



Carnegie Mellon University
Enterprise Risk Management

Uncrewed Aircraft System (UAS)/Drone Indoor Flight Space User Quick Reference

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USERGUIDE CONTENT

This UAS/Drone user guide provides direction regarding the completion of the following Indoor Flight Space Forms:

- New indoor flight space request.
- Changes to an existing indoor flight space.
- Retirement of an existing indoor flight space.

To access the UAS/Drone web page and view the UAS/Drone program, select the following link:

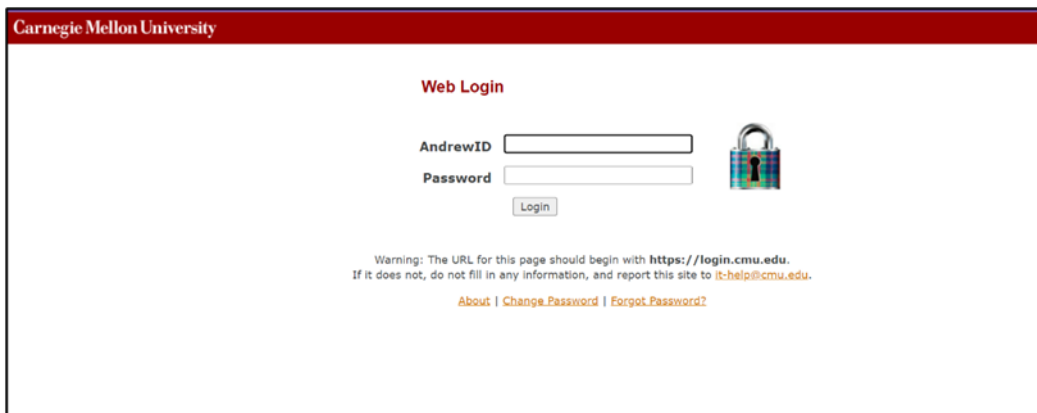
<https://www.cmu.edu/ehs/Workplace-Construction/drone.html>

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

VIEWING THE INDOOR FLIGHT SPACE FORMS

To view any of the Indoor Flight Space 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 Web Login Screen

After logging in, you will be directed to the UAS/Drone Portal which contains all 3 of the registration forms (Indoor Flight Space, Change an Indoor Flight Space and Retire an Indoor Flight Space).

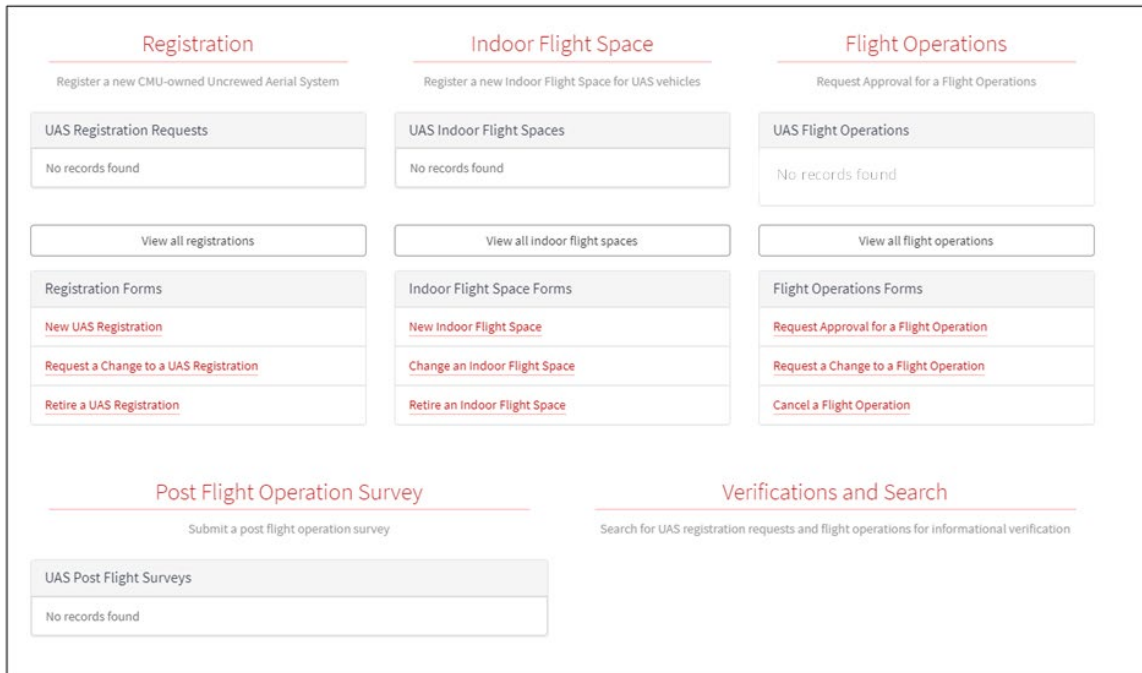


Figure 2 UAS/Drone Portal

NEW INDOOR FLIGHT SPACE REQUEST FORM

Space owners of indoor flight spaces shall complete a New Indoor Flight Space request to identify the location, space contacts and the timeline for use. This information will be reviewed for approval by the Uncrewed Aircraft System (UAS/Drone) Committee. Upon approval Environmental Health and Safety (EHS) will track the space and affiliated details, will perform the initial inspection to ensure minimum requirements are met, and an annual inspection thereafter to ensure requirements are maintained.

After you sign in, you will be in the UAS/Drone Portal within ServiceNow. In the middle of the screen are two ways to access the New Indoor Flight Space Form. The first option is by clicking on the title Indoor Flight Space title or by scrolling down towards the bottom of the page and selecting Indoor Flight Space Request.

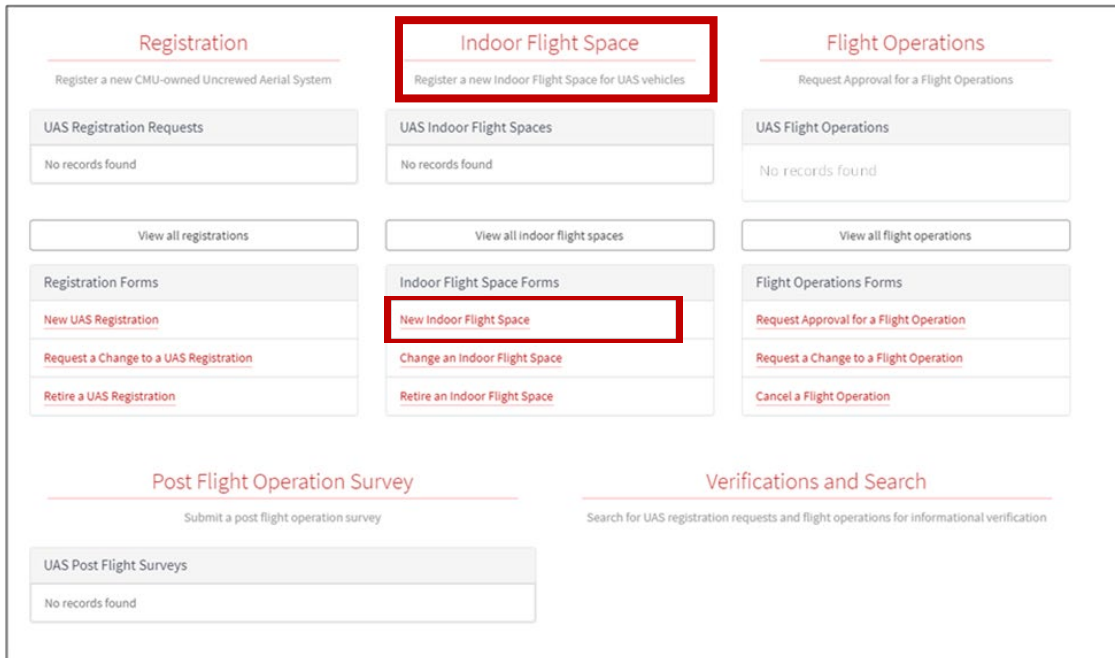


Figure 3 New Indoor Flight Space Form

At the bottom of the Indoor Flight Space Request 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.

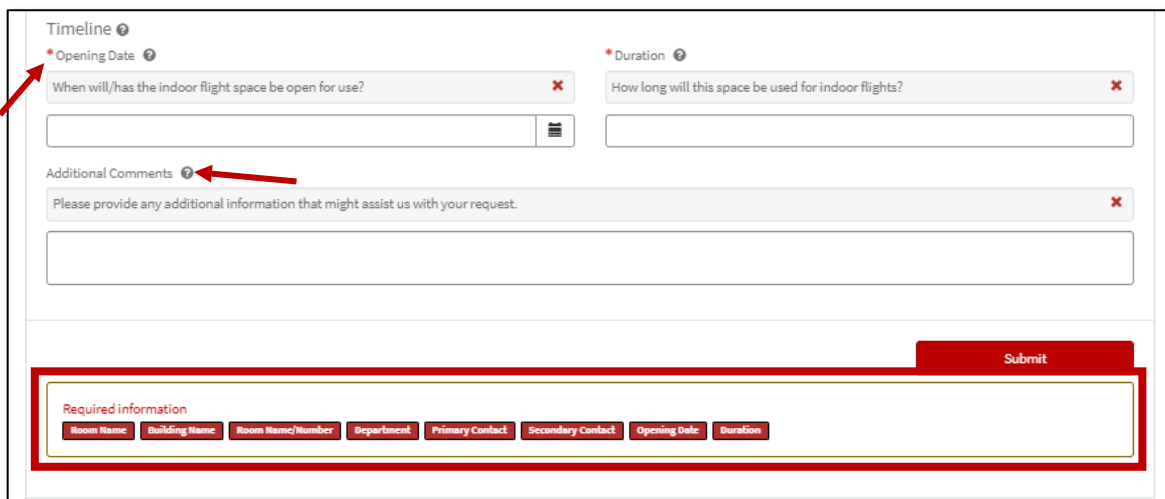


Figure 4 Additional Information

The form collects the following information:

About You:

The name field is atomically populated with your user information, verify this information is correct.

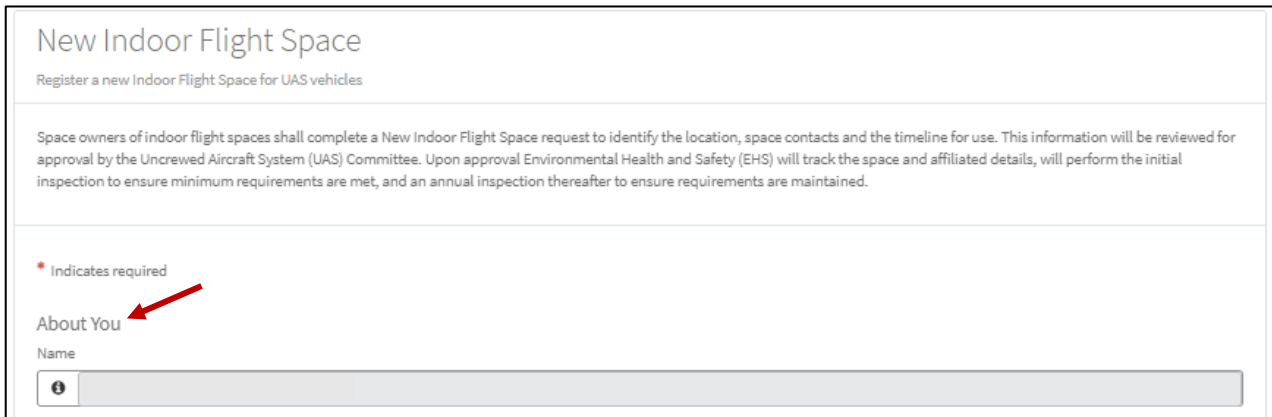


Figure 5 About You

Provide information about the indoor room or space being made available for indoor flights.

- Room Name: Enter a name for the room or space.
- Building Name: Enter the name of the building where the room resides.
- Room Name/Number: Provide the room number or name of the space.
- Space Owner: Indicate who is responsible for the space and what occurs within it.
- Department: Provide the name of the department who owns the room intended for UAS/Drone indoor flights.

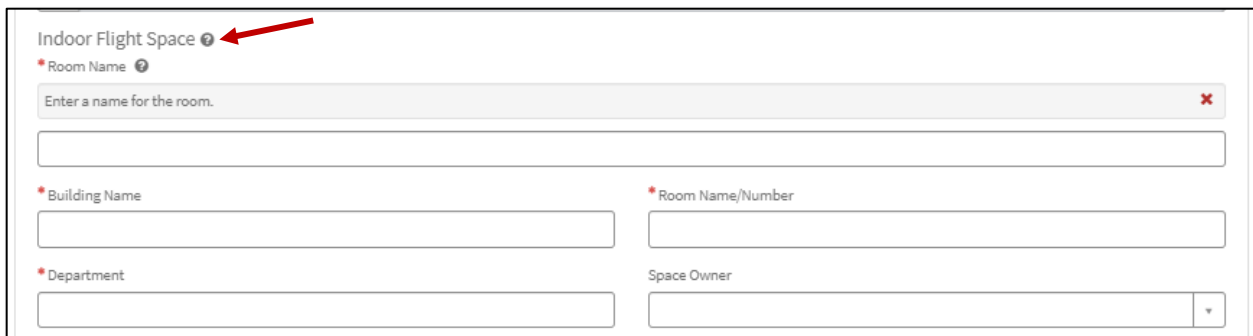


Figure 6 Indoor Flight Space

Contacts:

Primary and Secondary Contact: Please enter two contacts who can answer questions regarding the referenced indoor flight space or room.



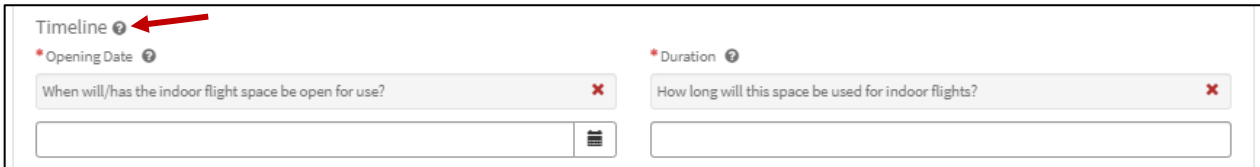
The screenshot shows a form section titled "Contacts" with a red arrow pointing to the title. Below the title are two input fields: "Primary Contact" and "Secondary Contact". Each field has a dropdown arrow on its right side.

Figure 7 Contacts Section

Timeline:

Please provide the date when the space will be ready for flights and the anticipated duration for which the space will be used for flight operations.

- Opening Date: Enter the date the indoor flight space will be open for use.
- Duration: Enter the anticipated date when the indoor flight space will no longer be used for UAS/Drone flights.



The screenshot shows a form section titled "Timeline" with a red arrow pointing to the title. Below the title are two input fields: "Opening Date" and "Duration". The "Opening Date" field has a calendar icon on its right side. Both fields have a red 'X' icon on their right side.

Figure 8 Timeline Section

Additional Comments:

The text box can be used to provide any additional space or room details that will assist with the request process.



The screenshot shows a form section titled "Additional Comments" with a red arrow pointing to the title. Below the title is a text input field with a red 'X' icon on its right side. The input field contains the placeholder text: "Please provide any additional information that might assist us with your request."

Figure 9 Additional Comments

Provide Attachments:

At the bottom of the form is the paperclip icon that can be selected if you would like to include any attachments with the completed form.

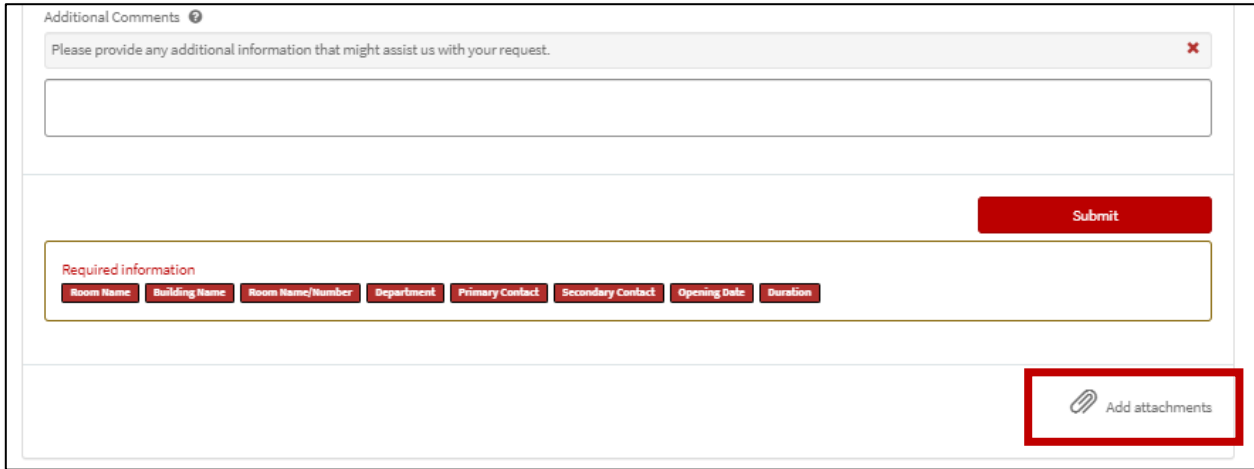
A screenshot of a web form. At the top is a text area labeled 'Additional Comments' with a help icon and a close 'x' icon. Below it is a large empty text box. To the right of this box is a red 'Submit' button. Below the text box is a section titled 'Required information' containing several red buttons: 'Room Name', 'Building Name', 'Room Name/Number', 'Department', 'Primary Contact', 'Secondary Contact', 'Opening Date', and 'Duration'. At the bottom right of the form is a button with a paperclip icon and the text 'Add attachments', which is highlighted with a red rectangular box.

Figure 10 Provide Attachments

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.

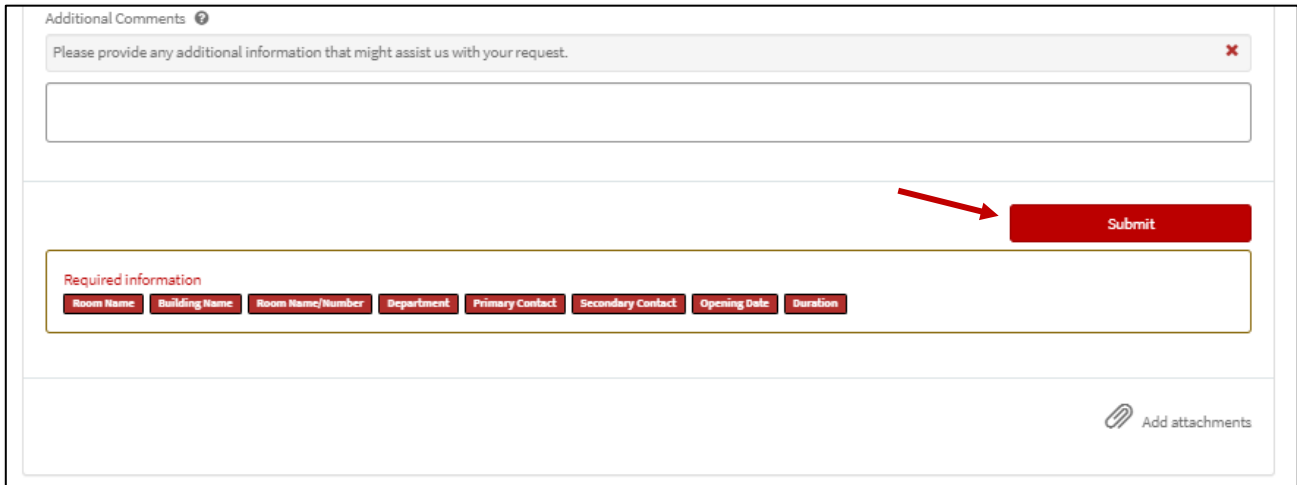
A screenshot of the same web form as in Figure 10. In this version, the 'Submit' button is highlighted with a red arrow pointing to it from the left. The 'Add attachments' button is no longer highlighted.

Figure 11 Complete the Form

The completed form will be reviewed for approval by the Uncrewed Aircraft System (UAS/Drone) Committee. Upon approval, EHS will contact the, begin tracking the space and affiliated details, will perform the initial inspection to ensure minimum requirements are met, and an annual inspection thereafter to ensure requirements are maintained.

CHANGE AN INDOOR FLIGHT SPACE

The Indoor Flight Space Change Form is used to notify EHS of changes to the space that have occurred before the annual space inspection. EHS may conduct an inspection if required. Changes are captured in SciShield.

To access the Change an Indoor Flight Space Form, move to the bottom of the UAS/Drone portal and select Change an Indoor Flight Space.

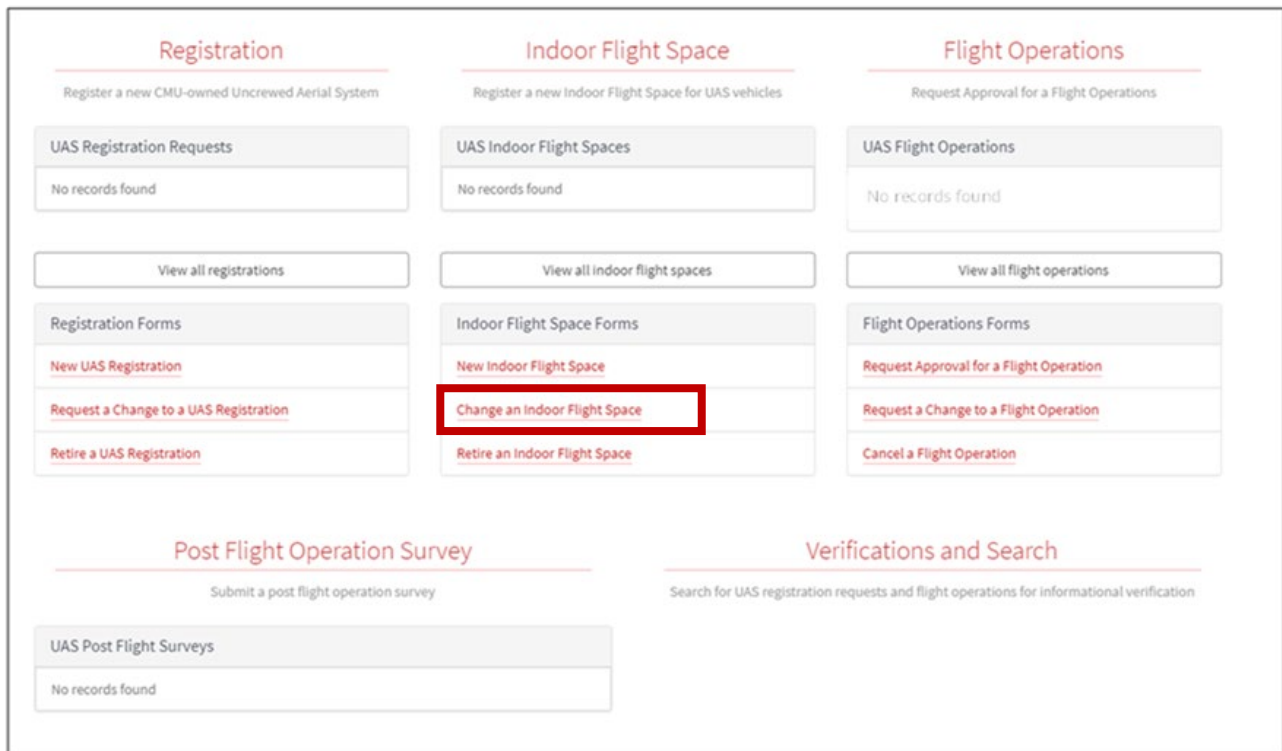


Figure 12 Change an Indoor Flight Space Form

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.

The screenshot shows a form with two main sections. The first section is titled "Date" and contains the question "When do you anticipate the changes to be completed?". It has a question mark icon and a red arrow pointing to it. Below this is an input field. The second section is titled "Additional Comments" and contains the instruction "Please provide any additional information that might assist us with your request." It also has a question mark icon and a red arrow pointing to it. Below this is another input field. At the bottom of the form, there is a red "Submit" button and a "Required information" section. This section is highlighted with a red box and contains five buttons: "Room Name", "Building Name", "Room Name/Number", "Changes", and "Date". In the bottom right corner, there is an "Add attachments" button with a paperclip icon.

Figure 13 Additional Information Text

About You:

The name field is atomically populated with your user information, verify this information is correct.

The screenshot shows the "Change an Indoor Flight Space" form. The title is "Change an Indoor Flight Space" and the subtitle is "Submit a change to an existing Indoor Flight Space". Below this is a paragraph explaining the form's purpose: "The Indoor Flight Space Change Form is used to notify EHS of changes to the space that have occurred before the annual space inspection. EHS may conduct an inspection if required. Changes are captured in BioRaft." A legend indicates that a red asterisk (*) denotes required fields. The "About You" section is highlighted with a red arrow and contains a "Name" field with a question mark icon.

Figure 14 About You Section

Indoor Flight Space:

Once your information is verified, the approved indoor flight space affiliated with you will appear. Select the space you need to update:

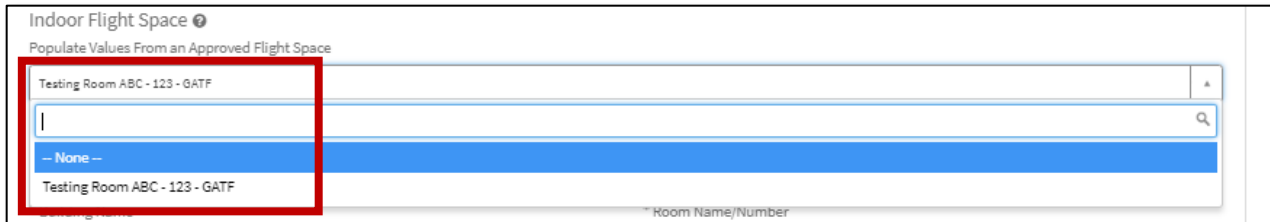


Figure 15 Indoor Flight Space

Once the space is selected, the room name, building name and room number will automatically populate with the information from the form selected. You will then have a chance to update these sections and provide any additional changes needed.

- Room Name: Enter a name for the room or space.
- Building Name: Enter the name of the building where the room resides.
- Room Name/Number: Provide the room number or name of the space.
- Changes: Please describe the changes that are or will be occurring within the indoor flight space.
- Reason: Please describe the reasons for these changes.
- Date: When do you anticipate these changes will be completed.
- 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.

Indoor Flight Space ⓘ

Populate Values From an Approved Flight Space

Testing Room ABC - 123 - GATF ▼

* Room Name
Testing Room ABC

* Building Name
GATF

* Room Name/Number
123

* Changes ⓘ
Please describe the changes you are making to the space. ✖

Reason ⓘ
Please describe the reason for these changes. ✖

* Date ⓘ
When do you anticipate the changes to be completed? ✖

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

Submit

Required information
Changes Date


 Add attachments

Figure 16 Indoor Flight Space Form

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.

A screenshot of a web form 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 request." and a red 'x' icon in the top right corner. Below the input field is a horizontal line, and at the bottom right is a red "Submit" button. A red arrow points to the "Submit" button.

Figure 17 Complete the Form

Once the form is completed, EHS will be notified of your changes and update the information within SciShield.

RETIRE AN INDOOR FLIGHT SPACE

The Indoor Flight Space Retirement Form is used to notify EHS that a space will no longer be used for indoor flights. The requester must be the owner, the primary contact, or secondary contact associated with indoor space. Once submitted, EHS will remove the space from their inspection process within SciShield

To access the Retire an Indoor Flight Space Form, move to the bottom of the UAS/Drone portal and select Retire an Indoor Flight Space.

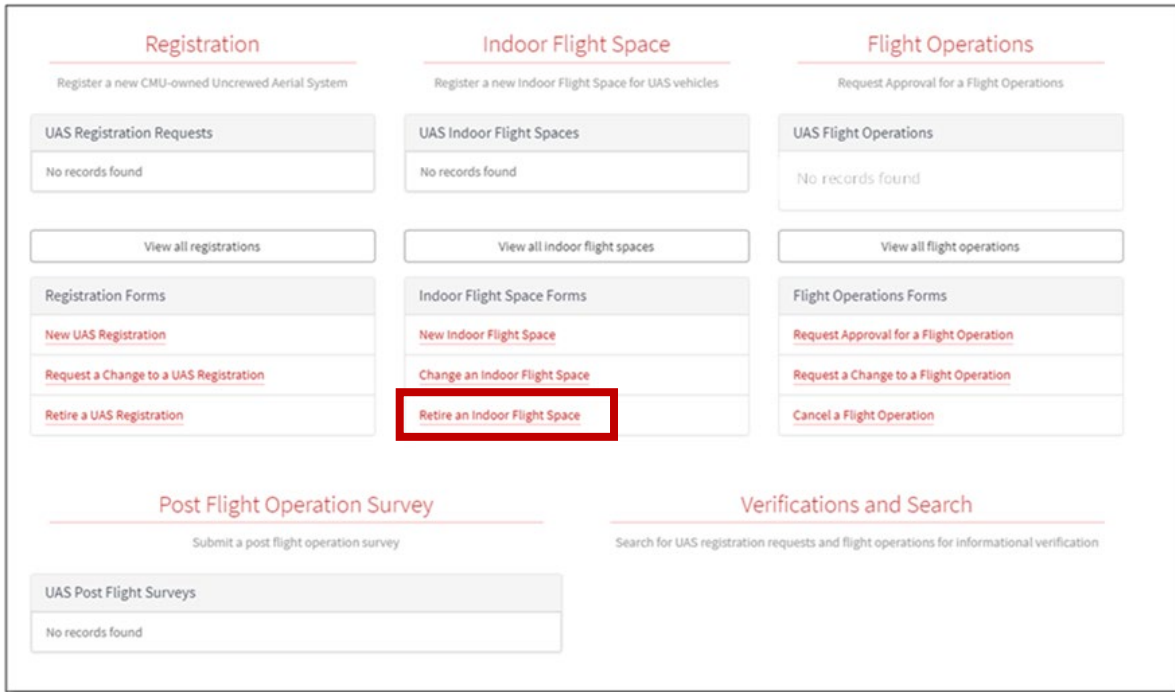


Figure 18 Indoor Flight Space Retirement Form

At the bottom of the Retire an Indoor Flight Space 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 shows a form section titled "Additional Information Text". At the top, there is a field labeled "Date" with a red asterisk and a question mark icon. Below it is a text input field with the placeholder text "When is the last day for indoor flights?". To the right of this field is a red "X" icon. Below the date field is another field labeled "Additional Comments" with a question mark icon. Below this is a text input field with the placeholder text "Please provide any additional information that might assist us with your request.". To the right of this field is a red "X" icon. At the bottom right of the form section is a red "Submit" button. Below the form section is a red-bordered box containing the text "Required information" and four buttons: "Room Name", "Building Name", "Room Name/Number", and "Date". At the bottom right of the page is a paperclip icon and the text "Add attachments".

Figure 19 Additional Information Text

About You:

The name field is atomically populated with your user information, verify this information is correct.

The screenshot shows the "About You" section of a form titled "Retire an Indoor Flight Space". The form has a subtitle "Retire an existing Indoor Flight Space". Below the subtitle is a paragraph of text: "The Indoor Flight Space Retirement Form is used to notify EHS that a space will no longer be used for indoor flights. The requester must be the owner, the primary contact, or secondary contact associated with indoor space. Once submitted, EHS will remove the space from their inspection process within BioRAFT." Below the text is a legend: "* Indicates required". Below the legend is the section title "About You" with a red arrow pointing to it. Below "About You" is the label "Name" and a text input field with a question mark icon.

Figure 20 About You Section

Indoor Flight Space:

Once your information is verified, the approved indoor flight space affiliated with you will appear. Select the space you need to update:

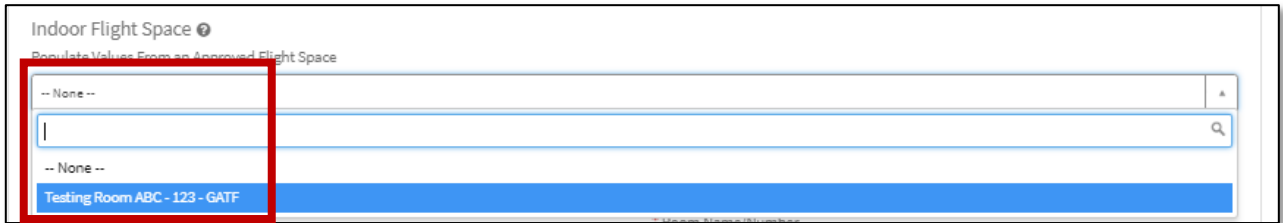


Figure 21 Indoor Flight Space

Once the space is selected, the room name, building name and room name/number will be atomically populated. You can then populate the remaining questions/sections, to retire the indoor flight space.

- Room Name: Enter a name for the room or space.
- Building Name: Enter the name of the building where the room resides.
- Room Name/Number: Provide the room number or name of the space.
- Reason: Please describe the reasons for these changes.
- Date: Select the date when the last day for indoor flights will be.
- 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.

Indoor Flight Space ⓘ

Populate Values From an Approved Flight Space

Testing Room ABC - 123 - GATF ▼

* Room Name

Testing Room ABC

* Building Name

GATF

* Room Name/Number

123

Reason ⓘ

Please describe the reason for these changes. ✖

* Date ⓘ

When is the last day for indoor flights? ✖

Additional Comments ⓘ

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

Submit

Required information

Date


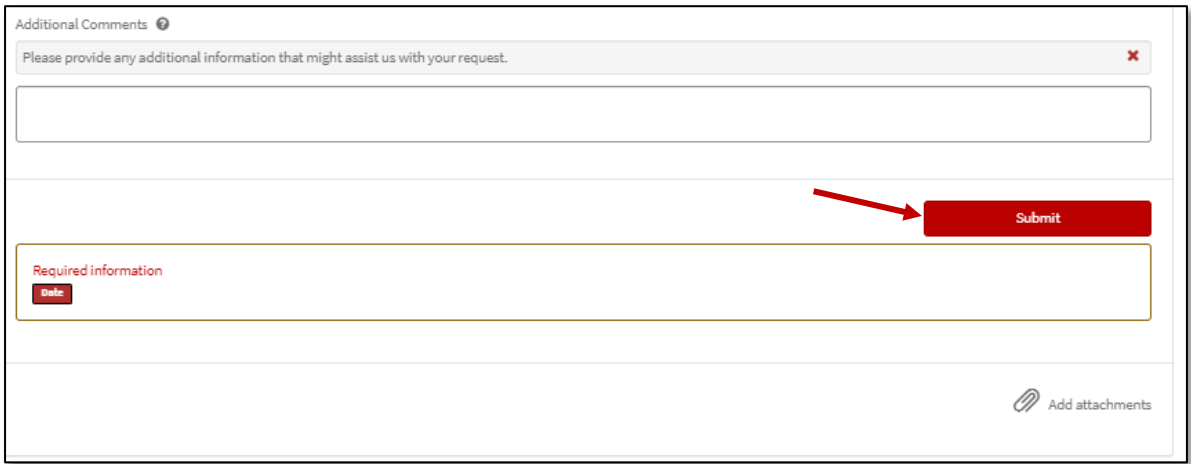
 Add attachments

Figure 22 Required Information

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 image shows a web form interface. At the top, there is a section titled "Additional Comments" with a help icon. Below this is a text input field containing the placeholder text "Please provide any additional information that might assist us with your request." and a close icon (X). Below the text field is a large empty rectangular box. To the right of this box is a red button labeled "Submit", with a red arrow pointing to it from the left. Below the "Submit" button is a red-bordered box containing the text "Required information" and a small red button labeled "Date". At the bottom right of the form is a paperclip icon followed by the text "Add attachments".

Figure 23 Complete the Form

Once you submit the form, EHS will be notified, and the space will be removed from the list of approved indoor flight spaces, and it will be removed from SciShield.