




State of Louisiana  
 Department of Conservation and Energy  
 Administrative Policy No. 27

<b>Issuing Agency</b>	Louisiana Department of Conservation and Energy (C&E)
<b>Policy Title</b>	Unmanned Aircraft Systems Safety Program
<b>Policy Number</b>	Administrative Policy No. 27
<b>Effective Date</b>	June 2026
<b>Revised Date</b>	NEW June 2026
<b>Applies To</b>	All unclassified and classified employees of the Louisiana Department of Conservation and Energy
<b>Approval</b>	<p>Signed by:                    D53B03D7DF0140F...                  Undersecretary, Department of Conservation and Energy</p>

- I. **AUTHORITY:** The Office of Risk Management (ORM) has established a comprehensive statewide Loss Prevention Program in accordance with La. R.S. 39:1543. This policy is further governed by La. R.S. 14:337 and applicable federal regulations, including 14 CFR Part 107, which governs the operation of unmanned aircraft systems (UAS).
  
- II. **PURPOSE:** The State of Louisiana, through ORM, administers a self-insurance program for unmanned aircraft systems. The purpose of the Unmanned Aircraft Safety Program is to promote accountability and safety awareness among UAS operators; ensure proper oversight and control of unmanned aircraft use; and reduce the State’s exposure to liability, loss, and associated costs.
  
- III. **POLICY:** The Department of Conservation and Energy (C&E) is committed to fulfilling its responsibilities as an owner and operator of unmanned aircraft systems by implementing and maintaining a UAS Safety Program in accordance with ORM loss prevention standards and all applicable federal and state regulations.  

This policy establishes requirements for the identification, authorization, and training of C&E employees whose duties include operating unmanned aircraft systems. It also outlines operational expectations, reporting requirements, and the roles and responsibilities of personnel involved in administering and monitoring the Department’s UAS Safety Program.
  
- IV. **APPLICABILITY:** Only C&E employees who have been properly authorized and trained may operate Department-owned or leased unmanned aircraft systems. Authorized operators may operate only those types of UAS for which they have received appropriate training and approval.  

Employees who are not authorized operators may assume control of a UAS only in emergency situations where immediate intervention is necessary to prevent harm to persons or property, such as in the event of operator incapacitation, equipment failure, or imminent risk of an accident.



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**V. PROVISIONS:**

**A. UAS Operators**

1. Employees or contractors assigned a UAS device may operate the aircraft for official state business only in accordance with 14 CFR Part 107. Prior to operating a C&E UAS, the employee or contractor must obtain a valid Remote Pilot Certificate issued by the Federal Aviation Administration (FAA).
2. Remote Pilot Certificates, and copies thereof, shall be:
  - a. Carried by the UAS operator while conducting flight operations for official state business;
  - b. Maintained at the office, field location, or headquarters where the UAS is stored for audit and compliance purposes; and
  - c. Provided to the C&E Safety Coordinator.

**B. UAS Devices**

1. All department-owned UAS devices shall be registered with the FAA in accordance with applicable regulations. Registration requires the make and model of each UAS. UAS devices weighing more than 0.55 pounds must be registered using the appropriate application available through the FAA.
2. FAA registration documentation for each department-owned UAS, and copies thereof, shall be:
  - a. Maintained with the UAS in the flight logbook;
  - b. Maintained at the office, field location, or headquarters where the UAS is stored for audit and compliance purposes; and
  - c. Provided to the C&E Safety Coordinator.

**VI. RESPONSIBILITIES:**

**A. UAS Operators**

1. Conduct UAS operations only for official state business and in accordance with authorization from the Department, the State of Louisiana, and the Federal Aviation Administration (FAA).
2. Maintain a valid FAA Remote Pilot Certificate and comply with all requirements of 14 CFR Part 107 and any applicable waivers.
3. Be knowledgeable of and comply with all applicable federal, state, and local laws, regulations, and guidance, including but not limited to 14 CFR Part 107, La. R.S. 14:337, and applicable FAA memoranda or advisory circulars.
4. Ensure that all required approvals and authorizations are obtained prior to flight, including coordination with local/parish governing authorities when operating in restricted or controlled areas.
5. Verify that operations do not occur in restricted or prohibited airspace, including temporary flight restrictions (TFRs), unless proper authorization has been obtained.
6. Maintain all required documentation during operations, including their Remote Pilot Certificate and applicable UAS registration information.
7. Conduct pre-flight inspections and ensure the UAS is in safe operating condition prior to each use.
8. Operate the UAS in a safe manner at all times to avoid hazards to persons, property, and other aircraft.



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9. Ensure that flight activities are documented in the appropriate flight logbook and that any incidents, accidents, or safety concerns are reported in accordance with Department and ORM requirements.

**B. Management/Appointing Authority**

1. Ensure that only properly trained and authorized employees or contractors are permitted to operate UAS on behalf of the Department.
2. Review and approve requests for UAS operations, including any requests for FAA waivers, as applicable.
3. Support enforcement of this policy and ensure appropriate corrective or disciplinary action is taken when necessary.

**C. Safety Coordinator**

1. Maintain records of UAS operators, including copies of Remote Pilot Certificates and training documentation.
2. Monitor compliance with this policy and applicable ORM loss prevention requirements.
3. Serve as the primary point of contact for UAS safety, reporting, and coordination with ORM.
4. Review incident reports and ensure appropriate follow-up actions are taken.

**D. Property Manager**

1. Ensure that each department-owned UAS is properly accounted for and maintained within the State’s inventory system.
2. Maintain records of UAS devices, including registration and assignment.

**VII. GENERAL PROCEDURES:**

**A. Operational Safety Requirements**

C&E UAS Operators shall prioritize safety at all times, with particular attention to preventing injury to persons and damage to property. The following procedures shall be followed:

1. Operators shall be familiar with potential system failure modes (e.g., battery failure, adverse weather conditions, and loss of control signal) and plan operations to minimize associated risks. Built-in safety features shall be tested to the extent reasonably practicable.
2. Operators shall develop and utilize detailed pre-flight, in-flight, and post-flight checklists, including identification of critical safety steps.
3. C&E management and/or the Safety Coordinator shall ensure that all operator requirements, authorizations, and documentation are completed and maintained prior to UAS operation for audit and compliance purposes.
4. All department-owned UAS shall be clearly marked: “State of Louisiana – Department of Conservation and Energy – Official Use Only.”
5. UAS operations shall be conducted during daylight hours and in weather conditions suitable for safe flight, unless otherwise authorized (e.g., emergency operations or FAA-approved waivers).
6. UAS shall remain within the visual line of sight of the operator at all times and shall be operated in accordance with FAA distance limitations.
7. UAS shall yield the right of way to all manned aircraft at all times, in accordance with FAA regulations.



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8. UAS shall not be operated from a moving vehicle unless expressly permitted under applicable FAA regulations or an approved waiver.
9. Operators shall complete a Mission Flight Log for each day of operation, documenting all flights conducted.
10. UAS shall not exceed altitude limitations established by the FAA. Under no circumstances shall a UAS be operated above 400 feet above ground level unless authorized by the FAA.

**B. Privacy and Data Collection**

UAS shall not be used to capture images, video, or other data of persons or property without appropriate authorization or consent, as required. UAS operations shall not occur in areas where there is a reasonable expectation of privacy, including but not limited to restrooms, private residences, childcare facilities, correctional institutions, and medical treatment facilities.

**C. Property Access**

Permission shall be obtained, when required, prior to entering private property to recover a downed UAS.

**VIII. ACCIDENTS/INCIDENTS:**

**A. Reporting Requirements**

1. All UAS accidents and incidents shall be reported immediately, but no later than ten (10) calendar days following the occurrence.
2. UAS Operators shall complete the C&E Aircraft Incident/Accident Statement Report and submit it to their immediate supervisor, the C&E Safety Coordinator, and the appointing authority.
  - a. The Safety Coordinator shall retain all reports for audit and compliance purposes.
  - b. C&E shall report property damage (excluding damage to the UAS) exceeding \$500, or the cost to repair or replace the property (whichever is less), in accordance with applicable requirements.

**B. NASA Aviation Safety Reporting System (ASRS)**

1. UAS Operators shall submit reports to the NASA Aviation Safety Reporting System (ASRS) for close calls, hazards, or other safety-related events, and shall notify their supervisor, Safety Coordinator, and appointing authority.
2. The FAA's Aviation Safety Reporting Program (ASRP) provides a non-punitive, anonymous reporting option. Submission of an ASRS report may be considered evidence of a constructive safety attitude. Civil penalties or certificate actions may be waived if all of the following conditions are met:
  - a. The violation was inadvertent and not deliberate;
  - b. The violation did not involve a criminal offense, accident, or evidence of lack of qualification or competency under 49 U.S.C. § 44709;
  - c. The individual has not been subject to FAA enforcement action for a similar violation within the preceding five (5) years; and
  - d. A report is submitted to NASA within ten (10) days of the occurrence or when the individual became aware, or should have become aware, of the violation.



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**C. National Transportation Safety Board (NTSB) Reporting**

In the event of a UAS accident occurring between system activation and mission completion, the appropriate NTSB field office shall be notified if:

1. Any person suffers death or serious injury; or
2. The aircraft holds an airworthiness certificate and sustains substantial damage.

- IX. WAIVERS:** A waiver is an official authorization issued by the FAA that permits certain unmanned aircraft operations outside the limitations established in 14 CFR Part 107. With prior approval from their appointing authority, C&E UAS Operators may request an operational waiver to conduct specific activities not otherwise permitted under Part 107.

Such waivers allow operators to deviate from certain regulatory requirements by demonstrating to the FAA that the proposed operation can be conducted safely through alternative means and appropriate risk mitigation measures.

Certain UAS operations require a waiver under 14 CFR Part 107. The following regulations are among those eligible for waiver:

- [Operation from a moving vehicle or aircraft - §107.25](#)
- [Operation at night - §107.29\(a\)\(2\) and \(b\)](#)
- [Visual line of sight aircraft operation - §107.31](#)
- [Visual observer - §107.33](#)
- [Operation of multiple small unmanned aircraft - §107.35](#)
- [Operation near aircraft; right-of-way rules - §107.37\(a\)](#)
- [Operation over human beings - §107.39](#)
- [Operation in certain airspace - §107.41](#)
- [Operating limitations for small unmanned aircraft - §107.51](#)
- [Operations from a moving vehicle or aircraft - §107.145](#)

- X. NON-COMPLIANCE:** C&E reserves the right to immediately suspend or terminate the operation of any department-owned UAS if such operation interferes with agency operations; poses a hazard to people, facilities, equipment, or other property; or has not received the required approvals in accordance with applicable federal, state, or local laws, as well as this policy.

Failure to comply with this policy, an approved UAS flight plan, or applicable laws and regulations may result in a determination of non-compliance. Any such determination may lead to disciplinary action in accordance with Civil Service Rules.

- XI. VIOLATIONS:** Failure to comply with the requirements and prohibitions set forth in this policy may result in corrective action in accordance with applicable Civil Service Rules. Generally, corrective action will follow a progressive discipline approach; however, the level of discipline imposed will depend on the nature and severity of the violation. Repeated or serious violations may result in more severe disciplinary action, up to and including termination.

- XII. QUESTIONS:** Questions regarding the interpretation or application of this policy should be directed to the Human Resources Division.

- XIII. REVISION HISTORY:**



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<b>Date</b>	<b>Action</b>
June 2026	Policy Established