

# STANDARD ADMINISTRATIVE PROCEDURE

## 51.04.99.M0.01 Radio Antenna Installation on Campus Procedures

*Approved June 20, 1997*

*Revised October 17, 2010*

*Revised February 16, 2016*

*Next scheduled review: February 16, 2021*

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### Standard Administrative Procedure Statement

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These procedures will be utilized by all Texas A&M University departments, System members and external agencies that wish to obtain a site lease or approval to place an antenna, dish, or radio equipment on property of Texas A&M University. This SAP covers both TAMU owned transmission equipment as well as the lease of space for service provider's equipment. Texas A&M Information Technology Department installation of IEEE 802.11 WiFi and IEEE 802.16 WiMax are exempt from this SAP. Educational Broadcast Services (EBS) is also exempt from any antenna installation involving construction at either the Moore Communications Building or the Hensel Park tower for equipment owned and operated by EBS.

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### Official Procedure

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#### 1. PROCEDURE

- 1.1 The initial request for such approval will be submitted to the Information Technology Department (a department within the Associate Vice President for Information Technology and CIO). This office will assist in locating potential sites and assessing impact on existing co-located transmitters and/or receivers.
- 1.2 The following conditions will be considered during this initial evaluation:
  - (1) Potential conflict with an existing telecommunication contract executed or pending with Texas A&M University.
  - (2) Use of the facility cannot conflict with University rules, regulations and/or requirements.
  - (3) University must benefit from service requested.
- 1.3 The Information Technology Department will request the University's Environmental Health and Safety Department perform an analysis of safety and/or health issues that

need to be addressed with the proposed installation. As part of that request, the Information Technology Department will provide the Environmental Health and Safety Department with either [refer to 47 CFR §1.1307(b)]:

- a signed Environmental Assessment, or
- a signed statement confirming compliance with limits, or
- a signed statement indicating that the installation is categorically excluded.

The signature must be that of an authorized representative of the entity responsible for the installation. The documents submitted must include transmitter characteristics such as height above the ground, the transmission frequency or frequencies and power at each frequency or frequencies, etc. An analysis used to substantiate the evaluation must be part of any submission. The Information Technology Department and Environmental Safety and Health Office will work with TAMU departments, and colleges and TAMUS agencies to help fulfill the requirements of section 1.3

1.4 If the safety and health analysis is acceptable, the Information Technology Department will submit the request to the Executive Director for Facilities and Dining Administration for review and approval.

1.4.1 If approved, and if the installation is for an outside firm, the requesting firm will be notified by the Information Technology Department, a standard University Antenna Site Lease Contract will be forwarded to the firm/organization by the Information Technology Department and if the contract terms are mutually agreed upon, the firm/organization will be advised to proceed with performing a facilities impact analysis and an intermod study (if deemed necessary by the Information Technology Department). The analysis must be performed by an engineer licensed in the State of Texas. The analysis will be submitted to the Facilities and Dining Administration Office for review and approval. The analysis will address the following:

- (1) structural analysis,
- (2) electrical power requirements - The power requirements are to be specified by the requestor, however, the power service installation will be coordinated by Facilities and Dining Administration and metering managed through Utilities & Energy Services. All installation and monthly power consumption costs will be billed to the firm or organization requesting the lease,
- (3) building penetrations,
- (4) space requirements,

- (5) heating and cooling requirements,
- (6) appearance for the proposed antenna, and
- (7) access requirements.

Facilities and Dining Administration reserves the right to independently verify the information provided in the analysis. If the antenna is for a TAMU department or college, or a TAMUS agency, a memo of approval will be sent to the department requesting the antenna and a work request with an appropriate funding account can be submitted through the online work request portal for the installation.

2. CONTACT PERSON

Please feel free to contact Mr. Christopher Norton at 979-458-5454 should you have questions regarding this procedure.

3. BRANCH CAMPUS REQUESTS

Requests for branch campuses will be forwarded to the Branch Campus Director responsible for Telecommunications who will coordinate with the TAMU Information Technology Office as needed.

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**Related Statutes, Policies, or Requirements**

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*Supplements [System Policy 51.04](#)*

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**Contact Office**

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**OFFICE OF RESPONSIBILITY:**

Texas A&M Information Technology