



BOISE STATE UNIVERSITY

University Policy 9030

Antenna and Transmission Systems

Effective Date

February 2002

Last Revision Date

January 2008

Responsible Party

Campus Planning and Facilities, (208) 426-1569

Scope and Audience

This policy applies to antennas and transmission systems on University-owned or -controlled property.

Additional Authority

- NFPA 70 – National Electrical Code
 - ANSI/IEEE C-2 National Electrical Safety Code
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1. Policy Purpose

To establish policy and procedures for establishing and maintaining antenna and transmission systems on University property.

2. Policy Statement

This policy is intended to create a stable environment for wireless transmission and reception; preserve campus aesthetics; and, document a process for establishing and maintaining antennas, dishes, towers, and related equipment on university property.

3. Responsibilities and Procedures

3.1 Overview

Requests to locate, relocate, or modify antenna or transmission systems and related equipment on University property must be directed to and reviewed by the University's Facilities Planning Council. The Council may request additional supporting materials including, but not limited to, detailed equipment specifications, tests and test results, drawings, and proposed contract documents. The Council will have sole responsibility for approval or disapproval pending review and approval by the State Board of Education as appropriate. Equipment and its placement must meet standards established by the University.

3.2 New Antenna and Transmission Systems

The Facilities Planning Council, in order to assure adherence to standards, minimize adverse impacts, and assist in coordinating implementation of antenna and transmission systems will review all new requests.

- a. Those desiring to locate Antenna and transmission systems on university property will provide to the Council a description of the system; its anticipated impact technically, structurally, and aesthetically; and, a summary of any contractual requirements.
- b. Reasonable efforts should be made to determine if the proposed system will interfere with or diminish any existing transmission system and to coordinate the system's installation. At a minimum, the appropriate engineering staff from within the Simplot Micron Instructional Technology Center, KBSU radio, and the Office of Information Technology should review all requests prior to being submitted to the council. Additional review may be requested and directed by these offices.

3.3 Modifications to Existing Antenna and Transmission Systems

Modifications that significantly change an existing antenna and transmission system require the owner or responsible technology manager to request review by the Council prior to the modification. Significant changes must be reviewed by the appropriate engineering staff from Simplot Micron Instructional Technology Center, KBSU Radio, and the Office of Information

Technology prior to being submitted to the council. Additional review may be requested and directed by these offices. A significant change is a change in size, type, or configuration of antenna, relocation of the antenna, or transmission system, a change in frequency or output power, or an increase in the size or features of the radio system. Remaining changes or modifications should be reviewed by, and be the responsibility of, the appropriate technology manager.

3.4 Temporary Antenna and Transmission Systems

Temporary antenna and transmission systems are defined as those required for a given event or time period. Such systems may include but are not limited to satellite uplinks for news, entertainment, or sporting events; microwave dishes for temporary news links to head-end facilities; or dishes, and, antenna or other such equipment as may be necessary for assuring public safety. Requests for locating temporary antenna and transmission systems will be reviewed by the appropriate technology manager and engineering staff. Notice shall be provided to the engineering staff from Simplot Micron Instructional Technology Center, KBSU Radio, and the Office of Information Technology. Notice must also be provided to the Director of Facilities Operations & Maintenance.

3.5 Review of Existing Antenna and Transmission Systems

All antenna and transmission systems located on University property will be reviewed annually. Review is the responsibility of the appropriate technology manager. Contract antenna and transmission systems will also be reviewed at the time of contract renewal. Antenna and transmission system owners are fully responsible for any damage caused or contributed to by their equipment.

3.6 Funds Derived from Antennas and Transmission Systems Agreements

Funds derived from contracts or agreements as the result of antenna and transmission systems located on University property will be the property of and allocated as directed by the Vice President and Chief Financial Officer.

3.7 Technical Requirements of an Antenna and Transmission System

3.7.1 Code Requirements

All antenna and transmission systems must be installed, grounded, and maintained to fully comply with NFPA 70 – National Electrical Code, ANSI/IEEE C-2 National Electrical Safety Code, FCC regulations, OSHA safety standards, and all other applicable Federal, State, and local laws and regulations.

3.7.2 Approval for Mounting and Grounding

All mounting and grounding systems require the approval of the Director of Facilities Operations & Maintenance. If the mounting systems require attachment to a building structure, a roof puncture, or any structure change, engineering documents must be submitted to University Engineering and Architectural Services for review and approval.

3.8 Applicability

All present and future antenna and transmission systems are subject to these standards. These standards apply to all colleges, departments, and offices of the University. In addition, these standards apply to all state and federal agencies and all private company antennas and transmission equipment located on University property.

Revision History

January 2008