimated value if any:		Is sick leave available? Used? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Worked next scheduled shift <input type="checkbox"/> Yes <input type="checkbox"/> No	Off work more than 4 work days <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	Date Last Worked	Date of Return to work	Full wages paid for date of Injury? <input type="checkbox"/> yes <input type="checkbox"/> No	Salary continued? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Accident Description

Description of Accident (continue on separate sheet if necessary)

Cause of Injury	Part of Body	Nature of Injury	Date and Time of Injury
Date disability began:	Date of Death:	Occupation:	Names of witnesses: 1) 2)
Accident on employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No	Accident address or location: City: State: Postal code: -		
Date employer notified:	Accident reported to:	Safety equipment provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Safety equipment used? <input type="checkbox"/> Yes <input type="checkbox"/> No

Medical

Attending Physician's Name	Address	State	Postal Code	Phone Number () -
Hospital Name	Address	State	Postal Code	Phone Number () -
Type of initial medical treatment received: <input type="checkbox"/> No treatment <input type="checkbox"/> Emergency room <input type="checkbox"/> Treatment on-site by employer or medical Staff <input type="checkbox"/> Clinic/Dr. Office <input type="checkbox"/> Hospital				

Signature

This is my claim for workers' compensation benefits due to the on-the-job injury, occupational disease or death of the above named worker. I understand that signing this claim for compensation authorizes the release of rehabilitation records, Social Security records and health care information (medical records) relevant to this claim to the workers' compensation insurer and the insurer's agents. I also understand that if I obtain or exert unauthorized control over workers' compensation benefits, I may be subject to civil and criminal penalties.

Signature of Injured Worker or Beneficiary: _____

Date: _____

Employer

Employer Name State of Montana DEQ	Doing Business as: Government	Federal Employer Identification Number (tax I.D.) 81-0302402 Policy 30041628		
Mailing Address P.O. Box 200901	City Helena	State MT	Postal Code 59620	Phone Number (406) 444-5382
Location of operation, if different from mailing address: 1520 East Sixth Ave		Nature of Business or SIC Code:	Self-Insured? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer is a <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company	Injured worker is a <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> A member of the employer's (sole proprietor or) family living in the employer's household.			
Do you have any reason to question? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain fully. Use separate sheet if you need additional space.			Was worker injured while in your employ? <input type="checkbox"/> yes <input type="checkbox"/> no	
Insurance Agent's Name	Insurance Agency	Agent's Telephone Number () -		
Prepared by: Lawrence P. Alheim, Jr.	Official title: Safety Director	Date:		
Payroll Classification Code under which you report employee's wages:	Authorized Employer's Signature: _____ Date: _____			

Insurer Only

Claim Administrator's Claim Number:	Date reported to Claim Administrator:	The above information is correct with the following exceptions: <input type="checkbox"/> (Attach extra sheets if box at right is checked)		
Third Party Administrator's Name:	Claim Administrator's Address:	Insurer FEIN:		
Insurer's Name:	Third Party Administrator's FEIN:			
Policy Number:	Policy Effective Date:	Policy Expiration Date:		

Appendix F

Original Form Link Here



**STATE OF MONTANA
RISK MANAGEMENT & TORT DEFENSE
DEPARTMENT OF ADMINISTRATION
P.O. BOX 200124 - HELENA, MT 59620-0124
(406) 444-2421 FAX (406) 444-2592**

REPORT OF INCIDENT

Reporting Person:		Job Title:	
Department:		Division:	Phone:
Date/Time of Incident:		Location of Incident:	

COMPLETE ONLY THE SECTION THAT APPLIES TO YOUR LOSS

VEHICLE PERSONAL INJURY PROPERTY DAMAGE CYBER/DATA SECURITY/OTHER INCIDENT

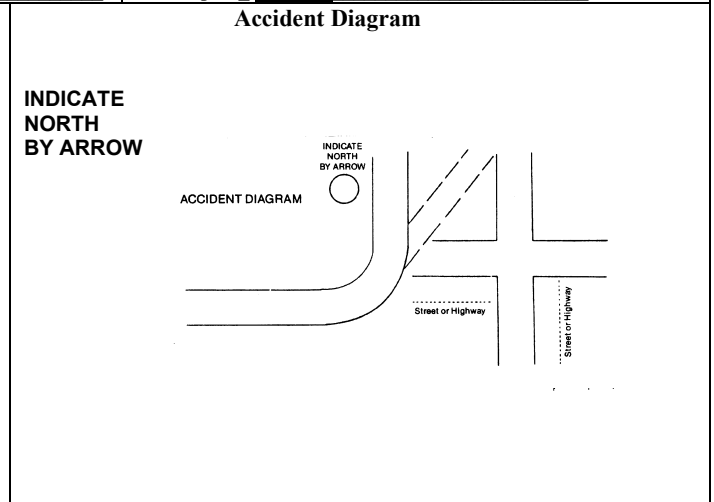
VEHICLE

ACCIDENT INFORMATION

Were Police Notified? Yes <input type="checkbox"/> No <input type="checkbox"/>		Police Department Name:	
Investigating Officer's Name:		Investigation Officers Phone Number	
Were Citations Issued? No <input type="checkbox"/> Yes <input type="checkbox"/> STATE Vehicle Driver <input type="checkbox"/> OTHER Vehicle Driver <input type="checkbox"/>			
Weather Conditions: Clear? <input type="checkbox"/> Rain? <input type="checkbox"/> Snow? <input type="checkbox"/> Other? <input type="checkbox"/> Describe			
Roadway Conditions: Dry? <input type="checkbox"/> Wet? <input type="checkbox"/> Icy? <input type="checkbox"/> Snow packed? <input type="checkbox"/> Other? <input type="checkbox"/> Describe			
Light Conditions: Daylight? <input type="checkbox"/> Darkness? <input type="checkbox"/> Dusk? <input type="checkbox"/> Dawn? <input type="checkbox"/> Other? <input type="checkbox"/> Describe			
Vehicle Speed: STATE Vehicle?		OTHER Vehicle?	
License No. _____	Attachment No. _____	Attachment No. _____	
Est. Repair _____	Est. Repair _____	Est. Repair _____	

Describe Accident/Incident in detail:

(use blank paper for additional information)



Signature of Driver:	Date:
-----------------------------	--------------

STATE VEHICLE INFORMATION

Department Owning Vehicle:	Phone No.
Driver's Name:	Phone No.
For What Purpose was the Vehicle Being Used?	
Plate No.	VIN No.
Make/Model/Year:	

Location Where Vehicle May Be Seen (Address)?	Equip. No.
---	------------

OTHER VEHICLE INFORMATION

Plate No./State:	VIN No.:	Make/Model/Year:
Owner Name:		
Address:		Phone No.:
Driver's Name:		
Address:		Phone No.:
Insurance Co.:	Policy No.:	Phone No.:

OCCUPANTS

Name:	Address:	Age	State Veh.	Other Veh.	Injured Y - N	Describe Injury
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

WITNESSES

Name:	Address:	Phone:

PERSONAL INJURY

Name of Injured:	Address:	Phone:
Nature of Injury:		

Describe clearly how accident/injury occurred:

(use blank paper for additional information)

PROPERTY DAMAGE

Describe clearly how the loss occurred and give a brief description of the property (i.e. make, model, serial number when applicable)

(use blank paper for additional information)

CYBER/DATA SECURITY/OTHER

Describe clearly how the incident occurred:

(use blank paper for additional information)

Date	Reporting Person's Signature:
Date	Supervisor's Signature:
Date	Department Official's Signature:

Appendix G

In accordance with §2-9-303, MCA, the Risk Management & Tort Defense Division (RMTD) may settle any claim for personal injury/property damage in behalf of state agencies. Timely and accurate reporting of claims is critical in order to protect the interests of the state and its employees. Please follow these procedures to report a claim.

1. For reporting purposes, claims fall into one of four categories:

a. Vehicle - losses arising from the use of state owned, leased, or courtesy vehicles, mobile equipment, and watercraft.

b. Personal Injury - losses to 'non-state parties' arising from personal injury or property damage other than vehicles.

c. Property - losses to state property other than automobile and personal injury arising from perils such as hail, windstorm, earthquake, fire, theft, etc.

d. Cyber/Data Information Security/Other Incident - losses arising from a cyber/data information security/other incident. Please click [here](#) for more specific information about when and how to report a cyber/data information security incident.

2. After an agency or university has suffered a loss, the employee most familiar with the incident should immediately notify his/her supervisor and complete a [Report of Incident](#) form. Citizens or other third parties that incur personal injuries or property damage as a result of the state's negligence, should be told by the involved state employee they may file a claim with Risk Management and Tort Defense by following procedures [Public Reporting a Loss](#). For vehicular accidents, guidelines about what information to collect and what to say and do at the accident scene may be found in the [Accident Form](#) located in the vehicle glove box.

3. The immediate supervisor or his/her designee must conduct an investigation to determine what happened, why it happened, and how the claim can be prevented from recurring.

4. Any catastrophic property loss, data incident, or other loss which involves a fatality or bodily injury, should be telephoned to RMTD claims staff at (406)444-2421 by the immediate supervisor or his/her designee as early as possible the day of the incident, or, if after normal business hours (i.e. 8:00 a.m. to 5:00 p.m.), the next day. The 'Report of Incident' must be signed by the supervisor and submitted to RMTD within 24 hours.

5. For all other losses, the immediate supervisor or designee must assure that a [Report of Incident](#) form is accurately completed, signed, and sent to RMTD within 5 business days. Claims that are not reported within 60 days may be denied.

6. A [Report of Incident](#) form should be initiated even if no injury or property damage resulted from the incident. An incident that occurs today with little consequence for the agency involved, may have serious consequences for others at some future date.

7. The [Report of Incident](#) form must contain only factual information. State personnel who are completing the reports **should exercise caution not to place blame on other state employees or admit liability.**

8. Do not furnish information on claims or lawsuits to unauthorized persons other than law enforcement officials. Obtain names and address of witness. Refer all other questions to RMTD.

9. In the event of a claim involving theft of money, securities, or other property, notify the police immediately and call RMTD claims staff as soon as possible.

10. Copies of the [Report of Incident](#) form shall be distributed as follows: **ORIGINAL**

Risk Management and Tort Defense Division
1625 11th Avenue
P.O. Box 200124
Helena, MT 59620-0124

COPIES

Department of Transportation, Organizational Development Bureau for claims involving motor pool vehicles. One copy of each report shall be maintained by the respective agency. If possible, photographs and diagrams of the losses should also be provided.

11. Contact us. If a loss occurs during normal business hours you may reach any of our staff at their phone extensions <http://rmtd.mt.gov/aboutus/organizationstaff.aspx> or call (406)444-2421. In the event of an emergency, after normal business hours call (406)444-2421 and press 1. for Jennie Younkin, 2. for Gordon Amsbaugh, 3. for Kirk Barfuss, or 4. for Brett Dahl. Your phone call will then be transferred to a live person. Follow the instructions at <http://rmtd.mt.gov/claims/agenciesreportclaims.aspx> for filing a claim and send the 'Report of Incident' and other appropriate documentation to our office immediately.

Appendix H

UAS Training Guidelines

Purpose: To certify safe operation of [State Agency] UAS in accordance with its Certificate of Authorization. All staff must complete this flight review who intend to act as pilot in command of an aircraft. This is an interactive process to provide the pilot with a periodic assessment of his or her flying skills and address areas that may adversely affect flight safety.

There are two portions of the review, an oral discussion and in flight practical. This is to ensure that the pilot and observer can comply with regulatory requirements and operate safely.

PIC Maintain Individual Logbook.

Flight Training Scenarios

1. Problem: The UAS is about to collide with another airborne object such as a bird or another drone

Solution: If in auto-pilot mode, regain control of the UAS immediately. Identify the source and location of potential danger with the aid of the Visual Observer, and stop and hover the drone. Always bring the UAS to the ground as quickly as possible if safety permits. If the object can be avoided safely while remaining in the air, maneuver around, over, or under it while maintaining a PIC-determined safe distance.

2. Problem: The UAS is about to collide with a stationary object such as a telephone pole or tree

Solution: If in auto-pilot mode, regain control of the UAS immediately. Identify the source and location of potential danger with the aid of the Visual Observer, and stop and hover the drone. Once the UAS has been stopped, maneuver around, over, or under the obstacle while maintaining a PIC-determined safe distance.

3. Problem: A large aircraft (airplane or helicopter) passes overhead

Solution: If in auto-pilot mode, regain control of the UAS immediately. Identify the source and location of potential danger with the aid of the Visual Observer, and stop and hover the drone. Lower the drone to the ground and quickly and safely as possible.

4. Problem: Inclement weather suddenly arises during a flight

Solution: If in auto-pilot mode, regain control of the UAS immediately. Communicate with the Visual Observer to determine direction and type of bad weather (i.e. lightning storm, severe wind, hail, etc.). Recall that most UASs do not perform well or may suffer damage when flown in wet weather. Hail can severely damage or destroy the UAS, and wind can take it off course and/or throw it against objects. It is highly recommended to either alter

your flight plan (such as shortening it) or landing the UAS altogether to prevent property and personal damage.

5. **Problem: People wander beneath the UAS area of flight**

Solution: If in auto-pilot mode, regain control of the UAS immediately. Pilot the drone away from the people. Once the UAS is hovering in a safe position, ensure the Visual Observer maintains visual line of sight with the aircraft and politely inform the people that an unmanned aircraft operation is taking place. Advise them, that for their safety and legalities, they must please move away from the area of flight.

6. **Problem: UAS is in autopilot mode when unsafe situation arises**

Solution: You should always regain manual control of your aircraft in an unsafe situation. Because every autopilot software is different, overriding the autopilot feature will be slightly different within the application interface. However, every DJI controller has a small lever at the top left. Flip the switch to “S” for the Phantom 4 and to “P” for all other DJI UASs to override autopilot mode. You can then manage the control sticks to achieve safe UAS operation.

7. **Problem: Stall - Learn how to stall a UAS in order to recover**

Solution: This is an extremely dangerous scenario to both aircraft, persons, and properties as there is a high likelihood of crashing. Stalls occur when the aircraft loses the lift necessary for flight. A stalling drone will stop flying and freefall. If you practice this scenario, do so at a high elevation in a completely open area free of persons and property. Be prepared to damage or destroy the UAS.

Higher elevations give you more time to recover from a stall. We stalled a Matrice 100 drone by descending the UAS at the most rapid descent speed possible in a constant, full spin. The stall and ensuing freefall occurred when we rapidly rolled the UAS at its maximum extent.

8. **Problem: Stall – Learning How to Recover**

Solution: Recovering from a stall entails recovering lift, and lift occurs perpendicular to the thrust (direction of motion) of the aircraft. First, if the motors have stopped working, recover power by pulling both control sticks on the controller down and in toward each other until power is reestablished. Then, using different power bursts and the control sticks for balance, try to rearrange the aircraft’s deadfall until the UAS’s belly is parallel with the ground. Immediately increase power to create lift beneath the propellers. Once lift is reestablished, the aircraft should stop freefalling and you can now regain its desired flight path. Again, stalls are dangerous and freefall happens very quickly.

Frequently practicing stall recoveries in a safe environment is excellent practice to become a safe and competent UAS pilot.

Flight Review for Proficiency

TAKEOFFS, LANDINGS

Task: Normal Takeoff (not automated)

1. Maintain takeoff power and hovering within 2m horizontal until safe maneuvering altitude
2. Maintain directional control and wind-drift correction.

Task: Normal Landing (not automated)

1. Select a suitable touchdown point, considering ground/flight conditions.
2. Maintain a stabilized approach
3. Touch down at or within 13 feet of specified point.
4. Maintain crosswind correction and directional control throughout the approach and landing.

GROUND REFERENCE MANEUVERS

Perform the following tasks with the camera a) facing away towards a center point at all time and b) with the camera facing in the direction of flight.

Fade Out and Up, Fade In and Down (Introductory)

1. Select and object then fly equally back and increase altitude from the object.
2. Return to the object flying equally towards it with decreasing altitude to your starting point.

Task: Turns Around a Point (Intermediate)

1. Select a suitable ground reference point.
2. Plan to enter left or right at 25 - 50 feet agl, at an appropriate distance from the reference point.
3. Apply wind-drift correction to track a constant $\frac{[L]}{[SEP]}$ radius turn around the reference point. Ensure the camera constantly faces toward the center of the circle.
4. Divide attention between UAS control and ground track while maintaining coordinated flight.
5. Maintain altitude, ± 5 feet; maintain airspeed, $\frac{[L]}{[SEP]} \pm 2$ knots.

Task: Rectangular Course (Advanced)

1. Select a suitable reference area.

2. Enter a left or right pattern, 25 - 50 feet agl at an appropriate distance from the selected area, 45° to the downwind leg.
3. Apply wind-drift correction to maintain a constant ground track.
4. Divide attention between UAS control and ground track while maintaining coordinated flight.
5. Maintain altitude, ±5 feet; maintain airspeed, ±2 knots.

PERFORMANCE MANEUVER

Task: Steep Turns (Introductory)

1. Establish the recommended airspeed and heading.
2. Roll into a coordinated 360° turn; maintain Maximum Yaw (45° tilt) angular velocity of 200 Degrees per second. Note: Many UAVs will not allow this.
3. Perform the task in the opposite direction
4. Maintain the entry altitude, ±10 feet, airspeed, ±2 knots, bank, ±5°; and roll out on the entry heading, ±10° max.

EMERGENCY PROCEDURES

Task: Loss of control or communications

1. Select an appropriate course of action.
2. HOME button setup? - Failsafe RTH will be automatically activated if the remote controller signal is lost for more than three seconds and Home Point was successfully recorded. Know the difference between DJI and other aircraft procedures. - demonstration
3. Vortex Ring State Recovery – move at a slope to come down to avoid - Oral
4. Stall recovery – reduce angle of attack then increase power. – Oral
5. Loss of Motor Power – See sUAS Aircraft Flight Manual - Oral
6. Loss of GPS Signal - See sUAS Aircraft Flight Manual - Oral
7. Loss of Control frequency - See sUAS Aircraft Flight Manual – Oral
8. Flyaway - See sUAS Aircraft Flight Manual – Oral
9. Aircraft Battery Failure - See sUAS Aircraft Flight Manual – Oral
10. Transmitter Battery Failure - - See sUAS Aircraft Flight Manual – Oral
11. Fire - See sUAS Aircraft Flight Manual – Oral
12. Structural Failure - See sUAS Aircraft Flight Manual – Oral
13. Pilot Incapacitation - See sUAS Aircraft Flight Manual – Oral
14. Controlled Flight into Terrain and Stalls – Oral

Instructor

Date

Pilot

Date

